



Morning Glory

INTERN HANDBOOK





MESSAGE FROM THE LEADERSHIP TEAM

Dear Intern Applicant,

Every year we welcome interns from around the country who become an integral part of our work at Morning Glory Christian Academy and become a part of the Morning Glory Story. We are excited at the possibility of you joining this team and for what God will do through you in the process!

The following handbook will help you to understand what can be expected of you if you are selected to serve as a Morning Glory Intern. Please read through the information carefully and let us know if you have any questions.

Our prayers are with you and we hope to welcome you to San Raymundo soon.

Blessings,

The Leadership Team of Morning Glory Christian Academy



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ABOUT MORNING GLORY

Morning Glory Christian Academy is a fully-accredited, private school forming the educational branch of NIMA's mission in San Raymundo, Guatemala. Morning Glory was founded by Queno and Lori Nij. Queno is now the Director of Morning Glory, supported by a local leadership team. Queno and Lori moved to Guatemala in 1985 and founded Morning Glory after working with the local churches for 15 years.

In 2001, Lori Nij began Morning Glory Christian Academy. Originally, the school was a two-room campus with 90 students. In 2020, Morning Glory taught approximately 585 young people with a staff of 50 local employees using Core Classes and a variety of elective classes like Band, Art, and Bible. Currently, Morning Glory offers classes from Pre-K to College Entry level (Diversified), with students from four to eighteen years old. In 2022, the school decided to move it's oldest age group to afternoon sessions, meaning we essentially have two school sessions; one in the morning and Diversified in the afternoon.

In 2012, Morning Glory began a relationship with Casas por Cristo, connecting them with local drivers, suppliers and workers. Casas por Cristo in turn serves the community and gives Morning Glory opportunities for better exposure. Recently,

Casas for Cristo has agreed to periodically rent the house in town that the interns stay in.

Our Story is the story shared by hundreds of children in San Raymundo: following Christ from humble beginnings to pursue and achieve fullness in the Kingdom of God. And we invite you to become a Part of Our Story.

Lori Nij founded Morning Glory. Her vision founded practices and policies we follow today.



OUR MISSION, VISION, & VALUES

Our Mission

Morning Glory seeks to educate, equip, and encourage the community through relationships to cultivate Biblical Integrity, responsibility, and confidence in their lives.

Our Vision

Morning Glory aims to be the catalyst for life change as people become self-determining, understanding that they are not defined by their circumstance—they are defined by their relationship with a living and active God.



HOW & WHY WE DO WHAT WE DO

Relationships: The most effective teaching is relational. It is essential to this ministry that the faculty and staff have a relationship with the directors, that the students have a relationship with teachers of integrity, that the local community has a relationship with foreign visitors and volunteers, and that our students and staff maintain a presence in the community. Just as Christ took on flesh to live with his people, Morning Glory team members come alongside people to minister to them effectively. The most effective interns are the ones who pursue friendships with the local people they encounter.

Biblical Integrity: We believe that God's Word "is useful for teaching, rebuking, correcting and training in righteousness" (2 Tim 3:16) for all people of all cultures. Morning Glory uses the Bible as its guide to determine what is correct and desirable in the lives of our students and staff. We teach and expect our students to respect the Bible and its principles as God's unchanging will for their lives.

Responsibility: Morning Glory believes that personal responsibility is the key to growth and maturity into completion of an individual's potential. Often, one of the side effects of poverty is a "victim mentality" that blames others for current circumstances. People with this mentality often seek for others to give them the resources they feel they deserve in order to better their situation. Morning Glory teaches its students that they are responsible for achieving what they want in life and becoming who they want to be, despite whatever circumstance they were born into. Hard work, perseverance, and initiative are all aspects of the personal responsibility that is vital for success in any situation.

Excellence: It's clear that the Bible commands Christ-followers to pursue excellence in all they do (Col 3:23, 2 Cor 2:8, Ecc 9:10). Morning Glory encourages the students and community at large to do the best job they can in all their endeavors. Whether in academics, extra-curricular activities, or inter-personal relationships, we encourage our students and staff to achieve the highest level of excellence they can.

Confidence: Poverty can cause hopelessness and apathy. Very often, impoverished families can not see the value of their life or the opportunities they have because of their talents and abilities. We seek to provide activities that allow children to explore their God-given gifts and refine their skills, teaching them that their circumstances do not define them. As a result, the children believe in themselves and are equipped to seek out their own future free of labels and self-doubt.

OUR TEAM

Morning Glory has around 50 employees in various departments. You'll work alongside them and form friendships with many. The following people form the Leadership Team (called the Junta), who will direct and guide your time in Guatemala.

Rob Courtney - Director of International Relations

Rob helps to coordinate your trip and your internship. He will help with creating your schedule, assigning your responsibilities, and ensuring your well-being in Guatemala. Rob is your immediate supervisor. (not pictured)

Tabi Nij - Director of Pre-K/Food Service

Tabi is Lori's daughter and a member of the leadership team. She is the Director of Pre-K, which is a very popular area for interns and volunteers. You will connect with Tabi on any ideas for working with Pre-K.

Queno Nij - General Director- Morning Glory, Spiritual Head

Queno (ke-no) is the final word on almost everything that happens at Morning Glory. He helped found the school. Queno is a pastor at heart and you'll see him around involved in a variety of activities.

Mynor Choy - Financial Director

Mynor manages all the finances at Morning Glory. He has a servant's heart but he will mostly help us with money questions.

Heyson Manzo - Director of Education

Heyson is in charge of all the educational processes and initiatives. If you want to try something new in the classrooms, we will talk to Heyson.

You will also work on a team with other interns and local teachers or admins. The local team members are very good at communicating in spite of a language barrier. If you teach classes, you will be partnered with other staff members as well.



THE TOWN

NOTE: If you want to look for San Raymundo on the internet, sometimes you need to use the spelling: San Raimundo. You can find us on Google Maps at: <https://goo.gl/maps/udSzaBridZXQ768k6>. Searching for “Morning Glory Christian Academy” will take you to the school, which is about 10 minutes out of San Raymundo. For more info see: www.morningglorystory.org



San Raymundo has a small-town feel, but its population is approx. 40,000. The town is located right between modern Guatemala City and small villages where some people still speak the local Mayan dialect. Because of its location, there are differing economic levels and cultural ideas. There are very conservative ideas but you can also see modern ideas making their way into San Raymundo, especially in fashion, like tattoos or piercings. As an intern, we want you help you find a middle ground.

San Raymundo has several restaurants, a couple small grocery stores, and many convenience stores. You can find some common items, but specific groceries or personal items can be hard to find in town. There are a couple gyms for you to work out in, or you can jog on streets near your house. Just remember, you are at an altitude of about 5,500 feet! Most everything you need can be found within an area of about 8 blocks by 5 blocks. So be prepared to walk a little. The intern house is just a block away from the park so you have a place to meet people and get the essentials nearby. You are never far from an ice cream shop.

San Raymundo is known as a musical town, but also as a center for manufacturing fireworks. People in San Raymundo are friendly. You'll make friends in unexpected places. Stay safe (pg 18) and you'll feel comfortable quickly. By pursuing relationships, you'll find the community will take you in as one of their own with no hesitation.



BEFORE YOU **COME**

EXPECTATIONS

Morning Glory Internships are designed to provide on-the-field mission experience, personal growth, and further the mission and vision of Morning Glory. We ask interns to meet the following basic requirements:

- 18 years of age or older (special consideration may be made for high school juniors and seniors)
- Mature and ongoing relationship with Jesus Christ
- Have a servant's heart
- Be teachable and willing to learn
- Believe God has called them to serve Morning Glory through this internship
- Be self-motivated and able to take initiative with assigned tasks
- Have a positive attitude
- Be sensitive to cultural differences
- Be flexible
- Be responsible
- Strive to be "above reproach" in all your actions and interactions in the community

SPANISH IS HELPFUL, BUT NOT REQUIRED!





HOW TO APPLY

To apply to be an intern with Morning Glory, the following steps must be completed:

- Internship Application
- Video interview with Rob
- Medical Release and Disclosure of Risk Form (including a recent physical)
- Parental Consent Form (for interns under the age of 18)
- For interns under 18, a video meeting between Rob and legal guardians of the intern
- Background Check
- Intern Contract to adhere to the Code of Conduct and Expectations
- International Health Insurance (see page 18)

SCHEDULING YOUR TRIP

The dates of your trip are flexible, which means you can set your own arrival and departure times. We recommend coming around June 1st or July 1st. But if prices are better or if you have other obligations, you can set the dates that are most convenient for you. Most Interns have the best experience at 6-8 weeks, but you can do more or less depending on other commitments and resources. In June, there is one week with no classes. The dates vary from year to year, but you will be informed of those dates. Contact Rob if you have any questions.

WE ARE FLEXIBLE. CHOOSE THE DATES YOU NEED!

COSTS

Because your dates are flexible, your costs are variable as well depending on how many weeks or days you will stay. NOTE: Interns are required to pay for their room and board before their arrival into the country. You need to send your money in a wire to Guatemala or to the home office before your arrival (contact Rob to do so). You can NOT bring dollars to pay for your expenses without Rob's approval and a plan in place.



AIRFARE

You buy this yourself. An average ticket round-trip is approx. **\$800-\$1000**. If you don't mind layovers or extra stops, some airlines based in Central America are often cheaper (AeroMexico, Copa, InterJet, etc.)



ROOM & BOARD

\$200/week: This will cover all necessities including three meals a day*, housing, transportation, internet, bedding, towels, basic medications, etc. These funds are sent to Morning Glory.



HEALTH INSURANCE

Options are provided on page 18. You can use a policy you already have. Your policy is chosen and paid for by you directly. The policies we work with are very affordable and generally **less than \$5 a day**.



PERSONAL SPENDING

We **recommend \$75/week** but spending habits vary per person so each intern will need a different amount. Consider snacks, coffee, eating out, souvenirs, phone plans, and gifts for family and supporters.



OPTIONAL: INTERN RETREAT

\$150- The intern retreat is an opportunity for our team to go to interesting places where they can learn more about Guatemala: the culture, the people, and the landscape. It's **OPTIONAL**, but most interns choose to go.



ATMS: SPECIAL NOTES

There is an ATM in San Raymundo that you can use if necessary. Generally US banks charge around \$5 for international withdrawals, but the money comes out in local currency. You can also send personal money to be exchanged in advance.

***IF YOU CHOOSE TO BUY FOOD OTHER THAN WHAT IS PROVIDED, THAT EXPENSE WILL COME OUT OF YOUR PERSONAL MONEY**



PACKING LIST

ESSENTIALS

(Yes, you'll want these)

- Water bottle
- Bug spray
- Sun Screen
- Toiletries [shampoo, conditioner, face wash, toothbrush, toothpaste, makeup, hairbrush, feminine products, medicine (tylenol, mydol, tums, allergy, etc.)]
- Phone charger
- Backpack (you will use this almost every day so bring a sturdy one that can last)
- Headphones
- Bible
- Notebook
- Pencil and pen (there will likely be journaling time where you will want this)
- Purse
- Passport and travel documents
- Computer (not necessary but can be very helpful when special projects need to be done)
- Preferred snacks (protein bars, nuts, chips, popcorn, etc.) There are snacks to buy in San Raymundo, but a lot of the brand names/personal favorites can be hard to come by. This has been a saving grace especially during the school day. This will give you some extra room on the way back!
- Pillow, blanket, towel, and sheets *Bedding and a towel will be provided, however you can always bring your own if you would like it. Or you can bring some and leave them behind as a donation*

Previous interns have compiled this list that you might find helpful to know what to pack. You may choose to leave things on this list or bring other items depending on your personal preference.

CLOTHES/SHOES:

- 3-4 pairs of pants. Fridays we are able to wear jeans (Casual Friday!), so the max you will wear weekly will be 4. Also be aware that the clothes you wear to school will get dirty very fast once you're at school.
- Grey polos for the uniforms will be provided when you arrive
- 3-4 jeans (for getting dirty and casual wear, depends on how often you plan on wearing jeans)
- Leggings and/or sweat pants (comfy clothes because there WILL be downtime)
- 5 T-shirts
- 3 nice-ish outfits (for girls, skirt, sun dress, or t-shirt dress. for guys, collared shirt and pants)
- 3+ athletic shorts
- Swimsuit (One-pieces are required for public events. Two-pieces are permitted on the intern retreat.)
- Undergarments (socks, bras, underwear)
- Pajamas
- Shoes: chacos, shower shoes, sandals, tennis shoes, shoes for around the house

YOU WILL HAVE ACCESS TO A WASHER SO YOU ONLY NEED TO BRING CLOTHES FOR ABOUT ONE WEEK.



THE WEATHER IN GUATEMALA IS VERY MILD AND THE TEMPERATURE IN SUMMER MONTHS RARELY GETS ABOVE 80°F OR BELOW 60°F. HOWEVER, AIR CONDITIONING IS VERY RARE, SO BRING OUTFITS FOR BOTH COOL AND WARMER WEATHER. IT DOES RAIN OCCASIONALLY.

SUGGESTED (Depending on your habits, style, and space)

- Watch (not really necessary, but helpful)
- Travel coffee mug
- Pop-up hamper (good to keep your dirty clothes in!)
- Small fan
- Rain Jacket and Umbrella (not required but recommended!)
- Red, white, and blue clothes (if you are in Guate during 4th of July, not necessary but fun!)
- Books to read or study for unexpected downtime

CLOTHES/SHOES:

- One nice dress/outfit/ slacks & button-up shirt (there's a good chance of sporadically attending a Quinceñera, so bring something nice. See pg 19 for more details)
- 1 sweatshirt, zip-up or cardigan. It can get cold in the morning

Personal and Valuable Items

While we do everything possible to ensure your personal safety in your time in Guatemala, you will come in contact with **a lot** of different people in your internship. Our principle for high-value personal items, such as electronics or jewelry, is "If it will break your heart to lose it, don't bring it." If you do bring items of high monetary or sentimental value, it is **your** responsibility to ensure their security.

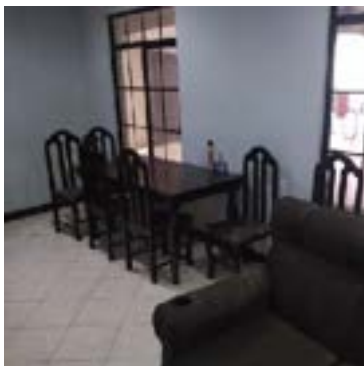
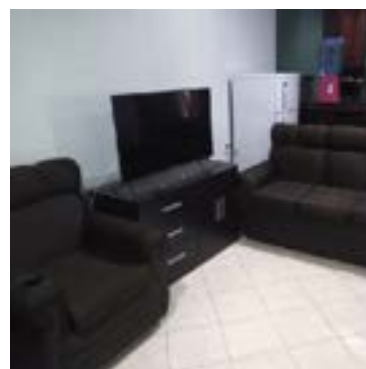
"I was shocked at how this little community invited me into their lives and made me one of their own. I felt at home and like I belonged." -Molly Noonan; 2016-2018

Try not to pack your suitcase to the max on the way to Guatemala, so that you will have room to bring back gifts, souvenirs, etc. on the way back. Almost every intern winds up with more on the way back than they came with. Also, feel free to bring both a carry-on and a checked bag (or 2 checked bags)! This will give you more space if you need it.



YOUR HOUSE

You will be staying in what we affectionately refer to as “Casa Juana.” The house is two stories, each with a mini kitchen area, common area, bathrooms, and bedrooms. The house will be equipped to hold up to 20 people. For most of your stay, only interns will be in the house, but you may be asked to share with groups or other volunteers. Both genders can be in the open areas, but bathrooms and bedrooms will be strictly divided. **You will have access to Wifi.** Below we have some pictures. If you need more information, feel free to ask!



****WE STRIVE TO PROVIDE HOT OR WARM WATER FOR BATHING, BUT THERE IS NO GUARANTEE. YOU NEED TO BE MENTALLY (AND POSSIBLY SPIRITUALLY) PREPARED TO TAKE COLD SHOWERS.****

INTERN CULTURE & BEST PRACTICES

It can be difficult to walk into an established organization and jump into the “rhythm” or thought-process behind the decisions that are made. The following concepts are the building blocks of the internship program. **The best interns embody these values in all they do.** The local community will certainly notice when you display the following characteristics.



Responsibility: While this is a multi-faceted idea, the prominent points are that you are ultimately responsible for your actions, which greatly affect your experiences. When there's a job to be done, be proactive and take initiative. If something goes wrong, commit to improving what you can in the future. **“for each one should carry their own load”**

Excellence: “If it's worth doing, it's worth doing right.” The Bible clearly calls us to give the best of ourselves in all we do. Exercising minimal effort will lead to a mediocre performance at best, but going above and beyond the call of duty takes a conscious effort and has lasting effects. **“Whatever you do, work at it with all your heart...”**

Relationships: Ministry is relational. As we minister to the culture and to each other, we take time to get to know people and show them that we love them. We can accomplish everything on a checklist, but if we haven't stopped to build relationships, we have fallen short. Take time to love on everyone around you. **“Above all, love each other deeply”**

Teamwork: Working together makes most jobs go by quicker and easier. Everyone should do their part. We rise and fall as a team. Be inclusive. Give everyone a chance to have good experiences. **“For the body is not one member, but many.”**

Learner's Heart: Your internship is a great experience to learn so much about ministering in a different environment. There are ideas and beliefs that may be hard for you to accept. Seek to understand and trust that others have alternate perceptions based on cultural experience. Ask all the questions you can! We love to challenge and guide you as you learn about a different worldview. **“An intelligent heart acquires knowledge”**

Adaptation: Living in Guatemala is often sporadic and unorganized. We do the best we can to help you plan your time, but changes happen frequently. Be ready to adapt on the fly. At the same time, we adapt our words and actions to fit the cultural context. **“The way we do things in the US”** often needs adjusting as we adjust to a local lifestyle. **“I have become all things to all men, so that I may by all means save some.”**

THESE RESPONSIBILITIES
PUT YOU IN A PLACE TO BUILD
RELATIONSHIPS!

All internships vary in exact job responsibilities according to Morning Glory's needs and the intern's skill set. However, here are some common opportunities to serve. If you feel you want to try something not listed here, please let us know to see if we can make it work. You may be allowed to "float" to try different things though everyone helps serve the groups. Your specific assignment(s) at school will be finalized upon arrival into the country. You are expected to follow through with all assigned responsibilities according to our core values (pg 5) and intern culture (pg 13).

YOUR WORK

RESPONSIBILITIES

YOUR OPTIONS AT SCHOOL

- Help with English Class
- Help with/participate in PE.
- Help with Pre-K Students in their Classes
- Teach Bible
- Teacher's Aide in Primary
- Teach/Assist in Art classes
- Tutor in Math or Reading
- You may propose another option if you have a special desire or training that you want to share

OTHER REQUIRED RESPONSIBILITIES

- Cleaning and making beds for groups
- Serving meals to groups
- Attendance to Weekly Intern Bible Studies.
- Representing the school to groups
- Communicate the mission and vision of the school to groups
- Work projects
- Other tasks as assigned



CODE OF CONDUCT

"This internship was so challenging in many ways... but it caused me to grow and it pushed me to be better at every angle. It was so rewarding...."

-Bayli McClary; 2015 Intern



These rules are to ensure the safety and well-being of the interns, our staff, and the ministry, as well as for our interns to gain the most from their internship. **We require our interns to abide by this code of conduct. Failure to abide by this code can result in appropriate disciplinary action** such as the removal of certain privileges or, if necessary, asking the intern to return home early at their own expense. Remember that your actions affect others including fellow interns, supervisors, short term teams, Morning Glory's ministry, and the people of Guatemala. Upon arrival, you will be asked to sign a contract to abide by everything that follows here:

1. SAFETY & SECURITY

- Use the buddy system. Always go out in pairs or groups. Do not go ANYWHERE alone and make sure the appropriate parties are aware of your location at all times.
- If leaving San Raymundo, you **must** have approval from Rob beforehand. Where you go, who you go with, and the timeframe are of utmost importance when you want to go out of town.
- For your protection and the protection of our local friends, no Guatemalans may be in the guest/intern houses (especially children), without prior approval of Rob.
- Be in your assigned house (or Intern house) by 9 pm. If you need an exception, you must have approval from Rob beforehand.

2. YOUR PUBLIC MINISTRY IN A FOREIGN CULTURE:

- Complete all assigned duties with excellence and on schedule.
- Abide by the dress code (see page 12) and change willingly, if asked to do so.
- No alcohol, drugs, or smoking. Alcohol is taboo in many religious circles in Guatemala.
- **No one-on-one time with a member of the opposite sex in any setting.** The reputations of your ministry and the ministry of Morning Glory is compromised if we do not remain “above reproach” in all things—especially in cross-gender relationships. Group activities with both genders are a better and necessary alternative.
- No dating. If you make a “connection” while on your internship, we ask you to maintain a friendship throughout the summer. This is not the appropriate environment to begin a new dating relationship.
- Do not give money or make any promises of economic help to anyone without approval.

“LET YOUR LIGHT SHINE BEFORE MEN, THAT THEY MAY SEE YOUR GOOD DEEDS AND GLORIFY YOUR FATHER IN HEAVEN.” - EPH CH 5:8,10,15



3. YOUR PERSONAL MINISTRY

"BUT AMONG YOU THERE MUST NOT BE EVEN A HINT OF SEXUAL IMMORALITY, OR OF ANY KIND OF IMPURITY, OR OF GREED, BECAUSE THESE ARE IMPROPER FOR GOD'S HOLY PEOPLE." (EPH 5:3)

- **Maintain honest and open communication** with fellow interns, staff, and supervisors. We don't want your time ruined by holding on to grudges and negativity.
- **Resolve conflict in a Biblical manner.** Gossip will not be tolerated. If conflict arises, first try to resolve the conflict with the person involved. If the issue continues, then involve a supervisor. Don't spread negativity about the people involved. You can vent to Rob or lead interns to process, but don't allow the Devil to get a foothold by allowing your anger to boil in side. A good rule is: "If it still bothers you 24 hours after it happened, you probably need to address it."
- **Represent Morning Glory and God** to the best of your ability in word and deed.
- **Respect** all people around you equally.
- **Avoid Favoritism;** Be inclusive among your peers, but especially in the community. While it's natural for you to "click" with some people and not others, the people in San Raymundo are very sensitive to preferences and can get jealous, affecting your ministry. Don't hang out with only a specific person or group. Spread your love around the best you can.
- **Ask questions** if unsure of expectations, responsibilities, or how to complete the task adequately.
- **Commit to learning** about Morning Glory: History, Vision, Core Values, and Practices.
- **Pursue spiritual growth.** In addition to the intern devotionals, you should be practicing a habit of reading the Bible and prayer. Many interns benefit from journaling and reading other materials for spiritual growth as well
- **Believe the best:** In your interactions with students, but especially in your interactions with fellow interns and MG staff, believe the best about their intentions. Everyone has their own way of achieving goals, especially goals we have in common. If you have a moment where you are unsure of someone's tone or intentions, choose to believe the best about them. Choose to believe that events, activities, meetings, tasks, etc will be productive, enjoyable, and have a positive outcome.

Each intern will be a part of a weekly bible study that will allow all interns to each grow spiritually as an individual, but also allows all interns to grow relationally together. These weekly devos will generally be led by a designated intern and will encompass a theme that is helpful in the daily life of each intern. You will also go to a local church a few times.

Each intern is also expected to have an on-going personal relationship with The Lord. While interns will maintain a busy schedule, it is essential that each intern will prioritize and make time for deepening their relationship with Christ. Take advantage of the team of interns to have intentional conversations about your walk and relationship with God!

SAFE & SOUND



Morning Glory has been receiving interns for over 25 years and has developed the following tips from those many years of experience. The Morning Glory Team is committed to providing a safe and secure environment for our interns. We are counting on you to make good decisions to ensure you stay healthy and happy your whole trip. The following guidelines will help you to have a safe experience. Even after you have experience and feel comfortable in San Raymundo, you need to follow these guidelines.

- Do not drink tap water. Only drink purified water. Locals call this “agua pura.” (Also be aware of asking for things without ice due to not being sure if ice is made with “agua pura.”)
- Do **NOT** give your phone number or stateside home address to any unknown local person.
- Be aware of your surroundings and the people in them at all times.
- **Do not go anywhere alone**, especially at night. (see Code of Conduct, Section 1)
- Use caution with street food. Food safety regulations are more lax in Guatemala. Ingredients are often different as well so your stomach may not be used to the way things are prepared here. Give your body a chance to adapt before you eat a lot of street food.
- Make your leaders aware if you are feeling sick in any way at all. Don’t be embarrassed. Sometimes we have to get specific about symptoms to keep you from getting worse.
- Alert your supervisor of any medications you are taking on a regular basis or any dietary restrictions.
- Walk and act with confidence so you aren’t taken advantage of.
- Ask questions and learn cultural norms.

INSURANCE

Minor medical consults are already covered in the funds you send. This includes doctor consultation for minor (allergic reactions, stomach problems, colds, etc.) Your costs will cover the costs of basic medication (headache relief, sinus relief, stomach problems, etc). However, we require travelers insurance to cover any medical emergencies you may have while you are in Guatemala. For example, an appendectomy (Yes, it HAS happened. Twice.) Some insurance companies that you may already have can provide extra, temporary coverage. Interns are free to use the company of their choice, but we recommend the following companies:

Good Neighbor Insurance: <https://www.gninsurance.com/morning-glory-christian-academy/>

Other providers you can find here (especially International Assurance Travel Medical Plan): <http://www.missionaryhealth.net/shortterm/>

**CONFIRMATION OF INSURANCE WILL NEED TO BE SENT TO ROB
BEFORE ARRIVAL INTO THE COUNTRY.**



An Example Uniform

DRESS CODE

Interns are required to follow the dress code as listed below. If you have any questions about appropriate dress while on your internship, please feel free to ask for clarification.

If your attire is not appropriate, you will be asked to purchase appropriate clothing at your own expense while in the country. Please remember you are a guest of Morning Glory and a representation of the mission in the community. If you are questioning if an outfit is appropriate to bring or wear, then it probably isn't. Simply dress modestly and appropriately so you don't distract from your internship.

School Attire (for the mornings at school):

- Guys & Girls: grey polo uniform shirts. We will provide you with three shirts. You can buy more BEFORE your arrival if desired.
- Guys & Girls: Pants MUST be:
 - Business casual
 - One neutral color: black, blue, dark green, etc
 - No holes or rips
- Please bring enough for four days of school every week – we recommend a minimum of two pairs of pants
- Each Friday, interns are able to dress casual in jeans or pants and a t-shirt or acceptable blouse (no tank tops).
- Because of lice on the students, we strongly recommend that you pull your hair back at school for sanitary reasons.
- Footwear: Because of the dust, mud, and gravel, we recommend that you wear closed-toed shoes that you don't mind getting dirty. Chacos are acceptable as well but may get feet dirty or scraped if stepped on.

Serving Attire for Meals:

- Guys & Girls: A t-shirt with sleeves is required, as well as pants. Jeans are acceptable. Closed Toed Shoes are preferred (Athletic shoes are fine).
- **No sleeveless shirts or shorts** are permitted to be worn when serving food.
- Hair must be pulled back while serving food. This is for sanitary purposes.

Attire for Special Occasions (Quinceañeras, church events, etc) Only one outfit is needed

- Girls: Skirts & dresses are preferred. Jeans and pants are also acceptable if worn with a nice shirt. Please make sure dresses are appropriate (not too low-cut or too short).
- Guys: Jeans or slacks with a nice, collared shirt

Other Casual Clothing:

- T-shirts
- Shorts of an appropriate length
- When outside of the house, in ANY circumstance, mid-thigh length shorts are required. We reserve the right to ask you to change.
Modesty customs and practices are different in Guatemala.
- When inside, you can wear any length shorts, but you will not be allowed to leave the house with shorter than mid-thigh length shorts.
- Swim suit. (specified on pg 8)
- Comfortable shoes or sandals
- Light jacket/raincoat
- Long pants or jeans for cooler weather
- If athletic shorts are worn and are revealing (i.e. see your underwear- girls and guys) regardless of length, you will be required to change.

"A DAY IN THE LIFE"

While everyday can vary a little, the following is an idea of what you can expect most days in your internship:

WEEKDAYS

6am: wake up, get ready

7:30am-12:30pm: school

12:30pm-1:00pm: lunch

1:00pm-5pm: free time or
afternoon classes

5pm-7pm: serve group dinner
(times vary)

7pm-9pm: free time in house

9pm: IN HOUSE

SATURDAYS:

Most of the time, free day.

Saturday is a great day to go to Antigua or other outings and events. You ALWAYS need approval from Rob ahead of time.

SUNDAYS:

Most of the time, free day.

****Church attendance is required but you can choose from different opportunities****



YOUR TIME

Your schedule will vary, depending on the week and the amount of groups coming. You should plan on being very busy most of your time at Morning Glory, and in many cases plans change, so flexibility is a must. You will have 2-3 hours almost everyday as "down time" to read, exercise, rest, etc. You may be given days where you have no responsibilities, which you can use to go on certain excursions when available. **You must respect curfew and get approval from Rob for any outing outside of San Raymundo.**

You will also be given the opportunity to go to Antigua, the tourist capital of Guatemala. You may have multiple opportunities, and you will take turns with other interns.

THE INTERN RETREAT

Each summer, we will coordinate what we call the intern retreat. The location of this retreat changes every year, and depends on what is available and cost effective. Generally, this retreat will be a two or three-day overnight trip. The cost of going on the retreat is normally an extra \$150, but this is subject to change depending on where we go and how long we stay. While we very much encourage being a part of the retreat, attending the intern retreat is completely optional. If an intern does not attend the retreat, they will stay in San Raymundo.

The intern retreat is a great opportunity for interns to see more of the beautiful country of Guatemala. It's also a great opportunity to get to know each other on a more spiritual and deeper level. The retreat is a chance to have fun, connect, and make memories.

"This experience was far more rewarding than I could have ever imagined. Each day was an opportunity to step outside of my comfort zone and grow." - Molly Noonan 2016-2018 Intern

CELL PHONES

You are permitted to bring electronic items such as laptops, cell phones, tablets, etc. Casa Juana WILL have Wifi but Wifi elsewhere, including the school, may be limited.

When it comes to your phone, you have four options:

1

USE YOUR PHONE FROM THE US

Use the International Plan that is offered by your cell phone carrier (T-Mobile, AT&T, Boost, Verizon, etc.) Pricing depends on your carrier. This option can be quite expensive, but it all depends on what type of cell phone plan you have and who your carrier is.

Price Estimate: Depends on your cell phone plan.

3

ONLY USE YOUR PHONE ON WIFI

This is the cheapest option. Though it's possible that the only time you will have access to WiFi is when at your assigned housing.

THE INTERNS WILL BE GIVEN ONE PHONE TO USE AS A GROUP FOR COMMUNICATING LOCALLY. YOU CAN USE THIS AS NEEDED, BUT IT IS A SHARED PHONE. TEXTING AND SOCIAL MEDIA WILL BE DIFFICULT.

2

BUY A GUATEMALAN CHIP

If your phone is unlocked, you can use your phone from the States, but buy a chip locally. Contact your provider for more information on unlocking your phone. You can make phone calls to the US with a local chip.

Price Estimate: Chip in Guatemala- \$5.
Monthly Data - \$15/month

4

USE TWO PHONES

Buy a separate Guatemalan phone, and use your phone from the states only when on WiFi. This option is great for people who don't want to pay for the International Plan from the carrier and aren't able to buy a new chip because their phone is "locked." You will have the option to get a cheaper and lower quality phone, or a nicer and more expensive phone. This is a personal choice.

-Price Estimate: New phone (\$50-70) + monthly data (\$10/month)





CLOSING THOUGHTS

Your time at Morning Glory will certainly push you to experience the world in a whole new way. You'll impact lives, make life-long friends, and gain a deeper understanding of God's loving plan. While everyone is guaranteed to have a good experience, internships at Morning Glory hold true to a certain mantra: **"You get out what you put in."** The more you pursue relationships and positive experiences, the more fulfilling your time will be.

Hopefully this handbook provided you with the information you need to initiate an incredible chapter in Your Story. However, if you have any more questions, including media for fundraising, please reach out to Rob (rob@morningglorystory.org). We are available to help with **any** aspect of your internship. We can even put you in touch with former interns if you want an alternate point-of-view.

Our prayers are with you and we hope to welcome you to San Raymundo soon.

Blessings,

The Leadership Team of Morning Glory Christian Academy

**I'M
PART
OF THE
STORY**