



Ciudad de
Ángeles
INC.

2020 Mission Team Application
Packet

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July 2019

Dear Prospective Mission Team Leader,

Thank you for considering Ciudad de Ángeles as a mission opportunity for your team. Ciudad relies on the support of great mission teams to help accomplish its goal of raising the Angels to be Christ-like adults. We appreciate your willingness to partner in this ministry and we realize the commitment and sacrifice your team will put forth to be a part.

Ciudad de Ángeles has been blessed by teams whose focus is on serving, who love children, and who are eager to become involved in growing this mission work in Mexico. Our goal is to match the prospective mission teams with the needs of Ciudad de Ángeles during each year of its growth, and to build a relationship that will extend beyond the short-term mission experience.

Each team will identify one adult team leader who will be ultimately responsible for the team while they are in Mexico, as well as for all communication and coordination during the pre-planning phase of the trip.

The application cycle for 2020 trips is below:

July 2019—Mission team application packets are available. **Please refer to information re:date selection on pg. 7.**

August 1-15—Submit applications. Deadline for receipt of 2020 applications by e-mail is August 15. (Note: Applications for the 5-day trip option **may** be accepted up to 4 months prior to travel dates **if** spaces are available.)

August 15-31—Review of applications by staff and Ciudad administration to find best mission team matches to Ciudad's developing needs and mission statement.

September 1—Acceptances sent to team leaders (5-day trip applications will be notified within 30 days of receipt of application).

Note: There will be a Team Leaders' Meeting in October, 2019. Details will be sent out soon. ***Every team is expected to have representatives present.***

While the schedule and/or needs of Ciudad may not be able to accommodate all application requests, your interest in the home and desire to serve the children is greatly appreciated. Our role is to serve as a resource for team leaders – to be consultants for you and liaisons to Ciudad's Directors. If you have any questions, please feel free to contact us.

Jeannell Johnson, Mission Team Coordinator

James Maclaskey, Executive Director

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5240 Roswell Road NE
Marietta, GA 30062

Ciudad de Ángeles Mission Team Goals and Responsibilities

Ciudad de Ángeles Mission Statement: *Ciudad de Ángeles provides a safe and healthy environment based on Christian principles for orphaned, abandoned, abused, and needy children living in Mexico. The home raises children to become Christian adults who are responsible citizens in their local communities.*

Goals for the Mission Teams:

- To aid the spiritual development of the children at Ciudad de Ángeles, and to build personal, Christian mentoring relationships with them.
- To assist with the construction and maintenance of the Ciudad de Ángeles properties.
- To support and encourage the work of the local churches of Christ.
- To be an example of Christian service to the local community by assisting in the development of Ciudad de Ángeles, as well as by serving others in need.
- To develop a relationship with the home and the Angels that is broader and longer term than the one-week experience.

Standards for Mission Teams

- The Team should understand that this is a Christian service trip. The guiding principle should be, “What can we do to serve the home?”
- The Team is expected to behave, speak and dress in a Christian manner, being positive role models for the children, and following the rules of Ciudad de Ángeles.
- The Team should support the Biblical principles generally held by congregations that are in fellowship with the churches of Christ. During times of direct fellowship with Christians in Mexico, and while at the Ciudad de Ángeles facilities, the doctrinal standards will be those practiced by the local Cozumel congregations.
- The Team will manage all of their own planning for personal activities, travel arrangements (air, hotel, and meals), and immigration documentation according to both Mexican and US laws.

Types of Mission Teams

- **Family Teams with Mixed Age Groups:** Family groups with members of all ages.
- **Adult Teams:** Young Marrieds, Singles Classes, Ladies’ or Men’s Groups, Seniors/ Retirees, etc.
- **Christian University Teams:** Students from Christian universities at all levels. University teams must have an adult faculty or staff member as their “numero uno” team leader.
- **Christian Teen Youth Teams (churches, schools, etc.):** Teens in grades 9-12 (younger students with parent in attendance). A minimum of one adult for every 8 minor students (under the legal age of 18) is necessary. Adults should be active members of the mission team – leading, directing, mentoring, and closely monitoring the activities of the teen participants (Bible classes and work/service projects) in order to ensure a successful trip.
- **Specialty Teams:** “Non-traditional” teams...Some examples:

- Father/son or Mother/daughter team
- Senior Citizens/Grandparents team
- Spanish Speakers/Spanish ministry team
- Educators team (Specialty subjects, ESL, Computer skills)
- Church leaders/ministers team
- Sponsor families/Interested sponsor families team
- The Christmas team

Types of Mission Visits

- **Week-long trip:** Typically 8 days **inclusive of travel** (Saturday to Saturday). Group activities usually center around three basic areas: “Angel” activities, Ciudad work projects, and church or community projects. “Angel” activities include Bible lessons and/or devotional activities, as well as social activities. Ciudad work projects are based on current needs and range from general cleaning and yard maintenance to house painting or minor construction projects. Church or community projects include things like special classes for church members, work projects for local schools, activities at the school for students with special needs, etc. In all cases, it is our desire to work with the individual groups to identify the areas that best fit their talents and passions and develop an itinerary that maximizes those strengths.
- **Five-day trip (inclusive of travel):** Recommended for those groups for whom a shorter visit is more desirable or for those wanting to explore the mission for a possible future visit.
 - **Focused Mission:** Typically coincides with a long weekend (Thursday – Monday, Friday – Tuesday, or Saturday – Wednesday – **inclusive of travel**).
 - **Observation/Exploratory Visit:** Specifically for those who want to find out if the Ciudad fits their mission goals. Group would typically contain 4 to 8 persons (mission committee members, elders, ministers, etc.). Scheduled during the Week-long trip of an experienced mission team, the group would observe the experienced team “in action”. The group would return home with enough background to evaluate their desire to become involved with the Ciudad.
- **Note: All first time teams are requested to schedule their first “Observation/Exploratory” visit in conjunction with an experienced team. This visit may consist of as few as 4 future team leaders or as many as 12 team members (depending on logistical capabilities of “host” team). This model will provide team with greater support in learning the operations and expectations of the mission teams and logistics of navigating the culture in Mexico.**

Mission Teams Structure/Dynamics

- Teams will be chosen each year based on the “best match” of the team dynamic and skills to the current needs at Ciudad de Ángeles. Our goal is to do what is best for the children at Ciudad de Ángeles by inviting those teams who can best aid the development of the physical resources of the home as well as the physical, educational, spiritual, social/emotional development of the children.
- As Ciudad grows, not only will we be equipped to accommodate larger teams, but it may be *desirable* to have a “larger” team in order to have adequate sub-groups for the number children. Of course, this poses additional “logistical” challenges, but with careful planning larger groups can be equally as successful as smaller groups. Observation/Exploratory Visits should have 4-12 team members.
- Team members should be at least rising 9th grade, unless accompanied by at least one parent.

GROUP LEADERS:

An individual who personally accepts the challenge of being the leader accepts final responsibility for the details (including reading all of the planning packet, referring back to it often, and following it).

- To ensure preparation with the Ciudad staff, the leader should:
 - Understand and be willing to adhere to Ciudad de Ángeles’ pre-planning timetables and requests, including requests for project funds and itinerary scheduling details.
 - Evaluate the team’s strengths, skills, and passions and consider these in planning team activities with the Mission Team Coordinator.
 - Channel all communications re: team planning through the Mission Team Coordinator.
- To ensure preparation of the team, the leader should:
 - Administer to needs patiently
 - Cast a vision with clarity
 - Challenge spiritually
 - Encourage, poke and prod happily
 - Guide wisely
 - Lead boldly
 - Organize thoroughly
 - Pray continually
 - Protect fiercely
 - Serve humbly
 - Train effectively
 - Delegate appropriately

BIBLE TEACHERS:

The age groupings of the Angels are Chicos, Medianos, Grandes and Estudiantes Transicionales. For maximum effectiveness, all Bible lessons or devotionals should be

conducted *in Spanish* and should be age appropriate to Chicos, Medianos, and Grandes.

Bible teachers should be adults with successful Bible teaching experience.

Duties/responsibilities include:

- o Train and direct the team's spiritual activities with the children.
- o Oversee the preparation of materials and activities and insure that they are age appropriate.
- o Work with the translator(s) to coordinate the presentation of the lessons, songs, memory verses, skits, and activity instructions **in Spanish**.

TRANSLATOR(S): REQUIREMENT: Each team should bring as many translators as possible, but AT LEAST 1 fluent Spanish-speaking, child-loving, personable person. No Bible lessons, no community outreach, no interaction with the Angels will be as effective without great translators. Those people are essential and should be a priority. Leaders can recruit Spanish-speaking people at church, but Spanish teachers are also a great resource – they love kids, have summers/breaks off and are usually organized. A person with a few years of high school or college Spanish is generally **not** equipped to be able to translate conversations as they happen.

Dates for Mission Trips in 2020

Due to increased interest by potential teams, please submit three alternatives for consideration, if at all possible. If your team has only one option available (e.g. spring break, fall break, etc.), please be sure to indicate that. **Feedback from Ciudad leadership indicates that we should not accept summer teams that begin their trip after August 1 (a July team may depart after August 1). So, consideration of alternatives is highly suggested.**

Depending on dates requested, we may also ask your team to share your week with another team. This has become a very real need, in order to accommodate the number of teams requesting to visit Ciudad de Ángeles in Cozumel. There are basically two scenarios for this situation:

1. Two teams would designate one team as the “lead” team for planning purposes and would operate as one mission team while in Cozumel. (A “rookie” team should always defer to a veteran team to be the “lead” team.)
2. Two teams’ leaders would collaborate on planning the itinerary in conjunction with the Mission Team Coordinator.

All planning communications should take place between the team leaders and the mission team coordinator. Frequent and thorough communications between team leaders and team members will help eliminate any necessity for co-leaders or team members to initiate communications outside this flow.

For Week-long trips, please select dates which will have you **arrive on a Saturday and depart on the following Saturday**.

For Five-day trips, please plan for a Thursday-Monday (arrival and departure) or a Friday-Tuesday.

Mission Team Leader Initial Check List

On Initial Contact

- ❑ Review all materials in the application packet.
- ❑ Complete an online application for Ciudad de Ángeles or download an electronic version and send by e-mail to jeannell@ciudaddeangeles.org by August 15, 2019.
- ❑ Receive confirmation of receipt of application from Ciudad de Ángeles.

On Approval of Application

- ❑ Identify Bible Teachers, Translator(s), and/or Co-Leaders.
- ❑ Begin identifying members of the Mission Team.
- ❑ Prepare initial cost estimate for trip. Develop initial budget.

Mission Team Leaders' Meeting

A meeting of all team leaders during the fall has been our typical practice. More details will be sent after the 2020 schedule is finalized. **All teams are expected to have representation present at this meeting.** There are often changes in expectations from year to year, so even veteran teams need to attend. Veteran team leaders can also be a valuable resource for new teams who are present.

Success Factors

Ciudad de Ángeles staff and Mission Team Leaders have worked together to identify key factors that insure a high level of success for mission teams. As your team begins planning for your trip, we ask that you give consideration to each of these areas. Your team should be deliberate in using these as guidelines in your team preparations with a goal of maximizing your effectiveness. The examples given with each factor are not all inclusive. They only serve to clarify the direction of thinking for each factor heading.

1. Relationship Building - Ex. Activities promote relationships between Angels and team members. Team members do not segregate themselves or wait to be prompted to join in.
2. Creative, Age Appropriate Activities - Ex. Activities are geared to Angels' ages, educational levels, and interests. Angels are actively engaged in Bible and English lessons, crafts, and social activities.
3. Responsibilities/Expectations - Ex. Prior to arrival, team members know exactly what each one is expected to do during each activity. They know their roles, where they are to be when, and have prepared themselves.
4. Leadership - Ex. Leader(s) provides direction for the team. Where appropriate, responsibilities are delegated, with team members given support as needed. All team members have a contribution to make to the team's success.
5. Planning, Preparation, Organization - Ex. Team has thoroughly prepared in advance (at home) for all activities. Team members have practiced presentations, songs, scriptures, and game instructions for smooth flow on the ground. All assignments have been made and understood. Contingency plans are in place for unforeseen situations.
6. Flexibility - Ex. Team is prepared for unforeseen circumstances and can adapt cheerfully to changes that must be made to activities.
7. Servant Minded - Ex. Team members recognize that the mission trip is not "about me or my comforts & desires," but it is about sacrificing self in order to serve God by serving Ciudad. They interact with Angels, staff, church members, and the community with respect and humility.
8. Effective Communications - Ex. Team members are fully informed of itinerary, activities, and responsibilities. A process is in place to communicate any last minute changes to all team members. Team members also follow established protocol for communicating with leaders and Ciudad staff.
9. Translators - Ex. Team has multiple Spanish speakers, skilled enough to relay conversations and to give instructions and/or lead activities themselves. Translators also help non-Spanish speakers to learn songs, memory verses, pronunciation, scripts, and key phrases prior to landing in Mexico.
10. Team Building - Ex. Team members recognize and build on each other's strengths. Activities and responsibilities are assigned accordingly.
11. Spiritual Focus - Ex. Team works to have a spiritual impact on the Angels, staff, and community. They engage in team devotionals and/or activities that keep their focus on God's work through them.

12. Balanced Itinerary - Ex. Itinerary is designed to provide an appropriate amount of activity -- the team does not have an excessive amount of down time for anyone, but it also does not push the team members beyond healthy physical limits. Itinerary also allows time for Angels and staff to accomplish normal routines -- chores, homework, etc.
13. Funding - Ex. Trip costs are kept reasonable, as much as possible. Opportunities are provided for team members to contribute part of their funds and/or receive support from individuals who are interested in participating in the mission.
14. Cultural Experience - Ex. Team members interact appropriately with members of the church and community. They respect the fact that they are visitors in another culture and are willing to adapt to the local customs. They understand that different does not mean worse or better -- only different. Team members make an attempt to learn and use at least a few Spanish phrases.
15. Community Service Projects - Ex. Team is willing and eager to serve the local community.

Trip Cost Estimator – Week-Long Trip

Note 1: Your costs (especially airfare and housing) may vary widely depending on the season you visit.

Note 2: These are only estimates based on the experience of past visiting groups. We cannot guarantee any of these figures.

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Expense Category	Rate	Low estimate for 20 persons	High Estimate for 20 persons
Round-trip airfare to Cancun or Cozumel (high season/normal rates)	\$850 per person		\$17,000
Round-trip airfare to Cancun or Cozumel (low season/normal rates)	\$450 per person	\$9,000	
Taxi to hotel from Cozumel airport or ferry	\$10 per person	\$200	\$200
Round-trip bus fare Cancun-Playa del Carmen (see note 5 above)	\$30 per person	\$600	\$600
Round-trip ferry fare Playa del Carmen-Cozumel (see note 5 above)	\$30-40 per person	\$600	\$600
Car Rental (high season) (NOT recommended)	\$450 per week		\$450
Car Rental (low season) (NOT recommended)	\$250 per week		
House or Condo (high season/moderate quality)	\$1400 per week, 7 person condo		\$3,200
House or Condo (low season/moderate quality)	\$1,000 per week, 7 person condo	\$3,000	
Meals - prepare breakfast; eat out at lunch and dinner (\$30/person/day)	\$210 per week per person		\$4,200
Meals - prepare all meals "in" (\$10/person/day)	\$70 per week per person	\$1,400	
Service projects	\$75 per person (week long trip)	\$1,500	\$1,500
Outings/Fun Activities	\$30 per person		\$600
Trip Insurance	\$50 per week per person		\$1,000
Estimated Total Cost for group of 20 persons		\$16,300	\$29,350
Estimated Cost per person		\$815	\$1,468

Note 3: Ciudad de Ángeles will assist you in identifying options for travel, but your group is responsible for all arrangements. Note 4: It is normal to walk to most locations in Cozumel.

Note 5: Bus/Ferry expenses are only required for airline flights into Cancun.

Trip Cost Estimator – 5-Day Trip

Note 1: Your costs (especially airfare and housing) may vary widely depending on the season you visit. (November - April is High Season).

Note 2: These are only estimates based on the experience of past visiting groups. We cannot guarantee any of these figures.

Note 3: Ciudad de Ángel

Expense Category	Rate	Low estimate for 10 persons	High Estimate for 10 persons
Round-trip airfare to Cancun or Cozumel (high season/normal rates)	\$850 per person		\$8,500
Round-trip airfare to Cancun or Cozumel (low season/normal rates)	\$450 per person	\$4,500	
Taxi to hotel from Cozumel airport or ferry	\$10 per person	\$100	\$100
Round-trip bus fare Cancun-Playa del Carmen (see note 5 above)	\$30 per person	\$300	\$300
Round-trip ferry fare Playa del Carmen-Cozumel (see note 5 above)	\$30 per person	\$300	\$300
Car Rental (high season) (NOT recommended)	\$70 per day		\$280
House or Condo (high season/moderate quality) - (see Note 6 above)	\$1000 per week, 7 person condo		\$2,000
In-town hotel (moderate quality)	\$40 per night (and up), double occ.	\$800	
Meals - prepare breakfast; eat out at lunch; prepare dinner (depending on accommodations)	\$20 per day per person	\$1,000	
Meals - all meals "out"	\$30 per day per person		\$1,500
Service projects	\$25 per person	\$250	\$250
Outings/Fun Activities	\$30 per person		\$300
Trip Insurance	\$50 per person		\$500
Estimated Total Cost for group of 10 persons		\$7250	\$14,030.00
Estimated Cost per person		\$725	\$1,403

es will assist you in identifying options for travel, but your group is responsible for all arrangements. Note 4: It is normal to walk to most locations in Cozumel.

Note 5: Bus/Ferry fares are only required for airline flights into Cancun.

Note 6: Some rentals may not be available for less than the weekly rate.



Contact: Jeannell Johnson
 E-Mail: jeannell@ciudaddeangeles.org

2020 Mission Trip Application

-- Congregation or Organization Information --

Name	
Mailing / Street Address	
City / State / Zip	
Phone	

-- Mission Team Leaders Information --

Name		
Leadership Role in the Organization		
Phone	(work)	(home)
E-Mail		

-- Team Profile --

Expected total number in team:	
Age Distribution	
Special Skills/Passions (e.g. gardening, carpentry, construction, singing/teaching music, drama, sports activities, etc.)	
Team "Type" (e.g. families, high school youth, college, adult singles, seniors, etc.)	
Names of "angels" sponsored by families in your church or organization?	

-- Choice of Dates -- (Please give 3 choices, if possible. August dates **may not** be able to be accommodated.)

1	2	3
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Check one: _____ Week-long Trip _____ 5-day Trip

*I have read and understand the Ciudad de Angeles, Visiting Mission Groups – Standards and Rules document. As leader of this mission team, I will review these standards and rules with the team members and encourage them to fulfill this commitment. **We will provide funds to Ciudad de Angeles to pay for the materials for our projects (minimum of \$75 per team member for Week-long trip and \$25 per team member for 5-day trip) six weeks in advance of our arrival. By entering "Group leader name" and "Date" below, I acknowledge acceptance of these terms.***

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Group leader name

Date

NOTE: Return this application by e-mail attachment to jeannell@ciudaddeangeles.org by **August 15, 2019** (you may download an electronic copy from www.ciudaddeangeles.org or you may fill out the online application on our website <http://www.ciudaddeangeles.org/planavisit/>). You will receive notification of application status on or just after September 1.