

Missionary Team

Guidelines for When You Arrive

Rule of Thumb

- It is vital that you respect all Maestros (family teachers) and their family time.
- Be aware that routines vary from family to family making general plans for families difficult unless previously scheduled.
- Children are generally able to play freely outside after school unless they have behavioral restrictions.
- Restrictions can also relate to specific activities when the kids are outside.
- If invited into a home by a family teacher, stay in the common rooms (living room and dining room).
- Before asking a child to join you for an activity, double check with their family teacher for permission.
- Never ask a Casa child to join you off grounds. Ask Msgr. Hirsch or the volunteer assistant before asking the family teacher.
- Before giving a gift or a treat (no matter how small) to any child or receiving a gift from them, please make sure that their family teachers are aware and in agreement.
- Do not lend Casa Hogar staff or children money without the approval of Msgr. Hirsch.
- Inform us if anyone approaches you for money or other items.

General Guidelines

- Inappropriate language is unacceptable at Casa Hogar.
- Visitors must follow clothing guidelines detailed in “Important Information Before You Leave”.
- Inform Msgr. Hirsch or the volunteer assistant if you see inappropriate behavior of a child. Talk to the child first if they are misbehaving to give them a chance to self-report, but always follow up.
- If you see anything that looks questionable or makes you uncomfortable, do not hesitate to talk to Msgr. Hirsch or the volunteer assistant.
- Casa Hogar does not allow dating between volunteers/visitors and Casa Hogar staff/child.
- Visitors are not permitted to leave grounds unless with Msgr. Hirsch, a staff member or our volunteer assistant. Leader should ALWAYS tell Msgr. Hirsch before leaving the grounds if he is not joining the group.
- For your health, never eat food outside of Casa unless it is factory sealed or approved by Msgr. Hirsch or Casa Hogar staff.
- When off the Casa campus be sure to keep your personal items in a pocket, purse or backpack, especially cell phones and money.

Staying Busy

- In addition to their service project, groups are invited to look for other work that can be done, such as cleaning, yard work, maintenance of the hill and grotto, and more. Look around and if you think you can help in some way, offer your services to Msgr. Hirsch or the volunteer assistant.
- If appropriate, help the nurse or tutoring children. Neither of these activities are “group” work.
 - The nurse may need help organizing the medical supplies or entering information in her database. We ask that the leaders keep in mind that data entry volunteer opportunity should be a mature person that understands the confidentiality of the information.
 - Formal tutoring of the children needs to be arranged with the Program Director, and the Maestros, not just the child. However, if a child brings their homework outside during their free time, feel free to sit down and ask them if you can help in anyway.
- Groups are invited to pray or have group talks throughout the campus, which includes the chapel, grotto and Father’s garden. If you wish to go to the grotto or to say the Stations of the Cross up the hill, Father or the volunteer assistant can open the gate for you. Kids can go with you, but only if every Maestro has been asked and/or informed of this by a member of the mission team.

Mass and Holy Hour

- All mission team members are expected to attend daily Mass and Holy Hour regardless of religious affiliation. This is one of the best ways to fully immerse into life at Casa since the orphanage was founded on Faith and Family.
- Arrive on time to Mass and appropriately dressed.
- Although all are welcome and invited to participate in Mass, please understand that in order to receive the Holy Eucharist one has to be in full communion with the Catholic Church.
- Opportunities for confession are available daily.

Emergency Contact/Staying Connected

- Make sure an emergency contact number is listed on your paperwork.
- We suggest that a “group” is set up in Whatsapp or a similar app, to ensure every person on your team can be contacted in the case of an emergency while in Peru. Msgr. Hirsch should be added once you arrive at Casa. He will communicate with the entire time with regards to schedule changes, Mass reminders, etc.

Technology and Social Media

- Wi-Fi password will be given to the group leaders, who can distribute to chaperones and teens as they see fit.
- Remember to “be present” while you are Casa; minimize use of technology and social media.
- Pictures can be taken and published of most of the students at Casa Hogar. If there is a child that cannot be photographed, we will let you know.
- When visiting other orphanages, pictures may not be taken.
- Feel free to post on Facebook to share your trip with your sponsors and benefactors. It is a nice way to keep everyone excited about your team and the mission you have taken. Tag Casa Hogar Juan Pablo II and we’ll also post it.

Housing

General Dorm Expectations

- Keep both doors of dorm building shut and locked.
- Casa Hogar does not take responsibility for any lost or broken items during your stay. Please keep your doors locked at all times.
- No Casa kids are allowed in the dorms at any time, for any reason.
- No Casa Hogar staff is allowed in the dorms without permission of Msgr. Hirsch or the volunteer assistant.
- Small kitchen in the dorm building is available for use if needed. If used, please be sure to clean after each use.
- Laundry can be done by hand on the roof of the dorm building. Other laundry facilities are not available for mission teams.

Supplies

- If you run out of any supplies (toilet paper, drinking water, garbage bags, etc.), please let the volunteer assistant know.

Room Expectations

- No gluing, taping, nailing, or sticking anything to walls, doors or furniture.
- No rearranging, switching, or bringing different furniture into rooms.
- Do not leave lights on when no one is in the room.
- Do not use a room that was not assigned to your group. The room may not have been prepared or is intended to be used by someone else.
- Extra keys are located in a lock box in the main area of the dorms. Keys in Peru are expensive to replace (about \$10 a set). For that reason, we ask that only leaders take out extra keys, and only if the other key cannot be found. And if all keys are not returned, we will unfortunately need to bill the group to replace the keys.

Bathrooms

- Toilet paper cannot be flushed. Please put in the trash bin provided. *Leaders, your help in reminding your team is appreciated as we have had problems with the plumbing in the dorms because of not following this rule.*
- Sanitary items are not to be flushed.
- Make sure faucets and showers are turned off when not in use.
- If there are any problems with water/plumbing, please notify Msgr. Hirsch or the volunteer assistant immediately. Bathroom problems do arise on occasion, so don't hesitate to tell us.

Before Leaving

- Leave bedroom keys in the door at the end of your stay.
- Return keys for the main door of Santa Rosa to Msgr. Hirsch or your volunteer assistant.
- Groups are expected to clean bedrooms, common area and bathrooms before leaving. Cleaning supplies are kept in the cabinet or kitchenette.
- Kitchen should also be cleaned if used.
- Please strip the sheets and put all bedding and towels in the pillow cases.
- Take all garbage to the dumpsters.