



# ORPHANAGE EMMANUEL

## SHORT-TERM TEAM GUIDELINES

### ABOUT EMMANUEL

When David and Lydia Martinez were given a vision from God, showing them that His heart's desire was for them to provide for abandoned and unwanted children, they sold everything they owned and moved to Honduras to follow the Lord's calling in their lives.

In Honduras, as a ministry of Amor Cristiano Internacional, they founded Orphanage Emmanuel in December 1989. Their desire was for the Lord and Savior to be exalted and to care for His children.

By the grace of God and His ability to touch the hearts of many people throughout the World, Emmanuel now houses and cares for almost 220 children of all ages. Through God's love and compassion for these children, a loving home and refuge has been provided for them along with all necessary home facilities.

Orphanage Emmanuel is located approximately 70 miles northeast of Honduras' capital, Tegucigalpa. Emmanuel's facilities include a church, homes for the children, staff, and volunteers, dining halls, laundry facilities, a warehouse, bakery, medical and dental clinics, soccer field, and gymnasium.



### QUICK INFO

Team Coordinator: Danielle Sanchez

[volunteeremmanuel@gmail.com](mailto:volunteeremmanuel@gmail.com)

[www.orphanagemmanuel.com](http://www.orphanagemmanuel.com)

Vision: "To evangelize and disciple the children so that they may grow up to be living lights and good examples in the ways of God to their countrymen."

**Cost:** \$45 per person per day  
\$600 transportation fee

**\*\*non-refundable deposit of \$200 upon booking your week\*\***

**All** members of your team will be required to have their individually signed form stating they have read and understand the guidelines, and individually sign a liability waiver. All of this needs to be scanned and sent to the team coordinator **before** arrival at Emmanuel.



# SCHEDULING YOUR STAY

All communication concerning your team visit, such as dates, logistics, projects, special requests etc. must go through our office.



## THE DATA SHEET

This form is needed so we can coordinate and plan for your trip (i.e., number of team members, meals, transportation, special activities, and projects). It is important for us to receive ONE MONTH before your trip. It also allows you to let us know if you have special skills among team members that we should be aware of or if you are hoping to do a special activity that needs to be scheduled. If you wish to have a project that requires supplies, we ask that you fund that project. This sheet is very important to us! So, fill it out to the best of your ability.

## NUMBERS

We strongly encourage teams to be at least 12 to 15 people, and there is the capacity to hold teams up to 40+ people. There are 2 houses on the property to be able to hold more than one team if it works within the guidelines and both teams. If your team is less than 12 and there is another team interested in that same week, we will host them as well. The only cost that will be shared is transportation if traveling on the same day. Team fees, project costs, and deposits are separate for each team to pay.

## TEAM ACTIVITY OPTIONS

Communicating through emails ahead of your arrival is necessary in order to determine the project or activities that best suits your team skills and funds available. Activities can be varied and even within one team you can have different projects. Examples of things to do include: construction, maintenance, dental, medical, haircutting, painting, farm work, cleaning, photography and/or videography, or games and activities with the kids.

We are also open to suggestions. You can plan a particular project with us before you come down. However, those need to be planned in advance, and you need to provide the funds and/or materials for the project. Your team may participate in morning devotional times Mon.-Thurs. and afternoon bible study Tues. & Thurs. with our children if desired. Your team will also have the opportunity to have someone share the sermon on Sunday morning, Wednesday night, and Big Circle on Friday morning.

All these things need to be listed on your team data sheet, so we can better prepare for your week.

# SAMPLE TEAM SCHEDULE

5:45am – Kids' Breakfast

7:00am – Kids enter School

7:30am – Team Breakfast

8:30am – Team Projects/Time with Kids

11:30am – Kids out of School

12:00pm – Team Lunch

1:00pm – Team Projects/Time with Kids

2:00pm – Older Kids out of School

3:45pm – Kids' Dinner

4:00pm – Free Time

6:00pm – Team Dinner

8:00pm - Curfew

This schedule is just an example. Sundays, Wednesdays, and days when kids are out of school look a bit different. On your travel days, you will more than likely not be able to see the children. Tuesdays and Thursdays after the kid's dinner is a Bible study in each house. We have church on Sundays at 8:30am and Wednesday at 5:00pm. The children all go to class Monday through Friday.

If you want to do special activities after 4:00pm it needs to be scheduled with Danielle before your trip. In many cases if you don't plan before your trip, you will not be able to hold your activity with the children if it is after 4:00pm due to logistic reasons.

Please understand that your schedule is subject to change, and there could be things that you would like to do that will just not be possible.

## THINGS TO BRING

- Your medications
- flashlight with batteries
- personal toiletries
- sunscreen
- hat
- sunglasses
- rain coat
- Water bottle to carry with you throughout the day.

You may also wish to bring Pepto-Bismol, calamine lotion, Benadryl, pain medicine, and insect repellent just in case it is needed. Also please note our dress code when packing your clothes for the trip.



## PHONE / INTERNET

Access to Internet will be provided in the team house. We cannot guarantee good connection or service at all times, but the Wi-Fi service is fairly reliable. The cost for Internet is included in your team fees. Should an emergency arise during the stay, special communication access will be granted in the office. We encourage team members to use Wi-Fi sparingly or even take a break from it and simply enjoy your time here. Also keep in mind that the kids here are NOT allowed to have phones, so do not let them on yours.



## MONEY

In Honduras, we use Lempiras. The exchange rate at the moment is 24.6 lempiras to one American dollar.

There is a small kiosk at the airport when come out from baggage claim to exchange dollars to lempiras if you would like.

## PASSPORT VALIDITY

Please be sure your passport is valid for 6 months or more from the last date of your trip. If you do not have 6 months available before your passport expires you could be denied boarding in the US to travel. Renew your passport ahead of expected turn around time posted on the State Departments webpage to ensure your new passport arrives prior to your trip.

## TOOLS

We do have tools that are able to use to help with your projects while you are here. However, we ask that you please take care of them and return them at the end of your stay. If something breaks while you are using it, please fix it or report the malfunctioning tool to the staff member you borrowed it from. Do not give any tools to the children or work crews that you could be working with. Also please do not allow your own children or any inexperienced youth to handle fragile or dangerous tools, equipment, or carts.

## INSURANCE

We strongly suggest all teams who come to serve at Emmanuel purchase travel insurance for medical and emergency evacuation purposes. Secondary health insurance of some type is also useful to help cover the costs of any medical emergency accident. The only missionary travel insurance company that we have knowledge of is Gallagher Charitable Intl. Insurance Services. Their website is <https://www.travelwithgallagher.com/>



# DRESS AND BEHAVIOR CODE

Some teams are youth teams and others are a mixed group of children, youth and adults. In both cases, we ask that you prepare your teenagers/youth for an experience where they strive to show respectful and thoughtful behavior. Our youth perceive and view many matters differently than in the States or Europe. We appreciate if the teen team members dress modestly and avoid physical contact with our youth of opposite genders. We **DO NOT ALLOW** any dating or flirting between visitors and our children and teens.

We do not allow any Female Visitors in the Boys area after dinner, as they need to shower, do chores, have Bible studies and settle in for the night. Likewise, we do not allow any Male Visitors in any of the girl's areas after dinner. Adults desiring to spend time with children individually are requested to have an adult of the same sex as the child accompanies them. Please be aware that not abiding by these rules could create awkward situations and will be brought to the Team Leader's attention if necessary. We do allow visits of both gender in the baby and toddler area, but please be respectful of the posted visiting hours, so that we might maintain good routines for the babies.

The climate in Honduras is mostly hot and dry or hot and humid depending on the season. We recommend that the teams dress lightly and practically. In some work areas, such as the farm or construction work, we recommend long trousers and closed toe shoes and socks to help protect from the bugs and the elements that you are working in.

If wearing shorts and skirts they need to be at or below the knee. Please do not wear tight spandex type shorts or leggings or yoga pants. Basketball shorts are the best type of shorts to wear.

Girls are encouraged to wear a dress and boys long trousers for church services.

July-January may be cooler, so long sleeve shirts and/or a light sweater is recommended.

We respectfully ask that if you have any body piercing in mouth, nose or eyebrows to take them off, and if possible, to conceal any tattoos, while staying at Emmanuel. No drinking of alcohol or smoking is allowed at Emmanuel. We appreciate that all music listened to in the team house or anywhere on campus be Christian music.

The kids here are not allowed to have phones, so we ask that you do not let the children use yours. Do not let them have your phone ever in their hands, so it does not invite unwanted behavior.

We do not allow the Emmanuel children to visit or eat in the team house. This includes sponsored children.

Please do not give anything to a child here at Emmanuel before consulting with the office and their staff member beforehand. The kids can **NEVER** have money in their hands. All money **MUST** go through the office to Danielle.

Please be at the team house by dark. It gets dark early here and at 6:00 P.M. the night guards lock the outer gate and start their watch and continue until 6:00 A.M. We ask this for safety reasons for you and our staff as well.

Please help us keep your area nice. We ask that as a group you clean up after meals by washing the dishes, wiping down the tables, and sweeping and mopping.

Please remember that, from the moment you set out on your mission trip to Emmanuel, you and the team represent Emmanuel before airport authorities, townspeople, and all other people you may encounter during your travel and stay in Honduras. We would appreciate if the house rules applied within Emmanuel, such as not drinking or smoking, would be followed in any other context or setting while you are traveling as a team. Remember you are most likely wearing a shirt with our name and logo on it, and your behavior will be considered as sanctioned by Emmanuel.

If any member of a team is led to long term volunteering here, we ask that they contact Volunteer Coordinator Danielle Sanchez [volunteeremmanuel@gmail.com](mailto:volunteeremmanuel@gmail.com) upon return from their stay, to obtain necessary information on the application process. We do not allow team members to stay behind to volunteer, unless their application process was already completed and approved prior to arrival.

# NON-REFUNDABLE DEPOSIT

Teams pay \$200 prior to arrival deposit. This will confirm your time slot in our calendar and, it helps us take care of general upfront expenses we have. If we have not received your deposit six months before your scheduled arrival at Emmanuel, we reserve the right to give your time slot to another team if need be. This deposit does not apply to any team fees due.



## TRANSPORTATION

The cost of being picked up and taken back to the airport is \$600 for groups of 40 or fewer. Additional charges will apply for groups larger than 40 (based on vehicles needed to transport the group and their luggage). The bus can only hold 40 large suitcases, so please plan accordingly.

One of our staff will greet you in the airport, help you with any questions that you may have, and accompany you to Emmanuel. We will make 1-2 stops on our way to Emmanuel for snacks and the restroom. It is a 3 – 3 ½ hour trip to Emmanuel from the new Palmerola airport (XPL) located in Comayagua, Honduras.

## PAY PROCEDURE

In order to reserve and confirm your time slot, your non-refundable deposit of \$200 must be sent when your team books.

Food, Lodging and Transportation should be paid at least 1 month in advance. If you have questions concerning the exact amount, please contact our team coordinator, Danielle.

Other miscellaneous on-site expenses can be presented in a final invoice on the last day to the team leader if necessary.

Please indicate on your check your team name and itemize what you are sending funds for- deposit for MM/YY, team fees for number of persons, project funds, etc.

Please mail checks directly to our financial coordinator  
Mary Beth Worch at:  
Orphanage Emmanuel  
2570 Pinewood Dr.  
Marietta, GA 30068

## FOOD AND LODGING

The cost per person for food and lodging is \$45 per person per day. This covers the 3 meals a day, all linens, internet, and cleaning. The food and lodging fee for entire team should be paid in full to our U.S. financial coordinator no later than one month prior to arrival. There is a worksheet attached to the team guidelines to help calculate the cost of your trip. Team members who cancel after team fees are paid cannot be refunded. First and last days count as one when calculating the per day team member fee.



# LIABILITY WAIVERS

All team members and volunteers visiting Emmanuel will be required to individually sign a liability waiver which states that they personally realize the risks involved with coming to a foreign country and volunteering under conditions found here. Please note that in the many years we have operated, Emmanuel has an excellent record of low injuries amongst visiting team members, volunteers and staff and children who live here. This waiver part of our policy as it is with many organizations of similar size and activity. The waiver will be sent to the team leader and each member must sign his or her own individual waiver. Please also be aware that if you are travelling with a minor (under 21 years of age) without both parents or legal guardians. The Honduran government requires that all minors born in the United States travelling without both parents must have written and notarized permission to travel from the non-traveling parent/s (or legal guardian/s). Keep it with your important papers to present if needed.

The team leader should collect all the signed forms stating they have read and understood our guidelines and the signed waivers from their members prior to traveling to Honduras and scan and send them to Danielle plus a team roster.



## WE CANNOT WAIT TO SEE YOU!

We are looking forward to having you for your week! Please email Danielle Sanchez at [volunteeremmanuel@gmail.com](mailto:volunteeremmanuel@gmail.com) with any further questions or needs that you may have.

