

## *Rancho de Sus Niños*

Rev. Steve and Cathy Horner

PO Box 360

Potrero, CA 91963

(619) 661-9232

Thank you for your request to work with us in Mexico.

To work on staff at Rancho de Sus Niños you must first:

1. Send a reference letter from your current pastor saying he\she believes you are ready for a short term mission trip.
2. Send a “good conduct” report from you local police department (required by the Mexican government).
3. Fill out and return the enclosed application form.
4. Send your personal testimony of receiving Jesus Christ as your personal Savior.
5. Be willing to work at whatever task is needed, usually with one day off per week.
6. Include the dates you would like to serve here.
7. **Minimum age requirement is 18 years old.**

The work is hard, long, and rewarding. Our ministry will provide food and lodging. You must provide your own finances for personal needs.

After I have received everything listed above I can pray and give you an answer regarding your desire to serve here. **DO NOT MAKE TRAVEL RESERVATIONS. DO NOT JUST COME.** We will notify you if you have been accepted as a staff member. I look forward to hearing from you. May God richly bless you.

In His Service,

Steve Horner,  
Director

Name \_\_\_\_\_

Enclosed:	Yes	No
Signed Staff Conduct Code	_____	_____
Application for Employment	_____	_____
Good Guy Report	_____	_____
Personal Testimony	_____	_____
Pastoral Recommendation	_____	_____

The dates that I would like to serve at Rancho are from:

\_\_\_\_\_ to \_\_\_\_\_

In what capacity are you interested in serving at Rancho de Sus Niños?

(Please check all that apply)

- Housemom       Relief Housemom       Construction  
 Office       Daycare       Pastoral/Teaching  
 Other: \_\_\_\_\_

Please list past work experience that qualifies you to serve in these positions:

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

**Please note: We cannot guarantee placement in any particular position. Hopefully your interest and our need will be the same. We ask that you be flexible about your work and open to what God has for you here.**

## **Staff Code of Conduct Agreement**

I have read the code of conduct and agree to comply with all of the aforementioned rules. I realize that failure to comply with this code of conduct will result in immediate expulsion from the ministry. I further understand that these rules apply to all areas of ministry with Rancho De Sus Niños, Rock, Day Care, Churches, etc.

Signed \_\_\_\_\_

Date \_\_\_\_\_

PERSONAL INFORMATION

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

Name: \_\_\_\_\_  
Last First Middle

Address: \_\_\_\_\_  
Street City State Zip

Phone: \_\_\_\_\_

Social Security #: \_\_\_\_\_

Birthdate \_\_\_\_\_ Age \_\_\_\_\_

Sex: M F

Marital Status: Single Married Divorced

Do you have children? \_\_\_\_\_ Ages \_\_\_\_\_

Have you ever had a problem with or been treated for drug or alcohol abuse? \_\_\_\_\_

If yes, please explain:

Last year of education: \_\_\_\_\_

List three (3) Personal References:

1.

\_\_\_\_\_  
Name Street City State Zip Phone

2.

\_\_\_\_\_  
Name Street City State Zip Phone

3.

\_\_\_\_\_  
Name Street City State Zip Phone

## Rancho de Sus Niños - Staff Code of Conduct

Welcome to Rancho de Sus Niños! You are joining a ministry with an established vision from God. It is your job as a volunteer worker to uphold and work towards that vision. It is not the job of the administrators and the ministry to meet your personal vision.

The vision: To reach the lost in Mexico and to raise up the children at the orphanage with that purpose in mind.

This vision is accomplished through hard work and sacrifice. This is a “cleaning-toilets” ministry. Everyone is required to do an exorbitant amount of grunt work. No one is above pulling weeds, cleaning bathrooms, washing windows, cleaning buildings, etc.

You are responsible to the administrators of this ministry. You will be placed under an Assistant Administrator (Jimmy or Genea) or you will be working directly for the Administrators (Steve and Cathy). You are required to meet with them each morning at 7:30AM to receive your work assignment for the day. Your work day begins at 7:30AM if there are no groups present. If there are groups present, your work day begins at 6:30AM. You are required to meet with your administrator at 6:30AM. There are no exceptions to this rule. It is your responsibility to find your administrator. They will not come looking for you.

If for some reason your administrator is not present in the morning and no instructions have been left for you to follow, there is much work to be done. Pull weeds, pick up garbage, water trees, sweep porches, patios, sidewalks, clean a storage room, work in the bodega, etc. If you have been given clearance as a relief house parent, give a house mom a break. There is no reason for anyone to have NOTHING to do.

If you are working in the day care, you will be under the director, Debbie Hunt. You will be required to begin your day at 6:30AM upon the arrival of the day care bus. Your work in the day care will be assigned by Debbie.

Your work ethic is to be a positive example to the children and other staff members of the orphanage.

Colossians 3:23-24: “Whatever you do, work at it with all your heart, as working for the Lord, not for men, since you know that you will receive an inheritance from the Lord as a reward. It is the Lord Christ you are serving.”

Social time with staff members is encouraged during off hours. Common sense and courteous rules follow:

1. If you are leaving the orphanage, please be sure to tell someone where you are going and at what time you expect to return. Cars break down, accidents occur, problems with the Mexican authorities are always a possibility. BE COURTEOUS and let someone know when you will be returning. We care about you.
2. Males are not allowed to visit in the staff girls home at any time.
3. Women and children are not allowed to visit in any of the male’s quarters at anytime. Their living quarters are strictly off-limits.
4. If you wish to continue socializing after the generator goes off (10:00PM), you may do so only on the front porch area of the main dining room.

DRESS CODE is as follows:

- No short shorts, skirts or dresses.
- No halter tops.
- No revealing tank tops (for women).
- No revealing “V” neck shirts (for women).
- No short or midriff shirts.

Bathing suits are to be modest one piece bathing suits .

T-shirts are to be worn over the top of women's bathing suits at all times except when swimming in the water.

No Speedo's for men.

No secular music is allowed in the orphanage, in the vehicles, or at any other ministry location.

Sunday church attendance at the orphanage is mandatory. If your day off is Sunday, you have the option of attending church in the USA if you should choose to do so.

Your personal spiritual health depends on your own personal relationship with God. You must guard that relationship through a disciplined time of study in God's word and fellowship with Him in prayer on a daily basis. You are required to attend staff devotions Monday-Saturday at 7:30AM (if groups are present, devotions begin at 6:30AM).

AS A STAFF MEMBER OF RANCHO DE SUS NIÑOS, I UNDERSTAND THAT SMOKING AND THE USE OF ALCOHOL OR DRUGS ARE NOT PERMITTED AT ANYTIME OFF OR ON THE ORPHANAGE.

Your moral values are to be a positive example to the children and other staff members at the orphanage.

#### APPROPRIATE CONDUCT WITH THE ORPHANAGE CHILDREN

##### 1. Male Staff Conduct

There is to be absolutely no physical contact with any of the children at anytime. NO TOUCHING, HUGGING, HOLDING, SITTING ON LAPS, ETC.

There is to be absolutely no "pairing off" or any type of flirtatious behavior with any of the teenage girls at anytime. You are here to minister to these children and teenagers. They are extremely vulnerable emotionally and any type of romantic relationship with the teenage girls is strictly forbidden.

There is never a time when a male is to be alone with an orphanage child.

##### 2. Female Staff Conduct:

Appropriate touching (hugging, hand holding, etc.) is allowed with the younger children. There is to be no inappropriate touching with the older children at any time.

There is to be absolutely no "pairing off" or any type of flirtatious behavior with any of the teenage boys at anytime. You are here to minister to these children and teenagers. They are extremely vulnerable emotionally and any type of romantic relationship with the teenage boys is strictly forbidden.

UNLESS YOU ARE CLEARED AS A HOUSE PARENT OR A RELIEF HOUSE PARENT BY STEVE AND CATHY, YOU ARE NOT ALLOWED IN ANY OF THE ORPHANAGE HOUSES AT ANYTIME.

NO ONE IS TO LEAVE THE ORPHANAGE PROPERTY WITH A CHILD WITHOUT THE EXPRESS PERMISSION OF STEVE OR CATHY.

IF YOU ARE IN CHARGE OF A CHILD OR A GROUP OF CHILDREN, THEY ARE NEVER TO BE LEFT UNATTENDED OUTSIDE THEIR DESIGNATED SAFE AREAS. THEIR WELL-BEING DEPENDS ON YOU.

ORPHANAGE CHILDREN ARE NOT ALLOWED AT ANYTIME INSIDE A STAFF HOUSE.

## Staff Members with Children

While your children are encouraged to participate in organized activities with the orphanage children and to play with them in designated areas, they are your children and therefore your responsibility. Their conduct must reflect all of the rules that are expected to be obeyed by the orphanage children. **STAFF CHILDREN ARE NOT ALLOWED IN THE ORPHANAGE HOUSES AT ANYTIME. THEY ARE ONLY PERMITTED IN THE "SAFE AREA" BEHIND THE ORPHANAGE HOUSES WHEN THEIR PARENTS ARE PRESENT.**

**ORPHANAGE CHILDREN HAVE DESIGNATED AREAS IN WHICH THEY ARE ALLOWED. THEY ARE NOT ALLOWED IN THE HOMES OF STAFF WORKERS AT ANY TIME.**