

Team Manual

Manual for short-term mission teams to the

James Project of Latin America /

Shadow of His Wings Orphanage

Monjas, Jalapa, Guatemala

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Letter to Team Leaders from the Founders:

“They desired only that we remember the poor,
the very thing which I also was eager to do.”
(Galatians 2:10)

Congratulations! You have made a decision to step into the perfect will of God by doing all that you can to remember the poor. The instructions of the apostles to Paul were clear; they only had one thing they wanted him to remember to do as he embarked upon a whirlwind of activities to spread the Gospel. What could that one thing have been? It must have been ever so important for it to be the only thing that the apostles specifically mentioned! It was; it is; and you are doing it – giving of yourself on behalf of the poor. The Lord is smiling; the staff here is smiling for your obedience; and the children in the home will undoubtedly smile greatly as they receive the Love of the Lord through you during your stay with us.

Take a deep breath. Don't let the small stuff get to you in the planning stages. Remember that the process of preparing is every bit as important as what happens once you are here.

God has a plan. HE will bring it to pass, not us. We are just His agents. Together, functioning as the true Body of Christ, all that is needed exists. Let's place our hearts and minds before Him in unity and thanksgiving for all He is doing and will do.

“Pure and undefiled religion before God and the Father is this: to visit orphans and widows in their trouble, and to keep oneself unspotted from the world.” James 1:27

Because of Jesus,

Joanne Simpson

Carroll Bishop

Founders

Note from the Directors:

On behalf of the children, staff, and administration of JPLA we extend our appreciation to you. Your sacrifice to visit us is no small thing and we pray God will bless you for it.

Our prayer is that you will be open to what God has for you on this trip. Be willing to step out of your comfort zone and allow God to use you in ways that may be new for you. You are on this trip for a reason, and that reason is not for you to return home as the same person. God wants to transform you on this trip, but will not do it if you don't allow Him. This trip will be life-changing if you submit to Him and all He has for you.

We look forward to meeting you and having you become a part of the James Project of Latin America family.

Bryon and Tiffany Applegate
Co-directors of JPLA

Who We Are:

Please see our website at www.shadowofhiswingsorphanage.org for more information on the foundation, history, beliefs and set-up of the James Project of Latin America. You can also look at our Facebook Page, "Shadow of His Wings Orphanage", for recent updates, photos, and activities. Or feel free to email our Team and Visitor Coordinators, Matt and Mandy Wilson at mandy@sohwo.org.

Note to the Team Leader:

Plans for your trip will be made largely through email. While phone calls are possible for quick simple questions, they are not the ideal way to make detailed plans and are especially inconvenient in their lack of being able to go back and look over them to remember what was said☺. Please be prepared to be in email contact with a James Project of Latin America representative throughout the trip-planning process. In the event that a phone call is necessary, please call Mandy **289-723-2572** (magic jack line)

Purposes of your short-term mission trip:

- We see a short-term mission as a trip of usually 7 to 10 days with its purpose being to join together with the current ministry and national believers to unite our strengths to serve others in a Christ-like manner, share the Gospel of Christ with the lost, develop relationships with the local believers and ministers of encouragement and support, provide for physical needs of the poor and needy. All of this with the goal of advancing the Kingdom of God as well as representing the James Project in a positive light in the surrounding communities.

Qualifications for team membership:

Team members should be born-again Christians (exceptions available upon approval) and at least of high school age unless accompanied by a parent. It is up to your chosen Team Leader to approve of individual team members (see attachments for pastor recommendation forms that may be of use in this process).

Steps in the mission trip process:

Your group will...

- 1) Prayerfully consider involvement in a short-term mission trip.
- 2) Choose one Team Leader who will be the contact person for the JP Team Coordinator to get information to and from and to communicate and disperse information to the team members.
- 3) Via email with the JP Team Coordinator, we will help you choose from the available dates for the time of year you would like to plan your trip.
- 4) Email (or send via snail mail) application to the JP Team Coordinator.
- 5) Receive Team Manual via email.
- 6) Upon approval, send non-refundable \$200 deposit to reserve dates (to same address as ground costs with your team name and "team deposit" in the memo line).
- 7) Initiate process of team selection and preparation (Team Leader is responsible for team member approval).
- 8) Provide a chaperone/teen ratio of at least one to seven and a minimum of one per gender.
- 9) At least 10 weeks before trip, finalize purchase of airline tickets.
- 10) Email detailed flight information to JP Team Coordinator.
- 11) Assure that all team members have procured passports in time for the trip.
- 12) The JP Team Coordinator will email the spreadsheet with team member information to be filled out for registration for the American Embassy in Guatemala.
- 13) Email the JP Team Coordinator a list of the name that each team member goes by for name tags.
- 14) Get appropriate immunizations according to Crisis for Disease Control Centers in your area (fyi: there are no immunizations required but many recommended – this is a personal choice that each team and individual has to make and the James Project staff cannot advise either way).
- 15) Raise budget and donation monies.
- 16) Decide with confirmed team members and communicate with us about the areas of interest for ministry for the team. We will begin to work on drafts of a schedule for your time in Monjas.
- 17) Procure short-term overseas medical insurance (see attachment for information on one company).
- 18) Prepare ministries (if serving in areas other than construction).

- 19) Send in ground costs to Shadow of His Wings, Inc. (see section on ground costs) at least 4 weeks before arrival date. Note: ground costs should be collected by you and sent in to Nancy as one payment for the total. Team members should NOT send in their payments to her individually.
- 20) Team Leader may be asked to give the JP Team Coordinator the following forms upon arrival:
 - a. Medical Release Forms
 - b. International Travel Release Forms
 - c. Proof of international or travel insurance

The JP Team Coordinator/Team Host will...

- 1) Plan general and detailed itineraries.
- 2) Plan ministries with Team Leader
- 3) Arrange for all ground transportation.
- 4) Arrange for all lodging.
- 5) Arrange for all meals.
- 6) Arrange for translation for team as a whole (individual translation is generally not provided).
- 7) Provide orientation upon arrival.
- 8) A representative of the James Project will accompany your team at all times.
- 9) Manage budget during the trip. (usually team leader is in charge)
- 10) Be available throughout the preparation process to answer your questions about the local ministry site and logistics about the stay (mandy@sohwo.org).

Ground Costs:

- \$55/team member/day for teams of 8-12 people (+ \$200 project donation)
- \$50/team member/ day for teams of 13-20 people (+ \$200 project donation)
- \$45/team member/day for teams of 21-24 people (+ \$200 project donation)
- In addition to ground costs, a project donation of \$200/person. Some teams choose to raise more. Let the Lord be your guide.
- In general, we reserve team dates for groups of 8 or more. If you have a smaller group that you would like to have come and visit, please contact the JP Team Coordinator to see about joining on with a team or coming during an unscheduled week and to check on exact ground costs.
- The day you fly in and the day you fly out are counted as half days when figuring ground costs.
- These ground costs include everything from when you land to when you take off (team reserves and purchases own airfare) EXCEPT for: additional ministry costs (for example, snacks for children's ministry, costs for a special ministry your team would like to implement or materials

for construction, church offerings, souvenirs, extra snacks or sodas. The ground costs are calculated to cover a typical trip to James Project of Latin America. Any requested activities that require extra funding will be in addition to these ground costs.

- Ground costs should be sent in at least 4 weeks prior to your arrival date. If these monies are not received in time, we will not be able to make necessary purchases (such as food, supplies, etc) before your team arrives. As a result, your schedule while in Monjas may be impacted.
- Team members are responsible to exchange **ALL** ministry and personal money either at their local bank or airport prior coming to Monjas. We cannot exchange team money anymore
- Ground costs get sent in as ONE TOTAL PAYMENT for the whole team (see exception below)

to: **1:27 Missions Project**

5517 N. Farmer Branch Rd #119

Ozark, MO 65721

- Make checks payable to: **1:27 Missions Project** (in English, please)
- IMPORTANT: **Please mark on the memo line your team name** “_____ team”
- Please do not send ground costs as “signature required” as it will just delay the delivery of the check. If you would like confirmation of the receipt of your payment, please email Nancy at 127missionstreasurer@gmail.com
- Exception: If you have no other way of getting tax-deductible receipts, you may send in individual checks for individual team members for each of them to receive a receipt. However, please wait until all team members have paid and send the checks in all together. We do not want Nancy to have to keep track of which team members have paid and not. Thanks!
- Many teams like to bring down needed items in their extra suitcases to donate to Shadow of His Wings. To get a current list of the Home’s needs emailed to you, please email mandy@sohwo.org and we will email you the current “needs list.”

Team Protocol:

- Each team should have one Team Leader who will be responsible for communications with the James Project Team Coordinator on planning for the trip. The Team Leader can delegate tasks

and responsibilities to others, but all communications should go through one Team Leader. That Team Leader will also be the one who will communicate with the JP Team Coordinator and Team Host during the trip.

- All team members should arrive to and depart from Guatemala on the same flights.
- The Team Leader and/or chaperones (in the case of teen teams) will be responsible for the behavior of the team members. The JP Team Coordinator will make the team aware of expectations, but it is up to the Team Leader to enforce those expectations with team members. Every team member must read and sign the JPLA Code of Conduct, Attachment 8 in the Team Manual.
- The activities that are planned for a team will be group activities for the whole group (or on rare occasions, a couple of smaller groups when appropriate for simultaneous activities). ***It is not possible to cater to individual whims or plan activities for individuals.*** Decisions for planning schedules are made well in advance in communications between the Team Leader and the JP Team Coordinator. It is up to the Team Leader to discuss in planning meetings with the team members what their interests are for ministries or other opportunities and communicate this to the JP Team Coordinator for scheduling and planning purposes.
- It is appropriate and recommended for the Team Leader to lead (or delegate to team members) a daily meeting of a devotional and/or time of sharing with their team. A suggested time will be written into the schedule, but the Team Leader can decide what works best for his or her group.
- Giving is a delicate issue. While teams generally come with generous hearts and wanting to bless the local people, we want to be cautious to not be seen as “Santa Claus” or one more group of “rich Americans.” Instead, we want our team members to be seen as ambassadors of Christ. For this reason, please discuss with the JP Team Coordinator any gifts that you would like to make either in the community or to the staff and/or children of Shadow of His Wings. With the exception of sponsorship, no child or small group should ever be singled out of all of the children in the Home to be given something. Any gifts should include all children in the Home, including the natural children of the house parents. Please check with JP Team Coordinator for the current number of children and/or their ages and on the appropriateness of a gift you have in mind for the children. The JP Team Coordinator also keeps a list of the most needed items in each area of the James Project ministry. If you are interested, please email her asking for the current list.

Travel Insurance / U.S. Embassy Registration:

- The James Project of Latin America requires travel insurance to be purchased by all team members. The only other option would be bringing proof of international coverage for each team member. Many travel insurance options can be found online for short term teams.

- Each team/visitor that comes to the James Project from the United States will need to be registered with the American embassy. We will email the Team Leader the spreadsheet that must be filled out and emailed back to us to take care of your registration online.

Airport Information

- Upon arrival in Guatemala City, you will first go through immigration, which is just a place where you will present your passport and form that you filled out on the airplane. You can go in any line there. As you take your turn, they will automatically stamp your passport with a 90-day visa.
- After immigration, you can retrieve carts for the team. Get your luggage. Wait until all team members have all luggage before proceeding. If anyone does not receive his luggage, go to the claims desk in the same room to fill out the forms. If you need help, ask for an English speaker. (Necesito ayuda en inglés, por favor.)
- You will then follow the crowd out towards the exit. You will hand your paperwork filled out on the plane to a person as you exit. You will only need to go through customs if you are randomly told to do so as you exit the luggage area. You should have your checked luggage tags ready in case they ask for them. Look out into the waiting area where your Team Host will have a sign with your team name on it. Wait until you see this contact person and have your whole team together before exiting.
- As you exit the secure area, do not let the local workers take your luggage. You will need to tip them. Politely say, “no, gracias.” Leave the carts right outside the door. The team will be met by a James Project representative just outside the doors. Follow his/her instructions from this point on.

Resources:

- One wonderful resource we have found is the book [Before You Go](#) by Jack Hempfling. This is a 40-day devotional that teams can do together to help them to prepare themselves in many ways for the experience they will have on the field. Discounts are available to mission teams. Check out: http://www.xulonpress.com/book_detail.php?id=7153. We highly recommend this study to all of our mission teams.
- The book [The Great Omission: Fulfilling Christ’s Commission Completely](#) by Steve Saint is a book we have studied as missionaries here on the field. It has given us new perspective on world missions and uniting with the local believer to reach the unreached people together in mutual respect, honor and love (see <http://www.amazon.com/Great-Omission-Fulfilling-Commission-Completely/dp/1576582167>). A thought-provoking read.
- The book [Foreign to Familiar: A Guide to Understanding Hot - And Cold - Climate Cultures](#) by Sarah A. Lanier is a great help in understanding the differences in cultures when working with another people group. It really helps to open one’s eyes and help us to work together and

embrace instead of be offended by our differences (or offend!). Another highly recommended resource for North American teams coming to minister in Guatemala (see <http://www.amazon.com/Foreign-Familiar-Understanding-Climate-Cultures/dp/1581580223>)

Documents/ Attachments

Attachments in bold are requirements for all teams.

- 1) Team application – to be emailed to mandy@sohwo.org or sent in to:
Proyecto Santiago de Latinoamérica
Finca Yalu
Monjas, Jalapa, Guatemala 21006
- 2) Pastor recommendation form (for use by Team Leader as needed when accepting team members)
- 3) Sample fund-raising letter
- 4) International Travel Release (minors) – to be filled out, notarized and brought to Guatemala by Team Leader
- 5) International Travel Release (adults) – to be filled out, notarized and brought to Guatemala by Team Leader
- 6) Medical Authorization form (minors) – to be filled out, notarized and brought to Guatemala by Team Leader
- 7) Medical Authorization form (adults) – to be filled out, notarized and brought to Guatemala by Team Leader
- 8) JLPA Code of Conduct
- 9) Ministry and Fun Options – a list that may help you with ideas of activities to include in your schedule. Please communicate with the JP Team Coordinator about which activities and ministries are of interest to your team.
- 10) Ministry Tips – check out this list of tips for ministries in the community based on our past experiences.
- 11) Sample Schedule
- 12) Orientation for team PRE-TRIP – to be gone over with all team members by Team Leader at least several weeks before departure date (and for a reminder right before trip).
- 13) Checklist for Team Members (packing list)
- 14) Interaction with the Kids & Other Locals (required reading for all team members before their trip)
- 15) Common Spanish phrases

Attachment 1 - TEAM APPLICATION

Group Name: _____ Date: _____

Address: _____

Phone Number: _____ Email: _____

Team Leader: _____

1. Please write how you have come to the place of applying for a short-term mission trip through James Project.

2. Have you been on or led a short-term mission team before? When/where?

3. What types of ministries would your team be most interested in (for example: ministry to children in the community, ministry to pastors/missionaries, construction, etc.)?

4. About how many do you anticipate bringing on your team? (Minimum of 8, maximum of 24)

5. What trip dates would you be interested in (please communicate with the JP Team Coordinator see http://www.shadowofhiswingsorphanage.org/visit_sohwo.asp to check on available dates first)?

Thank you for your application. We encourage you to prayerfully continue covering the steps you are taking to walk in obedience to the Lord. The JP Team Coordinator will contact you as soon as possible.

Signed: _____

Position: _____

Attachment 2 - PASTOR RECOMMENDATION FORM

I, Pastor _____, recommend _____ to be part of the short-term missions team going to minister with the James Project of Latin America at the Shadow of His Wings Orphanage in Guatemala on _____ (dates).

Based on my knowledge of _____, I believe that he/she will be an asset to the group in the following ways:

Further comments:

Signed

Date

Attachment 3 - SAMPLE FUND-RAISING LETTER

(Adjust as need be with your individual team information)

Dear _____,

“They desired only that we remember the poor,
the very thing which I also was eager to do.”

(Galatians 2:10)

These are Paul’s words of response to the apostles as he met with them in Jerusalem. The word “eager” involves an element of taking action, and I am ready to do so on behalf of the poor in Guatemala. Therefore, I am pleased to tell you that I will be part of a short-term missions team that will be ministering in the Shadow of His Wings Orphanage in Guatemala on _____ (dates).

We will be involved in everything from children’s ministries with the children in the orphanage to evangelism in the community of Monjas, church ministries, and construction on the orphanage site (adjust accordingly).

As part of the team, I will be raising money for my airfare, ground costs while there, and a donation for the orphanage itself. The total will be _____. If more is raised, I will be able to give more to the orphanage, which is something I would like to do.

Would you consider sending a tax-deductible (?) donation on my behalf to _____ (name of your church), noting on the memo that it is for my Guatemala missions trip? The deadline for me to have all my money in is _____. However, it would help me a lot to receive my money before that by quite a bit, so I would know where I stand.

James 1:27 says this: “Pure and undefiled religion before God and the Father is this: to visit orphans and widows in their trouble, and to keep oneself unspotted from the world”. I thank you in advance for joining together with me and also with the team in walking in this pure religion as we strive to obey the Lord in taking care of and loving on the orphans and widows.

May you be blessed according to His Word for doing so. Thank you.

Sincerely,

Attachment 4 - INTERNATIONAL TRAVEL RELEASE OF ALL CLAIMS - By Parents of Minors

Student's Full Name _____

Trip Location and Date _____

Each year, young people participate in work/ministry programs at James Project of Latin America. Some participants travel from countries other than the United States of America. This form is to be used by students traveling and participating on a work team at James Project of Latin America. As a condition for participation in the program, parents/guardians of minor children must complete the International Travel Release and Medical Authorization forms. Please have your parents/guardians carefully read the information below, and then fill out and sign both forms.

Acknowledgment of Risk and Liability Waiver Agreement

I/We have executed this release on the date referred to below, individually and as the parent(s) or guardian(s) of _____, a minor, to James Project of Latin America of Monjas, Jalapa, Guatemala.

I/We, in giving permission for my/our child to undertake this international travel and to participate in this work program as a voluntary act, give permission for my/our child to participate, knowing that James Project of Latin America cannot protect my/our child from risks that may be encountered during this mission trip. I/We realize there are natural, mechanical, and environmental conditions and hazards that independently or in combination with my/our child's activities may cause a serious accident resulting in death, injury, personal property loss, health conditions, or financial expenses as a result of accident, illness, medical care, political upheaval, terrorism, crime, transportation, or other sources of risk.

I/We hereby state that I/we understand these inherent risks and dangers involved with participation in this trip and its associated activities, and acknowledge the existence of risks that are not obvious or predictable, and hereby intend this release to extend to injury or loss to my/our minor child that results from both obvious or predictable risks, as well as risks that are unpredictable and not obvious.

In consideration of my/our minor child's being permitted to participate in this trip and event, I/we—for myself/ourselves; my/our child; and any legal representatives, heirs, and assigns—hereby release, waive, and discharge James Project of Latin America and its officers, directors, employees, agents, and representatives from any and all liability for any and all loss or damage, and any claim or damages resulting there from, on account of any injury to my/our child's person or property, even injury resulting in death while my/our child is participating in any activity related to or associated with participation in the aforementioned trip and event.

I/We agree to indemnify James Project of Latin America and its officers, directors, employees, agents, and representatives from any loss, liability, damage, or cost that may be incurred because of my/our presence or the participation of my/our child in the aforementioned trip and event, whether caused by negligence of James Project of Latin America or otherwise.

This release contains the entire agreement between and among the parties hereto, and the terms of this release are contractual and not a mere recital.

The parties to this release hereby agree that the interpretation and enforceability of this release shall be governed by the laws of the state in which the participant resides.

I/We expressly agree that this release, waiver, and indemnity agreement is intended to be as broad and inclusive as permitted by applicable laws, and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

I/We understand that my/our child must provide proof of international accident and sickness insurance coverage as a precondition to participate in this program. I/We will obtain proof of coverage from my/our own family's insurance agent or purchase traveler's insurance as indicated by James Project of Latin America.

I/WE HAVE CAREFULLY READ THE FOREGOING RELEASE AND KNOW AND UNDERSTAND THE CONTENTS THEREOF. I/WE SIGN THIS RELEASE VOLUNTARILY AS MY/OUR OWN FREE ACT WITH FULL KNOWLEDGE OF ITS SIGNIFICANCE, INTENDING TO BE LEGALLY BOUND THEREBY.

Signature of Parent/Guardian _____ Date _____

Name Printed _____

Signature of Parent/Guardian _____ Date _____

Name Printed _____

Home Phone (____) _____ Work Phone (____) _____

Cell Phone (____) _____

Notarization of Signature(s) of Parent(s)/Guardian(s)	
State of _____	County of _____
The foregoing instrument was acknowledged before me this _____ (date)	
By _____ (person with form).	

Notary Public's Signature Seal	
My Commission Expires _____	

Attachment 5 - INTERNATIONAL TRAVEL RELEASE OF ALL CLAIMS -Participating Adults of at least 18 Years of Age

Full Name _____

Trip Location and Date _____

Each year, participants come to **James Project of Latin America** to participate on work teams. Some participants travel from countries other than the United States of America. This form is intended to be used by all participants 18 years and older who are participating on such a work team. As a condition for participation in the program, you must complete the International Travel Release and Medical Authorization forms. Please carefully read the information below and fill out and sign both forms.

Acknowledgment of Risk and Liability Waiver Agreement

I have executed this release to James Project of Latin America in Monjas, Jalapa, Guatemala. I undertake this international travel and participation on this work team as a voluntary act, knowing that James Project of Latin America cannot protect me from risks that may be encountered during this ministry opportunity. I realize there are natural, mechanical, and environmental conditions and hazards that independently or in combination with my activities may cause a serious accident resulting in death, injury, personal property loss, health conditions, or financial expenses as a result of accident, illness, medical care, political upheaval, terrorism, crime, transportation, or other sources of risks.

I hereby state that I understand these inherent risks and dangers involved with participation in this trip and its associated activities, and acknowledge the existence of risks that are not obvious or predictable, and hereby intend this release to extend to injury or loss that results from both obvious or predictable risks, as well as risks that are unpredictable and not obvious.

In consideration of being permitted to participate in this trip by James Project of Latin America, I and any legal representatives, heirs, and assigns hereby release, waive, and discharge James Project of Latin America and its officers, directors, employees, agents, and representatives from any and all liability for any and all loss or damage, and any claim or damages resulting there from, on account of any injury to my person or property, even injury resulting in death, while participating in any activity related to or associated with participation in the aforementioned trip and event.

I agree to indemnify James Project of Latin America and its officers, directors, employees, agents, and representatives from any loss, liability, damage, or cost that may be incurred because of my presence or participation in the aforementioned trip, whether caused by negligence of James Project of Latin America or otherwise.

This release contains the entire agreement between and among the parties hereto, and the terms of this release are contractual and not a mere recital.

The parties to this release hereby agree that the interpretation and enforceability of this release shall be governed by the laws of the state of the participant.

I expressly agree that this release, waiver, and indemnity agreement is intended to be as broad and inclusive as permitted by applicable laws, and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

I understand that I must provide proof of international accident and sickness insurance coverage as a precondition to participate in this student program. I will obtain proof of coverage from my local insurance agent or purchase travel insurance from the suggested provider.

I HAVE CAREFULLY READ THE FOREGOING RELEASE AND KNOW AND UNDERSTAND THE CONTENTS THEREOF. I SIGN THIS RELEASE VOLUNTARILY AS MY OWN FREE ACT WITH FULL KNOWLEDGE OF ITS SIGNIFICANCE, INTENDING TO BE LEGALLY BOUND THEREBY.

_____ Date _____

(Signature of Person 18 Years of Age or Older)

Name Printed _____

Home Phone (____) _____ Work Phone(____) _____

Cell Phone (____) _____

Notarization of Signature of Participating Adult

State of _____

County of _____

The foregoing instrument was acknowledged before me this _____ (date)

by _____ (person with form).

Notary Public's Signature Seal

My Commission Expires _____

Attachment 6- MEDICAL AUTHORIZATION FORM - Minors

Authorization for Emergency Medical Treatment for Minors
Traveling Internationally

I/We, parent(s)/guardian(s) of _____, who is age _____, from the following town & state: _____ hereby give permission for him/her to participate in the following James Project of Latin America sponsored work/ministry team at the following place: Guatemala.

In case of accident, illness, or other emergency, I/we request that James Project of Latin America personnel contact me/us. If the James Project of Latin America personnel cannot reach a parent/guardian after conscientious effort, I/we give permission for them to call paramedics or any licensed physician or dentist. If a life-threatening emergency exists, I/we give permission for James Project of Latin America personnel to immediately call paramedics and then contact me/us as soon as possible thereafter.

In the event that I/we cannot be reached to give necessary medical consent, I/we the undersigned grant permission for James Project of Latin America to arrange for all necessary emergency care for my/our child. I/We will be financially responsible for such care and for emergency medical transport.

I/We authorize and consent to any X-ray examination; anesthetic; medical, dental, or surgical diagnosis or treatment; and hospital care that, in the best judgment of a licensed physician or dentist, are deemed advisable. I/We agree to assume the financial responsibility for expenses incurred as a result of those services being provided.

Signature of Parent/Guardian _____ Date _____

Name Printed _____

Signature of Parent/Guardian _____ Date _____

Name Printed _____

Home Phone (_____) _____ Work Phone (_____) _____

Cell Phone (_____) _____

Notarization of Signature(s) of Parent(s)/Guardian(s)

State of _____ County of _____

The foregoing instrument was acknowledged before me this _____ (date)

by _____ (person with form).

Notary Public's Signature Seal

My Commission Expires _____

Health Insurance Carrier (if other than travel insurance recommended in this manual)

Policy # _____

Under the Name of _____

Relationship _____

Name of Family Physician or Pediatrician

Phone Number with Area Code

(____) _____

Allergies (including reactions to medication)

List of Current Medications

Are there any physical or medical conditions we should know about that are not already stated on this form?

Attachment 7 - MEDICAL AUTHORIZATION FORM

Authorization for Emergency Medical Treatment for Adults Traveling Internationally

I, _____, an adult over the age of 18, am voluntarily choosing to participate on the following James Project of Latin America sponsored work team: _____.

In case of accident, illness, or other emergency, I request that James Project of Latin America personnel secure my approval before taking any medical action. If I am incapacitated or otherwise unable to give James Project of Latin America personnel my personal approval, I give permission for them to call paramedics or any licensed physician or dentist. I authorize and consent to any X-ray examination; anesthetic; medical, dental, or surgical diagnosis or treatment; and hospital care that, in the best judgment of a licensed physician or dentist, are deemed advisable. I agree to assume the financial responsibility for expenses incurred as a result of those services being provided and for emergency medical transport.

Signature of Adult Program Participant

Signature _____ Date _____

Name Printed _____

Home Phone (____) _____ Work Phone (____) _____

Cell Phone (____) _____

<p>Notarization of Signature of Adult</p> <p>State of _____ County of _____</p> <p>The foregoing instrument was acknowledged before me this _____ (date)</p> <p>by _____ (person with form).</p> <p>_____</p> <p>Notary Public's Signature Seal</p> <p>My Commission Expires _____</p>
--

Health Insurance Carrier (if other than travel insurance recommended in this manual)

Policy # _____

Under the Name of

Relationship _____

Name of Family Physician

Phone Number with Area Code

(____) _____

Allergies (including reactions to medication)

List of Current Medications

Are there any physical or medical conditions we should know about that are not already stated on this form?

If there is a medical or some other type of emergency overseas, whom should we contact on your behalf in the United States?

Name _____

Relationship _____

Phone Number with Area Code

(____) _____

Attachment 8: JPLA CODE OF CONDUCT

As a JPLA short-term missionary, I realize the important role I serve as an example to those at Shadow of His Wings Orphanage and beyond. I understand that I represent JPLA, Jesus Christ, my local church, and the organization I am traveling with. In respect to this assignment, I will refrain from anything (e.g., alcohol, tobacco, unwholesome speech) that may distract from my efforts, cause division, or demonstrate disrespect to JPLA, missionary personnel, my team, or the local community. I promise to forgo my personal convictions on these subjects in order to maintain unity and to avoid controversy. I will wear modest attire: women- knee-length shorts, skirts, or dresses; jeans, slacks, capri's and modest tops (no spaghetti strap tops/dresses) men- slacks, jeans, and cargo style shorts (basketball shorts for sports/play). I understand our mission is to blend into the community and not draw attention by our attire. I will also refrain from public displays of affection with another team member who is not my spouse.

I affirm that I do not have any criminal convictions or allegations related to sexual misconduct with an adult or minor, nor do I know of any reason I should not be allowed to work with adults or minors as a short-term missionary.

I have read and understand the above policy. I understand that should I be out of compliance with any of these guidelines, I may be asked to immediately leave JPLA and return to the United States and that I am responsible to pay all expenses incurred with my departure.

Print Full Name: _____

Signature *Date*

Team Name: _____

NOTE: A Code of Conduct form is required from each team member.

Attachment 9 – MINISTRY AND FUN OPTIONS

Each team's trip is planned as much as possible to match well with the team members' interests and gifting. Please use this list to give you ideas of the kinds of things you would like to include in your schedule and let the JP Team Coordinator know what you decide. We certainly welcome your original ideas as well.

Ministry Options

- Minister to Shadow of His Wings kids (lead Bible studies, do crafts, etc. when not disrupting their studies) – please communicate with JP Team Coordinator to find out the current number of children in the Home and please do include the house parents own children as well. Free time with our kids will also be scheduled in the evenings or on weekends (time for free play such as sports, jacks, games, jump rope, etc.). Please do keep in mind that most of our older children already have experience ministering to OTHERS, so ministry to THEM should be fairly profound.
- Construction on property of orphanage (Work is always available for every ability level. Construction will be in different stages at any given time. Please communicate with the JP Team Coordinator about the current state of construction and what tools or materials it might be helpful to bring along with you. Work gloves are almost always a great idea.)
- Construction projects for the community (at churches, pastors' homes, etc.)
- Visit old folks' home (completely donations based)
- Minister in churches and/or in church service at Shadow Of His Wings (music, testimonies, dramas, etc.)
- Vacation Bible School (children's ministry at the Project, or out in town and in rural areas) – team should plan about 2 hours of activities with the community children per day for an average of 3 days, including Bible story, crafts, games, songs, snacks (can be purchased here and funds provided by the team), etc.
- Evangelical English classes (curriculum needed – purchased or created)
- Visit families (buy groceries, bring a meal, pray over them or their homes, team provides any funds needed etc.)
- Make food baskets (team provides funds)

- Women's ministry – to pastors' wives, local women in general or widows – a devotional, time of sharing, prayer, a snack, etc.
- Projects for missionaries (if needed)
- Office work/ work on computers (if available and/or needed)
- Show an evangelical film in a rural area
- Car repair/maintenance (skilled professionals only, please)
- Street evangelism (bilingual team members best) – this may include passing out tracts (in Spanish) in the market or on the street. Team should bring Spanish tracts.
- Bless widows' ministry
- Bless pastors who are studying in Bible Institute (bring them a meal?)
- Bless Monjas's Christian radio station (monetary donation?)
- Medical ministry (professionals only, please) – in order to do a medical clinic for the community doctors must be present. All medicines must be brought with the team. Please arrange this ahead of time as well with JP Team Coordinator as they will need to get a letter to the customs agents so that the medicines are not confiscated. If a nurse comes on a team, it is possible that her skills can be used in the Home.
- Using other special skills to minister (please list any special skills possessed by any team members that may be of benefit on the mission field (car repair, able to train in CPR, lifeguard could teach swim lessons, etc.)
- Other...

Fun Options

- Hike to the lake (15 minute hike)
- Tour of Monjas
- Dinner with sponsors and sponsored children on the Shadow property (additional costs may apply to cover the dinner)
- Going to market on market day (Tuesdays)
- Pool (with or without girls, depending on their schedule) – (team provides funds for all invited, cost: about 75 cents per person)
- Sports tournament with the children of Shadow and team (work around school schedule)

- Visiting the cemetery
- Antigua (site-seeing, souvenir shopping, etc.) – included in all trips as the final day before leaving unless otherwise stated
- Staying the night in Antigua (afternoon flights out the following day ONLY) - \$25/person minimum extra cost to cover higher-priced hotel and another meal out
- Hike the Ipala volcano (about an hour from Monjas – a more challenging 1 to 1 ½ hour hike) - \$10/person extra cost for transportation
- Go for ice cream in Town (extra cost....about \$1 per person)
- Visit Pino Dulce- Zip lining and hiking (additional cost \$4 entrance fee, \$14 to zip line and additional gas money) 1hr 15mins away

Attachment 10 - MINISTRY TIPS

For mission team ministries out in the community of Monjas, we have a few tips to help your team to be prepared and to help things to go as smoothly as possible...

- The ministry we go to do is TEAM LED (unless otherwise arranged with our staff for THEM to be in charge). Our staff will be there to support and advise, give tips and translate, but the ministry plans and implementation are done by your team.
- We should have a good plan but also be flexible depending on circumstances and how they change – leaving room also to learn and adjust each day after seeing results.
- If and when giving out Bibles, think through how to have them get into the hands that want and need them without making them cheap or disposable (see children’s ministries tips for more ideas on giveaways).
- Children’s ministries:
 - Some things to remember to bring: trash bags, music
 - Giving out gifts/snacks/candy: It’s GREAT to include a small snack or give out candy or little gifts towards the end of a Bible school, but things can become chaotic pretty quickly and team members can get mobbed if this is not done in an organized and well-thought-out fashion.
 - Use the gifts or candy as a motivator for the kids to behave and get in order (“the children who are in an orderly, non-pushing quiet line will get their snacks now!”).
 - Have a plan (kids in a line, only kids who are sitting, etc.) for how to give out one per person so that they don’t come back around to try and get seconds.
 - Keep gifts/candy for the end of the activity as they’re walking out of the building/area as a goodbye (also maintains order and gives closure to the activity in a nice way – not saying – “ok, time to leave now!”).
 - Snacks can be brought with you or purchased here. If you would like to do this, we will be happy to go and purchase the things each morning according to numbers the day before. We can mix up punch here and get little plastic cups. It will be important for us to remember to bring trash bags to collect our trash.
 - It’s important that we all know ahead of time that we give things only to the kids who are present and not for “my cousin over there who didn’t get one” etc. (a common thing they might say to get seconds☺). We want to encourage

honesty in the kids and be fair and not cause too much chaos, so we need to be purposeful and well thought out in things like giveaways.

- Be prepared that some moms (and dads) will show up to the children's activity and it would be their joy to be included in activities like crafts and being given snacks (assuming there's enough after the children have been served). Some teams have taken this into consideration and even planned a special activity or craft for the adults.
- When planning for games, take into consideration that there is only one translator for the whole team (unless you have other bilingual team members) and usually in a children's ministry the ideal place for that person to be is with the Bible story. Think of games that are not heavily language based. For example, "Simon Says" is not a good game for an English speaker to try and do with Spanish speaking children. "Duck, Duck, Goose", relay races and more action-based games like that can be explained even with motions and by demonstrating and the kids can get started pretty quickly and understand.
- Any crafts you might decide to do should be fairly simple and easy to put together – nothing with too many steps, nothing with a lot of drying time or anything like that. We generally find that if the kids are rotating groups, the craft time takes the longest and the other groups are ready to change. You might want to bring markers or something to put kids' names on things and think through how to deal with crafts while kids play games or whatever afterwards (maybe put them all in a stack or on a table to pass out at the end).
- We have a nice selection of fun Christian children's songs in Spanish (including "El Sapo"☺) that he will be happy to let you borrow for a time of songs (with motions to go with them, etc.). Please arrange this ahead of time with JP Team Coordinator so they can be prepared to help with this.
- Some teams try and do everything with the whole group, while others split them up and rotate them through activities (craft, games, Bible story, snack or whatever) depending on numbers. Keep in mind we will have one translator, who will best be put to use in the Bible story or teaching portion of the VBS. FYI, in the local schools, they many times separate boys and girls to make groups or they can also be separated by age group. Many times in our VBS experience if done by age group or anything besides boy/girl a lot of times the kids run and switch groups to do what looks most appealing to them to do first ☺.
- Many of the kids come from Catholic backgrounds. What this generally means is that when we pray together in a group, they may be used to repeating what the person praying in front says. This can be ok but confusing to someone praying a salvation prayer with the kids. I think it is important if not every day, to at least give this opportunity the last day of the VBS. The JP Team staff will be happy to help with this prayer and this time if you would like. Either way, whoever ends up doing this might

want to be prepared that all of the kids may repeat the prayer aloud after you. It would be appropriate then at the end, to ask the kids to either come forward or identify themselves who prayed for the first time. We can then write their names down or take them aside and talk to them about hooking up with the local church for discipleship.

Attachment 11 - SAMPLE SCHEDULE

Team Schedule	
Team:	Mission Team
Leader:	Jack and Jane Thomas
Dates:	July 7-16, 2010
Numbers:	22
Breakdown:	12 women, 10 men

Date	Day	Hour	Activity	Meals	Lodging	Notes
7	Wed	8:00 pm	Arrival		Hostal Los Lagos	American #2195
		9:00 pm	Dinner	Los Lagos		
8	Thurs	7:30 am	Breakfast	Los Lagos	Team house	
		8:30 am	Leave for Monjas			
		~11:00 am	Arrive in Monjas, settle in, orientation			
		12:00 pm	Lunch	Team house		
		Afternoon	Shopping for food baskets			El Progreso
		5:00 pm	Dinner	Team house		
		6:30 – 7:30 pm	Time at Shadow of His Wings			
Evening	Team devotions					
9	Fri	7:30 am	Breakfast	All 3, team house	Team house	
		8:30 am	Work session			
		12:00 pm	Lunch			
		1:30 pm	Work session			
		5:00 pm	Dinner			
		Evening	Free, team devotions			
10	Sat	7:30 am	Breakfast	All 3, team house	Team house	
		8:30 am	Pass out food baskets			
		12:00 pm	Lunch			
		Afternoon	Rest, prepare for princess ceremony & ladies, shopping for car parts			
		5:00 pm	Dinner			
		6:30 – 8:00 pm	Time at Shadow of His Wings, sponsors' time with girls			
		Evening	Team devotions			

11	Sun	7:30 am	Breakfast	All 3, team house	Team house	
		9:00 am	Church at Shadow			Team song
		12:00 pm	Lunch			
		2:00 pm	Princess Ceremony (office)			
		Afternoon	Monjas tour (newbies)			
		4:45 pm	Dinner			
		6:00 pm	Church – in Town			Team testimony
12	Mon	7:30 am	Breakfast	All 3, team house	Team house	
		8:30 am	Work session			Painting (majority), shelf-building at school
		12:00 pm	Lunch			
		2-4 pm	Ladies Ministry/ Pastors Ministry			
		5:00 pm	Dinner			
		6:30 – 7:30 pm	Time at Shadow of His Wings			Shadow Store
		Evening	Team devotions			
13	Tues	7:30 am	Breakfast	Team house	Team house	
		8:30 am	Market ministry			
		12:00 pm	Lunch	Team house		
		2-4 pm	Ladies Ministry/ Pastors Ministry			
		5:30 pm	Dinner with Missionaries	Carolina's☺		
		Evening	Free, team devotions			
14	Wed	7:30 am	Breakfast	All 3, team house	Team house	
		8:30 am	Work session			
		12:00 pm	Lunch			
		1:30 pm	Work session			
		5:00 pm	Dinner			
		6:00 – 7:30 pm	Goodbye party with girls			
		Evening	Evaluation forms, team devotions, pack up			
15	Thurs	6:30 am	Breakfast/short-debriefing	Team house	Hostal Los Lagos	
		8:00 am	Departure for Antigua			
		~10:30 am	Drop off luggage at Los Lagos			
		~11:30 am	Arrive in Antigua			
		Afternoon	Lunch, site-seeing, souvenir shopping	Antigua		

		~4:30 pm	Leave for Guatemala City			
		5:30 pm	Dinner	Los Lagos		
		Evening	Team sharing and devotions			
16	Fri	5:00 am	Breakfast	Los Lagos	Home☺	
		6:00 am	Leave for airport			
		8:30 am	Departure			American #2196

- This schedule is a SAMPLE and is subject to change according to each team's gifting and desires and as opportunities are available.
- Lodging in Guatemala City is in a hostel. Meals are provided when staying there.
- Lodging in Monjas is in the James Project team house. Food is served by our own JP highly experienced cooks.
- Couples may or may not be able to lodge together, depending on availability of rooms.

Attachment 12 - ORIENTATION FOR TEAM MEMBERS PRE-TRIP

Team Leader, please go over the following with all of the team members at least several weeks before your departure date to Guatemala. This information will help them to be more prepared for their experience in Guatemala. The Team Host/Coordinator will give more details and answer questions at the orientation meeting upon the team's arrival.

Team House:

- Most of the beds in the team house are bunk beds. Please consider leaving the bottom bunks for the more "mature" of the team members.
- Team members will take turns by schedule washing the dishes.
- Laundry service will be available at the Team House on a limited basis. It is hired out and very inexpensive (to be paid by team members).
- If you want to bring along diet or sugar free drink mixes to use with your water bottles, they are hard to find here. You may want to bring a Water Bottle with you to refill with pure water.
- Please let us know before coming if you have any food allergies (so the cooks can plan accordingly) and bring medicine if you have any health issues or life-threatening allergies.
- Please consider bringing a fridge magnet for the team house as a memento of your team

Money:

Team Members are responsible for exchanging their money either at their local bank or at the airport PRIOR to coming up to Monjas. We have had difficulty exchanging large amounts of money and cannot guarantee you will get your Q's.

Communication:

- The Team Leader will be given a cell phone that can be used to call the States/Canada. JP staff will let the team know how many minutes are available on it for the week.
- If family members need to get in contact with you while in Monjas, they are able to phone the team phone, but only for emergencies please.
- The phone in general should be used for quick calls and not long drawn out chats. The team may want to consider having a "phone tree" at home for dispersing information to save on phone calls.
- Internet is not available to team members through the James Project. There are internet cafes in town that can be used in the evenings (going in groups) or during appropriately long periods of free time.
- JP staff will try to post daily on the "Shadow of His Wings Orphanage" Facebook page updates of what the team is doing and even post pictures if possible. If your friends or family members search for that name and "like" the page, those updates will appear on their home pages.

Safety:

- Don't wear large or flashy (even expensive-looking) jewelry out in public.
- Be aware of your surroundings at all times (this particularly applies to your time in Antigua). Pick-pocketing is a fairly common crime, especially in crowded or tourist-rich environments. If you are ever in a robbery situation, just cooperate. Whatever valuables they may steal are not worth injury or worse.
- Be cautious if walking in Monjas, especially on the main street beside the team house, as buses drive very fast and will not stop for pedestrians! It is always very important to walk in pairs (and women accompanied by a man) and always with your team leader's approval.

Health:

- Skin protection: team members will need sunscreen and insect repellent to protect their skin while in Guatemala.
- Water: team members should not ingest any water from the faucets anywhere in Guatemala. Bottles of pure water will be provided. You will want to be careful not to ingest water in the shower and use bottled water to brush your teeth.
- Be sure to drink plenty of water.
- You should not eat food purchased from a street vendor. We recommend that you stick to the foods that are served at the team house or at approved restaurants where the team is scheduled to eat. You should also not eat fruits or vegetables that you have not peeled yourself or have not been properly disinfected and prepared by our James Project cooks.
- Do not use ice in any other setting besides the prepared meals provided by the James Project (the ice at Carolina's Restaurant is prepared with pure water).
- You may consider wiping down soda bottles with an anti-bacterial wipe before drinking them. Use hand sanitizer before eating or after much interaction with people (discreetly).
- Even taking all of the above precautions, travelers' diarrhea is terribly common. It usually comes with a fever and is unpleasant, especially being away from home, but usually passes within a couple of days.
- Rest: pay attention to your body – if you need rest or to stay back from an activity, talk to your team leader to make arrangements. Bathrooms: You should not flush any paper products down any toilet while in Guatemala. Please deposit all paper products in the trash can you will find in each bathroom.
- Weather: the 2 seasons in Guatemala are "rainy" (May-October) and "dry" (November through April). Please be prepared for the weather for the time of your trip to Monjas. You may check with your Team Host/Coordinator as the time of your trip approaches to see what the current weather patterns and temperatures have been.

Culture:

- Women should wear skirts or dresses when attending a church activity of any kind in the community (we will advise what activities in the schedule would be "ladies in skirts" activities).

You rarely see anyone in shorts in Monjas, but especially women. If out in the community, it is strongly advised that women not wear shorts as to attract unwanted attention. Conservative shorts are ok when spending time or working on the Orphanage property. Skirts are NOT required for church services at Shadow of His Wings.

- Women should be accompanied by a man at all times when out in the community. No team member should ever go out or be walking around alone.
- The role of men in small town culture is to get women's attention (whistling, cat calling, etc.) and the role of a respectable woman is to ignore him! Please do ignore, ladies, if this happens out in the community.
- There is a high incidence of people in Monjas that speak or at least understand English (including our kids in the Home). Please do not say anything in English that you don't want everyone around you to hear or understand.
- Please make sure that all tattoos are covered (they signify gang involvement). Men, please remove your earrings. If you must smoke, please do so out of sight of anyone in the community. Please refrain from drinking any alcoholic beverages during your mission trip.
- Please only play Christian music in the team house and out in public as representatives of your team and the James Project ministry.
- Especially in rural areas, do not approach children to speak to them or take photos without the OK of the JP Team Coordinator/Host.

Other cultural pointers:

- Latino culture is relationship oriented and not task oriented as are most North Americans. This means the most important thing that one has going on at any given minute is the relationship with the person that you are physically present with. Keep this in mind, especially during work projects or ministries where there are also Guatemalans involved. Make sure to take the time to greet others and say goodbye to them as you (or they) leave.
- Social niceties are very important in interactions here. Make sure to say thank you ("gracias") for just about everything. Make sure to ask permission ("permiso") before entering someone's home or space. Another common nicety is the exchange of "Buenprovecho" ("I hope it serves you well") and "Muchas gracias" ("thank you very much") when getting up from the table after eating.
- Greeting each other with hugs and kisses on the cheek is absolutely typical and normal. Same for when saying goodbye.
- Latinos are very emotionally expressive and will happily tell you all about how they feel about you, even after knowing you for a short time. This should not be taken so seriously as to make you uncomfortable, but please do know that they are usually sincere with such expressions. Expressions for "I love you" in Spanish: "Te amo" – romantic love between couples; "Te quiero" – friendship or family love; "Te aprecio" ("I appreciate you") is a nice thing to say when you want to be clear that you don't mean anything more romantic than that 😊.

- A lot of times, because of our task oriented natures, we are seen as abrupt and short with people when we often times don't mean to be. Be cautious with body language and facial expressions, especially with imperfect verbal language skills. Many times HOW you say something is much more important than what you're actually saying.
- There's something called "Guatemala time," which refers to the fact that punctuality is not necessarily the priority (again, relationship-oriented culture). We as a team want to be as punctual as possible although this may mean that we get places and have to wait on others to show up. We do NOT want to be the ones everyone else is waiting on.
- There is no such thing as "politically correct" in this culture. Don't be surprised to be asked things or hear comments that in North American culture would be considered embarrassing or even rude. Some examples of topics: age, weight, physical attributes, skin color/race, marital status, etc.
- Even the poorest of people here, though they may not have much, will take very good care of what they have. Waste is not common and is frowned upon. Things are not normally disposable here.
- Littering is NOT culturally taboo at this point. We don't want to contribute to this problem (bring trash bags to ministries in the community), but we need to understand that it's not frowned upon.

JP Team Coordinator/Local Coordinator (and other Project staff):

- The JP Team Coordinator is the North American missionary who does the communication pre-trip with the Team Leader. Working closely with the Team Leader, the JP Team Coordinator will develop the schedule and make the plans for your trip..
- The Team and Local Coordinators is the one in charge of the team while you're in country. They will facilitate the walking out of the previously arranged schedule. If the team has questions or concerns or the Team Leader would like to make a change, the Team Leader should speak to either the Team or Local Coordinators.
- The team will be provided a translator that will accompany them during scheduled activities. At this time, our main translator is Victor (also the driver). The general job of the translator is to make sure the team as a whole is safe and understands what is going on. It is simply not possible for him to translate for each individual conversation each team member might want to have. He will do his best to be there when needed, but please be understanding and patient, realizing that his responsibility is to the whole team.
- Please do not even jokingly mention to additional hired translators or other nationals that you would like them to come and visit you in the United States. Please do not make any jokes or promises about helping them to get jobs or an education either.

Giving gifts:

- Please discuss any desire to bless an individual or family or group with the JP Team Coordinator or a Director before giving monetary or other gifts. Many times they will be able to give guidance and share wisdom about perceived needs and appropriate giving.
- Do not give individual gifts to individual or small groups of children at Shadow of His Wings under any circumstances (sponsorship is the exception). If you do bring gifts for the children, please include the house parents' natural children as well. Contact JP Team Coordinator for current numbers.

Sponsorship:

- PLEASE let us know ahead of time if any team members are currently sponsoring one or more of our children so that we may arrange for you to be introduced to the child(ren) individually if you haven't already. It is acceptable (although not required) for sponsors to give gifts (value of \$15 or less) to the child(ren) they sponsor or even arrange to have a special time with their child(ren). Please let us know ahead of time if you would like to arrange such a time. One period of about a half an hour will be provided with one-on-one translation for a sponsor and their child(ren).
- Another option is a dinner at the team house or a local restaurant (depending on numbers of sponsors and children) with sponsors and their sponsored children. Cost of the dinner is additional and should be covered by the sponsors. Please let us know ahead of time if this is something you would like us to include in the schedule.

Attachment 13 – CHECKLIST FOR TEAM MEMBERS

Please check with your airline for current limits on luggage. Most teams allot one suitcase per team member for personal items and one for donations and ministry supplies.

Clothing

Please do not bring tight clothing. We encourage modesty in all clothing as an example for the children in the orphanage and a good testimony to the community. Clothes can be washed on site for a minimal charge.

- Jeans and/or capri's
- Skirt or dress for church (women) – not required for church services at Shadow of His Wings
- Cotton button shirt for church; golf shirt (men)
- Work clothes (that can be abused)
- Shorts (for lodging sites only or sports activities/construction- longer shorts please)
- Tank tops or t-shirts (**no spaghetti straps or tops that show the belly or chest**)
- *Sneakers (for the work site, November through April)
- *Rubber boots (at times helpful for the work site, May through October)
- Sandals or flip flops
- *Light jacket or sweat shirt (for November through January teams)
- Sufficient underwear for four or five days (if rain does not permit drying)
- Leggings accompanied by longer shirts for the girls

*The weather temperature-wise does not change dramatically here with the 'seasons.' The main seasons are dry (November – April) and rainy (May – October). During the rainy season, it is bound to rain at least once a day, usually in the afternoon. In general, it's HOT in the daytime; the sun is especially strong in Guatemala. It cools off a bit in the shade and in the evenings. In late December and early January it can get chilly enough for a light jacket or sweater in the evenings.

Personal Items

- Sunscreen
- Bug spray with DEET
- Deodorant
- Electrical items, such as hair dryers (no adapter needed)
- Umbrella (May through October teams)
- Wet wipes
- Disinfectant no-rinse hand wash (like Purell)
- Alarm clock
- Ear plugs (for sleeping in a town full of early buses and roosters as well as high volume at the churches)

- Reusable water bottle
- Flashlight
- Camera (with charger or extra batteries)
- (Sheets, blankets, towels and pillow will be provided)

Tattoos/Earrings

Due to the customs of the local people, we ask that any tattoos be covered up while in the country. Men should not wear earrings. No body piercing other than ears should be able to be seen. Note: Tattoos are viewed as gang-related, and on persons involved in drugs and violence. (culture is changing and more getting tattoos as an expression of art)

Medications

If you are on any medications, bring a supply for the entire time that you will be here. You may not be able to get exactly what you need here. If you have allergies, please bring appropriate medication.

Music

Headphones may be good for your devotion times. Please do not bring any hard rock or heavy metal music with you. We caution you against letting headphones keep you from interacting with other team members or locals to whom you are ministering.

Reading materials

Bible, of course. If you are bi-lingual, it would be good to have a Spanish/English Bible. Devotional books, Spanish/English dictionary, journal.

Attachment 14 - INTERACTION WITH THE KIDS & OTHER LOCALS

The Kids of Shadow of His Wings

Hi! We are so excited that you have decided to follow the call of the Lord and come to Monjas! God obviously has some very special plans for your time here – after all, He has gotten you to us and that’s no small feat! We would like to provide you with some guidelines for interactions with our kids at Shadow of His Wings Orphanage. Your main job in those interactions will be to love, love, love them. However, everything we do in the role as adults or older “siblings” in their lives helps to mold and shape them. You may think that being here for a short time or being here in a different role other than parent means that the things you do and the ways you interact don’t have real impact, but they do! In most situations our kids have not had very positive interaction with adults. Many of them haven’t been raised with reasonable discipline and training until moving in with us.

“Pure and lasting religion in the sight of God our Father means that we must care for orphans and widows in their troubles, and refuse to let the world corrupt us.”

James 1:27

We all have a responsibility before the Lord to care for orphans. This care includes loving them, loving on them, hugging, and spending time together but it also involves training them and setting healthy boundaries. Our interactions with them now teach them about healthy interaction in the future. Remember, you will most likely not be the last team member or visitor here, so you will be doing a favor for those who will be coming in the future by helping us be consistent in teaching our kids how to interact with them. This will also be a help to the kids in training them how to develop healthy relationships. Please don’t hesitate to ask questions if something comes up that is not mentioned here.

Physical Interaction

It may surprise you how in love you can fall with our kids even in a short time. They are beautiful, inside and out, and will very easily draw you in. They love to give and receive hugs and, of course, a kiss on the cheek in greeting or in saying goodbye is very culturally common.

We encourage you to express the love that you will feel for our kids with hugs. Our kids definitely want and need them. The girls have been taught that front hugs with men should be avoided. Side hugs are more appropriate. Men should not walk around or stand with an arm around the shoulders of one of the girls. We discourage you from allowing the kids to hang on and cling to you for extended periods of time. If a child is starting to cling, you could try suggesting that you play something together or even just go for a walk on the property (if the time is appropriate).

Many of our kids have experienced sexual abuse in their pasts and because of that are still learning what types of physical contact are and are not appropriate. The kids should never be allowed to lay their heads in anyone's lap or sit or lay between anyone's legs. The girls should not hold hands with men or boys. At times the kids have even been exposed to inappropriate contact with women. Our kids should not be allowed to rest their heads on women's breasts. We want to avoid providing opportunities for Satan to plant thoughts or feelings into our kids that are not pure and praiseworthy.

“Finally, brothers, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable – if anything is excellent or praiseworthy – think about such things. Philippians 4:8

We have openly discussed these things with our children, so they are aware of the expectations, but in the moment, they innocently (or sometimes not) will be caught up in receiving and giving love and will revert to these old patterns. If this happens and you find yourself in an inappropriate position, just gently nudge the child to move or move away yourself. Again, it is good to try and distract the kids and get her out of the situation, avoiding embarrassment by suggesting that you play something, take a walk, or move to a different area.

Rough play: Especially with younger people, at times the team members and the kids have formed the pattern of playing roughly. For example, stealing things away from each other and playing chase, play slapping/hitting, wrestling around, even name calling (jokingly). While we don't want to take away good fun from the kids, we also want to make sure that this type of play doesn't get out of control. Once a person starts relating to the kids in this way, it's hard to develop any other pattern of interaction. While they may just be a bunch of “kids,” they can play rough and are pretty tough. Please use your best judgment and know when enough is enough. Be sensitive to the house parents and missionaries in charge of the kids. If they are encouraging the children to stop or settle down, please help with that and don't encourage the kids with your behavior to disobey those in authority over them. Please do not loan out hats, sunglasses, etc. to the kids to wear. Again, don't be afraid to gently say no or try to use distraction with a child who is going beyond your personal desire to play in a wild way. Also keep in mind that you are training the kids how to interact with others and that may help you to make a judgment as to how far this type of play should be allowed to go.

Emotional Interaction

As stated earlier, it's hard to prepare ahead of time for the emotional attachment you will inevitably form with the children and they with you. We see it time and time again. People come and go and one could begin to think that the kids couldn't possibly fall in love with any more people in a real way. Yet, they do. The love of the Lord flows freely here and strong bonds are formed even in a matter of days. Within that state of intense feelings, it's difficult to think logically about the best way to interact, so it's important to have some things thought out ahead of time.

You are likely to form stronger bonds with some kids than others. It's nearly impossible not to have your "favorites." In the midst of this, however, be sensitive to kids who don't have anyone: those who are not as outgoing, those sitting alone or those who are withdrawn. Maybe they haven't been "in your face" loving you and making you love them, but they may be the ones most in need of that love. Try to spread your love around. Include others in your interactions and play. Try to encourage other team members or visitors to join in with you so the kids can make friends with other people as well.

Making promises: Please be careful in your interactions with the children not to make promises. Even "maybe" statements to our kids can quickly become gospel truth in their minds that they will then be expecting. It's wise not to share hopes of things you'd like to do in the future for or with the kids. Many times we don't let kids know of plans until they are about to happen so as not to needlessly set them up for disappointment if plans change.

Team members and visitors should not give their contact information out to the children. Even this small thing can give a sense to a child that she will one day be able to contact you and go for a visit to the States.

Emotional games: Many of our kids have learned to use emotional "games" to manipulate their worlds or other people. I don't think our children have an exclusive on this 😊. For example, in order to get your attention, they may turn "pouty" or go to great lengths to show you that they are "ignoring" you or are upset with you. A pretty common manifestation of this behavior we used to see is when the kids would refuse to let you take their picture. Of course they didn't really have any problem with their picture being taken, but the more they resisted, the more people tried, therefore winning them a lot of attention.

The kids know that the usual response is that people will begin showing them a lot of attention to get them to come around. Of course, giving the children attention is not a bad thing, within reason, but once again, if you think of your interaction with the kids as "training" for forming and maintaining relationships, your perspective may change.

"Teach your children to choose the right path, and when they are older, they will remain upon it."

Proverbs 22:6 (NLT)

If you find that a child is playing such a game with you, it's fine to express to him/her that you would like to interact with them. Give them a smile or greet them. But then, if the child continues to play the "game," feel free to move on and interact with another children or group. Realize that the intent of this behavior is to manipulate you into feeling like you need to focus your attention on the child exhibiting the behavior to fix the problem. Giving that child your full attention in that moment encourages or "trains" the child that her strategy of emotional manipulation is effective. Methods that effectively get them the attention they want, they are likely to repeat. Instead of encouraging this behavior, give attention to kids who are seeking attention in appropriate ways. This will, over time, encourage the other child to seek attention in a different way.

Of course, we don't want our children to feel any more rejection in their lives. As you can imagine, they have already had their fair share. So, it will take Godly wisdom and good judgment to determine when it's best to reach out to a child and when to ignore her behavior. It may make you feel better to know that the parents and full-time missionaries here constantly have to make this same judgment call. May the Lord help us all to have His wisdom in how best to balance love and training in our interactions with our children.

Interaction with men: Because of the experiences our kids have had in the past, they can be especially needy emotionally. Many times they have missed out on the love of a father and seek that same protection and love in other men. These feelings can become confused and turn into the kids "falling in love" with men in their lives. Believe it or not, it's not just single young men close to their ages that they fall for. Satan just loves to twist good things like loving relationships around. He confuses things and twists situations, which can be very dangerous for all parties involved. Men, please be aware of this possibility and be cautious that some things you do that are completely innocent may be perceived differently by an impressionable, vulnerable young child.

Because of situations like these and the games Satan likes to play in ruining testimonies and reputations, we have the policy that men should not ever be alone with one of the girls. This includes riding in car or having a closed meeting. There should always be a woman present or at least other kids.

Saying "no": When developing healthy relationships and a healthy balance in life we sometimes have to learn when to say "no." Our kids are really great and very loveable, but just like us; they have not yet reached perfection. Sometimes they get caught up in a moment. Sometimes they simply don't know any better. At times, it may be necessary for you to gently but firmly tell a child "no." Just like in parenting, this will not be the easiest or most fun thing you will do in interacting with the kids, but, in the end, it will be good for them to have limits and they will eventually respect you for having set them. If you find yourself in a situation where you are having a problem with a child that you are not sure how to handle, please go to the house parents or other staff/personnel for help. We don't want you, in your short time here, to be in a place of having to discipline the kids. But we also don't want the kids to take advantage of the loving relationship you have with them. So, when you need to, don't be afraid to tell them "no." Setting boundaries is a part of forming a healthy relationship.

Language Barrier: It may be that you are not fluent in Spanish and feel that you may have a difficult time interacting with the kids and other people to whom you have come to minister. We see it time and time again. Love does not need the right words in order to be communicated! The kids and even the people in our community of Monjas have gotten used to interacting with us "gringos." They try really hard to help us to understand what they're saying and to understand what we're trying to say. Not only do they find it fun, but our kids have also learned quite a bit of English (don't let them tell you they haven't!) and can understand more than you might think. In your time with them, don't let language or a lack of it hinder you in expressing yourself with our kids and the other people you encounter. The love of Christ can be shared in so many more ways than words. Be creative! Use hand

signals! Give hugs! Play! They will know the most important things about you without any trouble. Among those important things is the fact that you love Jesus and because of Him, you have love to share with them as well. Let down your guard! Be open, be yourself. I promise you that you'll form bonds like you never imagined – speaking the same language or not!

This brings me to another point – be careful what you say among yourselves in English in front of any Guatemalans. They may understand you!

Cultural differences: Latin culture is very relationship based and very emotionally expressive. They'll be the first to tell you how much they love you and even that they feel like you're their new-found family, even after just having known you for a few days. For them, this talk is sincere and heart-felt. They do develop emotional bonds quickly. This is sometimes difficult for us North Americans to know how to receive and how to respond. That's ok! A big hug and a smile will do just fine to express the bond that you feel as well. You also want to be able to take these expressions of love in stride and keep them in the proper perspective.

Line of Authority

While in the kids' home, the people in direct authority over the kids are the house parents or substitutes on duty. The house parents/subs have the authority of regular parents over the children. While out in the community or in circumstances where the house parents/subs are not present, the missionaries or other James Project personnel will have the same authority. If you have any doubt about what is appropriate or not at any time, please direct your questions or concerns to those people. You should not direct questions about such things to the kids or in front of them.

In whatever situation you find yourself with the children, please be sensitive to the instructions of the adults in charge of them. Try to be a help and never a hindrance in encouraging the kids to follow directions and behave appropriately for the situation. Even if you don't understand what the adult in charge is directing the kids to do, look for visual clues as to what is going on and encourage the kids around you to obey. It is important in all of our interactions with the children that the adults be seen as united and supportive of one another. Any expressions to the contrary make the adults in charge be seen as the "bad guys" and those who are opposed the "good guys." The relationship that the adults in charge of the kids have with them is one that is very difficult to form and then maintain. They need our support in order to provide a loving, disciplined home for our kids.

Kids on Punishment: If, for some reason, there is a child on punishment while you are here, it could be that he or she is kept out of certain activities or kept from interacting with teams or visitors for a time. If this is the case, please help the house parents/substitutes by not going against their instructions.

Giving Gifts:

We have been so blessed with teams and visitors who are so generous to us and to our kids. God provides for us and the kids through some really great people. Just like in raising any other children, over-indulgence can create some problems. Because of this, we try to monitor what the kids receive and when. We try to use our best judgment in giving gifts and treats to the kids. This is another step in training up our kids to be grateful, appreciative young ladies and gentlemen. Please check with the missionaries in administration before giving gifts or treats to the kids. We want you to be able to personally share any things you've brought for them, and we will be happy to help you do so. It could be that some gifts or treats would be better suited for a special occasion (birthday, holiday, Christmas, etc.). Please let the administration help to direct you in how best to manage gifts and treats.

We also try our best to include as part of the family the natural children of the house parents. When planning for special treats, crafts or other activities with the kids of the Home, please include them in the numbers as well. No one likes to be left out!

It doesn't happen very often, but it is possible that a child may find him or herself wanting a personal item from you and may ask you for it (sunglasses, hats, etc.). Please do us a favor and do not give the kids these items for which they are asking. From the point of view of training the kids, giving them the item teaches them to ask other visitors they see for items. After all, it's worked for them before! We certainly don't want our visitors and teams to feel uncomfortable because of being bombarded with kids begging for their personal items.

We ask that you not give individual gifts to individual kids at any time. If you have children or siblings, you probably have some idea about sibling rivalry. You can imagine that problem in a small family multiplied by the great number of children in the Home. With the difference in personality of the kids, the "charming" ones would always receive while the more timid would never be singled out. For this reason, we ask that you never give individual gifts. The only exception to this rule is a sponsor singling out his or her sponsored child to give a gift or have a special time with him or her. We ask that these gifts be discussed and approved by a director (team and visitor director, sponsorship director) ahead of time. Gifts should not be anything too lavish (nothing over \$15 please).

Because of issues we have run into in the past, we ask that kids and visitors not exchange letters or cards (written communication). The exception once again is sponsorship. Sponsor communication goes through the Sponsorship Coordinator to be approved and translated. If a child tries to pass you a note or letter, please do not accept it and let the Team Host know.

Cameras/Cell Phones, etc: Hardly a visitor comes to see us that doesn't carry around a camera. It's understandable! We want you to be able to capture the special moments you'll spend here and be able to share them with folks at home. The kids have seen digital cameras and enjoy seeing their photos

on the LCD screens after they're taken. Many times, this evolves into the kids holding the cameras and then taking pictures with them.

The kids have a long-standing rule in the home that they are not allowed to handle cameras, cell phones or other electronic equipment that belong to visitors, team members, or even the staff and missionaries here. It is a great temptation for the kids, however, because they really enjoy playing with these fancy "toys." Please help us to help the kids to walk in obedience by not allowing or encouraging them to handle the equipment that you may have with you. With an increasing number of visitors and an increasing number of kids, it is statistically only a matter of time until someone's camera or other piece of equipment is accidentally damaged if we do not enforce this rule. We would absolutely hate for that to happen and we know that the child involved would also feel terrible about it. So, feel free to show the kids their pictures on the screens, but please help us avoid these problems by keeping your cameras or other equipment in your hands or on your person and out of the kids' hands. Thank you!

Facebook: In this day and age, Facebook has exploded as a way for people to keep in touch and keep updated on what is going on in each other's lives. When our girls turn 18, they are allowed to open email and Facebook accounts. They will enjoy trying out their English and keeping in touch with you through this medium. We do want you do know that it is our deepest desire that Facebook, email or any other way of keeping in communication with you directly be another mode of positive, up-lifting, encouraging communication and nothing to the contrary. We do NOT want our young people to use this to complain, or look for anything from you (economically, materially or otherwise). We have told them the same, but we will obviously not be able to monitor what communications are happening. If anything comes up that makes you feel uncomfortable or that you feel needs to come to our attention, please do not hesitate to let us know. We trust in the maturity of team members and others who communicate with our kids through Facebook to keep it light and uplifting.

Common Sense

Not every circumstance in which you find yourself can be addressed in a manual, so it is important to use common sense in interacting with the kids. If you keep in mind that you are part of the Christian family that has been given the responsibility of raising these precious kids, it will help you to have the proper perspective. Think long-term, not always what's easiest and most comfortable in the moment.

You have a tremendous impact on the lives of these kids. We have seen it happen time after time. The kids talk about and pray for visitors long after they leave. They remember you! You will become a part of their lives (if you're not already!). Keep in mind that the influence you have over them should be as Christ-like as possible and you just can't go wrong!

But when in doubt – ask. There are people here who have had lots of experience with these children and others that can help you make wise decisions. We don't want you to waste even one

minute of your time here holding back out of fear of making a mistake. Use common sense along with the heart of the above guidelines to help guide you into positive and life-changing interactions with the kids of Shadow of His Wings.

Other "locals"

Missionaries: At any given time, there are usually several North American missionaries on staff at the James Project. None of the missionaries receive any pay or financial benefits whatsoever from the James Project, but each is responsible for his or her own personal support. Each of our missionaries has a different level of need and each has a different level of income. Our missionaries have been asked to not view teams as an avenue of resources for their personal needs. However, should any of the team members hear from the Lord that they are to look into supporting or donating to a missionary, either while here in Guatemala, or once back home, it is suggested that this be discussed with one of the Directors (Bryon and Tiffany) as it is being considered. Sometimes, some of our missionaries with the greatest need may not be the ones with the greatest access to the teams. The Directors would have the big picture and could help you make an informed decision.

JP staff and construction workers: The Guatemalan staff members that work with us in Monjas receive what North Americans would consider as low wages, yet are a bit above normal for Guatemala. While just as with our missionaries, we do not encourage the initiation of sharing personal needs, should the Lord reveal to a team member a need, we ask that the Directors be given the opportunity to guide the giver. It may be that two people in a row have just blessed the same person. If one person who may work closer with the teams receives repeated blessings, this may cause problems with other workers. The Directors would know this, and perhaps the gift could be steered to another to spread the blessings around. Also, appropriate quantities could be suggested to the donor.

May God bless the socks off you as you love on and receive love from our kids, staff, missionaries and others in the community. Thank you for coming to visit us.

Attachment 15 - COMMON SPANISH PHRASES

English	Spanish
Good morning	Buenos días
Good afternoon	Buenas tardes
Good evening	Buenas noches
Please	Por favor
Thank you	Gracias
Sorry	Lo siento
Excuse me (commonly used when entering someone's space)	Con permiso
What? (as in, "I didn't understand what you said")	¿Cómo?
What is your name?	¿Cómo se llama?
My name is...	Mi nombre es...
How old are you?	¿Cuántos años tiene?
Where is the bathroom?	¿Dónde está el baño?
Where is the group?	¿Dónde está el grupo?
What time is it?	¿Qué hora es?
How much does it cost?	¿Cuánto cuesta?
I don't understand	No entiendo
I don't speak Spanish	No hablo español
Help me	Ayúdeme
I hope it serves you well (said at the end of a meal)	Buen provecho
Response to the above	Muchas gracias
I love you (romantic love)	Te amo
I love you (friendship or family love)	Te quiero
I appreciate you (appropriate to avoid confusion with the "I love you's")	Te aprecio