



MORNING GLORY CHRISTIAN ACADEMY  
INTERNSHIP HANDBOOK  
2018



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 family. 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 selected to serve as a Morning Glory Intern. Please read through the information care- fully and let me or Rob Courtney, the Internship Coordinator, know if you have any questions.

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

Blessings,

Lori Pinney Nij  
Director of Morning Glory Christian Academy

“...it let me experience what the eyes of God see.” -Luke Roberts; 2015 Intern

Welcome to the Internship program at Morning Glory! Summer is a very busy time for us so your help is appreciated! Below is a guide of what to expect, some do's and don't's, and what to bring. Please read this guide very carefully (and often) to be prepared to fully contribute to the Work in Guatemala.

## About Morning Glory

### HISTORY

Morning Glory Christian Academy exists as the educational branch of NIMA's (New Iberian Mission Association) mission in San Raymundo, Guatemala under directors Queno and Lori Nij. Queno is the Pastor of a local church and Lori is Director of Morning Glory. Queno and Lori moved to Guatemala permanently in 1985. After working with the local church for years, Lori began Morning Glory Christian Academy in 2001. Originally, the school was a two-room campus with 90 students. In 2015, Morning Glory educated about 650 kids with a staff of over 35 local employees. NIMA now partners with Casas por Cristo to establish an even more holistic ministry to the people of Guatemala. NIMA helps organize and facilitate housing, transportation, and meals for the Casas por Cristo groups.

\*note: If you want to look for San Raymundo on the internet, sometimes you need to use the spelling: San Raimundo. using Morning Glory Christian Academy on google maps will take you right to us\*



For more info see:  
[www.morningglorychristianacademy.org](http://www.morningglorychristianacademy.org)  
[www.casasporcristo.org](http://www.casasporcristo.org)

### YOUR TEAM

Morning Glory has over 35 employees in various departments. You will be working primarily with

- **Lori Nij- Director of Morning Glory-** Lori makes all the decisions for Morning Glory and is the highest authority for your time here. Lori has a passion for mentoring and growing young missionaries.
- **Tabi Yoc- Academic Control/Head Cook-** You will work with Tabi to help cook and serve the groups. She assigns the groups and locations you will serve.
- **Rob Courtney- Intern Coordinator-** Rob helps to coordinate your trip and the logistics of your time in Guatemala, including your schedule, responsibilities, and your well-being.

You will also work on a team with other interns and local cooks and servers. The local servers 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.

## I. EXPECTATIONS & APPLICATION PROCESS

### A. EXPECTATIONS

Morning Glory Internships are designed to provide on the field missions 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
- Servant's heart
- Teachable & willing to learn
- Believe God has called them to serve Morning Glory through this internship
- Self-motivated & able to take initiative with assigned tasks
- Positive attitude
- Culturally adaptable
- Flexible
- Responsible



### B. APPLICATION PROCESS

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

- Internship Application
- Interview with Morning Glory Staff Member
- Medical Release and Disclosure of Risk Form (including a recent physical)
- Parental Consent Form (for interns under the age of 18)
- Background Check
- Intern Contract
- International Health insurance

“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

When I first decided to go to Guatemala, I felt like committing to five weeks was a long time. But within the first two weeks, I realized that it wasn't going to be nearly enough time. I ended up extending my stay for another four weeks. Trust me, you'll never regret giving more, but I think you might regret holding back. Give all the time you can; You won't regret a single moment spent in that beautiful country."

- Ciara Stayon 2017 Intern

## C. SCHEDULING YOUR INTERNSHIP

You should have your internship application in at least three months before your desired arrival date. All paperwork must be submitted at least one month before your desired arrival date.

Your dates 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. The 3rd week of June, there are no classes most years. Contact Rob if you have any questions.

# II. RESPONSIBILITIES & CODE OF CONDUCT

## A. RESPONSIBILITIES

All internships vary in exact job responsibilities according to Morning Glory's needs and the intern's skill set. However, here are some common job responsibilities you will be asked to do while serving with us. An exact job description will be finalized upon arrival in country.

- Daily participation at Morning Glory Christian Academy:
  - Help with English Class
  - Help with/ participate in P.E.
  - Help with Pre-k Students in their Classes
  - Teach Bible
  - Teach Art
  - Tutor kids in Math or Reading (high Spanish required)
  - You may propose an alternative to these options if you have a special desire or training that you want to share
- Hospitality for short term teams: preparing and serving food, cleaning, laundry, making beds, etc.
- Representing Morning Glory to Short Term Teams: building relationships, care, promoting the school, answering questions, etc.
- Church Activities: Attending services, participating and helping with various church activities
- Work Projects
- Other tasks as assigned





“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 Intern

## B. CODE OF CONDUCT

These rules are to ensure the safety and well-being of the interns, our staff, and the ministry, as well as for our intern to gain the most from their internship in Guatemala. We require our interns to abide by this code of conduct. **Failure to abide by this code will 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

- Complete all assigned duties with excellence and on schedule
- Maintain honest and open communication with fellow interns, staff, and supervisors
- Abide by the dress code (see Section III) and change willingly, if asked to do so
- Resolve conflict in a Biblical manner. Gossip will not be tolerated. Go only to your supervisors when you need to vent or resolve a problem with your peers.
- Commit to learning about Morning Glory: History, Vision, Core Values, and Practices
- Use the buddy system. Always go out in pairs or groups. Do not go places alone and make sure the appropriate parties are aware of your location at all times. If leaving San Raymundo, you must have approval from Lori or Rob beforehand.
- Ask questions if unsure of expectations, responsibilities, or how to complete the task adequately.
- Be in your assigned house (or Lori’s house) by 9 pm. If you need an exception, you must have approval from Lori or Rob beforehand.
- 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.
- No one-on-one time with a member of the opposite sex in a private 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 alcohol, drugs, or smoking. Alcohol is taboo in many religious circles in Guatemala. To protect your ministry and testimony, we ask you to refrain from alcohol in your internship.
- For your protection and the protection of our local friends, no Guatemalans may be in the guest houses (especially children), without prior approval of Lori or Tabi.
- Follow any additional rules and requests set before you by your supervisor(s).
- Do not make give money or make any promises of help to anyone without approval
- Represent Morning Glory and God to the best of your ability in word and deed and Respect all people around you equally.



“I had no idea what to expect, but that turned out to be the best way to go into it...It felt like a family.”  
- Izzy Mason; 2015, 2016 Intern

### III. DRESS CODE

We ask you 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 the Lori or Rob for clarification.

If your attire is not appropriate, we will ask you to purchase appropriate clothing at your own expense while in country.

Please remember you are a guest of Morning Glory and a representation of the mission. If you are questioning if an outfit is appropriate to bring or wear, then it isn't. Simply dress modestly and appropriately so you don't distract from your internship. School Attire (for the mornings):

- o Guys & Girls: Khaki pants, White Polo Shirt, & Closed Toe Shoes (Athletic shoes are fine)
- o Please bring enough for five days of school every week - we recommend a minimum of two pairs of pants and three shirts
- Serving Attire (for the evenings):
  - o Guys & Girls: You will be provided with a “jacket” to indicate your role in serving food. A T-shirt with sleeves is best to wear under the jacket. Black or dark blue pants. Jeans are acceptable, Closed Toe Shoes (Athletic shoes are fine)
  - o No sleeveless shirts are permitted when serving food.
- Church Attire:
  - o Girls: Skirts & Dresses Preferred. Jeans and pants are also acceptable with a nice shirt. Please make sure dresses are appropriate length (not too low-cut or too short).
  - o Guys: Jeans or Khaki pants with a nice shirt
- Clothes for other occasions:
  - o T-shirts
  - o Shorts
  - o One or two dresses for church or event
  - o Swim suit
  - o Comfortable shoes or sandals
  - o Light jacket/raincoat
  - o Long pants or jeans for cooler weather
  - o (note: you do have access to washer and dryer so we recommend bringing only the clothes you need for one week)
- Shorts may be worn (in your free time), but must hit at least half way between the thigh and knee.
  - o No short shorts for guys or girls.
  - o If athletic shorts are worn and are revealing (i.e. see your underwear- girls and guys) regardless of length, sliders/bicycle shorts must be worn underneath the shorts for modesty.



Spanish is not necessary, but very helpful!

- Other needed items
  - o Toiletries: soap, shampoo, toothbrush, toothpaste, towel, personal items, etc
  - o Bug spray
  - o Sun screen
  - o Towel
  - o Water bottle
  - o Purse/ backpack
  - o Printed Bible for church and devotion
  - o Optional: Teaching supplies (notebooks, dry-erase markers, etc)

\*The weather in Guatemala is very mild and the temperature in summer months rarely gets above 80° F or below 60° F.\*

## IV. ROOM & BOARD

Each intern will be charged \$150 per week for room and board. This will cover all necessities including food, housing, transportation, internet, bedding, towels, basic medications, etc. This weekly fee will cover everything except airfare to Guatemala, short-term international health insurance, and personal money (snacks, tourist activities, souvenirs, etc.) We recommend a \$150 personal spending money per month. You can bring more or less.

Interns will be housed in one of our guest houses in San Raymundo. Unless otherwise noted, interns will live in the big house (the casona), three houses from Lori and Queno Nij's home.

Interns are required to pay for their room and board before arrival in country. You need send your money in a wire or to the home office before your arrival (contact Rob to do so).

You will be staying in what we call "The Casona." The casona is a big house that has a common area for eating and relaxing. There are two sections to the upstairs area. One has a dorm-room style area and the other is where Tabi and her family lives (with cats and dogs. please let us know if you have allergies!) There is a great rooftop view for exercising, relaxing, and devotions. The casona is only a few doors down from Lori's house so it's very easy to get to when it's time to serve groups or just to hang out and chat with Lori. Here are some pictures of where you will be living:

\*\*We will try to get hot or warm water for bathing, but there is no guarantee. You need to be mentally (and possibly spiritually) prepared to take cold showers.\*\*\*



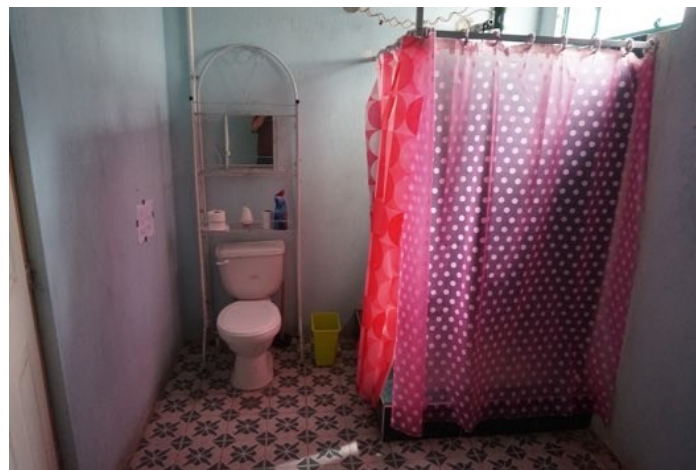
Common room/ Dining area



Dorm room 1



Dorm Bathroom 1



## V. SAFETY

Lori Nij has been receiving interns for over 25 years (well before Morning Glory was even a thought) and has maintained a clean safety record all of these years. The Morning Glory Team is committed to providing a safe and secure environment for our interns.

Your costs as stated above will cover the costs of basic medication (headache relief, sinus relief, stomach problems, etc). We require travelers insurance to cover any medical emergencies you may have while you are in Guatemala. Some insurance companies that you may already have an provide extra, temporary coverage. Interns are free to use the company of their choice, but we recommend the following companies.

“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 Intern

- Good Neighbor Insurance: <https://www.gninsurance.com/morning-glory-christian-academy/>
- <https://travelwithgallagher.com/insurance-plans-products.aspx>
- Other providers you can find here (especially International Assurance Travel Medical Plan): <http://www.missionaryhealth.net/shortterm/>

Confirmation of insurance will need to be forward to the Internship Coordinator before arrival in country.

Also the following guidelines will help you to have a safe experience:

- Do not drink tap water. Only drink purified water.
- Do not give your phone number or stateside home address to any local Guatemalan
- Be aware of your surroundings and the people in them at all times
- Do not go anywhere alone, especially at night
- Do not eat street food. It contains bacteria that WILL make you sick
- Make your supervisor(s) aware if you are feeling sick in any way at all
- 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 about and learn cultural norms



## VI. PERSONAL ITEMS & INTERNET

While we do everything possible 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.” There is a small safe to use for money, passports, and small items, but it is your responsibility to put away and take care of your electronics.

You are permitted to bring electronic items such as laptops, ipods, cell phones, tablets, etc. There is Wi-fi however, internet access will be limited.

## VII. OFF DAYS & OUTINGS

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 be given 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 Lori or 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 going to Antigua.

## VIII. SUPPORT RAISING

Interns can choose to pay for their internship personally or raise financial support. We can provide pictures, brochures, and videos to help you in meetings and presentations

Interns are not required to raise financial support from others, but are encouraged to do so. This allows your friends and family to become an important part of your internship, life, and personal growth as you serve in Guatemala.

Common methods of financial support raising for a short term internship include:

- Writing a support letter to friends and family members
- Selling handmade goods or products (ex. Paintings, jewelry, etc.)
- Garage sales
- Working extra jobs (ex. Babysitting, yard work, washing cars, etc.)
- Bake sales or dinners

If you do choose to raise support, we also encourage you to commit to contributing a certain percentage of your funds yourself (Such as 10-20% of your trip). This shows others you are willing to make a sacrifice to fund your trip, not just asking others to do so on your behalf.

The key to support raising is creativity. Don't feel limited as to how you raise support! Be creative and do what you love to raise the funds, show people how passionate you are about serving in Guatemala, and pray! If God is sending you, He will provide. This doesn't mean it will be easy, but it does mean it will come in one method or another.

It is also VERY important for you to assemble a prayer team for your time overseas. Ask people to pray before, during, and after your time in Guatemala. Prayer cards to hand out are common among missionaries and easy to make. Facebook is also a great way to keep your prayer team in the loop through a page of group for your internship.

**If you would like additional help or ideas with fundraising, including pictures or video of Morning Glory events and students, please let us know. We don't want financial limitations to prevent you from serving with us.**

If you have any questions, concerns, ideas, or anything at all you want to talk about, don't hesitate to contact Rob ([rob@morningglorychristianacademy.org](mailto:rob@morningglorychristianacademy.org)). We are very excited you will be joining us in San Raymundo for a life-changing experience; for both you and the students and families you will encounter. God Bless you in the journey you are about to take.