

**SHORT TERM MISSION MANUAL**

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**The History of**

 **Mission San Quintin Dream Center**

Mission San Quintin Dream Center (MSQ DC) strives to bring hope and freedom to the indigenous and impoverished people of the San Quintin Valley through humanitarian acts of providing housing, food, education, health care, and youth programs.

MSQ DC began as an outreach program run by Saanich Baptist Church (SBC) in partnership with International Disciple Training (IDT). During these early years, Tom and Sue Card lead SBC mission teams from Victoria, BC to Vicente Guerrero, Mexico. Then in June 2014, through the ministry of SBC, Mission San Quintin (MSQ) was established as a Mexican not-for-profit organization.

Meanwhile, Erma Fennell had followed God’s leading from Alberta, Canada to Mexico in 1988 where she felt called to serve at the local orphanage in Vicente Guerrero. Erma continued her outreach through the ministry of International Disciple Training (IDT) until 2000 when the Erma Fennell Foundation was established through the support of friends and family.

On July 1, 2016 MSQ took over the responsibility of the EFF campus and renamed the ministry Mission San Quintin Dream Center (MSQ DC). The base was named the Erma Fennel Campus in honor of Erma.

Today, Tom Card leads the full-time ministry in Mexico as the Executive Director of MSQ DC. A large part of MSQ DC’s ministry is working in partnership with local churches, ministries, and governments. Breakfast clubs have been established to ensure that local children are receiving nutritious food. Sewing classes run to educate women and teach them a trade that gives them the ability to help support their families. Sports camps and soccer tournaments run to build relationships with kids and young teens in an effort to give alternative options to joining local gangs.

Through these partnerships and ministry initiatives, MSQ DC strives to bring faith, love, hope, and transformation in the name of Jesus to the people of the San Quintin Valley.

**Why Short-Term Missions?**

Short-term missions serve two purposes. First, they provide a unique window into a world many in North America are unfamiliar with. It allows team members to see firsthand the poverty, hunger, abuse, and corruption that many are forced to live with in their struggle to survive day to day. This experience aims to create both a deeper understanding and empathy for the people we are serving.

Secondly, they empower team members to be the hands and feet of Jesus as we connect and build relationships with the people of the San Quintin Valley. Whether we’re building a home for a struggling family, establishing a new school, or providing food for children, those we serve will work alongside team members allowing us the opportunity to show the love of Jesus in a tangible way. You can spend time with your family while you build a home for another family living in poverty and know you are changing their lives.

Many people continue to return year after year to solidify and strengthen those relationships. Through the direction of the Mission San Quintin Dream Center (MSQ DC), each team will work to bring faith, love, hope, and freedom to the indigenous and impoverished communities of the San Quintin Valley.

**Short-Term Missions with MSQ DC:**

**What You Need to Know**

**Where is the Mission San Quintin Dream Center (MSQ DC) located?**

MSQ DC is located in Vicente Guerrero in the San Quintin Valley on the California Baja approximately 5 driving hours south of Tijuana, Mexico.

**How safe is it to travel to Vicente Guerrero?**

Highway 1 along the coast from Tijuana to Vicente Guerrero is a safe road that is regularly patrolled by the Federal police and Mexican authorities.

We recommend:

* you drive the highway during daylight hours.
* that when you park your vehicles, you ensure all valuables are out of sight and vehicles are locked. A best practice is to leave someone with your vehicle.

**What are the accommodations at MSQ DC like?**

The main dormitory can house up to 46 people and all bedding and towels are provided. There is also a dining hall, large kitchen, and free Wi-Fi available throughout.

If required due to full occupancy, the Mission Inn, a local hotel in town, is only 3 minutes away and charges approximately 50USD per night.

**Who provides the meals?**

Breakfast and dinner are provided and presented in typical North American and Mexican styles with spicy options served separately. If you have dietary issues, please inform us beforehand.

Lunch is typically the responsibility of the teams who are welcome to use thekitchen facilities onsite such as the fridge and freezer for cold storage and lunch prep.

For teams who wish to experience authentic Mexican cuisine such as roadside stands, local MSQ DC leaders can provide insight into what are deemed safe/healthy locations.

**Does MSQ DC provide tools for build projects?**

There is a tool trailer that will be available at your build site with a selection of power and hand tools to assist you with the build. Teams are welcome to bring personal tools if they prefer, but they should be labelled.

**What other serving opportunities does MSQ DC provide for teams in addition to builds?**

**Meal Programs**

Our San Telmo Campus provides a hot breakfast to local children on Saturday mornings. Teams can assist by serving breakfast with some of the wonderful churches who volunteer.

**Landfill**

Teams visit families who live in the landfill and provide a basic meal and small grocery bag of non-perishables.

**Sports Programs/Tournaments**

We provide a variety of sports camps and ongoing tournaments. We seek to connect at-risk youth with positive role models and the local church. If you’re interested in participating, please inquire about the possible upcoming opportunities.

**MSQ DC Ministry Partnerships**

We partner with a variety of ministries such as the Women’s Transition Home, Eternal Anchor (a special needs school), and local churches. All of these agencies would love to have your team come and bless them by going for an afternoon or a whole week if you are interested. Our MSQ DC staff would be happy to arrange it.

**How much will it cost?**

Total costs vary depending on where your team is traveling from (i.e. airfare and van rentals) and what your chosen ministry projects are. Our MSQ DC director will provide information to assist you with your total expenses.

Please see the attached pricing list in Appendix IV for building costs.

**What documentation is required?**

Please complete the MSQ DC contract agreement included in this booklet and return to the Booking Director.

**How can I find out more or make a booking?**

**Email:** msq@saanichbaptist.org

**Phone:** 250.744.2020

**Website:** <http://www.msqdreamcenter.org/>

**Appendix I: MSQ DC Contract Agreement**

**Team Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Contact Person:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Email Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Mailing Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Group dates:** Arrival: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Departure: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_ (# of people) x \_\_\_\_\_ (# of nights) x 25USD = **Total Owing USD** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Lodging & Meals:**

Base Fees (includes accommodation, breakfast and dinner) are 25 USD per person per day. Teams are responsible for their own lunch. All bedding, pillows, and towels are provided for each team member. Check-in time is after 1pm. Check-out time is 11am unless otherwise confirmed with the MSQ DC Director.

**Guarantee Deposit**

A non-refundable 10% deposit will be required at the time of your booking to hold your space and will be applied to your final bill. All funds should be sent in US dollars and are due three weeks prior to your arrival.

Failure to meet these requirements will be considered a cancellation of your reservation.

**Payments from Canada, forward to:**

Saanich Baptist Church Attn: MSQ DC

4347 Wilkinson Rd

Victoria, BC; V8Z 5B8

**Payments from the U.S, forward to:**

ICMS Attn: MSQ DC

PO Box 8000 PMB 698

Sumas WA; 98295

Note: Any damage committed to the property will be the responsibility of the visiting team and will be subject to additional fees as per the MSQ DC Director.

\_\_\_\_\_ I agree that our group will not consume alcohol or illicit drug while in Vicente Guerrero or the surrounding area.

**I have read and agree to all terms above:**

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of MSQ DC representative confirming booking Date:

**Appendix II: MSQ DC**

**Assumption of Risk Form**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Name of volunteer), in consideration of my acceptance as a volunteer of the Mission San Quintin Dream Center located in Vicente Guerrero, Mexico represent and agree that:

1. I am a volunteer worker and am not an employee of the MSQ DC.
2. I am aware of the hazards and risks to my person and property associated with serving in a mission capacity that include and are not limited to, death or injury by accident, disease, war, terrorist acts, weather conditions, inadequate medical services and supplies, criminal activity, and random acts of violence. I accept my assignment as a volunteer with full awareness to these risks and, subject to any insurance coverage that may be available to me from any source, I voluntarily assume all risks and release the Mission San Quintin Dream Center and its agents, officers, directors and employees from any liability whatever arising as a result of death, injury or illness I may suffer as a result of participating in the mission project.
3. I understand that I am working with Mission San Quintin Dream Center, not Saanich Baptist Church who is not in anyway involved in the trip. I voluntarily assume all risks and release Saanich Baptist Church and its agents, officers, directors and employees from any liability whatever arising as a result of death, injury or illness I may suffer as a result of participating in the mission project.
4. I attest and certify that I have no current medical condition that would prevent me from performing my duties as a volunteer.
5. I am aware of the hazards and risks to my person associated with participation in the Mission San Quintin Dream Center as a volunteer, as described above. I further understand that MSQ DC does not have any insurance coverage that would apply in the event of my death, illness, injury, or damage to my property that may occur during my participation as a volunteer, and I am required to arrange my own insurance coverage and will bear all cost of such insurance.
6. I expressly agree that this assumption of risk agreement is intended to be as broad and inclusive as permitted by law. I further state that **I HAVE CAREFULLY READ THE FOREGOING ASSUMPTION OF RISK AND UNDERSTAND ITS CONTENTS, AND I VOLUNTARILY SIGN THIS RELEASE AS MY OWN FREE ACT. THIS IS A LEGAL DOCUMENT AND I UNDERSTAND THAT I HAVE THE OPPORTUNITY TO CONSULT WITH A LAWYER BEFORE SIGNING IT.**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Prov/State: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PC/Zip\_\_\_\_\_\_\_\_\_

Witness #1 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Witness # 2 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City \_\_\_\_\_\_\_\_\_\_\_ PC/Zip \_\_\_\_\_\_\_\_\_\_\_\_ City \_\_\_\_\_\_\_\_\_\_\_\_\_\_ PC/Zip \_\_\_\_\_\_\_

**Appendix III: Base Rules and Guidelines**

These rules and guidelines have been in place to provide a safe and clean environment for groups and individuals to stay while serving the people of the San Quintin Valley.

**General Guidelines and Policies**

1. **Grounds and Buildings**
2. In cooperation with MSQ DC personnel, please keep buildings and grounds clean.
3. Please do not go into other buildings, aside from the lodge, without the permission of the MSQ DC Host.
4. Please contact the MSQ DC Host if you run out of anything (e.g., toilet paper, soap, cleaning supplies) or you notice anything is broken or not working properly.
5. **Guest Expectations**

Please ensure that your team abides by the following list of rules:

1. Front gates are to remain closed at all times to keep base dogs in and stray dogs and strangers out.
2. Personal items (e.g., phones, computers, iPods, cash) are the responsibility of each person to secure. Please do not leave valuable items unattended.
3. Dress code is to be modest and is enforced on the base and jobsite. These rules have been established because we work alongside and serve people who are very modest and may find some of our styles of dress insulting.
	1. Men: please keep your shirts on and your underwear completely covered.
	2. Women: please do not wear low-cut tops, spaghetti straps, or short shorts (length should be just above the knee) or have your underwear showing.
	3. Bathing suits are only to be worn at the beach.
4. Please ensure showers are no longer than 3 minutes to ensure there is enough hot water available for all.
5. Garbage should be emptied every day. Bags should be tied with a knot at the top and placed in the trailer just inside the main gate.
6. Men are not to be in the women’s dorm and women are not to be in men’s dorm during your stay.
7. Do not drink or brush your teeth with water from the taps or shower as it is contaminated. Fresh purified drinking water is available through a spigot in the kitchen along with bottled water.
8. Please be respectful of the neighbouring community and keep the noise level at a respectful level. Quiet time is between 10pm and 7am.
9. Due to the high cost of electricity, all lights throughout the base should be off by 11pm.
10. Our caretaker lives in the little house located by the campfire pit; please do not go into their yard area.
11. Alcohol or illicit drug-use are not permitted on the base. In addition, we ask that all groups who work with us agree to refrain from alcohol and illicit drug-use while in Vicente Guerrero and the surrounding area.
12. Smoking is allowed only in the designated area. Please ask the MSQ DC Host for that location.
13. We recommend that all vehicles remain locked, even at the base.
14. We strongly recommend that team members do not to leave the property alone, especially after sunset.
15. Wi-Fi is available out in the courtyard for the purpose of emailing and connecting with family and friends. Please do not download or watch movies. The password is posted in the dining room.
16. The fire pit is available for your team’s enjoyment; however, fires need to be supervised. Please keep your fire small and put it out before going to bed. Conditions are very dry and a fire can easily get out of control. If necessary, there is a garden hose by the fire pit.
17. **Kitchen use**
18. Onsite dishes are available for the use of visiting teams, but should be cleaned effectively afterwards. Breakfast and dinner are prepared by MSQ DC and dishes are taken care of by our staff.
19. Disinfectant and appropriate cleaning chemicals are to be used in the kitchen.
20. Instructions on washing dishes are posted by the sinks.
21. Counters are to be kept clean and disinfected.
22. **Jobsite Safety**
	1. Closed shoes must be worn on the jobsite (no sandals or flip flops).
23. **Medical**
24. There are private doctors and clinics that we recommend if medical attention is required. Please contact the MSQ DC Host 616-113-8277 or the MSQ DC Director 616-113-8181.
25. Please note: there is a charge for medical treatment and medicine.
26. **At the End of Your Stay**
27. Please ensure all of the lights have been turned off.
28. Return all of your MSQ DC keys and close the gate after you leave.
29. Please ensure you have all personal items. We are not responsible for storing items left behind.
30. If you are donating items, please confirm with the MSQ DC Host before you leave anything behind.

**MSQ DC Pricing Guide**

 (Please note: all prices are in USD and are subject to change)

|  |  |
| --- | --- |
| **Basic House Package:** |  |
| * Concrete slab
 |  |
| * Framing material
 |  |
| * Roofing
 |  |
| * One door and three windows (48" x 36")
 |  |
| * Exterior trim
 | Total: $3,600.00 |
|  |  |
| **Extras:** |  |
| * Outhouse
 | $125.00 |
| * Shower House
 | $125.00 |
| * Double Bed (no mattress)
 | $50.00 |
| * Single Bed (no mattress)
 | $50.00 |
| * Single Bunk Bed (no mattress)
 | $100.00 |
| * Double Bunk Bed (no mattress)
 | $110.00 |
| * Single Mattress
 | $50.00 |
| * Double Mattress
 | $75.00 |
| * Extra Window
 | $50.00 |
| * 2 Burner Stove & Hookup
 | $50.00 |
| * 4 Burner Stove & Hookup
 | $80.00 |
| * Propane Tank 20lb. (full)
 | $55.00 |
| * Electric Kit
 | $125.00 |
| * 2 x 4 x 8’ (Three are needed for the basic kitchen plan)
 | $4.00 |
| * 4 x 8 ½” Kitchen (Two are needed for the basic kitchen plan)
 | $25.00 |
| * Paint (interior)
 | $70.00 |
| * Paint (exterior)
 | $70.00 |
|  |  |
| **Basic School Package:** |  |
| * Concrete slab
 |  |
| * Framing material
 |  |
| * Roofing
 |  |
| * 2 doors
 |  |
| * 4 windows
 |  |
| * Electrical
 |  |
| * Exterior trim
 |  |
| * Interior and exterior paint
 | Total: $10,000.00 |
|  |  |
| **Extras:** |  |
| * Outhouse
 | $125.00 |

**Appendix V: Proposed Trip Schedule for a**

**School or House Build**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Time** | **Day 1**  | **Day 2**  | **Day 3**  | **Day 4** | **Day 5** | **Day 6**  | **Day 7** | **Day 8**  |
| **7am** | Travel Day |   | breakfast and clean up | breakfast and clean up | breakfast and clean up | breakfast and clean up | breakfast and clean up | breakfast, clean up, & packing |
| **30** |
| **8am** | depart from base | depart from base | depart from base | depart from base | Depart from MSQ DC (Travel day) |
| **30** | Arrive at jobsite and begin project | Arrive at jobsite and begin project | Arrive at jobsite and begin project | Arrive at jobsite and begin project |
| **9am** | Travel Day | Suggested idea: Tour the orphanage |
| **30** |
| **10am** |
| **30** |
| **11am** | Suggested idea: visit the local market |
| **30** |
| **12pm** | Suggested idea: fish tacos at a local stand |
| **30** |
| **1pm** |
| **30** |
| **2pm** | Pack up tools and head back to the base | Pack up tools and head back to the base | Pack up tools and head back to the base | Finish building and dedication ceremony | Suggested idea: beach time |
| **30** | Free time at the base | Free time at the base | Free time at the base | Free time at the base |
| **3pm** |
| **30** |
| **4pm** |
| **30** |
| **5pm** | Dinner at base | Dinner at base | Dinner at base | Dinner at base | Dinner at the base |
| **30** |
| **6pm** | Suggested idea: campfire | Suggested idea: CASA church service | Suggested idea: ice cream shop | Suggested idea: coffee/dessert in town | Suggested idea: campfire |
| **30** |
| **7pm** | Arrive and settle into MSQ DC |
| **30** |
| **8pm** |
| **30** |
| **9pm** |
| **30** |
| **10pm** | Lights out | Lights out | Lights out | Lights out | Lights out | Lights out |

**Template A**

Parental Consent for Minors to Travel

From Your City, Prov/State/Country to Vicente Guerrero, Mexico

We \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of

*Father/Guardian*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 *Address* *City/District*

and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of

 *Mother/Guardian*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 *Address* *City/District*

in the Province/State of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ give permission for our child,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_

 *Full name of minor* *Birthdate MM/DD/YYYY*

to travel from Victoria, Canada to Vicente Guererro, Mexico via San Diego, USA for the period of Day, Month, Year to Day, Month, Year.

We also give our consent for suggested team leaders of sending organization, to be the legal guardian and to act in the best interest of our child during the above mentioned time period. I understand that while a reasonable standard of care will be provided, there may, of necessity, be times when my child is not under the direct supervision of an adult. I also understand that travel of any kind involves the acceptance of a reasonable risk by parents, trip organizers, chaperones, and the youth themselves.

Sworn before me in Notary Seal

Your City in the

Province/State of \_\_\_\_\_\_\_\_\_\_\_\_\_\_.

This \_\_\_\_\_ day of \_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_.

*Day Month Year*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*A Commissioner for taking affidavits in the Province/State of \_\_\_\_\_\_\_\_\_\_\_* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 *Father/Guardian Signature*

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 *Mother/Guardian Signature*