

COLINA DE LUZ

CROSS CULTURAL TEAM MINISTRY INFORMATION PACKET

P.O. Box 2969 – Chula Vista, CA 91912

Website: www.ColinaDeLuz.org Jim Email: J.Alan.Drake@gmail.com

Jim Cell Phone (best choice): (619) 417 5662 Colina Office Phone: 01152 (664) 799 5461

Dear Group Leader,

We look forward to seeing you and the team the LORD has chosen to bring with you. May this group be the best mission-minded team ever! After reviewing this packet please call or email me if you have any questions. We hope this information will better equip you for the trip.

It will be a great blessing for us here at Colina if all the forms are filled out completely and the expectations are clearly understood by all group members. Your team will be given a tour and orientation upon arrival, and we'd be happy to answer any questions that have not already been answered.

Our expectations may seem a little long to some of your group members as you review them. Our goal is to make sure that everyone understands the guidelines expected at Colina de Luz. It is our hope that this packet will help accomplish just that.

A couple of verses we believe The LORD would have us share with all who care to minister effectively are 1 Corinthians 14:40 which says "Let all things be done decently and in order" and 1 Corinthians 10:31 which says "whatever you do, do all to the glory of God." Together, we can glorify our LORD as we seek to reach out to the children and adults of Mexico.

We can have projects ready for you when your team arrives. Please call me a minimum of a month before your arrival and let us "fine tune" your goals, and help you achieve them (if your funds are available on time). Outreaches or Vacation Bible Schools (VBS) can usually be planned for groups staying for four days or more.

I can't emphasize enough the value of engaging with the children and staff at Colina de Luz as much as possible during your visit. It helps ensure a full ministry experience for both the visiting team and the family at Colina de Luz.

We hope this will be a life changing experience for all. May the LORD richly bless you as you continue to serve and glorify HIM!

In HIS Service,

Jim Drake

(Please send a copy of your Statement of Faith. You need only submit one time.)

COLINA DE LUZ

GROUP GUIDELINES

Colina de Luz is a Christian organization whose goal and purpose is to share the love of Jesus Christ with the people of Mexico by providing them care, food, and the Word of God. We have established these guidelines to ensure that we, as ministers of the Gospel, are as effective as we can possibly be.

Prior to your visit, we encourage your team to take the time to learn about various cultural characteristics of Mexico. Some of the areas that you might be interested in studying include: language, foods, dress, housing, family relations, religious taboos, mannerisms and thought processing. We highly recommend that you read and use as a teaching guide "Successful Mission Teams – A Guide for Volunteers" by Martha VanCise.

The more prepared your team is when you come; the more blessed the experience for everyone involved! May the Lord bless your servants' heart! Luke 22:27.

The following information is intended to assist your team with planning its cross-cultural outreach. Colina would like to encourage you to keep in mind our ultimate goal is to be a HILL OF LIGHT or as we say in Spanish "COLINA DE LUZ".

GROUP CONDUCT

Your conduct will be a powerful witness and a reflection of your relationship with the Lord.

Positive group spirit, unity and an exemplary Christian lifestyle are critical to the effectiveness of your ministry. Many Mexicans have had little actual contact with Americans, and they will form their opinions of Americans, and Christians, based on what they see in you, whether it is good or bad. Many innocent comments and actions can be misunderstood by someone unfamiliar with the relatively casual American lifestyle.

Music is a controversial area. Much of the contemporary music popular with groups today ("Christian" or otherwise) is not appreciated by the Mexican Christian community. They may not understand the English lyrics, but they do understand the beat, the style and what it all conveys. To prevent possibly offending the Mexican people, we recommend that you bring your more conservative music and leave your other music behind.

Be involved with the life of Colina during your visit. Spend time getting to know the children by eating meals with them, playing games/sports and doing crafts together. Join us for our daily morning devotions, Thursday night worship and Sunday church. Consider co-leading your outreaches and projects with our Colina family.

We ask all visitors to comply with our schedule. Be on time to all meals, devotions and events. Please respect the curfew by staying inside your living quarters from the last bell until the breakfast bell and we ask you to keep the noise down after 9:30 pm.

MALE/FEMALE RELATIONSHIPS

Practices pertaining to courtship and romance provide one of the most noticeable differences between cultures. Hand holding and kissing or other public displays of physical affection can be offensive within the Mexican Christian community. Therefore, to be respectful of this cultural preference, we must insist that unmarried couples refrain from such activity during their stay here.

DRESS CODE

Tight or suggestive clothing for women is unacceptable within the Mexican Christian community. Shorts must be no less than 3 inches above the knee in length and must not be excessively tight or loose. Avoid tight, half/midriff or revealing shirts, tube tops, halters or bathing suits. It is best if jeans or pants are worn at outreaches or when visiting churches away from Colina. Modesty is key. Jeans or acceptable shorts may be worn on work days.

Men **MUST** wear shirts at all times. Jeans and shorts no less than 3 inches above the knee may be worn on work projects.

MEALS

We serve three meals a day at Colina. The largest meal is lunch. The \$12.50 per day fee includes all meals whether you eat them here with us or not. As part of our preparation for your visit, Colina staff purchases additional food and hires additional kitchen help.

No cooking by visitors is allowed in the kitchen or any other rooms. Generally the kitchen is off limits to all Colina kids, staff and visitors who have not been assigned kitchen duty. **If any of your group has special dietary restrictions, please bring the needed food and feel free to use the microwave in the Group House kitchen.** The Colina kitchen and staff **will not** be available for this preparation.

At the sound of the bell indicating a meal is ready to be served, please report to the dining room promptly. We suggest that your team spread out during meals and join children and staff throughout the dining room for a great opportunity to get to know one another better.

WATER

The water situation here in Baja is very limited therefore we conserve as much as possible. Showers must be taken with as little water as possible. Turn off the water to soap down; turn back on to rinse – 5 min. max.

You may wish to bring extra drinking water for your own group to ensure your personal needs are provided for although our drinking water standards are higher than most bottled water companies and is available to your group and included in the fee.

LAUNDRY

Due to the lack of available washing machines, and the number of children and staff at Colina, we do not allow visitors to use the on-site laundry facilities. We suggest you bring enough clothing and towels for your stay; however, laundry facilities are available in La Gloria and Rosarito.

ACCOMMODATIONS

Groups will normally stay in our Group House which comfortably sleeps 40. We provide sheets, pillows, and a blanket for those staying in the Group House. If you need additional bedding, you may bring some. You should bring toiletries and towels. The Group House has a refrigerator, microwave, and coffee pot available for you to use.

ELECTRICITY

The electric bill is one of the biggest ongoing expenses we have at Colina. Please help us conserve electricity by turning off lights when you leave a room and by making minimal use of appliances.

TELEPHONE

The Colina phone is for Colina business use only and is not available for use by visitors. (An exception to this would be an emergency call made by the team leader with our Director's consent.) We recommend calling your cell phone company before your trip to inquire about special plans that enable you to have economical service in México.

MISCELLANEOUS ITEMS TO PACK

Suggested items to bring include a flashlight, sunscreen, insect repellent, ear plugs (for sleeping), personal snacks, sodas (Group House has refrigerator) and paper towels.

Your group should bring an emergency first aid kit. Individuals may also want to bring miscellaneous first aid items.

USE OF THE CHURCH/SCHOOL/ALL- PURPOSE BUILDING

We ask visitors to be role models by keeping their feet off the furniture. When furniture is moved, please move it with care and lift it when possible. The cabinets were specially built for our use. Please do not stand or sit on the counter tops. Please do not touch any of the sound equipment or open closed cabinets (materials are stored in them that are needed for the children's learning activities).

The television, DVD player, projector, piano and other musical or electronic equipment are for the use of the orphanage residents and musicians only. Please do not use them unless given special permission by the Colina leadership.

No one is allowed upstairs without permission from the Director. Children under 18 years of age are not allowed upstairs without adult supervision at any time. Please clean and leave the room(s) in the same condition as you found it (them) before you leave.

CHILD/VISITOR INTERACTIONS

Do not enter the dorms unless you are on a tour or you have permission from the Director (which is only available for the chicos' room). The dorms serve as bedrooms, as well as living quarters and we want to respect the privacy of all residents. Conversely, Colina children are not allowed in rooms where visitors stay.

Do not ask the children to accompany you off the grounds. Do not talk to any of the residents of Colina about moving, working in the U.S. or about adoption. This is their Christian home. In general, Colina children are not adoptable.

Avoid any physical contact that could be considered inappropriate.

Please be sure to request permission from Jim Drake or Maria, the Director, if you would like to give the children any gifts or money.

ABSOLUTELY NOT ALLOWED

- ** Secular music (CDs, personal playlists or radio).
- ** Smoking on Colina property or on outreaches.
- ** Alcoholic beverages of any type on or off Colina property.
- ** Inappropriate videos, magazines, books, etc.
- ** Electric heaters
- ** Inappropriate physical contact with children.

All team members will be expected to adhere to all the rules!

Upon your arrival at Colina de Luz, a brief orientation will be held to discuss specific rules, time schedules, and answer any questions you might have.

We sincerely appreciate your role in helping the Colina family run smoothly while you are with us and we hope your time at Colina will be enjoyable and blessed.

Attn: Team Leaders

Please review these Group Guidelines with each member of your team and have them sign the "Commitment to Colina Rules and Principles" form to ensure your team abides by our rules.

100% of the stay money and 100% of the project money is due a minimum of two weeks before your arrival in order to purchase your supplies.

Thank you for your cooperation,
Jim Drake - Colina Administrator

TEAM LEADER CHECKLIST

Colina De Luz

- ____ Review Group Guidelines with all team members
 - ____ Send completed Cross Cultural Team Ministry Application
 - ____ If planning an Outreach/VBS, coordinate with Jim Drake a minimum of one month in advance of arrival
 - ____ Send check for 100% of stay and 100% of the project money with completed Group Deposit Form (p. 10) a minimum of two weeks before arrival
- Make check out to Friends of Colina de Luz and send to:
- Colina de Luz
P.O. Box 2969
Chula Vista, CA 91912
- ____ Line up some teachers for morning devotions with Colina kids and staff (optional)

TO BE BROUGHT WITH YOU:

- ____ Team of committed Christians
- ____ One signed copy of Commitment to Colina Rules and Principles for Colina office
- ____ One copy of Emergency & Insurance Information form for each team member for Colina office
- ____ One copy of Consent to Treatment form for each team member for Colina office
- ____ Materials for dramas, crafts, puppets, teaching materials (if applicable)
- ____ Complete First Aid Kit

EMERGENCY & INSURANCE INFORMATION

Colina De Luz

Medical Information

Team Member's Name _____

Date of last Tetanus _____ Blood Type _____ Doctor's Name and Phone # _____

Please list any allergies, medications, illnesses or disabilities:

Parents/Guardian Information (Required for team members under 18 yrs of age)

Name

Name

Address

Address

City State Zip

City State Zip

Home Phone Work Phone

Home Phone Work Phone

If parents cannot be reached, notify:

Name

Home Phone Work Phone

I have medical and accident insurance with:

Name of Company

Policy No.

Claims Office Address

City State Zip

_____ I have no medical or accident insurance, and I agree to pay any and all medical and/or dental expenses directly or indirectly related to my participation in the ministry and its related activities, including during the transportation to and from the event(s).

I HAVE READ AND AGREE TO THIS RELEASE:

Team Member's Name (please print)

Witness Name (please print)

Address

Address

Phone

Phone

Signature of Witness

Date

Signature of Team Member

Date

Signature of Parent or Guardian (Required for team members under 18 yrs of age)

Date

PLEASE SUBMIT A COPY FOR EACH TEAM MEMBER TO COLINA OFFICE

CONSENT TO TREATMENT

Colina De Luz

Interested Parties:

Name (herein "Team Member")

Church (herein "Organization")

Name (herein "Parent or Guardian")

Youth Leader (herein "Agent")

Name (herein "Parent or Guardian")

Staff Member (herein "Agent")

Consent to Treatment:

I, _____ as (check one) the parent____ the guardian____ the team member____, do hereby appoint and authorize Agent, acting as my/our medical attorney in fact and authorized agent, to consent to any x-ray, examination, anesthetic, medical or surgical diagnosis, procedure or treatment and/or hospital care or service which Agent reasonably deems necessary and is rendered under the supervision of any licensed physician and surgeon, or the medical staff of a licensed hospital, whether such diagnosis, procedure or treatment is rendered at the office of such physician, surgeon or at said hospital.

It is understood that this appointment and authorization is made in advance of any specific diagnosis, treatment, or hospital care being rendered, and is given to grant authority and power as my/our attorney in fact to Agent, so said Agent may give valid consent to any and all diagnosis, procedure, treatment or hospital care which any consulted physician, surgeon or medical staff of a licensed hospital may in the exercise of their best judgment, deem advisable.

I hereby authorize any hospital or medical care facility that has provided treatment to the Team Member to surrender physical custody of the Team Member to the Agent upon completion of treatment.

This appointment and authorization shall remain effective through _____ unless sooner revoked in writing and delivered to the Agent.

Signature of Team Member

Date

Signature of Parent or Guardian

(Required for participants under 18 years of age)

Date

PLEASE SUBMIT A COPY FOR EACH TEAM MEMBER TO COLINA OFFICE

GROUP DEPOSIT FORM

Colina De Luz

P.O. Box 2969 – Chula Vista, CA 91912 Website: www.ColinaDeLuz.org
 Cell Phone, Best choice - 1 (619) 417 5662 Phone: 01152 (664) 636 1022

Group Name _____ Dates of Visit _____

Stay Money:

Number of People _____ x Number of Days _____ x \$12.50 = \$ _____

Project Money:

Budget for Project \$ _____

Total Amount Due:

Stay Money \$ _____ + Project Money \$ _____ = Total Due \$ _____

Please make check payable to “Friends of Colina de Luz” & send with this form NO LATER THAN 2 WEEKS prior to arrival to:

Friends of Colina de Luz
 P.O. Box 2969
 Chula Vista, CA 91912