



*Manna*  
GLOBAL MINISTRIES

**Intern Handbook**  
**Dominican Republic, 2020**

[www.WeAreManna.org](http://www.WeAreManna.org)

# CONTENTS

- WELCOME! .....3
- THE MANNADR TEAM .....3
- PHILOSOPHY.....4
- PREPARATION & SPIRITUAL DISCIPLINE .....4
- ROLES & RESPONSIBILITIES .....5
  - INDIVIDUAL ASSIGNMENTS .....5
  - JUNIOR INTERNS .....7
  - GROUP DEVOS .....7
  - NIGHTLY MEETINGS.....7
  - BALANCE.....7
- WHAT DOES A WEEK LOOK LIKE? .....8
  - MORNING QUIET TIME & EVENING DEVOS.....8
  - COMMUNITY DAY .....8
  - CHILDREN’S EVENT .....9
  - WORK DAY .....9
  - WORSHIP SERVICE.....9
  - MOVIE NIGHT.....9
  - BEACH DAY.....10
  - OTHER ACTIVITIES .....10
- LIVING IN THE DOMINICAN REPUBLIC .....10
  - FLEXIBILITY .....10
  - WATER .....11
  - ELECTRICITY .....11
  - HYGIENE .....11
  - LIVING SPACES .....11
  - COMFORTS.....12
  - HEALTH & SAFETY .....12
  - SECURITY .....13
- COSTS .....13
  - PAYMENTS .....14
- IN CLOSING .....14
- PACKING LIST .....15

## WELCOME!

On behalf of Manna Global Ministries and MannaDR, our team in the Dominican Republic, thank you for seeking an opportunity to serve God as a summer intern. This handbook is meant to provide you with more information about what to expect and how to prepare for your internship with MannaDR.

We have been praying for you and hope that this internship is an incredible experience that you will never forget! The work will be hard, but you will have the opportunity to grow spiritually and overcome challenges while leading people as part of a dynamic team. Our program is founded on groups coming to visit and work with us, allowing God to change lives and use us all as His disciples. This would not be possible without critical contributions from **you**, our summer interns who make group experiences so memorable!

Thank you for accepting this invitation! We are looking forward to you joining our team and serving the Lord together. Our commitment is that we will do everything we can to help you grow your relationship with God and to make a positive difference in growing His kingdom.

## THE MANNADR TEAM

We are blessed to have a large and diverse team, each with their own specific responsibilities and expectations. As an intern you will be counted on to fulfill specific roles in support of the larger team. Each of our team members have unique experiences and wisdom and we want you to learn from them while serving together. Use this summer internship as a time to focus on God, work hard, pray harder, and take joy in the work we accomplish!

The individuals and groups listed below will be your primary points of contact.

### Senior Directors

MannaDR's group and intern program is overseen and led by two of our senior directors, Norm Curington ([Norm@WeAreManna.org](mailto:Norm@WeAreManna.org)) and John "Shack" Shackelford ([Shack@WeAreManna.org](mailto:Shack@WeAreManna.org)).

### Group & Intern Coordinators

Mark and Cassey Gibson ([Gibsons@WeAreManna.org](mailto:Gibsons@WeAreManna.org)) are the U.S.-based support to the Senior Directors and work directly with groups and interns regarding schedules, logistics, and other actions required to ensure safe and successful group experiences. Will Miller ([Will@WeAreManna.org](mailto:Will@WeAreManna.org)) oversees the interns in the Dominican Republic over the course of the summer and helps guide and direct their tasks and spiritual development.

## **Group Hosts & Missionaries**

Each group will have an assigned host from our MannaDR family. The host(s) for each group will be at all activities and will work directly with the intern team to help lead groups.

At any given time, depending on specific ministry schedules, additional members of our missionary team may be around and participate in group activities. We hope that you will spend time with them, get to know and encourage them, and pray for their ministries!

## **PHILOSOPHY**

The primary purpose of this internship is to provide an opportunity for you to serve the Lord on a mission field. You will be immersed in Dominican culture and Spanish language, all while experiencing MannaDR's ministries. This experience should draw you closer to God, help you grow spiritually and mature your talent for service and leadership. Our goal is to provide an experience that encourages you to pursue a life full of service to the Lord on the mission field that God has called you to, no matter where that might be!

Some of our specific goals for summer interns include:

- Awakening and/or maturing your sense of discipleship (followers of Christ). Discipleship calls us to serve God, but should also urge you to reach out to your neighbor, share your story of God's grace and salvation, and honor God with your life.
- Helping the image of Christ mature in your heart and refining your identity in Christ.
- Identify and refine your skills, perspectives and desires for serving in foreign missions.
- Witnessing a mature working relationship between missionaries and the local church.
- Experiencing first-hand a wide range of situations often faced in ministry and missions.

## **PREPARATION & SPIRITUAL DISCIPLINE**

The days leading up to your internship are so important in preparing spiritually for this journey. Fill each moment possible with prayer for your fellow interns, missionaries, and the people of the Dominican Republic. This will connect you to the ministry more than you realize and will open your heart to the Lord's will this summer.

A good way to put this into practice is to pray for a certain aspect of the ministry each day of the week. For example: on Mondays pray for the children in Rio San Juan, Tuesdays for the MannaDR missionaries, Wednesdays for the discipleship program, etc. **Pray specific and bold prayers.** We assure you, our Father is capable of handling both!

Another way to prepare spiritually is to make quiet time a priority. The idea of quiet time may sound cliché, but if you can incorporate quiet time into your day to day now, you will have a better understanding of its importance during the summer. Satan will attack your walk with Christ more than you can imagine, and quiet time will be essential for strength and wisdom.

Lastly, we recommend that you start journaling now about the mission ahead of you. Make note of your prayers, concerns, excitements, and thoughts. Journaling may not be for everyone, but it is a useful tool to recognize your spiritual growth. There will be days you feel emotionally beat up, and reading your excitement and prayers before the summer began can be an incredibly uplifting tool.

## **ROLES & RESPONSIBILITIES**

You are part of an elite group of competitively selected college interns this summer. We are thankful that God has sent you to serve with us.

Your number one responsibility as a summer intern is to lead and support visiting groups from the United States. This is a common misconception of interns who instead expect to be primarily working with local Dominicans. You will inevitably form strong relationships with some Dominicans, particularly our Dominican interns, and we pray that those relationships are an avenue to help them understand who they can be in Christ. But remember, group members are your top priority. You are here to guide them through their week and to spend time with them, helping them grow or deepen their relationship with God. We want you to connect with group members and let them see you being all you can be for God.

## **INDIVIDUAL ASSIGNMENTS**

When you arrive in the Dominican Republic, the first 2-3 days will be set aside for orientation and preparation for the first group's arrival. This time will allow us to get to know you and for you to get to know your fellow interns. We will be assessing your natural gifts and talents and match them to individual jobs and responsibilities throughout the summer. Each intern will have a primary responsibility/duty plus additional collateral duties/responsibilities. You will be held accountable for the accomplishment of assignments and will be encouraged to share and support each other. These roles are important to the success of our groups program!

Below are some of the individual assignments and activities that interns will be responsible for planning, coordinating, and executing:

- Senior Intern (first line supervisor of interns and group activities)
- Cruise Director (head cheerleader and encourager, “up front” intern to groups)
- Maintenance (generators, facilities, utilities)
- Transportation (preparedness and availability of vehicles and trailer)
- Kiosk (inventory, sales, records, cash management, security)
- Kitchen (meal planning, food purchases, drinking water)
- Finances (budget, cash, accounting)
- Photography and Video
- Arrival Day Activities (campus preparation, airport pick-up, passport collection)
- Community Day (host selections, planning, execution)
- Community “Walk About” in Rio San Juan and/or Bobita
- Work Day (project selections, supply purchases)
- Worship Service (song leader, communion leader, speaker designations)
- Movie Night (set-up, movie selection, transportation, snacks)
- Prayer and Personal Reflection Time
- Beach Day (safety briefing, security, dress code)
- Final Night Activities (set-up, group video, comment cards)
- Departure Day Activities (passport distribution, baggage loading, lunch, airport check-in)
- Group Donations (collection, sorting, cleaning, distribution)
- Other Activities

Our hope is that you complete your individual tasks to the best of your ability and that the intern team will come together and work cohesively. You are the glue to the summer; without interns our groups program could not be successful. We trust that you will exceed expectations and be a blessing to the groups and the MannaDR family.

Each week a new group will come, and every group will be different with their own strengths and challenges. Be prepared to assist them in any way they may need. Be ready to pour yourself into groups, while also guiding them through the culture of the Dominican, and the MannaDR ministries.

## JUNIOR INTERNS

For a portion of the summer we may have junior interns (high school senior students) as part of the team. Junior interns example what they see and hear, especially from the college interns. We want them to learn from you just as you learn from MannaDR leaders. Their role is to support and work with you; not do your work for you. Don't forget that junior interns are often the next generation of you as a MannaDR intern.

## GROUP DEVOS

Every evening groups will have devotional time. The intern team is expected to lead the devotional on a group's first night in the Dominican Republic in order to provide an orientation to group members. Groups will lead their devotional time the remainder of the week. For most interns, group devotionals are a very encouraging time and a good opportunity to spend time with God and the group taking in the events of the day.

Interns are expected to attend and participate in group devotionals each night. However, days are tiring and sometimes it is best to take some personal time and rest. Please just let one of the group leaders or hosts know. We promise, it is not a problem; we just need to know so we can plan accordingly. Sometimes you might want to have a devotional just as interns. That is a beautiful thing and we encourage that. You just need to let us know so that someone from our team is at that devotional.

## NIGHTLY MEETINGS

Each evening following group devotional time we will have a team meeting, called a "hot wash." This meeting will be led by the MannaDR senior director or designated representative. This is a time of reflection on the day in order to discuss what went well, what went wrong and what improvements need to be made. Days are very busy with the groups, and this is a great time to decompress and share your feelings with your teammates. This is a very important time of our day as a team and we will make it a priority.

## BALANCE

As you can see, a lot will be expected of you. The learning curve may be steep, but you would not have been chosen if we did not think you could thrive in this environment. Remember: your number one priority is relationships, and your focus will be on the group members. You must find the balance between fulfilling your logistical responsibilities, spending quality time with the group members and making sure that you are also growing in your personal walk with God. It is not an easy balance, but we believe it can be done. We are here to help you and if you need help finding that balance we will do whatever we can.

Learning how to balance all of your responsibilities will be a very important part of each day while interning. It is crucial to know exactly what will be expected of you each day so that you can plan accordingly. Once you know your job or specific responsibilities you might want to think ahead and write

everything down the night before. After the day starts and is in full swing, you will feel overwhelmed if you have not already reviewed what you need to accomplish, on a step by step basis, for the day. It can be very difficult to manage all of your responsibilities some days, so don't hesitate to ask for help. Between all the interns, missionaries, and surrounding Dominicans, there should always be someone available.

## WHAT DOES A WEEK LOOK LIKE?

No two weeks during the summer will be exactly the same. Each group's schedule will be determined by the MannaDR group host(s). At the beginning of the summer, interns will be assigned to each of these activities to lead and/or facilitate for each group. Below are some of the activities groups will experience:

- Morning Quiet Time & Evening Devos
- Community Day
- Children's Activity
- Work Day
- Worship Service
- Movie Night
- Other Activities

## MORNING QUIET TIME & EVENING DEVOS

Each morning after breakfast and chores, quiet time will be set aside for group members to pray, journal or read, individually or in small groups. This is an important way to start our days in quiet meditation and reflection before jumping in to high tempo activities.

Similarly, each evening after dinner and chores, time will be set aside for the group to have a devotional. Group leaders will be responsible for nightly devotionals, except for their first night in the Dominican Republic. Interns will be responsible for leading the first night devotional and providing a welcome orientation.

## COMMUNITY DAY

Groups will split in to smaller teams of 4-6 people, each accompanied by an intern, and spend a portion of the day in the home of one of our Manna Christian School students. The group will spend time with the student and their family, play games and share a home-cooked Dominican meal.

## Attire



Boys: pants or non-athletic shorts, t-shirts, any type of shoe

Girls: pants, skirt or non-athletic shorts, t-shirts, any type of shoe

## **CHILDREN'S EVENT**

Groups will host a children's event for the communities of Bobita and/or Rio San Juan. These are fun and full days that require a lot of energy and preparation. MannaDR requests that each group prepare an activity that aligns with the summer group theme.

In Bobita, the children's event will take place at the MannaDR campus and in Rio San Juan it will take place at the MannaDR Outreach Center. In each location, interns will assist groups in leading the event and conducting the activities they have prepared.

### **Attire**

Boys: pants or non-athletic shorts, t-shirts, any type of shoe

Girls: pants, skirt or non-athletic shorts, t-shirts, any type of shoe

## **WORK DAY**

Some groups may participate in a work project to contribute to the continuing expansion of our ministries. This is a good day to focus on building relationships with group members while working together. Work projects may include spreading gravel, painting, cleaning, or trash collection.

### **Attire**

Boys & Girls: pants or shorts, t-shirts, sturdy closed-toe shoes

(be prepared to use older clothes you do not need to bring home)

## **WORSHIP SERVICE**

Interns will participate in Sunday worship with the MannaDR team and the communities of Bobita and/or Rio San Juan. Interns will facilitate the worship activities including song leader, preacher, prayer leaders, and communion presider. Group members may be asked to participate.

### **Attire**

Boys: pants or non-athletic shorts, nice shirt, any type of shoe

Girls: pants, skirt or non-athletic shorts, nice shirt, any type of shoe

## **MOVIE NIGHT**

On Sunday night we will show a movie for children in Bobita and the MannaDR Children's Home. Interns will be responsible for set-up and preparing popcorn

and juice for the children. Movies will be shown in Spanish with English subtitles.

### **Attire**

Boys & Girls: pants or shorts, t-shirts, any type of shoe

## **BEACH DAY**

Towards the end of each week in the Dominican Republic, groups will get to spend an afternoon at one of the local beaches. Interns will be responsible for outlining and enforcing safety guidelines.

### **Attire**

Boys & Girls: swimwear, towel, and sandals

## **OTHER ACTIVITIES**

Depending on each group's schedule, there may be additional time for additional activities with the students or children from one of our ministries. From the MannaDR campus in Bobita there are opportunities for hikes to nearby mountain tops or to play in one of the nearby rivers.

### **Attire for Hikes**

Boys & Girls: pants or shorts, t-shirts, sturdy shoes

### **Attire for the River**

Boys & Girls: swimwear, towel, shoes/sandals to wear in the water

## **LIVING IN THE DOMINICAN REPUBLIC**

Living in a developing country, even temporarily, is a very different experience than living in the United States. At the MannaDR campus you will have many things that a typical Dominican may not have, but there are specific things you need to be aware of when living here:

### **FLEXIBILITY**

Things go "wrong" here all the time. God always works it out, but it is often not in the way we thought that it would be. Do not expect our plans to succeed every time.

You are going to learn a lot of things that must be done in order for groups to have an amazing experience. It takes a lot of work, and each day plans may be slightly, or significantly, altered to make sure that everything goes well. As an intern you will be instrumental in planning for and adjusting to these changes.

We expect each intern to learn the summer program quickly and anticipate and respond to the daily challenges. We expect you to keep a positive attitude. It can be very frustrating with so much to do and nothing going right but the reality is that groups rarely sense these problems. The only way that they see them is when we, as a team, let them know either by our actions or attitudes. Stay positive, do what you can to fix the problem, and move forward. You will have an opportunity to discuss issues, raise concerns, commiserate and vent each night during our team meeting so please try to save it until then.

In addition to these challenges, below are expectations that we have for all team members:

## WATER

Clean water is limited and a precious resource. We will emphasize this point every week with groups and we pray that water will not run out very frequently, but it may happen. Conserve water and teach others how to conserve it as well.

On the other hand, we will have plenty of drinking water! **You must drink a lot and stay hydrated.** It is too easy to get de-hydrated which can be difficult to overcome and lead to other health issues. Drink a lot of water and limit other drinks like soda that will de-hydrate you more.

## ELECTRICITY

Electricity is also a limited resource in the Dominican Republic. “Street” power is utilized by the whole community and can go out at a moment’s notice and be unavailable for long periods of time. The MannaDR campus has a generator that can be utilized when “street” power is not available, but it will not run more than absolutely necessary and may also have periods of unavailability. You must be prepared at any time to go somewhere without the lights on.

## HYGIENE

Just because you are living in a different country does not excuse you from maintaining a high level of personal hygiene. We understand that this can be a rugged experience but it is important to keep yourself clean and presentable. The most important reason is for your personal health, in addition to the image that we wish to portray to the communities in which we work. Many diseases in this area of the world come from poor hygiene or dirty living conditions.

## LIVING SPACES

Interns will have a role in ensuring that all communal areas of the MannaDR campus remain clean. In addition, it is the interns sole responsibility to ensure the cleanliness of their living spaces. Just as we expect group members to do chores each day, that is also expected of you in your summer home. While this will not completely rid your home of insects, it will go a long way towards keeping them scarce. These responsibilities should be shared, but should also be clearly outlined so that there are no questions about who is responsible if a

problem occurs. A lot of our nightly meetings will be in your living spaces so it is imperative that they are ready for guests at all times.

Frequently do your laundry! Clothes do not stay clean or fresh in the Dominican Republic, especially while being subjected to the rigor and sweat of daily group activities. There are scheduled breaks between certain groups throughout the summer, and each intern will have a day off almost every week. These are great times to relax and catch up on laundry.

You will learn a lot about the Dominican culture when you are here, but here is your first lesson: just because many Dominicans do not have the luxuries that we are used to (clean and/or running water, expensive personal hygiene products, etc.), does not mean they are accepting of dirt in their homes or poor hygiene. Dominicans are very clean people and generally clean their entire house daily. They are also very clean cut people. They like to dress up and when they go out of their home, present themselves in the best way possible.

We want to be as respectful as possible while maintaining our personal health.

## COMFORTS

Air conditioning and hot water are **NOT** available. Be prepared for hot nights and cold showers! In order to conserve water, groups and interns alike are asked to take military-type showers: get wet; turn off water; lather; rinse; turn off the water; exit shower.

Electricity is **NOT** available for personal items such as chargers, fans, hair dryers or other items. We recommend leaving these items at home. Any items brought that do require electricity must be battery operated, such as a small battery operated personal fan.

Be prepared for mosquitoes and other bugs. Insect repellent is strongly recommended. All beds are furnished with mosquito nets and the dorm windows have screens.

Convenience stores are **NOT** available on every street corner so anything you will need during the week must be brought with you.

## HEALTH & SAFETY

MannaDR is not equipped to provide medical care for any needs beyond basic first aid, and is not responsible or liable for any risks that interns with medical conditions take or are willing to take. Professional medical care is more than 45 minutes away from the MannaDR campus and is **NOT** comparable to care you would expect to receive in the United States. Any condition that may require medical care similar to a quality that you would expect to receive in the United States is at least 3 hours away from the MannaDR campus.

Interns with special medical needs (i.e. diabetes, food allergies) must be made known to the MannaDR team in advance and again on the day of arrival to verify specific medical issues.

**Important: before beginning your travel, please ensure that ALL personal medications are packed in carry-on baggage and NOT in checked luggage!**

Interns will be living and working in rural areas of the Dominican Republic. It is important that interns are up to date on routine vaccinations and immunizations, specifically tetanus, before departing the United States. Other recommended immunizations are hepatitis A, hepatitis B and typhoid. You may also choose to receive anti-malarial drugs for the prevention of Malaria. Be sure to consult with a doctor for specific information and recommendations. Additional health information and the most up to date recommendations are available at [cdc.gov/travel](http://cdc.gov/travel).

As a reminder, the MannaDR campus is **NOT** a food allergy free zone. Interns with food allergies must carry the appropriate medication with them at all times and must bring their own food alternatives if necessary.

The heat and humidity in the Dominican Republic are intense and fatigue can set in very quickly, especially during the summer months. Interns should take the following precautions to mitigate against effects of the heat:

1. Use sunscreen every day and continually re-apply
2. Bring a large reusable water bottle(s) to stay hydrated
3. Bring snacks with high protein or high complex carb content to boost energy quickly

## SECURITY

For the protection of all MannaDR guests, we ask that interns deposit passports with the MannaDR staff when you arrive for storage in our safe boxes and secure locations. Zip-lock bags will be provided for each intern to store items they wish to have secured. Throughout the summer, any valuables not secured such as cameras and electronic equipment must be watched closely and not left unattended.

Lastly, you will be out of touch from life in the United States. This is both partially unavoidable and intentional as we want our interns to focus on connecting with and serving God without distraction. Unless it's an emergency or pre-planned event, you will be without regular internet or telephone access while in the Dominican Republic. In an emergency or any other need to be in contact, the MannaDR staff can be reached from the United States 24/7 via the Group & Intern Coordinators or other prearranged contacts.

## COSTS

MannaDR interns are asked to raise \$2,500 to cover airfare, travel expenses en route, food allowances, housing, transportation and an in-country travel break in conjunction with the break in summer groups for the Manna Christian School

graduation weekend. Approximately \$850 of the total cost is required payment to Manna around March 1<sup>st</sup> in order to secure airfare. All intern airfare will be purchased by the stateside Group Coordination leaders, Mark & Cassey Gibson ([Gibsons@WeAreManna.org](mailto:Gibsons@WeAreManna.org)), and communicated to each intern directly.

## **PAYMENTS**

All funds should be made payable to Manna Global Ministries and sent to:

Manna Global Ministries  
P.O. Box 1291  
Cookeville, TN 38503

MannaDR's Administrative Director, Ms. Jill Mynatt ([Jill@WeAreManna.org](mailto:Jill@WeAreManna.org)) is available to confirm your funding at any time.

## **IN CLOSING**

Thank you so much for accepting this internship. We are excited about how God will work this summer, and you are an integral part of that. We pray that you are not overwhelmed, but through prayer and teamwork are prepared for the task ahead of you. We have been praying for you for a long time. Interns are a huge part of our summer and we look forward to you being a part of our team. Do not let Satan get in your way as you prepare to come here. He will try to get you off your course, as he is already doing. Stay strong and connected to God, through prayer and study, and with each other. You are a special group of young leaders and we know God is going to work through you in a very powerful way this summer.

## PACKING LIST

Clothes  
Bath Towels  
Beach Towel  
Twin Sheets  
Pillow  
Light-weight Blanket  
Sandals  
Hiking Shoes/Tennis Shoes  
Shower Shoes  
Rain Jacket  
Hat

Toiletries  
Personal Medications  
Sunscreen  
After-Sun Lotion/Aloe  
Wet Wipes/Hand Sanitizer  
Bug Spray  
Anti-Itch Cream  
Air Freshener

Bible  
Notebook/Journal  
Backpack  
Sunglasses  
Watch  
Flashlight  
Cellphone/Camera & Chargers  
Battery-operated Personal Fan  
Extra Batteries

Reusable Water Bottles (quart/liter size)  
Snacks  
Drink Mixes

Hammock  
Organization Bins  
Zip-lock Bags  
Duct Tape  
Books  
Cards/Games