

SHORT-TERM MISSION TEAMS  
JAMES PROJECT OF LATIN AMERICA

*Shadow of His Wings Orphanage*

*Liberty Christian School*

---

TABLE OF CONTENTS

Welcome	1	Sample Fund-raising Letter	16
General Overview	2	Checklist for Team Member	17
Mission Statement	3	International Travel Release, Minors	18
Vision		International Travel Release, Students	18
Statement of Faith			20
Purpose of Short-term Mission Teams		Medical Authorization Form, Minors	22
Qualifications for Team Membership		Medical Authorization Form, Adults	24
Team Application	4	Ministry Preparation	26
Top Fifteen Questions Answered	5	Team Orientation	28
Responsibility Agreement	6	Team Protocol	29
Timeline	7	Guatemala Information	31
Sample Team Schedule	8	Interaction with girls	33
Budget Information	10	Orientation tips	39
Airport Information		Spanish Phrases	43
Travel Insurance Information	11	Spanish Songs	44
Budget Sending Information	13	Evaluation Form	46
Team Information Form	14		
Pastor Recommendation Form, Students	15		

*Welcome in the name of the Lord!*

*“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 girls 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*

*We look forward to meeting you and serving with you.*

*Because of Jesus,*

*Gib and Joanne Simpson  
Carroll Bishop  
Carina de Aguilar  
Cyndi Cope*

*Executive Directors  
Orphanage Site Director  
School Director  
Team & Visitor Director*

SHORT-TERM MISSION TEAMS  
JAMES PROJECT OF LATIN AMERICA

*Shadow of His Wings Orphanage*

*Liberty Christian School*

---

## GENERAL OVERVIEW

Our Lord Jesus Christ showed us very clearly how to approach changing the world: He disciplined twelve people at a time, pouring His whole being into them as He did so. That model is challenging for many reasons, yet James Project of Latin America (JPLA) has heard the voice of the Lord say to do so, and do so we will. Currently in the Shadow of His Wings Orphanage, a ministry of JPLA, the third duplex is very nearly finished which will give us **six homes – enough space for about 72 girls (please contact Team and Visitor Director for current numbers and ages of girls in the Home)**. With such great need in Guatemala for homes for children (an estimated 20,000 still needing loving care in homes), the temptation to squeeze kids into every nook and cranny is enormous. Yet, we understand that to do so means to jeopardize the depth of impact that we are called to impart into lives, so we wait to take in more until more space is available.

On October 7, 2004 JPLA purchased 9.40 acres of land in Monjas, Jalapa, just a 2½ hour drive east of Guatemala City. On that site, we will have some eighteen structures to eventually be able to serve up to 200 girls, 20 babies, and 50 widows. It is estimated that it will take eight to ten years to build all that is needed to do so. Construction of the wall for the nine-football-field size perimeter started in November of 2004 and was completed in March of 2005. The Engineering Ministries International architectural/engineering missionary team from the States spent a week in Monjas in March to draw the general site plan and blueprints for the first homes for the girls. Construction started in May 2005 for these homes.

Shadow of His Wings Orphanage made the final move to Monjas in December of 2005. At first, the girls lived in a house that is usually designated for visiting teams. In April of 2006, the girls of Shadow of His Wings spent their first night on the new property! Praise the Lord!!! Construction is nearly finished on the third duplex. The administration building was completed in September of 2007 so that the JPLA offices are now on site. The school building is scheduled to be completed in January for the start of the new school year. Next on the docket is a badly needed multi-purpose building with a central kitchen. In 2007, the land next door was purchased for an eventual boys' home. Praise the Lord!

We thank you for joining with us in our vision to reach the poor for Jesus. The short-term mission teams are an invaluable part of the overall ministry at Shadow of His Wings Orphanage. The girls receive the message of love from Jesus; the staff is encouraged; and the team members are changed forever.

Please remember that missionary construction workers, office help, and house parents are our greatest personnel needs. Should you believe that the Lord is leading you to serve in one of these capacities, please communicate your thoughts with Joanne Simpson at [Jsimpson5147@yahoo.com](mailto:Jsimpson5147@yahoo.com). She will help you talk it out and pray it through. May His will be done. Amen and amen.

SHORT-TERM MISSION TEAMS  
JAMES PROJECT OF LATIN AMERICA

*Shadow of His Wings Orphanage*

*Liberty Christian School*

**MISSION STATEMENT:** Through the ministry of The James Project of Latin America, orphans and widows at risk will receive the support needed spiritually, physically, emotionally, and mentally to overcome their negative heritage and become solid citizens in the Kingdom of God, ultimately for the glory of God and the advancement of the Kingdom.

**VISION:** Short-term vision is to serve up to seventy-two girls in six homes and provide Christ-centered education for them in the Liberty Christian School. Long-range vision is to develop the site to serve two hundred girls in twenty homes, each home with a set of house parents and one helper. Our vision also includes a home for up to fifty widows. The site will have a medical clinic (which will also be available to the community), the Liberty Christian School, kitchen/laundry building, basketball and soccer areas, playgrounds, apartments for intermediate placements for girls and visiting medical staff, and an administrative building. Plans to start a boys' home on a piece of property next to the girls' home are currently underway.

**STATEMENT OF FAITH**

- We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God. (II Timothy 3:15, II Peter 1:21)
- We believe there is one God, eternally existent in three persons – Father, Son, Holy Spirit. (Genesis 1:1, Matthew 28:19, John 10:30)
- We believe in deity of Christ: (John 10:33); His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35); His sinless life (Hebrews 4:15, Hebrews 7:26); His miracles (John 2:11); His vicarious and atoning death (I Corinthians 15:3, Ephesians 1:7, Hebrews 2:9); His resurrection (John 11:25, I Corinthians 15:4); His ascension to the right hand of the Father (Mark 16:19); His personal return in power and glory. (Acts 1:11, Revelation 19:11)
- We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature, and that men are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith alone we are saved. (John 3:16-19, John 5:24, Romans 3:23, Romans 5:8-9, Ephesians 2:8-10, Titus 3:5)
- We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation. (John 5:28-19)
- We believe in the spiritual unity of believers in our Lord Jesus Christ. (Romans 8:9, I Corinthians 12:12-13, Galatians 3:26-28)
- We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life. (Romans 8:13-14, I Corinthians 3:16, I Corinthians 6:19-20, Ephesians 4:30, Ephesians 5:18)

**PURPOSE OF SHORT-TERM MISSIONS TEAMS**

The purpose of short-term mission teams with James Project of Latin America is to link the Body of Christ in ministry to the poor for the growth and advancement of the Kingdom. Both those in ministry and those who receive ministry will have opportunity to know God and be known by Him in ways that are not necessarily available in life outside of team visits.

**QUALIFICATIONS FOR TEAM MEMBERSHIP**

Team members should be born-again Christians (exceptions available upon approval). **Team members should be at least in high school or accompanied by a parent.**

SHORT-TERM MISSION TEAMS  
JAMES PROJECT OF LATIN AMERICA

*Shadow of His Wings Orphanage*

*Liberty Christian School*

---

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. In which of the following three main ministries would your team like to be involved: minister to the girls in the orphanage, minister within the community, and/or help with the construction?  
\_\_\_\_\_  
Comments: \_\_\_\_\_  
\_\_\_\_\_
4. About how many do you anticipate to be on your team? (Minimum of 8, maximum of 24)  
\_\_\_\_\_
5. What are your first and second choices of trip dates? \_\_\_\_\_  
(Friday arrival to Sunday departure is the norm. Exceptions available)

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 James Project Team Director will contact you as soon as possible.

Signed: \_\_\_\_\_  
Position: \_\_\_\_\_

SHORT-TERM MISSION TEAMS  
JAMES PROJECT OF LATIN AMERICA  
*Shadow of His Wings Orphanage* *Liberty Christian School*

---

TOP FIFTEEN QUESTIONS ANSWERED (IN BOLD ON THE INDICATED PAGE)

1. How long is a typical trip? (page 6)
2. How much does a trip cost? (page 10)
3. How many people can come on a trip? (page 7)
4. What ages do team members need to be? (page 3)
5. Where will the team be? (page 8-9, 26-27)
6. How do we raise the money? (page 16)
7. How many kids are in the orphanage and what are their ages? (page 2)
8. What are the future plans for the orphanage? (page 2, 3)
9. What do we do there? (pages 8-9, 26-27)
10. What does the orphanage need that we could bring? (page 29)
11. Do we need medical insurance? (page 11)
12. Can we wash clothes there? (page 17)
13. What tools should we bring? (page 26)
14. What will the weather be like? (page 17)
15. How do I get the money to you (team leader only)? (page 13)

SHORT-TERM MISSION TEAMS  
JAMES PROJECT OF LATIN AMERICA

*Shadow of His Wings Orphanage*

*Liberty Christian School*

---

THE RESPONSIBILITY AGREEMENT

**Your group will...**

1. Prayerfully consider involvement in a short-term mission team.
2. Prayerfully choose 1st and 2nd options for **7-10-day trip dates** (get available dates from JPLA Team Facilitator)
3. Email application to JPLA
4. Receive Team Manual
5. Upon approval, send non-refundable \$200 deposit to JPLA to reserve dates.
6. Initiate process of team selection and preparation
7. Assure that all team members have procured passports
8. Send JPLA Team Facilitator the team members' names, passport numbers, and emergency contact numbers (form provided)
9. Get appropriate immunizations (according to Crisis for Disease Control Centers in your area)
10. Raise budget and donation monies
11. Procure short-term overseas medical insurance (see attached)
12. Prepare ministries (if serving in areas other than construction)
13. Provide a chaperone/teen ratio of at least one to seven and a minimum of one per gender
14. Wire transfer budget and donation money to JPLA (see attached)
15. Give JPLA Team Facilitator the following forms upon arrival:
  - Medical Release Forms
  - International Travel Release Forms
  - Photo Release Forms

**James Project of Latin America (JPLA) director of teams 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
7. Provide orientation upon arrival
8. Accompany your team as Team Director
9. Arrange for money exchange
10. Manage budget during the trip
11. Be available throughout the preparation process to answer your questions about the local ministry site and logistics about the stay ([cyndicope@cten.org](mailto:cyndicope@cten.org)).

SHORT-TERM MISSION TEAMS  
JAMES PROJECT OF LATIN AMERICA

*Shadow of His Wings Orphanage*

*Liberty Christian School*

**TIMELINE**

Upon making initial decision

1. Choose team leader (contact person for Team Director)
2. Contact Team and Visitor Director for date options ([cyndicope@cten.org](mailto:cyndicope@cten.org))
3. Receive team manual from Team and Visitor Director
4. Send application
5. Upon approval, send \$200 non-refundable deposit to hold trip dates. (Send check made out to Shadow of His Wings, Inc. to: Shadow of His Wings Inc., Mr. and Mrs. Paul Drown, 13615 W. 129<sup>th</sup> St., Olathe, KS 66062)
6. Team members ask their churches to receive donations and send out tax-deductible receipts for the individual team members. (Only for those donors who request a tax-deductible receipt. Other donations can go directly to the team members.)

Three months prior to trip date

1. Recommendations for team members in writing from each member's pastor (discretion of States-side team leader's approval of team members)
2. All applications for passports submitted
3. Start shot series
4. Decide on ministry and fun activities (Team and Visitor Director will email a list of suggestions) to include in the schedule
5. Start ministry preparations (children's ministries, music, drama, preaching, etc.)
6. Start items to bring planning (personal, gifts, tools, etc.)
7. Initiate team meetings for prayer and planning
8. Finalize ticket purchasing, send flight information to Team and Visitor Director. ***All team members must arrive and depart on the same flights.***

Four to eight weeks prior to trip date

1. Team Information Form to JP Team Facilitator (Teams need a **minimum of 8 people, maximum of 24**, broken into groups of four per gender for lodging in team house.)
2. Insurance payment sent to Global Underwriters (use Team Information Form)
3. Budget and donation sent to Shadow of His Wings Inc., Mr. and Mrs. Paul Drown, 13615 W. 129<sup>th</sup> St., Olathe, KS 66062. After confirming amount to be sent, email JP Team Facilitator of amount, breakdown, and exact date sent (at least **4 weeks before trip**, please).
4. Give input to first drafts of schedule via email with Team and Visitor Director
5. Give out required reading to team members ("Interaction with Girls" document, etc.)
6. Read through "Orientation" document and send questions to Team and Visitor Director. Inform team as deemed necessary of information in this document
7. Finalize ministry plans
8. Finalize purchases
9. Invite notary to come to team meeting for notarizing all forms
10. Begin practicing common Spanish phrases

One week prior to trip date

1. Team packing meeting for any gifts, ministry items, tools, etc.
2. Confirm receipt of passports and tickets
3. Confirm that all forms are filled out and ready to give to JP Team Leader upon arrival

**SHORT-TERM MISSION TEAMS  
JAMES PROJECT OF LATIN AMERICA**

*Shadow of His Wings Orphanage*

*Liberty Christian School*

4. Receive final draft of schedule from Team and Visitor Director

Sample Team Schedule	
Team:	
Leader:	
Dates:	
Numbers:	
Breakdown:	

Date	Day	Hour	Activity	Meals	Lodging	Notes	
	Fri	11:26am	Arrival		Team house	Continental #	
		12:30pm	Lunch	Fast food			
		1:30pm	Leave for Monjas				
		~4:00pm	Arrive in Monjas, settle in				
		5:00pm	Orientation				
		5:30pm	Dinner	Team house			
		7:00-8:30pm	Time with girls				
	Sat	8:00am	Breakfast	Team house	Team house		
		9:00am	Chosen ministry option				
		12:00pm	Lunch	Picnic in park			
		1:00pm	Head back to Monjas				
		2:00pm	Time with girls			Craft activity	
		5:00pm	Clean up				
		5:30pm	Dinner	Team house			
Evening	free						
	Sun	7:30am	Breakfast	All 3, team house	Team house		
		8:40am	Leave for church				Team member to preach
		12:00pm	Lunch				
		1:30pm	Free time with girls				
		5:00pm	Clean up				
		5:30pm	Dinner				
6:45pm	Leave for church		Team to share drama				
	Mon	7:00am	Breakfast	All 3, team house	Team house		
		8:00am	Work session				construction
		12:00pm	Lunch				
		1:30pm	Pool with girls				Weather-permitting
		4:00pm	Clean up				
		5:00pm	Dinner				
6:30-8:30	Free time with girls						
	Tues	7:30am	Breakfast	Team house	Team house		
		9:00am	Market ministry			Pass out tracts	
		11:30am	Lunch	Team house			
		1:15pm	Leave for VBS				
		2:30-4:30pm	VBS				
		4:30pm	Clean up				
		5:00pm	Dinner	Restaurant			
6:00pm	Set up for Camp Meeting						
6:30 - 7pm	Camp Meeting		Team to lead service				
	Wed	7:00am	Breakfast	All 3, team house	Team house		
		8:00am	Work session				construction
		11:30pm	lunch				
		1:15pm	Leave for VBS				
		2:30-4:30pm	VBS				
4:30pm	Return to Monjas						

**SHORT-TERM MISSION TEAMS  
JAMES PROJECT OF LATIN AMERICA**

*Shadow of His Wings Orphanage*

*Liberty Christian School*

		5:30pm	Dinner			
		Evening	free			
	Thurs	7:00am	Breakfast	All 3, team house	Team house	
		8:00am	Work session			construction
		11:30pm	lunch			
		1:15pm	Leave for VBS			
		2:30-4:30pm	VBS			
		4:30pm	Clean up			
		5:00pm	Dinner			
		6:00pm	Leave for service in La Rinconada church plant			Team in charge of the service
	Fri	7:00am	Breakfast	Team house	Team house	
		8:00am	Work session			construction
		12:00pm	Cookout with girls	Property		
		1:00pm	Work session			Construction
		5:00pm	Dinner			
		6:30pm	Goodbye party with girls			
		8:00pm	Debriefing with Joanne			Office
		Evening	Pack up			
	Sat	6:30am	Breakfast	Team house	City lodging	
		7:30am	Leave for Antigua			
		10:00am	Drop off luggage at hotel			
		11:00am	Arrive in Antigua			
		12:00pm	Lunch	Antigua		
		Afternoon	Shopping/site-seeing in Antigua			
		4:30pm	Leave Antigua			
		5:30pm	Dinner	Hotel		Order in
	Sun	7:30pm	Breakfast	Hotel		
		8:30am	Leave for airport			
		9:15am	Arrive at airport			
		12:15pm	Departure			Continental #

- (\*This schedule is a SAMPLE and is subject to change according to each team's giftings and desires and as opportunities are available.)
- **Lodging in Guatemala City is in a hotel.** Breakfasts are eaten there and other meals in fast food spots. There may or may not be soap and other personal products available at hotel.
- **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.

SHORT-TERM MISSION TEAMS  
JAMES PROJECT OF LATIN AMERICA

*Shadow of His Wings Orphanage*

*Liberty Christian School*

---

## BUDGET INFORMATION

To enable the Missions Team Leader to focus on ministry, the JPLA Team Facilitator will handle all money for the team while in Guatemala, except for personal spending money.

### Ground Costs

The ground cost per team member is **\$45/day (teams of 8 to 20 members) or \$40/day (teams of 21 to 24 members)** and includes transportation of people and luggage, lodging, all meals, airport pick up and drop off, and JPLA facilitation for your team. ***These daily costs are for an “average” team. For teams whose specific ministries include daily transportation to rural areas, extra translators, stays in Antigua, etc., additional costs may apply.***

### Donation

In addition to the ground costs per person, it is requested that each team member raise a minimum of \$150 as a donation to the orphanage work. Some choose to raise more, such as \$2000 for a team of ten, \$3000 for a team of 15, \$4000 for a team of 20, etc. Let the Lord be your guide as you serve Him in this way as well. He *always* provides for what we believe Him for.

### Personal Spending Money

Team members will want to bring personal spending money for the following items:

- Snacks
- Souvenirs
- Gifts (please check with Team and Visitor Director before giving gifts)
- Church offerings

Most team members bring \$75 to \$100 for personal spending. The JPLA Team Leader is responsible for exchanging your money in a safe manner once you are in the country.

## 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 will get some of the free luggage 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 host will have a sign with “James Project Welcome” on it. Wait until you see this contact person before exiting.

As you exit the secure area, do not let the local workers take your luggage. You will need to tip them. Leave the carts right outside the door. The team will be met by a JP Representative just outside the airport. Follow his/her instructions from this point on.

**TRAVEL INSURANCE INFORMATION**  
(required)

Agency: Global Underwriters

Contact person: Jane Pennington or Mary Shands

Address: 3195 Linwood Rd. Suite 201  
Cincinnati, OH 45208

Telephone: 800-423-8496

FAX: 513-533-3888

Email: Jane Pennington [jpennington@globalunderwriters.com]

**Procedure:** No less than six weeks prior to trip date, send list of team members to Ms. Pennington with full names and ages. Also send \$2.34 per person per day of the trip, starting with day of arrival through the day of departure. **Please put Policy Number US022055 on the memo.**

### *Accident and Sickness Health Insurance Plan*

**Maximum Medical Expense Benefit- \$ 250,000 per person.** If an injury or illness occurs during the period of coverage and the insured person requires medical or surgical treatment; this plan will pay, subject to the deductible and any co-insurance, reasonable and customary charges for the following covered expenses, up to the policy maximum. The covered charges shall in no event include any amount that is in excess of reasonable and customary charges for the geographic area where the services are rendered, as determined by The Insurance Company.

**Deductible(s) \$ 100 per person- all cause , per policy period.**

**Coinsurance-After you pay the deductible, the plan pays 100% of eligible charges up to the policy maximum.**

**Pre-existing Conditions Exclusions - 6 month.** The occurrence of an injury or illness which was contracted or which manifested itself, or for which a licensed physician was consulted, or for which treatment or medication was prescribed during the 6 month period immediately preceding the insured person's effective date of coverage are not covered.

**Hospital Expenses-Covered for average semi-private room and board; and Usual, Customary and Reasonable (UCR) charges.** Charges made by a hospital for room and board, floor nursing and other services inclusive of charges for professional services and with the exception of personal services of a non-medical nature provided that expenses do not exceed the hospital's average for semi-private room and board accommodations. Also, charges made for the diagnosis, treatment and surgery by a physician; cost of administration of anesthetics; prescriptions and medication, x-ray services, laboratory tests and services, the use of radium and radioactive isotopes, oxygen, blood transfusion, iron lungs, and medical treatment. Charges are included for dressings, prescription drugs and medicines, are covered only if prescribed by a physician in relation to a covered injury or illness. Prescriptions must be paid

SHORT-TERM MISSION TEAMS  
JAMES PROJECT OF LATIN AMERICA

*Shadow of His Wings Orphanage*

*Liberty Christian School*

for at the Pharmacy and then receipts must be submitted with a claim form, in order for you to be reimbursed. Two times the average semi-private room charge made by the servicing hospital if confinement to an intensive care unit is required, or the average charge for intensive care unit made by the servicing hospital, whichever is less.

**Dental-if Caused by an Accident-Covered.** UCR charges for repair and replacement of sound, natural teeth damaged as a result of an accident are covered. Routine dental examinations, routine x-rays, and other dental procedure that are not the result of an accident are not covered.

**Emergency Medical Evacuation-Covered up to \$50,000.00 (pre-approval required).** For insured persons or covered dependent who becomes ill or injured during the period of coverage: If an Emergency Medical Evacuation is required to the nearest medical facility where appropriate medical treatment can be obtained or to the insured person's home country of country of residence all eligible expenses up to **\$50,000.00** are covered. An Emergency Medical Evacuation must be recommended by a legally licensed physician who certifies that the severity of the injury or illness necessitates such an Emergency Medical Evacuation, and approved in advance by The Insurance Company.

**Repatriation of Remains-Covered.** If an injury or illness commencing during the period of coverage results in death, all reasonable expenses incurred for preparation and return to the insured person's home country or country of residence are covered up to **\$10,000.00**. *Pre-approval is required.*

**Emergency Reunion – Covered.** In the event of an Emergency Medical Evacuation due to a covered injury or illness, where the physician feels that it would be beneficial for you to have a family member at your side during transport, you will be reimbursed for travel and lodging expenses, for that relative up to \$ 10,000, provided that all travel arrangements are coordinated in advance by the assistance provider. Benefits payable include economy air ticket and other travel related expenses not to exceed \$ 250.00 a day for a maximum of five days.

**Paying and reimbursement for medical expenses**

Charges for doctor office visits, prescription drugs and some outpatient procedures may need to be paid by you in advance directly to the provider (i.e. doctor or pharmacist). You must submit a claim form for each separate injury or illness in order for your medical expense to be considered. When your expenses are approved, they will be sent in the form of a check to you. Although you must also submit a claim form in situations involving hospitalization, you may not need to pay hospital expenses in advance. ***Claim forms must be completed, signed and mailed to:***

Global Claims Administration Inc.

3195 Linwood Rd Suite 201 Cincinnati OH 45208

*For eligibility call 800-423-8496 or 513-533-9800 For claims status call 800-513-2981*

24 Hour Assistance Services-*In case of an emergency, call*

*866-509-7715 in the USA or Collect 603-898-9159 outside USA*

SHORT-TERM MISSION TEAMS  
JAMES PROJECT OF LATIN AMERICA

---

*Shadow of His Wings Orphanage* *Liberty Christian School*

**BUDGET SENDING INFORMATION**

Please send your team's ground cost (\$40 or \$45/day/person) plus your minimum donation per person of \$150 to the following address:

Shadow of His Wings, Inc.  
Mr. and Mrs. Paul Drown  
13615 W. 129<sup>th</sup> St.  
Olathe, KS 66062

**Make checks payable to: Shadow of His Wings, Inc. (in English, please☺)**

**IMPORTANT:** Mark on the memo line “ \_\_\_\_\_ team”

Please send this at least four weeks prior to your trip date. May the Lord bless you.



SHORT-TERM MISSION TEAMS  
JAMES PROJECT OF LATIN AMERICA

*Shadow of His Wings Orphanage*

*Liberty Christian School*

---

PASTOR RECOMMENDATION FORM (STUDENT IN SCHOOL/CHURCH GROUPS ONLY)

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 manners:

---

---

---

---

Further comments:

---

---

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Dates

SHORT-TERM MISSION TEAMS  
JAMES PROJECT OF LATIN AMERICA

*Shadow of His Wings Orphanage*

*Liberty Christian School*

---

**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 girls in the orphanage to evangelism in the community of Monjas, church ministries, and construction on the new site. The orphanage just purchased nearly ten acres of land three hours east of Guatemala City. They are working on building the second home and administration building on that site on which they eventually will have room for 200 girls, 20 babies, and 50 widows. It is a big vision that requires the Body of Christ to join together and give them as much support as possible.

As part of the team, I will be raising money for my airfare, ground costs while there, and a donation for the orphanage itself that will go toward the construction projects. 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,

SHORT-TERM MISSION TEAMS  
JAMES PROJECT OF LATIN AMERICA

*Shadow of His Wings Orphanage*

*Liberty Christian School*

---

### CHECKLIST FOR TEAM MEMBERS

**Please check with your airline for current limits on luggage. Most teams allot one piece for personal items and one piece for donations and ministry supplies.**

**Clothing** (Please do not bring tight clothing. We encourage modesty in all clothing as an example for the girls in the orphanage and a good testimony to the community. **Clothes can be washed on site.**)

Jeans

Skirt or dress for church (women)

Cotton button shirt for church (men)

Work clothes (that can be abused)

Shorts (for lodging sites only)

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 (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)

**\*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.**

### Personal Items

Sunscreen

Bug spray with DEET

Deodorant

Electrical items, such as hair dryers (no adapter needed)

Money belt (either for the waist or the neck)

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)

Flash light

Camera and plenty of film and extra batteries (most people run out of film, which may be hard to find)

(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

### 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.

### 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.

**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.

**SHORT-TERM MISSION TEAMS  
JAMES PROJECT OF LATIN AMERICA**

*Shadow of His Wings Orphanage*

*Liberty Christian School*

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 \_\_\_\_\_ )ss

County of \_\_\_\_\_ )

The foregoing instrument was acknowledged before me this \_\_\_\_\_ (date)

By \_\_\_\_\_ (person with form).

\_\_\_\_\_  
Notary Public's Signature Seal

My Commission Expires \_\_\_\_\_

SHORT-TERM MISSION TEAMS  
JAMES PROJECT OF LATIN AMERICA

*Shadow of His Wings Orphanage*

*Liberty Christian School*

---

**International Travel Release of All Claims**  
Participating Students 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.

**SHORT-TERM MISSION TEAMS  
JAMES PROJECT OF LATIN AMERICA**

*Shadow of His Wings Orphanage*

*Liberty Christian School*

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)

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_  
(If participant is still a student in secondary school)

Name Printed \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

Name Printed \_\_\_\_\_

Home Phone (\_\_\_\_\_) \_\_\_\_\_ Work Phone(\_\_\_\_\_) \_\_\_\_\_

Cell Phone (\_\_\_\_\_) \_\_\_\_\_

Notarization of Signatures of Student and Parent(s)/Guardian(s)

State of \_\_\_\_\_ )ss

County of \_\_\_\_\_ )

The foregoing instrument was acknowledged before me this \_\_\_\_\_ (date)

by \_\_\_\_\_ (person with form).

\_\_\_\_\_  
Notary Public's Signature Seal

My Commission Expires \_\_\_\_\_

**MEDICAL AUTHORIZATION FORM**

**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 \_\_\_\_\_ )ss

County of \_\_\_\_\_ )

The foregoing instrument was acknowledged before me this \_\_\_\_\_ (date)

by \_\_\_\_\_ (person with form).

\_\_\_\_\_  
Notary Public's Signature Seal

My Commission Expires \_\_\_\_\_

SHORT-TERM MISSION TEAMS  
JAMES PROJECT OF LATIN AMERICA

*Shadow of His Wings Orphanage*

*Liberty Christian School*

---

Health Insurance Carrier (If other than Global Underwriters)

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?

\_\_\_\_\_

\_\_\_\_\_

**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 (\_\_\_\_\_) \_\_\_\_\_

**Notarization of Signature of Adult**

State of \_\_\_\_\_ )ss

County of \_\_\_\_\_ )

The foregoing instrument was acknowledged before me this \_\_\_\_\_ (date)

by \_\_\_\_\_ (person with form).

\_\_\_\_\_  
Notary Public's Signature Seal

My Commission Expires \_\_\_\_\_

SHORT-TERM MISSION TEAMS  
JAMES PROJECT OF LATIN AMERICA

*Shadow of His Wings Orphanage*

*Liberty Christian School*

---

Health Insurance Carrier (If other than Global Underwriters)

\_\_\_\_\_

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

(\_\_\_\_) \_\_\_\_\_

SHORT-TERM MISSION TEAMS  
JAMES PROJECT OF LATIN AMERICA

*Shadow of His Wings Orphanage*

*Liberty Christian School*

---

### MINISTRY PREPARATION

The ministries of the teams will be as varied as the number of teams that come to the orphanage. Most teams will have as the central ministries the girls of the orphanage and the construction. Past that, other ministries that match with the gifts, talents, and desires of each team will be available, including some of these mentioned below.

#### Children

##### Orphanage

There may be opportunities for having an organized ministry time with the girls in the orphanage. Please check with the Team and Visitor Director as to the number and ages of girls currently living in the Home. In activities and gifts to the girls, we like to also include the natural children of the house parents. Please keep it simple. Even our older girls will just love anything that you bring. Please do not bring salvation bracelets, since they have been blessed with doing these many times to date.

In addition to the formal times with the girls, you will have free time to interact with them playing games (jacks, checkers, basketball) or playing outdoor games on the spacious property. This is some of the most valuable time you will have. Spanish is not necessary to become great friends in short order.

The girls in the orphanage need to be able to continue in their regular daily routines as often as possible. Therefore, we ask that team members agree to be with the girls during their regularly scheduled times. Outside of these times, the team will be involved in other ministries. Thank you.

##### Community

The team may have the opportunity to get together with a group of children from the community at least once for the purpose of evangelism. The team should prepare about two hours of Bible story, craft (very simple, please), games, and perhaps even a snack (to be bought on site). More time is available upon request.

##### Construction

While in Monjas, the team members will largely focus on helping with the construction of the new site for the orphanage. The construction will be in a different stage for each and every team. Therefore, it would be impossible to say exactly what you might be doing with your particular group. It would, however, be safe to say that teams with more skilled people will be put to work directly in the construction. Others would help in peripheral ways such as lugging block, mixing cement, sifting sand, painting, planting and developing the entryway, and helping with transportation of water.

**Please bring work gloves. Other small tools may be needed. As the date draws closer, please contact your JP Team Leader for information on what could be purchased in the States.**

##### Evangelism

A door-to-door evangelism opportunity or even park evangelism is available to groups that desire to do so. Spanish tracts can be bought in the States. You would probably want to bring some 3-400. We encourage you to prayerfully consider this option. This requires translation and will need to be done in small groups on different days, but, of course, is one of the highlights of any trip, since the Kingdom grows. Amen and amen.

SHORT-TERM MISSION TEAMS  
JAMES PROJECT OF LATIN AMERICA

*Shadow of His Wings Orphanage*

*Liberty Christian School*

---

**Churches**

Your team may have the opportunity to minister in a local church in Monjas. This will be arranged on a team by team basis. If you are interested, let your JP Team Leader know. Ministries in church would include giving of personal testimonies, singing songs in English or Spanish (with a guitar or with a cd), drama (mimes are best), and preaching.

**Other**

Some teams may have a medical person with them. If so, a medical component can be arranged. If a doctor wants to see patients, the team should come prepared with an array of basic medicines to give out. The people cannot afford their own. We cannot have a nurse doing a clinic without a doctor. If a nurse is with the group, he/she would most likely do general check ups with the girls from the orphanage.

Women are often neglected when it comes to ministry. The women in Monjas would thoroughly enjoy times with the women in the groups. If someone would like to prepare a message of encouragement for mothers and wives that struggle, that would be wonderful.

Mechanical work is always needed on our vehicles. If someone is so inclined, the team leader should contact the JP Team Leader for information on what the problem is so tools and perhaps even parts can be brought from the states.

**Missionaries**

The Lord is blessing JPLA with more and more missionaries all the time. None of the North American missionaries receive any pay from JPLA, but raise their own 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 the Executive Director (Joanne) 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. Joanne would have the big picture and could help you make an informed decision. We *do* believe that there will be some team members that the Lord would use to help the missionaries be able to continue living here and serve the Lord.

**JPLA staff and construction workers**

The Guatemalans that work for 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 Joanne 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. Joanne 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.

SHORT-TERM MISSION TEAMS  
JAMES PROJECT OF LATIN AMERICA

*Shadow of His Wings Orphanage*

*Liberty Christian School*

---

## TEAM ORIENTATION

### Health

Staying healthy in a foreign country requires great care. Please follow these guidelines:

- ❖ Only drink bottled water (provided).
- ❖ Drink plenty of water when in hot climates.
- ❖ Do not eat fruit or vegetables that you did not peel yourself or that was not prepared by a James Project cook.
- ❖ Do not use ice, except from the James Project kitchen.
- ❖ Use sunscreen.
- ❖ Use bug spray or lotion.
- ❖ Wipe off pop bottles with wet-wipes.
- ❖ Use anti-bacterial soap before eating.
- ❖ Do not ingest water in the shower.
- ❖ Pay attention to your body. If you need rest, talk with your leader.

### Safety

Safety is of utmost importance with missions groups. To this end, we ask that each group follow these simple guidelines:

- ❖ Pray together for safety each day.
- ❖ Wear money belts.
- ❖ Do not flash money.
- ❖ Always travel in groups.
- ❖ Watch for the following activities that indicate a robbery plan:
  - Someone jostles you*
  - You are asked for directions*
  - Someone points to something spilled on your clothing*
  - Something is dropped close to you to distract your attention*
- ❖ Ladies never go out without a male with them.
- ❖ Do not wear large, flashy (or valuable) jewelry.
- ❖ Be careful in showers with the heater.
- ❖ Keep money in different locations.
- ❖ Keep vehicle doors locked while traveling.
- ❖ Keep windows 2/3 up while traveling through towns.
- ❖ Don't leave purses and/or cameras anywhere unattended.
- ❖ Do not take pictures of children except in permitted areas.

SHORT-TERM MISSION TEAMS  
JAMES PROJECT OF LATIN AMERICA

*Shadow of His Wings Orphanage*

*Liberty Christian School*

---

### **Team Protocol**

Teams should arrive and leave Guatemala on the same flights.

Teams are facilitated by the James Project personnel. The chaperones for the trip are the adults with the team (assuming the presence of teens). JP people will not enforce curfews, but will suggest an appropriate hour; JP people will not discipline, but will bring situations to the attention of a chaperone if necessary; and JP people will not get a team ready for an event, but will assist the chaperones to know what it is that the team needs to do. It really works well this way. You know the team; we know what needs to happen. This approach makes for a great bit of team work.

It is not appropriate for any team member to become a lone ranger and decide to branch off on his/her own. It is much safer for teams to stay together as teams for most of the trip. Some activities are planned for a few here and a few there, but JP personnel or locals would always be with the small group.

It is appropriate that the group's team leader provide a time for devotions daily. Some teams choose the mornings; some choose the evenings. Some team leaders also have a required time of individual devotions daily, sometimes even providing a guideline for study each day.

The JP personnel may put into the schedule a time for devotions with the team as the week goes on. Also, at the end of the trip, a de-briefing session with the team will be run by JP personnel.

When in the local churches, there will be a time for giving an offering. You should have Quetzales (the local currency) on you at that time to be able to give as the Lord leads. If you only have dollars, those would be accepted as well.

Gift giving is a delicate issue. While we all want to bless the local people, doing so unwisely can lead to difficulties. First, some will receive and others won't. Secondly, we can build an expectation of receiving from future teams. Teams can start to be viewed as "Santa Claus," not as an ambassador of the love of Jesus. Therefore, please check with the JP personnel before giving any gift. In the orphanage, we ask that on behalf of the whole, no gift be given an individual. Teams may bring items to be distributed amongst all the girls and/or staff. When this is done, we ALWAYS include the natural children of the house parents. They are part of the families as well and we do not like to leave them out. *Appropriate gifts for the girls and the home would include t-shirts, school and office supplies, kitchen items, hair bands and clips, costume jewelry, soft shades of nail polish, flip-flops, jump ropes, jacks, snack specialties, etc. Please contact JP for an updated list.*

### **Schedule Thoughts**

While schedules by the hour are made for the teams before arrival, please know that schedules can change. It is extremely rare that anything major needs to be changed, but rather minor details, like the hour for lunch, devotions, and such. Please be patient. Any changes made will generally improve your overall ministry.

### **Cautions**

Please remember that some locals understand English. Never assume that you can't be understood. Therefore, be careful to not say anything in English that you wouldn't want someone to understand.

SHORT-TERM MISSION TEAMS  
JAMES PROJECT OF LATIN AMERICA

*Shadow of His Wings Orphanage*

*Liberty Christian School*

---

The rule of thumb would be to not say anything in *any* language that you wouldn't want someone else to hear. Do not talk about your schedules of coming and going where anyone can hear you.

**Music**

Please be sure that only Christian music is played on the work site and at the JP Home (lodging in Monjas). It is the responsibility of the Team Leader to be aware of what music is being played and to see that it isn't overly loud.

SHORT-TERM MISSION TEAMS  
JAMES PROJECT OF LATIN AMERICA

*Shadow of His Wings Orphanage*

*Liberty Christian School*

---

## GUATEMALAN INFORMATION

### Cultural Differences

*Written by our former JP Guatemalan assistant 😊:*

- You **HAVE** to say thanks for almost everything; otherwise you'll be taken as impolite.
- Timing? There is not such a thing as timing in Guatemala (or Latin America in general). We even have our own time, the "hora chapina", which means 20-30 minutes later than the time you agreed. If you are an "always on time" person you will need to be flexible a little and not lose your mind. They will come... not on time; and always with an excuse... but they will come!
- Latinos are people persons, not work driven persons. If a Latino is running to get to some place but finds a friend in the way, he/she will stop and chat... then he/she will be late, and will blame it on the traffic. Because of the same reason of being people persons, they will ask you almost everything about your life, sometimes because they want to make you feel fine, sometimes because they are nosy. The most common questions would be...
  - ✓ Your age
  - ✓ Your family (how many brothers and sisters)
  - ✓ Why in the world are you here and voluntarily left "The land of the free and the home of the brave"?
  - ✓ Profession (what is that; why did you choose it?)
  - ✓ Hobbies, favorite foods
- Latinos are very expressive and will kiss and hug you. They will greet you very affectionately even if you just talked to that person at the phone three minutes before. Girl to girl and boy to girl "hello and goodbye" kisses are not just viewed as right; they are almost mandatory.
- Surviving is something every Latino in his/her own country has to do every day. We are not cheap (most of us, at least) but we do take good care of the things we have. Wasting is not very common for us. We don't change our closet with the seasons, (this may be because we are a third world country and we just have the right to two seasons and our weather doesn't change that much). We use things until they are almost broken.
- Latinos are very warm and will try to make you feel at home. I have a British friend who thinks every Guatemalan guy who has ever talked to her has a crush on her, which is not true. Be careful with this, though. Do not talk to unknown men on the streets. A "no hablo español" will help you to get out of uncomfortable situations.
- Men are rude sometimes and they will yell "compliments" or whistle to you on the streets. Do not turn and pay attention to them. They do that to almost every woman they see.
- The word "love" is very strong for us. In English you "love" pizza. In Spanish you try not to say I love you (te amo) to people from the opposite sex or you can be misunderstood. If you get really close to someone of the opposite sex, try using "te aprecio mucho" (I appreciate you) instead.
- Sometimes for us (I would say a lot, actually) it is not what you say, but the way you say something that matters. You have to be careful with body language.
- Food! It's different all the way (with the exception of fast food stuff). Ours is very seasoned and a little spicy sometimes. Whenever you finish your meal, someone will say one of these two: "muchas gracias" or "buen provecho" (boo-ehn pro-vey-cho). The first one means "thank

SHORT-TERM MISSION TEAMS  
JAMES PROJECT OF LATIN AMERICA

*Shadow of His Wings Orphanage*

*Liberty Christian School*

---

you very much” and is said by the people as they finish their meal. It doesn’t matter if it is the owner of the house or the guest. The second one means something like “I hope it serves you well” and even though it started as the answer to the first one, it can be used either way. So if you are told “muchas gracias,” answer “buen provecho” and vice versa... always with a smile!

- It’s hard for Latinos to have an “A to Z” plan. We improvise more than Americans and usually our “Plan B” is also an improvised one too. Please be patient with this. If it looks like we have no clue of what we are doing... it may be true! This applies especially when you go out for fun or working in teams.
- Do not flush the toilet paper. Use the garbage basket. Why? It seems that if you throw it in the toilet, it will get plugged and make a flood because of the way the water pipes are built.

The following information should be given out to all team members before their trip. Please have each team member read the following and be prepared to ask questions, if needed, during the team orientation. This should help in their preparation and knowing what to expect of their time with the girls.

## **Interaction with the Girls**

### **Introduction**

Welcome to Monjas! We are so excited that you are here! 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 girls. 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 girls 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 girls how to interact with them. This will also be a help to the girls 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 girls 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 girls with hugs. Our girls 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

SHORT-TERM MISSION TEAMS  
JAMES PROJECT OF LATIN AMERICA

*Shadow of His Wings Orphanage*

*Liberty Christian School*

girls to hang on and cling to you for extended periods of time. If a girl is starting to cling, you could try suggesting that you play something together or ever just go for a walk on the property (if the time is appropriate).

Many of our girls 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 girls should never be allowed to lay their heads in anyone's lap or sit or lay between anyone's legs. At times the girls have even been exposed to inappropriate contact with women. Our girls 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 girls 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 girls, 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 girl to move or move away yourself. Again, it is good to try and distract the girls 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 girls 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 girls, we also want to make sure that this type of play doesn't get out of control. Once a person starts relating to the girls in this way, it's hard to develop any other pattern of interaction. While they may just be a bunch of "girls," 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 girls. If they are encouraging the girls to stop or settle down, please help with that and don't encourage the girls with your behavior to disobey those in authority over them. Again, don't be afraid to gently say no or try to use distraction with a girl who is going beyond your personal desire to play in a wild way. Also keep in mind that you are training the girls 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 girls and they with you. We see it time and time again. People come and go and one could begin to think that the girls 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

SHORT-TERM MISSION TEAMS  
JAMES PROJECT OF LATIN AMERICA

*Shadow of His Wings Orphanage*

*Liberty Christian School*

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 girls than others. It's nearly impossible not to have your "favorites." In the midst of this, however, be sensitive to girls 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 girls can make friends with other people as well.

***Making promises:*** Please be careful in your interactions with the girls not to make promises. Even "maybe" statements to our girls 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 girls. Many times we don't let girls know of plans until they are about to happen so as not to needlessly set them up for disappointment if plans change.

***Emotional games:*** Many of our girls have learned to use emotional "games" to manipulate their worlds or other people. I don't think *our* girls 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 have seen is girls refusing to let you take their picture. Of course they don't really have any problem with their picture being taken, but the more they resist, the more people try, therefore winning them a lot of attention.

The girls 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 girls attention is not a bad thing, within reason, but once again, if you think of your interaction with the girls 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 girl is playing such a game with you, it's fine to express to her that you would like to interact with her. Give her a smile or greet her. But then, if the girl continues to play the "game," feel free to move on and interact with another girls or group.

Realize that the intent of this behavior is to manipulate you into feeling like you need to focus your attention on the girl exhibiting the behavior to fix the problem. Giving that girl your full attention in that moment encourages or "trains" the girl that her strategy of emotional manipulation is effective. Methods that effectively get her the attention she wants, she is likely to repeat. Instead of encouraging this behavior, give attention to girls who are seeking attention in appropriate ways. This will, over time, encourage the other girl to seek attention in a different way.

Of course, we don't want our girls 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

SHORT-TERM MISSION TEAMS  
JAMES PROJECT OF LATIN AMERICA

*Shadow of His Wings Orphanage*

*Liberty Christian School*

judgment to determine when it's best to reach out to a girl 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 girls.

**Saying "no":** As with developing healthy relationships and a healthy balance in life, we sometimes have to learn when to say "no." Our girls 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 girl "no." Just like in parenting, this will not be the easiest or most fun thing you will do in interacting with the girls, 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 girl 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 girls. But we also don't want the girls to take advantage of the loving relationship you have with them. So, when you need to, don't be afraid to tell them "no."

**Language Barrier:** It may be that you are not fluent in Spanish and feel that you may have a difficult time interacting with the girls 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 girls 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 girls 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 girls 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 between yourselves in English in front of the Guatemalans. They may understand you!

### **Line of Authority**

While in the girls' home, the people in direct authority over the girls are the house parents or substitutes on duty. The house parents/subs have the authority of regular parents over the girls. 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

SHORT-TERM MISSION TEAMS  
JAMES PROJECT OF LATIN AMERICA

*Shadow of His Wings Orphanage*

*Liberty Christian School*

direct your questions or concerns to those people. You should not direct questions about such things to the girls or in front of them.

In whatever situation you find yourself with the girls, 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 girls to follow directions and behave appropriately for the situation. Even if you don't understand what the adult in charge is directing the girls to do, look for visual clues as to what is going on and encourage the girls around you to obey. It is important in all of our interactions with the girls 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 girls 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 girls.

***Girls on Punishment:*** If, for some reason, there is a girl on punishment while you are here, it could be that 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 girls. God provides for us and the girls 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 girls receive and when. We try to use our best judgment in giving gifts and treats to the girls. This is another step in training up our girls to be grateful, appreciative young ladies. Please check with the missionaries in administration before giving gifts or treats to the girls. 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 girls 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 girl may find 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 girls these items for which they are asking. From the point of view of training the girls, 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 girls begging for their personal items.

***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 girls have seen digital cameras and enjoy seeing their photos on the LCD screens after they're taken.

SHORT-TERM MISSION TEAMS  
JAMES PROJECT OF LATIN AMERICA

*Shadow of His Wings Orphanage*

*Liberty Christian School*

Many times, this evolves into the girls holding the cameras and then taking pictures with them.

The girls 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 girls, however, because they really enjoy playing with these fancy "toys." Please help us to help the girls 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 girls, 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 girl involved would also feel terrible about it. So, feel free to show the girls 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 girls' hands. Thank you!

### **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 girls. If you keep in mind that you are part of the Christian family that has been given the responsibility of raising these precious girls, 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 girls. We have seen it happen time after time. The girls 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 girls of Shadow of His Wings.

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

SHORT-TERM MISSION TEAMS  
JAMES PROJECT OF LATIN AMERICA

*Shadow of His Wings Orphanage*

*Liberty Christian School*

---

A member of administration will go over and explain all of the following information and be ready to answer questions at an orientation meeting upon the team's arrival to Monjas. You might want to look it over before the trip to be able to help the team members know a bit more what to expect.

**Team/Visitor Orientation**

Welcome to Monjas!!! We are so glad you're here and can't wait to see all that the Lord does in and through you during your stay here! We'd like to provide you with a few helpful "hints" for having a comfortable stay here in our team house. If you have any questions or problems, please don't hesitate to ask for help! We want your time here to be as pleasant as possible. May God richly and abundantly bless you for your service to Him and the beautiful people of Guatemala.

Keys:

- The team leader has been given a key to the front door of this house. Please be careful to shut and lock all doors when no one is here and at night.
- Team members are not to answer the door at the team house. If the doorbell rings, you can be assured that *it is not for you* 😊. James Project staff will answer the door if they are present. Anyone else who needs to gain entrance to the team house will have a key.
- Please do not invite people from the community into the team house. This is a safety issue for yours as well as future teams. Thank you!

Valuables:

- Your team leader will collect passports and give them to administration to be locked up in the office while you are here. You should, however, bring a copy of your passport with you to keep on your person, especially when out in the community or if driving a vehicle.
- We will exchange money for each team member at the beginning of the week. Please write your name and the amount you are putting in on the envelope and give it to your team leader. We will get it back to you in Quetzales. The exchange rate is approximately 7 ½ Quetzales to the dollar.
- Another easy way of getting Quetzales is using the ATM. There is one in Monjas in front of the Banrural bank (sign says 5B). If you decide to use the ATM, the directions are in English underneath each Spanish prompt. Please be very mindful of safety when using the ATM. Don't accept help from anyone you don't know and, of course, don't ever give out your pin number, even on the telephone. Be aware of your surroundings and don't flash a lot of cash around. If you need to make a trip to the ATM, please try to do so when it will not affect the scheduled activities of the team. Please go in groups of at least 2 for safety.
- When making purchases, try to have some smaller bills so you aren't flashing around a wad of 100's and tempting anyone to rob you (or try and take advantage of you by raising the price!). Try to only pull out and show what you will be using to pay for your item.

Communication:

- The team leader will be given a cell phone that can be used to call the States. We will let you know how many minutes are available on it for the week. In order to call to the US, dial 001, then the area code and the number. Please charge the phone each night to have it ready for use the following day. The team leader should carry the phone with him/her during your stay

SHORT-TERM MISSION TEAMS  
JAMES PROJECT OF LATIN AMERICA

*Shadow of His Wings Orphanage*

*Liberty Christian School*

---

for convenience of communication. Important JP numbers are programmed into the phone should you need anything.

Transportation:

- It is possible that one or two adult team members may be asked to drive the Project's vehicles while in Monjas in order to transport team members. The adult drivers should have their drivers' licenses and passports with them at all times when driving. As with any other vehicle rental, drivers/teams are responsible for any damage they cause to Project vehicles.

Life in Monjas:

- Monjas is a small, cowboy town and is quite conservative, especially when it comes to women. Women should wear skirts or dresses when attending a church activity of any kind in the community (this is not true of services at the Girls' Home). You rarely see anyone in shorts here, but especially on women. If out in the community, it is strongly advised that women not wear shorts as to attract unwanted attention.
- Women should be accompanied by a man at all times when out in the community.
- Since this culture is a bit more conservative than ours, please do us a favor when relating to our girls and others in the community and adhere to the following. Please make sure that all tattoos are covered (they signify gang involvement here!). Men, please remove your earrings. If you must smoke, please do so in the yard behind the office. Please refrain from drinking any alcoholic beverages during your time here.
- Recently, there has been some trouble in the country of Guatemala, especially in rural areas, with people fearing child abduction, especially by North Americans. We cannot be too cautious in this area, since especially parents have been known to react violently in these situations. For your protection, **especially in rural areas**, do not approach children to speak to them or take photos without the OK of the Team Director.

Schedule:

- We have made a schedule to best try and plan for your time here. However, please realize ahead of time that rarely do we stick exactly to it and it ALWAYS turns out better! We remain open to the working of the Holy Spirit all around us and are ready to adjust as needed to be within His perfect plan for your time here. Let Him move! Let Him do what He will! His plans are much better than ours! We use this schedule as a guide, but are flexible to best be used by Him.
- For safety's sake, please do not give out information about the team's schedule or activities to people in the community. Thank you!

Dishes:

- We will take turns by schedule washing the dishes. The team director will go over with you after your first meal exactly how this is to be done. The important piece of information in using the "pila" is not to put anything into the water reservoir (dishes, soap, bleach, etc.). That water is only for dipping out in the bowls to be poured over dishes or hands, etc. If you have any questions, please ask.

Skin protection:

- Between the strong sun and the mosquitoes, it takes some preparation to get ready for each day's skin care☺. The best way to make sure you're protected each day is to first put on

SHORT-TERM MISSION TEAMS  
JAMES PROJECT OF LATIN AMERICA

*Shadow of His Wings Orphanage*

*Liberty Christian School*

---

sunscreen, then wait about 15 minutes before applying insect repellent, so that one doesn't wash the other off.

Water/Food:

- As you have probably already heard, you should NOT drink water from the faucets here in Guatemala. Please drink pure water, bought in sealed bottles. There will be a provision of pure water here in the team house and wherever you are working. Please hold on to the water bottles you have been given and refill them throughout your time here.
- Be careful not to ingest water in the shower and use bottled water to brush your teeth.
- Be sure to drink plenty of water. In this climate and with your activity level during your stay, it will be very easy to get dehydrated. A good rule of thumb is that if you don't have to go to the bathroom every couple of hours, you are not drinking enough.
- You should not eat food purchased from a street vendor, including the traveling ice cream man. It most likely is not prepared in a hygienic fashion and could make you very uncomfortable for a few days ☹.

Bathrooms:

- You should not flush any paper products down any toilet while here in Guatemala. The sewer systems simply cannot handle it. Please deposit all paper products in the trash can you will find in each bathroom. We will change the trash bags regularly to make things more pleasant. Thank you!

Showers:

- We use individual water heaters in each shower here. They are called "widow makers" and when you see them, you will probably figure out why. **It is not wise to touch them or adjust them once you are in the shower.** They may give you a shock. In some of the bathrooms you have to turn on a breaker switch on the wall before operating the water heater. Then, the water heaters have 3 settings: off, warm & hot. Please get everything set up and adjusted before getting in the shower.
- These water heaters use quite a bit of electricity, which puts a strain on the electrical system in this house, so there are a couple of them that shouldn't be used at the same time. The shower in the back bedroom and the bedroom off the dining room should not be used simultaneously. The hall bedroom shower and the shower in the hall should not be used simultaneously.
- The water heaters heat the water as it comes through the device. For that reason, if the water is turned on too high, the water heater may have trouble heating that volume of water. If the water is not warming, try turning the water pressure down a bit to see if that helps.

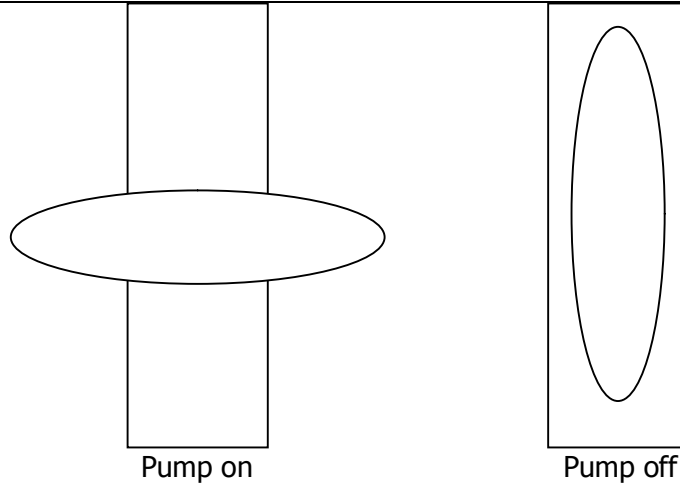
Water supply:

- The water supply is somewhat sparse here in town. For that reason, the team house has a cistern that fills with water when it is coming in from the street and a pump to pump the water throughout the house. It is very important that the pump be turned off and the valve closed during the night to allow the cistern to refill. Use the diagram below to make sure you are turning the lever correctly.

SHORT-TERM MISSION TEAMS  
JAMES PROJECT OF LATIN AMERICA

*Shadow of His Wings Orphanage*

*Liberty Christian School*



Laundry:

- We have a lady who works for teams washing clothes. The dirty clothes will be hand-washed and hung out to dry on the clotheslines at the back of the house. The cost for laundry is Q1 per piece (a pair of socks is 1 piece☺), and is paid for by team members individually. Please **be sure to count the number of pieces you turn in to keep track of what you owe**, make sure you get all pieces back, and please put the money in the laundry envelope, who will pay the lady at the end of the week.

Construction Site:

- Now that the offices are out on the Girls' Home property where the team may be working on construction activities, it may be a temptation to "hang out" with the missionaries and staff who spend their days there. Please do us a favor and respect the office workers' time at their jobs by not entering the offices unnecessarily during work hours.
- When out on the construction site, feel free to use the bathroom located in the Administration Building one at a time, always being careful to not interrupt the flow of the work day for office workers. Thanks!

I know this may be a lot to take in! Our goal here is not to create a list of rules that make you feel restricted, but to continue building very positive relationships within the community to which we've been called to minister. We pray that the Lord will richly bless your time here and will change your lives in your time here like He has done for so many before! Thank you for what you're doing for Him, for us and for these precious people!

SHORT-TERM MISSION TEAMS  
JAMES PROJECT OF LATIN AMERICA

*Shadow of His Wings Orphanage*

*Liberty Christian School*

**Spanish Phrases**

Hello	Hola
Good morning	Buenos días
Good afternoon	Buenas tardes
Good evening	Buenas noches
Please	Por favor
Thank you	Gracias
Sorry	Lo siento mucho
Excuse me	Perdòname, por favor
How?	¿Còmo?
What is your name?	¿Còmo se llama?
My name is ____.	Mi nombre es _____.
How old are you?	¿Cuàntos años tiene usted?
I like you.	A mi me cae bièn.
I love you. (to children only)	Te amo.
How many children do you have?	¿Cuàntos niños tiene?
Where is the bathroom?	¿Dònde está el baño?
Where is the group?	¿Dònde està el grupo?
What time is it?	¿Què hora es?
What is this?	¿Què es eso?
How much is this?	¿Cuànto cuesta?
I don't understand?	No comprendo.
I don't speak Spanish.	No hablo español.
Please help me.	Ayùdame, por favor.

SHORT-TERM MISSION TEAMS  
JAMES PROJECT OF LATIN AMERICA

*Shadow of His Wings Orphanage*

*Liberty Christian School*

---

**Spanish Songs** – These are songs that you know in English that the girls will recognize also. You may have other songs that you will want the team to learn, especially if you are doing children's ministries or church ministries.

**(Open the eyes of my heart)**

**Abre mis ojos**

X2 Abre mis ojos oh Cristo  
Abre mis ojos, Señor  
Yo quiero verte x2

Y contemplar tu santidad  
Y el resplandor de tu gloria  
Derrama tu amor y poder  
Mientras cantamos  
Santo, santo

Santo, santo, santo x2  
Yo quiero verte

**(You are the air I breathe)**

**Eres mi respirar**

Eres mi respirar x2  
Dios tu presencia vive en mi

Eres mi pan, Señor x2  
Dios, tus palabras fluyen en mi

Y yo... te anhelo, Señor  
Estoy... perdido sin ti

**(Shout to the Lord)**

**Canta al Señor**

Chorus:  
Cante al Señor toda la creación  
Honra y poder, majestad sea al Rey  
Montes caerán y el mar rugirá  
Al sonar de tu nombre  
Canto con gozo al mirar tu poder  
Por siempre yo te amaré y diré  
Incomparables promesas me das, Señor

Mi Cristo, mi rey, nadie es como tu  
Todos los días, yo quiero adorar  
Las maravillas de tu amor

Consuelo, refugio, torre de fuerza y poder  
Todo mi ser, lo que yo soy  
Nunca cesen de adorar

(chorus)

**(By the power of your love)**

**El poder de tu amor**

Vengo a ti, Señor  
Cámbiame, renuévame  
Por la gracia que  
Encontré en ti

Ahora se, Señor  
Que las debilidades que hay  
En mi  
Desvanecerán  
Por el poder de tu amor

Cúbreme, con tu amor rodéame  
Tómame, cerca quiero estar  
Y al esperar nuevas fuerzas yo tendré  
Y me levantaré, como las águilas  
Por el poder de tu amor

Yo te quiero ver  
Cara a cara hoy Señor

Y conocer así más de ti en mí  
Prepárame Señor  
Para hacer tu voluntad  
Viviendo cada día  
Con el poder de tu amor  
Cúbreme...

SHORT-TERM MISSION TEAMS  
JAMES PROJECT OF LATIN AMERICA

*Shadow of His Wings Orphanage*

*Liberty Christian School*

---

**(I could sing of your love forever)**  
**Cantaré de tu amor por siempre**

Por las montañas y el mar  
Tu río corre para amar  
Y al abrir mi corazón  
El salvador libre me hará

Estoy feliz, es la verdad  
A ti mis manos alzaré  
Por eso siempre cantaré  
De cuando viniste a mi

Cantaré de tu amor por siempre x4

SHORT-TERM MISSION TEAMS  
JAMES PROJECT OF LATIN AMERICA

*Shadow of His Wings Orphanage*

*Liberty Christian School*

EVALUATION FORM – VISITING TEAM

Your Name \_\_\_\_\_ Dates of Trip \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone Number \_\_\_\_\_ Group Name \_\_\_\_\_  
Email \_\_\_\_\_

Main Ministry Activities \_\_\_\_\_

James Project of Latin America (JPLA) wishes to provide excellent support for those desiring to participate in short-term mission trips. To that end, we ask that each team member fill out this evaluation form to enable us to continue the process of improving our ministry. Your responses are confidential and will remain the domain of JPLA. Please fill this out your last day in the country and get to your JPLA leader before going to the airport.

In your opinion, what was the most excellent aspect of this trip? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Did the trip meet your expectations? How or how not? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

	Excellent	Adequate	Inadequate	N/A
Main Ministry Opportunities	_____	_____	_____	_____
Secondary Ministry Opportunities	_____	_____	_____	_____
Housing	_____	_____	_____	_____
Transportation	_____	_____	_____	_____
Food	_____	_____	_____	_____
JPLA Support	_____	_____	_____	_____

Please use this space to comment on any of the above responses. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Any further input/response? \_\_\_\_\_  
\_\_\_\_\_

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_