Ministerios Nuestras Pequeñas Rosas

Our Little Roses Ministries



2017 Mission Team Manual

iBienvenidos a los Ministerios Nuestras Pequeñas Rosas!

Version A – Feb. 15, 2017

Welcome to Honduras! We are delighted to have you as our guests at Our Little Roses Ministries. In order to prepare for your trip, please have each member of your group read this guide carefully.

BACKGROUND

Our Little Roses Ministries celebrated its twenty-fifth anniversary on January 25, 2013. Despite obstacles and unfavorable odds at times, we have been able to rescue abandoned and abused girls from the streets and shape them into successful Honduran women. With uncompromised focus and vision, along with the tireless efforts of those supporting us from distant shores, we know that we continue to make a difference in this world. Those who have grown up at Our Little Roses now hold in their hands a future blessed with choices, not despair. They have been set free from the cycle of abuse and poverty.

Today, the home is renowned in all parts of Honduras. Just mention the name "Little Roses" and Honduran nationals across the country smile. Many have heard of the impeccable reputation of Our Little Roses Ministries. Some know of the girls. They may have even met them. They might have spoken with them in parent-teacher conferences; our girls being either the parent or the teacher. Their children play together. They have worked with them in the business setting. They have become acquainted with them in the commerce world, maybe even in an enterprise run by one of our grown up "girls."

A generation of girls has blossomed. The seeds of hope that were planted in 1988 have borne fruit year after year. God continues to provide us with the grace and perseverance to labor with our hands and our hearts because that is who we are and that is what we do. We will sow, and with God's help, we will reap the bounty of the gifts our girls have to offer. As we look forward to our next 25 years together, we stand in witness of Our Little Roses. The dream is more alive now than ever.

MISSION STATEMENT

Our Little Roses Ministries is a Honduran NGO (Non-Governmental Organization) dedicated to rescuing the girl child from situations of risk, transforming them into successful women with moral and spiritual values in a loving atmosphere of unity, respect and security that is strengthened through the teachings of our Lord Jesus Christ.

VISION STATEMENT

We are committed to prepare girls for the future to be integral members of society by creating an atmosphere of love, self-reliance and respect. We are committed to strengthen the ministry with the objective to provide our girls the best education to bring others to know our work by making this a model ministry that surpasses our boundaries.

EXPECTATIONS

- Encourage the girls to be able to obtain their dreams and goals turning them into successful women with strong values and spiritual principles.
- Strengthen Our Little Roses Ministries by developing an integral base in an atmosphere of love, cordiality, respectfulness and security.
- Involve all members of Our Little Roses Ministries, (girls and staff) of the different programs and projects that this ministry provides by understanding the mission and vision of this institution and projecting that knowledge to the community.

PRINCIPLES

Our Little Roses Ministries was founded on the teachings of our Lord Jesus Christ to love God and our neighbors as ourselves with the prime purpose of rescuing the girl child from situations of risk.

OBJECTIVES

- 1. Form young girls into successful women by stressing moral and spiritual values.
- 2. Provide a family atmosphere of unity and solidarity where everybody feels part of the ministry.
- 3. Motivate and to give an awareness of the ministries by means of spiritual retreats, workshops, and training programs that support working together.

CORE VALUES

	Faith	Love	Justice	Respect
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PLANNING YOUR VISIT

Your contact person for your group as you plan your visit as well as in Honduras is **Mayra Arguelles**, Administrative Assistant for Our Little Roses Ministries: <u>npr.honduras@gmail.com</u> Please see numbers below.

Travel arrangements: It is preferable that all group members arrive and depart together; **if** possible avoiding night flights, as night flights are often delayed. If arriving at night is the only way to get to San Pedro Sula, we will, however, be sure to accommodate your arrival. Also, if you choose to fly American Airlines and Delta, please read letter on page 17 outlining our special arrangement with American and Delta.

Safety: Travel abroad is exciting, yet not risk-free. Our number one priority is to make sure that everyone who travels to visit us is safe. For this reason, we ask you to respect our knowledge of the area and our experience with group visits. You and your belongings are safe on the Our Little Roses compound, but we cannot assume responsibility for you or your belongings if you venture off the property. You may choose to have your money in a money belt when you travel. Also, we suggest that you make a copy of your passport to keep in a separate location from your original. When you go on any excursion with Our Little Roses, you will often be accompanied by one of our guards as well as another staff member. Guards are a part of our society. You may see armed guards in a variety of locations, including at the airport.

Airport pick-ups and drop-off: A member of our staff will greet you inside the airport, past the immigration doors upon your arrival. From there we will transport you in one of our vehicles to Our Little Roses. Do not leave the arrival hall on your own. Do not go outside. We don't want to miss you if you decide to take a taxi on your own. If you don't see us right away, please wait there for us to meet you.

Project Deposit: If your group will be working on a project that needs preparation and materials before your arrival, please send the funds for that project at **least thwo months** prior to your arrival date. This allows us to make sure we have everything ready when you arrive. Send a check in the agreed upon amount made out to Our Little Roses Foreign Mission Society (OLRFMS) and mail to: Our Little Roses Foreign Mission Society, c/o Cheryl Chapman, P.O. Box 530947

Group room and board expenses: Contact OLRM (npr.honduras@gmail.com) about payment for your team's room and board. The administrative office will calculate your expenses for you before you arrive, based on number of group members, transportation and dining needs, etc. You can either send this amount **one month in advance** to: Our Little Roses Foreign Mission Society, c/o Cheryl Chapman, P.O. Box 530947 Miami Shores, FL 33153-0947. Note on the memo line: Funds are for Room and Board. Or, you can bring a check to Honduras made out to: REAL LENDING and give this check to the administration.

Additional funds: Things may come up during your stay that might incur an additional cost, for example, each time the bus is required for an excursion that is not in the schedule, you need to pay for gas, the driver, and the guard's time. Please bring cash to cover these expenses, in case you require any extras.

Money: The national currency is the Honduran Lempira. While you may be able to use U.S. dollars in many places, it is a good idea to have Lempiras for souvenir shopping and other activities outside the home. The office staff can exchange money for you at the bank rate from Monday to Friday. It is not safe to exchange money at the airport. Actually the exchange rate is Lps. 23.00 x US\$1.00

Tipping: You may wish to tip a luggage handler or other person in a service industry. A couple of dollars should be fine. At Our Little Roses, it is also appropriate to tip the driver, two cooks, the guard and the cleaning person at the home. **See Typical Budget.**

A note on photography: While we welcome your interest in the girls, please be respectful of their privacy. This is their home and they may have moments when they do not want to be photographed. Please be considerate of their needs. In an effort to build relationships with the girls, you may need to put your camera away at times. It is prohibited to upload individual pictures of the girls to your face book page or Internet.

Emergency contact information: Please keep this information with you and leave a copy at home with your point of contact for this trip.

Contact: Mayra Arguelles... (504) 2552-7687, (504) 2552-4473, cell: (504) 9922-2994, Belkis Merlo (504)9509-7268. If you are calling within Honduras, you do not need the 504 area code. If you are calling from the apartment just dial extension 101.

Our Little Roses Address:

Ministerios Nuestras Pequeñas Rosas – Colonia Villa Florencia, 9 Ave., 19 y 20 Calle, N.E., San Pedro Sula, Honduras. (Entrada Principal Colonia Villa Florencia, contiguo al campo de futbol)

While you are here, Nuestra casa es su casa (our home is your home)! Please help us take care of our home by cleaning up after you work on your project. This may mean budgeting for a drop cloth if you are painting. Ask us where to store paints, etc. in the evenings.

Please clean up after your activities, too. If you treat the girls with piñatas, for example, please try to buy the kind without confetti. Regardless of the contents, please make sure you clean the area at the end of the activity.



PACKING SUGGESTIONS

!!!!! YOU MUST HAVE A PASSPORT VALID SIX MONTHS AFTER YOUR TRAVEL DATE!!!!!

TRAVEL NECESSITIES

- Airline Tickets (departure tax is now included in your airline ticket cost)
- Credit Card
- □ Medical insurance information/emergency form
- Description Passport valid for **SIX** months after your travel and 1-2 copies stored separately
- Cash
- □ Book to read
- While no vaccinations are necessary to enter Honduras from the United States, it is a good idea to be up to date on tetanus. There is no malaria vaccination, but some people choose to be on a course of malaria medication. Check with your doctor.

CLOTHING – remember that you will sweat a lot here!

- Prescription Glasses
- □ Sunglasses
- □ Light waterproof jacket/windbreaker
- □ Women: ≥3 or so pants/conservative skirt/shorts
- □ Men: ≥3 pants/shorts
- □ ≥7 or so Tops/Shirts

(note on clothes: bring something to work in and work gloves...they might get ruined)

- Undergarments and socks bring enough to sweat through!
- □ Sandals/flip flops
- □ Working/walking close-toed shoes and socks.
- □ Swimsuit in case you go swimming
- □ Sun hat/baseball cap
- □ Pajamas/Sleepwear
- Appropriate dress for church.
- □ Flash light

TOILETRIES (3 oz. or less per bottle)

- □ Sunscreen
- □ Bug repellant (*with DEET*)
- □ Comb and/or Hairbrush
- □ Toothbrush & Toothpaste
- Deodorant
- □ Soap
- □ Feminine Items
- □ Shampoo/conditioner
- □ Medicines (Prescription & Over-The-Counter)

MISCELLANEOUS

- □ Camera
- Optional twin sheets and a towel to use at OLR and leave behind for the home's use
- □ Supplies for a craft; gifts for girls to be given to OLR staff, not the girls themselves.

A quick note on packing -One strategy is to take gently used clothing that can be left behind. Therefore, one winds up with ample space for souvenirs!

A second quick note on packing – Bring a change of clothes with you in your carry on just in case your luggage gets delayed.

TYPICAL BUDGET

Group Project	To be determined.				
You will be given a suggestion for your project by our staff. Your	to be determined.				
budget will include all the necessary materials and staff preparation					
to complete your work.					
Activities with the girls	To be determined with your				
Possible times are from 9:00 to 12:00, 3:00 to 5:00, and 7:00 p.m. to 8:30	group. Bring your own supplies				
1	for these activities. (See				
p.m. We encourage you to interact with the girls by introducing them	``				
to activities such as: crafts, singing, sports, drama, Bible stories, or	suggested activities in page 10)				
play. There are some established activities such as Classes at CCI	(CCI classes change every				
(Centro Cultural Infantil) Thursday (3 girls) Friday (11 girls) from	February)				
3:00 to 5:00 p.m. and the little ones on Saturdays from 8:00-12:00.					
Around 18 girls participate in those classes.	<u> </u>				
B and B lodging in dorms on campus.	\$35 per night per person				
The group dorm includes: air-conditioned facilities, four bedrooms					
with bunk beds to sleep up to 35, as well as three bathrooms with hot					
water, two toilet stalls, two sinks, and two showers in each. The					
kitchen area includes a mini-bar refrigerator with water and snacks					
that are paid for by each group member using the honor system.					
There is also a cable t.v. and computer with internet access. Breakfast					
is served each day, prepared by our cook, in the group dining room.					
Breakfast includes fresh fruit, toast and coffee, as well as a main dish.					
Lunch served at OLRM dining room	\$15 per person				
(Mouth-watering!) Dinner	\$15 per person				
Meals are cooked by Miriam and Lucy who are experienced cooks					
and prepare delicious food.					
Airport transfers	\$150.00 ONE Round trip				
Extra trips to the airport	\$75.00 ONE Round trip				
City Transportation	\$50.00 each outing				
Night Outing Transportation	\$75.00 each outing				
Excursion Transportation	Depends on the outing				
Driver and Guard	Ask Mayra about these				
Please cover the costs of meals and lodging for our staff whom	expenses.				
accompany you on your excursions.	-				
Tips	A suggested tip range is \$10.00				
Currently there are 3 day guards, 2 night guards, 2 drivers, 1	to \$30.00 for your group per				
housekeeper, 2 cooks and if you go to the retreat center there is a	employee (depending on the				
cook and a guard.	size of the group and the time				
	spent with you).				

MISSION TEAM SCHEDULING

Starting January 2018, to avoid conflicts with public school conclusion, Summer Mission Team Season will begin the Monday of June. Each mission team week will run Monday to Monday. To provide the girls time to decompress, we ask teams not to arrive prior to 11:00 on Monday and that they depart the home by 9:00 am the following Monday.

TYPICAL SCHEDULE

<u>Monday - Friday</u>	Breakfast	8:00 a.m.				
26 girls, different ages	Project or Activities with girls or at HFBS	9:00 – 12:00				
	Lunch	12:30 p.m.				
	Project/Activities	2:30 – 5:00 p.m.				
60 girls aged 3 years and older.	Afternoon activities	3:00 – 5:00 p.m.				
	Dinner	6:30 p.m.				
60 girls	Outdoor play/games	7:00 - 8:00				
60 girls	Optional songs/chapel*	8:00 - 8:30				
Tuesday, Wednesday & Friday	15 girls attend classes at CCI	3:00 - 5:00 p.m.				
Saturday	18 girls attend classes at CCI	8:00-12:00 p.m.				
<u>Sunday</u>	Breakfast	8:00 a.m.				
	Sunday School (little girls)	9:30 a.m.				
	Church Service	10:30 a.m.				
	Lunch	12:30				
	ТВА	2:30 p.m.				
	Afternoon activities	3:00 – 5:00 p.m.				
	Dinner	6:30 p.m.				
	Outdoor play	7:00 - 8:30				

<u>Girls ages</u> 17 girls from 4 to 9 years' old 20 girls from 10 to 15 years' old 9 girls from 16 to 19 years' old 14 REST Program

Holy Family Chapel:



The Rev. Gustavo Galiano (<u>reverendgaliano@ourlittleroses.org</u>) is the full time priest at OLRM. The chapel is used for the home and also for the school. For that reason it is necessary to coordinate with Father Gustavo if you would like to have an especial Service of any kind.

The Chapel is a sacred space and we are teaching the girls that when they are in the chapel they have to treat this sacred space with respect and reverence. We ask all our missionaries to help set a good example of reverence while in the chapel.

Decoration of: flip flops, pillow cases, tennis	Swimming activities
shoes,	Pizza Party
Crafting of earrings, bracelets, and necklaces.	Canopy
(Please consider the ages)	Retreat Center
Decoration of hair accessories	Bible readings or VBS
Photo frame	Contests: talent, bingo, races, recycling, dancing
Tie die (T-Shirts)	Karaoke
Spa time - make up, hair, nails, etc.	Spiritual Retreats and talks
Decoration of letters	Piñata (with candies no confetti)
Reading activities	Hawaiian party
Cooking of banana bread, pizza, cup cakes,	Mexican Taco's party
spaghetti, etc.	Going out to eat (Burger King or Wendy's, KFC)
Drawing and painting	Movie (local movie or movie with pop corn at
Workshop about manners, interviewing	OLRM)
techniques, etc.	Pajama's or costume party
Fashion show	Happy afternoons: football, kickball, jump rope,
Zumba or any dance choreography	water balloons, games, etc.
Puzzles, drawing, cards	Yoga, aerobics, Zumba, etc.

SUGGESTED ACTIVITIES

OUR LADY OF THE ROSES RETREAT CENTER



Our Lady of the Roses" Retreat House and Weeks-Schilling Conference Center, is an integral part of Our Little Roses Ministries. It was constructed as a multiple use center that host 38 people, at the same time helping to develop the Pueblo Nuevo community and its surrounding areas. Set in the natural beauty of the Santa Barbara Mountains, this is a harmonious environment in which to foster, develop and strengthen

spiritual, moral, intellectual, and personal growth. The House and Conference Center is available for activities associated with Our Little Roses Ministries, as well as for community programs, visitors, medical missions, and more.

We request our groups to consider spending one night at our Retreat Center taking a group of girls to play, do activities and to strengthen relationships.





PROCEDURES FOR RECEIVING GUESTS AND DONATIONS FOR OUR LITTLE ROSES MINISTRIES

VISITING

Our Little Roses Ministries welcomes and encourages visitors. However, in order to maintain a home-like atmosphere and not disrupt the daily routine of the girls, it is necessary to follow the guidelines established for visiting any of our ministries.

- All persons, either groups or individuals, must first contact the administrative office to verify that a particular hour, day or week is suitable and not in conflict with any other scheduled activities or visitors.
- The last Sunday of the month is Family Visitor Day and other groups are not usually permitted to visit unless they are staying at the B&B Hostel or they are a short-term mission group working at Our Little Roses. Since many of our girls don't have anyone to visit, those staying here are welcome to be their visitor with prior permission from the staff.
- In order to keep parity among the girls, OLRM doesn't allow sponsors or visitors to take out one girl or a group of girls. Visitors are welcome to take the entire group, which can be divided in one large group or two groups.
- Visitors are requested to support the staff in its authority. Our hope is for all girls to be able to have an enjoyable time with their friends who come to stay and visit. By following these guidelines, you will be able to help us to have better control and monitor the activities of the girls for whom we are responsible.
- Please be sensitive to the girls' feelings by not allowing them to have informational material. This is intended for visitors' use only.

B-DAY CELEBRATIONS: We encourage sponsors to donate money in order to buy a gift to be



given on her b-day. At the end of the month all of the b-day girls have a especial celebration with ice-cream and cake so everybody can celebrate with them. A b-day gift should not exceed \$25.00 (TWENTY FIVE DOLLARS) The B-day money that is received will go into a b-day fund to buy a gift and pay for the monthly celebration of b-days.



CHRISTMAS GIFTS: Christmas money for a particular child should not exceed \$25.00 (TWENTY FIVE DOLLARS) and this money will be put in a fund to buy Christmas gifts. This Christmas fund money will be used to buy gifts for girls who have not received any especial gift for Christmas.

DONATIONS (FINANCIAL, CLOTHING, ARTICLES AND GIFTS)

All monetary donations must be received through Our Little Roses Foreign Mission Society office in Miami. OLRFMS is the U.S. 501(c)(3) nonprofit charitable organization that supports Our Little Roses Ministries. By doing so, the donor is guaranteed a receipt that can be used for the tax declaration. If a visitor wants to donate money or buy any item while visit Our Little Roses Ministries in Honduras it should be given directly to the Administration. OLRM cannot be responsible for any donation that is not received through the accounting office.

Donations of clothing and other articles must be given to the administrative office to be inventoried. Staff members are then able to request items for individuals' girls that are received.

INDIVIDUAL GIFTS: Girls may receive individual gifts twice during the year: birthday and Christmas. Gifts should not be excessive in nature, if sending money to the home for the purchase of clothing or other article the amount should not exceed \$25.00 (For B-day) and \$50.00 (Christmas) (Please note that excessive gifts will be shared with girls who do not have a special donor.) THE FOLLOWING ARE SUGGESTED INDIVIDUAL GIFTS:

- Shoes and tennis shoes
- Beauty products
- Toys
- Purses, belts and other accessories

Clothing Dolls

Perfumes

Jewelry



GENERAL GIFTS TO BE USED BY ALL OF THE GIRLS FOR MERIT:

-	I-pods, MP3's	-	Board games
-	Roller Skates	-	Videos, Video games

GROUP GIFTS FOR ALL OF THE GIRLS:

THIS APPLIES MOSTLY TO VISITING GROUPS WHO WOULD LIKE TO BRING SOMETHING SPECIAL TO EACH GIRL. THIS MUST BE APPROVED BY THE DIRECTOR BEFORE BEING HANDED OUT TO THE GIRLS.

- 1. Towels, sheets or other bedding items
- 2. Night gowns or PJ's
- 3. New Bras and underwear
- 4. Bathing suits, flip-flops, beach articles
- 5. Inexpensive crosses, bracelets or other like items.
- 6. Hair items
- 7. Coloring books
- 8. Nail polish, lipstick or other beauty items.
- 9. School supplies including backpacks

Girls will be able to earn articles of clothing and other products through their merits as well as special privileges for outings, excursions, swimming, restaurants, soccer and the beach.

NO CASH GIFTS MAY BE GIVEN DIRECTLY TO THE GIRLS AT ANY TIME.

ALL PERMISIONS FOR PARTICIPATING WITH THE VISITING GROUPS MUST BE EARNED THROUGH EACH GIRL'S INDIVIDUAL MERITS DURING THE WEEK.

To ensure the safety of the girls at the home and the team members that travel to Honduras, it is now **REQUIRED** that we have a team roster **filled out completely and submitted three weeks prior to coming to Honduras for your trip.** There is an electronic version of this for available for your use.

								Mission Team Roster 2016									
Team Name Trip Date						-											
				A=Adult,													
				S=College Student or													
				Y=Youth												Date of	
	Last	First		(high school	M=Male,					Home	Cell				Team		Sponsor
	Name	Name	Title	or younger.	F=Female	Street	City	State	Zip	Phone	Phone	Work	Fax	Email	Name	trip	(Y or N)
H	2																
	3																
	1																
	5																
	7																
1	3																
	9																
1	J																

2

1/22/16

RULES OF BEHAVIOR AND CONDUCT FOR VISITORS AT OUR LITTLE ROSES

- 1. There will be always a member of the staff assigned to accompany the girls in the planned outings. The visitor is also responsible for covering the costs of the OLR staff member.
- 2. **Girls are never allowed inside the Bed and Breakfast or in the guest apartment,** or any other area where volunteers, visitors or missionaries stay.
- 3. It is prohibited to play the role of maternal or paternal figure for a girl of OLR. Most of OLR girls *have* parents, some of them play important roles in their lives. Volunteers, godparents and visitors are seen as extended family.
- 4. Nobody is ever allowed into the girl's bedrooms. In special cases, when working on maintenance for example, or special evening activities, such as aerobics or good night book reading. In all cases special permission is needed from OLR staff.
- 5. It is prohibited to give girls money, gifts, cell phones or any other gift in kind, without consultation and permission of OLR staff. All gifts and donations need to be registered by the OLR administration for accounting reasons.
- 6. It is prohibited to be with a girl alone in an area or room, without close supervision by OLR staff.
- 7. Visitors and volunteers are expected to show responsible and appropriate behavior, especially in front of the girls. Follow *all* directions of OLR staff in that respect. Use common sense. Smoking in sight of the girls is not allowed, nor is open consumption of alcohol in front of the girls.
- 8. Parents with children visiting OLR are at all times responsible for the behavior and caretaking of their children.
- 9. All projects and activities undertaken by volunteers and visitors MUST have prior authorization by OLR staff member in charge.
- 10. Volunteers and visitors must respect the work and study times plus other activities scheduled with the girls of Our Little Roses Ministries.
- 11. Our Psychologist wants male visitors to pay particular attention to physical contact with the girls. It is inappropriate to allow girls to sit on laps, to embrace or to drape arms around them, or any other thing that may be considered inappropriate behavior.
- 12. Please dress appropriately for church and outings with the girls. For church long pants and modest tops are required. No shorts and revealing tops.

Recommended Training

We would like to encourage all team members to complete this training before coming to the Home.

Please contact your church or local Episcopal Diocese to see when and how you can get the training.

Safeguarding God's Children



Safeguarding Gold's Children training is designed to increase awareness regarding sexual misconduct and abuse of power, to outline steps toward preventing abuse, to offer ways to intervene when misconduct occurs and to equip anyone in a position of parish leadership with ways of healing and rebuilding the body of Christ.

The training is required of all clergy and diocesan employees. It is also intended for wardens, vestry members, lay Eucharistic visitors, pastoral visitors, youth leaders, confirmation sponsors, acolyte leaders, choir directors, church school teachers, volunteers working in the parish on a regular basis and all employees of congregations.

Do you want an easy way to help Our Little Roses?

Whenever you book your flight on either American Airlines or Delta Airlines, in addition to submitting your frequent flyer number to get your personal miles, you can add Our Little Roses Business account number to get extra business miles. The great news is that this is a bonus. It <u>does not</u> impact your frequent flyer points. It is just additional points for Our Little Rose.

For both airlines you can add the business account number 2 ways.

Here is how you do it -

1 – If you have an online account with either airline you can add the number to your profile.

For America it is called Business Extran: 781284

Go to my account Click on my reservation preferences Click on edit my business extra Add number and save

For Delta it is called SkyBonus[®]: US0020787

Go to my Delta, then my sky miles, then manage my account Click on manage my profile, click on flight preferences Click on my reservation preferences Click on edit my Skybonus Add number and save

2 – Every time you book a flight using either Delta or America as your carrier regardless if you are booking via Expedia, Travelocity, your travel agent, etc., when you give them your frequent flyer number also give them the business account number. Just keep these numbers with your frequent flyer numbers.

For America it is called Business Extrain: 781284 For Delta it is called SkyBonus^{®:}US0020787

It is easy as one, two, three and it makes a big impact for Our Little Roses. If you have any questions, email Kristen@ourlittleroses.org.