

Prince of Peace Home for Girls

Team Manual

July 2009

Dear Group Leader,

Thank you so very much for your desire to send a team to Prince of Peace Home for Girls. We will be praying along with you for God's will in all the details of this proposed trip so that this can be the safest and most beneficial time possible for all.

Please confirm the dates of your trip and provide us with flight information as soon as your reservations have been made.

Enclosed you will find the following information:

1. **GROUP LEADER INFORMATION SHEETS.** This information can be shared verbally by the Group Leader with the team members and/or copies made to distribute to them.
2. **TEAM MEMBER LETTER AND INFORMATION** to be filled out by each team member (copies should be made for each member). The recommendation portion should be filled out by the Group Leader and all forms returned to us at least one month prior to departure date.
3. **GENERAL GROUP INFORMATION** should be reviewed by the Group Leader with all team members prior to the trip, preferably over a 3-month period. Copies can be made of these for each team member.

In summary, please send us the following information as soon as possible by email/email:

Flight information

A list of the team members and whether male/female so team house can be prepared

The Application Form

The Liability & Consent Form, and the Medical History of each person may be brought with you.

The \$25/person/day Room, Board, and Transportation donation should be received by us at least 1 month prior to departure (check to Prince of Peace Ministries, Inc. and mailed to us at P.O. Box 1344, Mt. Sterling, KY 40353)

Please review the materials and feel free to ask any questions you may have. We are grateful for your willingness to assume the responsibilities of Group Leader and trust that this will be a rich experience for all of you.

Attached is a list of our E-Mail, phone, FAX, and address information. May the Lord richly bless you as you seek to do His will.

In His service,

Paul Sanders

Director

Our E-Mail address is <pophomeguate@yahoo.com> and this is the fastest, cheapest way for the Group Leader to communicate with us from the States.

Our Web Site Address is princeofpeacegt.com

Our Telephone Numbers from the U.S. are **011-502-2443-3433 and 3243**. When calling from within Guatemala, the prefixes 011-502 are eliminated.

We have a Kentucky number on Magic Jack and it is 859-408-9611.

Our FAX Number is **011-502-2443-3242**.

Our Courier Service Mailing Address is **Prince of Peace Home for Girls, P.O. Box 661447, Miami Springs, FL 33166**.

Our Guatemalan Mailing Address is **Hogar de Niñas Príncipe de Paz, Apdo 136, Periferico 01011, Guatemala City, C.A.**

Our Actual Location Address is **9a. Calle "A" 7-30, Sector C-6, Ciudad San Cristóbal, Zona 8, Mixco**. This address can be used on forms where your Guatemalan address is requested.

GROUP LEADER INFORMATION SHEET NO. 1 **RESPONSIBILITIES OF TEAM LEADER**

Following is a list of the responsibilities of the Group Leader, and the approximate time frame in which the various things should be accomplished.

A. Preferably at least 3 months prior to departure:

1. Review all materials.
2. See that all team members have a passport that is valid through the date of return, or that they apply immediately for their passports.
3. Make plane reservations and purchase tickets as soon as possible.
4. Plan meeting dates to review information with team members (at least 3 meetings recommended, perhaps once a month for 3 months).
5. Distribute materials to the team members (make copies as needed prior to meeting).
6. Have team members fill out Application and Medical Information forms and return them to the Group Leader.
7. Group Leader should return all team member application forms together to Prince of Peace at least 1 month prior to departure. Forms of any members added afterwards can be sent later.
8. Pray and begin to share and discuss information at the meetings

B. At least 2 months prior to departure:

1. Return completed forms to Prince of Peace at email address.
2. Begin to collect the Room/Board/Transportation/ fee of \$25.00 per day for each team member. One check to Prince of Peace Ministries, Inc. to cover the total amount should be sent to Prince of Peace Ministries, Inc., P.O. Box 1344, Mt. Sterling, KY 40353 in time to be received by us at least 3 weeks prior to departure. Also there is a \$3 exit fee when you leave Guatemala.
3. Check on team members' passports if any are still pending.
4. Pray and continue to share and discuss the information.

C. At least 1 month prior to departure:

1. Confirm plane reservations.
2. Check on team members' passports if any are still pending.

GROUP LEADER INFORMATION SHEET NO. 2

PURPOSES OF OUR MISSION TEAMS

1. To serve the Lord in a foreign country.
2. To help with work projects or other projects for needy children.
3. To expose team members to a third-world culture.
4. To learn, to grow, to bless.
5. To discover how better to support missionaries from home.
6. To encourage and pray for missionaries on the field.
7. To explore the possibility of being a full-time missionary.

GROUP LEADER INFORMATION SHEET NO. 3

1. WHO CAN COME ON OUR MISSION TEAMS?

Most of the people who come with a team to Prince of Peace Home for Girls are those who are born-again believers who share the following basic tenets of faith and who desire to share the Gospel and “to lift the burden from the poor, the afflicted and the needy.”

There may be some who are not at the point where they accept all the basic tenets of our beliefs, and they are welcome to join us, provided they are willing to work harmoniously within our framework, be open to growth and change, and fulfill the requirements of team members.

2. STATEMENT OF FAITH

WE BELIEVE...

...in God the Father, the Almighty, the Creator of the heavens and the earth.

...in the eternal deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His substitution death on Calvary for our sins, in His triumphant bodily resurrection from the grave, in His exaltation as Lord of all and in His indwelling victorious life within His body, the church.

...in salvation by faith alone through the shed blood and the regenerating Spirit of Jesus Christ, and that all men are lost apart from the saving grace of Jesus Christ.

...that the true church is composed of all those who, through Him, have been born again.

...the Bible to be the verbally inspired and infallible Word of God to all mankind, the rule (canon) of all our faith and moral conduct.

...in the present fullness and operation of the Holy Spirit in the lives of men and women, whose workings are the source of all holiness and grace and the mainspring of all gifts of ministry, and by whom the Father is presently and finally restoring and renewing the Body of Christ in all the earth.

...in carrying out the Great Commission of our great God and Savior Jesus Christ to evangelize the lost and to lift the burden from the poor, the afflicted, and the needy.

...in the personal and literal return of our Lord Jesus Christ and in the triumph of His universal and everlasting Kingdom,--world without end! Amen.

Prince of Peace Home for Girls

Dear Mission Team Applicant,

We are delighted that you are interested in being part of a mission team to Prince of Peace Home for Girls in Guatemala. We will be especially praying for God's will in your life in this regard.

Experience has shown us that a mission trip such as this can make a tremendous impact on the members of the team. Although teams come to reach out to others in need, they usually find it a never-to-be-forgotten, often life-changing, experience themselves.

Please fill out the **Application Form**, the **Liability and Consent for Treatment Form**, and the **Medical History Information Form** and return them to your Group Leader. Your Pastor or Group Leader will then fill out the Recommendation Form and the Group Leader will return all the forms to us together.

If you do not have a passport, it is important to obtain one as soon as possible. Please check with your physician, the U.S. Embassy and/or the Guatemalan Consulate about any recommended shots and make your decision accordingly.

Your Group leader will be providing you with all the necessary information regarding the trip during a series of meetings. Attending these meetings will better prepare you to have a meaningful and enjoyable time.

We want your visit with us to be a time of personal spiritual growth and blessing for you, an opportunity to serve the Lord in a foreign land, and a chance to get to know our girls and their country. We have seen many team members' lives changed by being a part of a missions team. In the process, we know that we will be blessed as well by your fellowship and presence with us.

We look forward so very much to having you with us. God bless you!

In His love,

Paul Sanders

Paul Sanders
Director

TEAM MEMBER INFORMATION SHEET

MISSION TRIP REQUIREMENTS

The following requirements will help us ensure that your trip will be safe, enjoyable, productive, and as positive an experience as possible. Life in Guatemala is very definitely different than the U.S. We cannot explain all of our reasons for everything, but rest assured that the experience of many organizations such as ours indicate that there are very good reasons for everything on this list. They are meant to make your life (and ours) easier, not harder. Thank you for your comprehension and cooperation!

TEAM MEMBERS SHOULD:

1. Either be a born-again believer in the Lord Jesus Christ or willing to work in a cooperative, positive way with those who are.
2. Be open to work with other persons from different Christian backgrounds.
3. Be in agreement with, or at least not opposed to, our Statement of Faith.
4. Be a regular attendant of a church or under the authority of an organization who assumes responsibility for you while a member of the team.
5. Be 18 years or older or accompanied by a parent or guardian. If younger than 18, special permission to travel must be obtained in writing from your parents or guardian.
6. Should be willing to follow the directions of those in authority.
7. Must have a valid U.S. passport. If you have a valid passport from another country, please call your nearest Guatemalan Consulate for special instructions.
8. Should be in good physical, mental, and spiritual condition. The stresses of travel and living in a foreign culture can be demanding.
9. Should be willing to take any required immunizations. A gamma globulin shot will increase your immunity to all diseases. It is recommended that your tetanus shot be current. Hepatitis "A" and "B", typhoid, and malaria are sometimes recommended but are left to your discretion. The U.S. Embassy or Guatemalan Consulate can give you information regarding these. Diseases like typhoid and malaria are usually not a problem except in jungle areas. Cholera shots are generally considered ineffective and treatment effective and relatively simple if begun quickly.
10. Should sign and submit Application Form (with photos), Consent, Liability, and Medical Forms, and necessary fees in accordance with the schedule. These are to be given to the Group Leader.
11. No smoking is permitted on our property. No use of alcoholic beverages or non-prescription drugs is permitted in Guatemala by team members.
12. The following amounts should be sent by the Group Leader :
Room/Board/Transportation fee - **\$25.00/person/day – 3 weeks prior to departure.** In addition, each team member needs **\$3 in cash for departure tax** when leaving Guatemala. Any additional **spending money** for personal use (souvenirs, extra snacks, etc.) can be exchanged by Prince of Peace staff when you arrive.

FOR VOLUNTEERS STAYING AT LEAST ONE MONTH THE COST IS \$500 PER MONTH FOR ROOM AND BOARD.

FOR VOLUNTEERS STAYING TWO MONTHS OR MORE THE COST IS \$300 PER MONTH FOR ROOM AND BOARD.

APPLICATION FORM FOR SHORT-TERM MISSION TEAM MEMBERS

(Please print clearly. Thank you.)

Please attach
photo
here.

Name of Group _____

Group Leader _____

Dates of Trip _____

Name _____

First

Middle

Last

Address _____

City _____ State _____ Zip _____

Home Phone _____ Work Phone _____

E-Mail Address _____ FAX No. _____

Date of Birth _____ Age _____

Name of Parents or Guardian if applicant under 18 _____

Passport No. _____ Place of Issue _____

Date of Issue _____ Expiration Date _____

Knowledge of Spanish: None ____ Beginner ____ Intermediate ____ Advanced ____

Special Talents which may be useful on the trip _____

Comments on when you became a Christian, your personal testimony, goals as a Christian, etc.

Your expectations and/or fears of this mission trip: _____

STATEMENT OF AGREEMENT: By my signature below, I affirm that I have read, understood, and agree to comply with the conditions of short term mission team members. I agree to participate in any pre-trip and post-trip meetings and cooperate with those in charge during the trip.

Signature of Applicant

Date Signed

Signature of Parent if Applicant under 18

Date Signed

LIABILITY RELEASE

I, _____, hereby release PRINCE OF PEACE HOME FOR GIRLS, its agents, employees, and volunteer assistants from any and all liability whatsoever (including physical or emotional injury or death) arising out of any injury, damage, or loss which may be sustained during the course of involvement with PRINCE OF PEACE HOME FOR GIRLS.

Signature of Applicant

Date Signed

Signature of Parent or Guardian if Applicant under 18

Date Signed

CONSENT FOR TREATMENT

Should an accident or serious illness occurs, I give full permission to PRINCE OF PEACE HOME FOR GIRLS to exercise its decision in choosing the type of medical aid available to be ministered to me and I/we hereby agree to the performance of such treatment, anesthetics, and operations as in the opinion of the attending physician may be deemed necessary.

Signature of Applicant

Date Signed

Signature of Parent or Guardian if Applicant under 18

Date Signed

RECOMMENDATION OF PASTOR OR TEAM LEADER

Recognizing both the benefits and the stresses of a foreign mission trip, I submit the following information on this Applicant and agree to be available prior to, during, and after the trip as necessary to insure a positive mission trip experience for this person.

Length of Time I have known the applicant _____

I know this Applicant: Casually _____ Fairly Well _____ Very Well _____

Regarding this Applicant, I would: Recommend _____ not Recommend _____

Recommend Under the Following Conditions _____

Other Comments: _____

Name (please print)

Relationship

Signature

Address: Street

City

State

Zip

Phone Numbers

E-mail Address

FAX

MEDICAL HISTORY EMERGENCY INFORMATION

(Please print clearly)

Note: In the event of a medical emergency, every effort will be made to contact your personal physician. However, it is important to know that it may not be possible to make connections, in which case the best possible medical decisions may have to be made without the benefit of your physician's opinion.

Name of Physician _____

Address _____

City _____ State _____ Zip _____

Phone _____ E-Mail _____ FAX _____

Are you under a physician's care? If so, please explain: _____

Are you a diabetic or hypoglycemic? If yes, please be specific _____

Are you currently taking any prescription drugs? If so, please explain name of drug(s), strength and Dosage: _____

Do you have any known allergies to medications, food, etc.? If yes, please explain. _____

BLOOD TYPE _____ HEIGHT _____ WEIGHT _____

MEDICAL INSURANCE INFORMATION:

Name of company _____ Policy No. _____

Phone _____ E-Mail _____ FAX _____

Does your policy cover foreign countries? _____

EMERGENCY CONTACTS: (Parents, relatives, or close friends. PLEASE PRINT CLEARLY)

(1) Name _____ Relation _____

Address: _____ City _____ State _____ Zip _____

Phones: _____ E-Mail _____ FAX _____

(2) Name _____ Relation _____

Address: _____ City _____ State _____ Zip _____

Phones: _____ E-Mail _____ FAX _____

Is there anything else we should know about your health? _____

Printed Name of Applicant
Signed

Signature of Applicant

Date

Printed Name of Parent or
Guardian if Applicant under 18

Signature of Parent or Guardian
if Applicant under 18

Date Signed

CHECK LIST FOR MISSION TEAM MEMBERS

PRINCE OF PEACE WILL SUPPLY beds, 1 pillow, linen, blankets or sleeping bags, towels, bath and laundry soap, toilet paper, pure water, 3 meals a day and snacks. If the team is over 24 persons, it would help if some could bring a few towels, pillows, sheets/pillowcases, extra blankets and/or sleeping bags. Our normal sleeping accommodations can handle 12 people in each of two dormitories, for a total of 24.

TEAM MEMBERS SHOULD BRING:

Clothing

Jeans/slacks, long shorts, T-shirts/blouses/shirts, tennis shoes, COMFORTABLE walking or working shoes, sweater/sweatshirt/jacket, socks, rain gear (especially during May to October). Dress clothing is really not required as our church is contemporary. PLEASE NO SPAGHETTI STRAP BOUSES OR SHORT SHORTS! We do not allow our girls to wear them and we ask our teams to respect the dress code of the Home.

Other

Passports, Bible, notebook and pen, flashlight, prescription medicines, sunscreen, plastic bags for dirty laundry, personal items such as toothbrush, toothpaste, shampoo, comb and brush, deodorant, toiletries, etc.

Optional

Insect repellent, camera, additional snacks, special soaps or creams, hair dryer, Spanish/English dictionary, wet wipes, additional money to exchange and spend (cash in the form of new-looking bills, checks, credit cards).

Valuables

It is best to leave all jewelry or valuables at home except for inexpensive watches. Wedding and engagement rings are left to your own discretion.

Climate

Temperatures are similar to southern California. They can range from cool to cold to hot, so be prepared to dress in layers as the weather changes. There is no heating system here, and more people err on the side of bringing insufficient warm clothing than the other way around. It is often hot during the day and cool or downright cold in the mornings and evenings. Rainy season is May to October, and can mean different things: light showers alternating with sunshine, heavy rain, or all sunny days

AIRLINE/AIRPORT INFORMATION

AIRLINE INFORMATION – Delta, Continental, American, US Air, Spirit, Taca fly into Guatemala

AIRPORT INFORMATION-US Passport and photo ID are now required for travel

After Landing:

You will pass through Immigration where you need to show your passport and where it will be stamped with an indication of how long you can stay in the country. It is usually at least 30 days and may be up to 90.

Your luggage should appear fairly quickly at the nearby luggage carousels. Luggage carts, if needed, are usually available or you can use a porter to help you with luggage for a dollar a bag.

You should have your Customs Declaration form filled out and ready to hand in as you leave the luggage area.

Some members of the team should stay with and keep an eye on the luggage at all times. Team members should wait until all team members have their entire luggage and all exit together. We will be waiting for you just outside the door.