



Christian Compassion
Ministries



Sponsors' Handbook

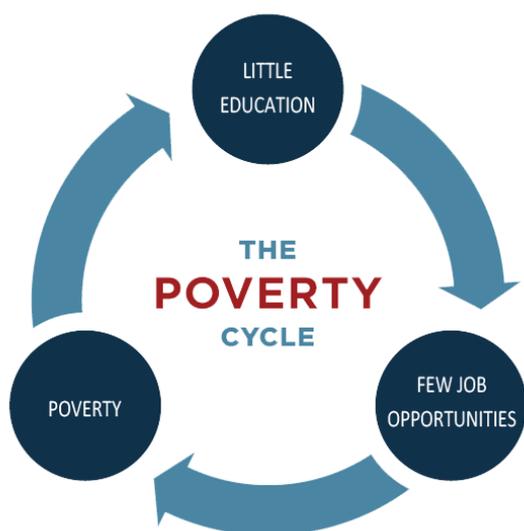
Background

Thank you for your sponsorship. We trust this handbook will be helpful both to those starting sponsorship for the first time, and as a 'reference' for existing sponsors to look back at.

May the Lord bless and use you in the life of your sponsored child for His glory.

Christian Compassion Ministries is the main benevolent ministry of Cubao Reformed Baptist Church (CRBC) in the Philippines. We are thankful to the Lord for the opportunities He has given us to help and reach many children and their families through the kind generosity of sponsors.

The gospel is the most important thing those we help need, however you'll notice we also have a strong emphasis on providing a good education. We see this as a strategic way of helping young people and their families in the longer term. A good education can help a child gain a better job, enabling them (and we hope their whole family), to escape the cycle of poverty.



Sponsorship in the two programmes:

1. Community

This is for children who live with their families:

- In poor slum areas (Educational Assistance- EA)
- On the streets (Work for the Homeless- WH)

Most of these children wouldn't have been able to go to school without sponsorship, due to the costs of having an education.

2. Homes

The children in the homes often come from abusive backgrounds, or have been neglected or abandoned. They come to CCM as their previous situation was not safe. Children in the homes are looked after 24 hours a day, all year. The sponsorship rate is therefore higher than the 'Community'.

What will my Sponsored Child Receive?

This will depend on which programme they are in:

1. Community

By sponsoring a child in the slum / homeless community, you provide them with:



Educational Assistance

- Uniforms, bags etc.
- A small amount of money for school needs
- Access to tutorials



Health Benefits

- Referrals to discounted health services
- Free access to a Christian doctor



Church Activities

- Invitations & transport to Church & all-age Sunday School
- Opportunity to attend Holiday Bible Club (DVBS)



Christian Social Worker

- Provides regular monitoring, counselling, referrals / liaison / witness



Bible Studies

- Parents are invited to area Bible studies
- Led by men from CRBC



Training and Events*

- Practical training
- Bible seminars, camps, and assemblies



Emergency Assistance

- After floods, fires etc.
- Practical and spiritual help provided



Livelihood Opportunities

- Aiding independence
- Helping parents fulfil their duties



Social Services

- Providing awareness of law, social issues and advocacy
- Assist with matters such as birth certificate processing



People Empowerment

- Mobilising community leaders to help others
- Empowering teens to help CCM & each other

Those in the homeless community also benefit from a weekly feeding program at the Drop-in Centre in partnership with CRBC.

The community development programme then, provides holistic support both for the physical, spiritual and educational needs of the child, as well as helping their whole community. It provides many opportunities to reach out to them and their families with the gospel.

* Some of these activities are supported through sponsorship fees, others through events sponsorship (www.ccmmanila.org/events)

Homes

By sponsoring a child in the Homes, you provide them with:



A Safe Home

- Rescue from danger
- A homely atmosphere in a well maintained house



All Basic Necessities

- A balanced diet
- Clean water
- Clothing



Church Activities

- Weekly church services, Holiday Bible club (DVBS)
- Counted as church family



Christian Houseparents

- Give day-to-day care to 10-15 children per home
- Provide Godly training & a family atmosphere



Nightly Devotions

- Bible based – children are taught to pray
- Led by houseparents, members, or visitors



Educational Needs

- Children are sent to school, often for the first time
- Extra tutorials after school
- Practical training preparing child for independence



Summer Outings*

- Educational field trips
- Camps, family trips to the beach or pool



Christian Social Worker

- Provides counselling, shares the gospel
- Handles court cases, family visitation, admission & discharge



Health Benefits

- All health needs provided
- Health care not normally free in the Philippines

The Homes sponsorship programme then, enables a child to be brought up in a Christian home creating many opportunities for good spiritual input.

Due to the high cost of caring for a child in the Homes, CCM normally assign two sponsors to support each child.

* Some of these activities are supported through sponsorship fees, others through events sponsorship (www.ccmmanila.org/events)

Your Help

Pray

You can play a crucial part through praying for your sponsored child. Please pray regularly that the child and their family will come to know and love the Lord Jesus Christ. Please also pray for their physical needs, their studies, and the many practical struggles they have.

Give

Without the generosity of sponsors, these children couldn't be helped. See the "Contacting us and monetary arrangements" for details of how to pay the sponsorship fees. The up to date rates are available on our website.

Details of how long sponsorship lasts can be found in appendix 2.

There is no obligation to send additional gifts to your sponsored child at birthdays, Christmas, or graduations, however some sponsors like to. The children are really appreciative when they do receive a small gift.

There are two ways of sending an additional gift:

Sending a monetary gift – CCM staff will then supervise purchasing something suitable in Manila, usually small items, clothing or food for the child or family. We suggest in general no more than £25.00 / US\$30.00 should be sent. Please inform the treasurer who the gift is for.

Sending gifts by mail – If you want to post a small gift, bear in mind mailing usually takes 1-3 months, (particularly slow at Christmas). Please contact the staff in Manila first to see if the gift would be appropriate (community@ccmmanila.org / homes@ccmmanila.org).



Sadly post offices in the Philippines often aren't very honest and reliable so please don't post valuable items.

Occasionally sponsors may want to give a gift for a particular family need they become aware of. This is sometimes possible, but should always be checked with the relevant Manila office first.

Write

Loving concern for the child that you sponsor can be expressed through correspondence with your child. See the 'correspondence with your child' section for more information.



We really appreciate sponsors' generosity and care for the children, however we would also encourage sponsors to remember that CCM staff and Social Workers in Manila are working very closely with the children/families, and are doing so from many years' experience. Because of this we ask sponsors to respect their advice and decisions regarding how best to help the child/family.

What to expect

Letters

Each sponsor will receive letters from their child. See the 'correspondence with your child' section for more information.

Reports

Each sponsor will receive an annual report written by the Social Worker responsible for the child. This is sometimes difficult for the Filipino speaking social worker, who normally will have learnt English as a 2nd language. Please therefore be patient when you are expecting a report!

Other reports you may receive are 'initial reports' (for a new child), 'incident reports' (if something major happens in the child's life), and 'closing reports' (when a child leaves the programme).

News

You will receive a quarterly 'CCM update' with more general CCM news items. This is sent by post to supporters in the UK/US, and by email elsewhere. We also send a regular email newsletter on the work in the Philippines from Cubao Reformed Baptist Church.

You can also see regular news items on our:

-  Facebook page (www.facebook.com/ccmmanila),
-  Twitter account (www.twitter.com/ccmmanila).
-  YouTube account (www.youtube.com/ccmmanila)

Liking / following / subscribing can help you stay informed

Correspondence with your sponsored child

Letters from your sponsored child

Your sponsored child will write to you, and will also try to reply to any letters you may write them. Sometimes the child will have been helped to translate their letter from Tagalog (Filipino) to English. Letter writing helps them develop social / literacy skills.

Writing to your sponsored child

We'd encourage you to write or email your sponsored child, (via the CCM office). This is not an obligation, but the children love receiving letters and photos from abroad.

How to write

NB correspondence should only be through the CCM Office in Manila

The reason for this is that we try to protect the contact details of the sponsor. It's worth bearing in mind that almost all of these children and families are poor unbelievers, and if they had direct contact with you (not through the office), you could receive begging or unhelpful pleas for financial help. For the same reason we ask sponsors and children not to contact each other through social networking sites such as Facebook.

Email and postal addresses are on the last page.

Suggestions about letter writing

Bonding

Your letters will bring someone from far away very close to the child

Encouragement

They are also a great means of encouragement to the child to continue their education.

Witness

Through your letters you can encourage them to look to Jesus Christ, as their Saviour

Hints:

1. Keep the letter reasonably short and simple.
2. Remember much of your life will be extremely different to the child's very poor life
3. Write about things the child will understand
 - Your family (e.g. any children/grandchildren)
 - Your work- particularly of interest for the older children
 - Your church and your testimony about the Lord Jesus and relationship with Him
 - Answers to prayer in your life
 - A photo of yourselves could be sent (try to avoid any background that could appear too prosperous).
4. Please try to avoid:
 - Topics such as material possessions (how big your home is / new car, etc.)
 - Mentioning you hope to visit the child, or for the child to come and visit you
 - Using colloquialisms or expressions the child or staff may not understand
 - Asking the child what gift they'd like. They may ask for something impossible!

Group Sponsors – Churches, Prayer groups and Sunday Schools sponsor some children. Any individual letters sent by members of a group will also be answered but please be patient.

Contacting us and monetary arrangements- UK

I want to send a letter to my sponsored child
I want to give a monetary gift to my sponsored child
I want to post a gift to my child
My email/postal address has changed
I want to set up a standing order to CCM
I want to send a one-off monetary gift to CCM
I have a problem with continuing sponsoring my child
I have an enquiry about my child's progress
I have an enquiry about my sponsorship

Please contact:

Manila office
UK treasurer
Manila office
UK sponsorship coordinator
UK treasurer
UK treasurer
UK sponsorship coordinator
Manila office
UK sponsorship coordinator

NB Generally, e-mail is the easiest way for CCM to contact sponsors. However, we understand that this is not convenient for everyone, so if you would rather be contacted by post, please let us know

Please always inform the co-ordinator of any change of address/email address.

UK Treasurer

Angela Green,
Netherfold, Heath Road,
Woolpit, Bury St Edmunds,
Suffolk, IP30 9RU
Email: uktreasurer@ccmmanila.org
Tel: 01359 241713

UK Sponsorship Coordinator

Becky Roshanfekr
10 Chester Close,
Heaton-with-Oxcliffe,
Morecambe, LA3 3RF,
Email: uksponsorship@ccmmanila.org
Telephone: 01524 923882

Manila Office

CCM head office
44 Notre Dame Street,
Cubao, 1102 Quezon City,
Philippines

Manila Office

Community: community@ccmmanila.org
Homes: homes@ccmmanila.org

Sponsorship Fees

We ask sponsors use a standing order to pay sponsorship fees. This helps avoid missed payments and saves on admin. This can be set up using the form available here: www.ccmmanila.org/donate/regular

Community £25 / Month
Homes £46 / Month

(to confirm latest rates see www.ccmmanila.org/sponsor)

Making a one-off gift

- This can be done online or by bank transfer: www.ccmmanila.org/donate/single
- Cheques should be payable to 'Christian Compassion Ministries UK' and sent to the UK treasurer (details above)

Contacting us and monetary arrangements – USA

I want to send a letter to my sponsored child
I want to give a monetary gift to my sponsored child
I want to post a gift to my child
My email/postal address has changed
I want to set up a standing order to CCM
I want to send a one-time monetary gift to CCM
I have a problem with continuing sponsoring my child
I have an enquiry about my child's progress
I have an enquiry about my sponsorship

Please contact:

Manila office
US treasurer
Manila office
US sponsorship coordinator
US treasurer
US treasurer
US sponsorship coordinator
Manila office
US sponsorship coordinator

NB Generally, e-mail is the easiest way for CCM to contact sponsors. However, we understand that this is not convenient for everyone, so if you would rather be contacted by post, please inform us.

Please always inform the co-ordinator of any change of address/email address.

US Treasurer

Aaron Schavey
55754 Nursery Ave,
Mishawaka, IN 46545,
574-261-5821
Email: usatreasurer@ccmmanila.org

US Sponsorship Coordinator

Paul Filpus
174 Beechwood Dr.
Bremen, IN 46506,
574-546-1226
Email: usasponsorship@ccmmanila.org

Manila Office

CCM head office
44 Notre Dame Street,
Cubao, 1102 Quezon City,
Philippines

Manila Office

Community: community@ccmmanila.org
Homes: homes@ccmmanila.org

Checks

All checks should be made out to 'Grace Fellowship Church Bremen' and sent to the US Treasurer (details above).

Sponsorship Fees

We ask that sponsors make an arrangement with their bank to have money withdrawn automatically each month/quarter/year to cover the sponsorship rates. This helps us avoid sponsorship payments being missed and saves on admin. Most banks will accept an instruction to automatically write a check once a month/quarter/year.

Community \$40 / Month
Homes \$92 / Month

(to confirm latest rates see www.ccmmanila.org/sponsor)

At the end of the year, sponsors will receive a letter from the treasurer documenting their contributions to CCM over the course of the year.

Online Gifts

To make a one-time gift online see www.ccmmanila.org/donate/single
(Please don't use this or one-time checks for paying the regular sponsorship rates though)

Contacting us – Australia

Australia Coordinator

Daniel Ambrey
230 Wildey Street, Flinders View Queensland
4340
Australia
+61 41 826 9410
australia@ccmmanila.org

Manila Office

CCM head office
44 Notre Dame Street,
Cubao, 1102 Quezon City,
Philippines
Community: community@ccmmanila.org
Homes: homes@ccmmanila.org

For up-to-date sponsorship rates please see www.ccmmanila.org/sponsor

Contacting us – New Zealand

New Zealand Coordinator

Warwick Worth
Private Bag 76920, Manukau City
Auckland 2241
New Zealand
+64 27 560 7370
nz@ccmmanila.org

Manila Office

CCM head office
44 Notre Dame Street,
Cubao, 1102 Quezon City,
Philippines
Community: community@ccmmanila.org
Homes: homes@ccmmanila.org

For up-to-date sponsorship rates please see www.ccmmanila.org/sponsor

Appendix 1- Education and Schooling in the Philippines

A guide for sponsors

Aim

To aid sponsors in understanding letters from the children and reports from social workers.

Introduction

Schooling in the Philippines is officially free; however there are many extra charges and costs making it very expensive, if not unaffordable, for many. This is especially the case once a child reaches College/University age as the price of such education increases dramatically.

Order of Grades

K-12 system (used since June 4, 2012)		
Institution	Grade/Year	Normal Age
Preschool	Kinder	5-6
Elementary school	Grade 1	6-7
	Grade 2	7-8
	Grade 3	8-9
	Grade 4	9-10
	Grade 5	10-11
	Grade 6	11-12
Junior High school	Grade 7	12-13
	Grade 8	13-14
	Grade 9	14-15
	Grade 10	15-16
Senior High school	Grade 11	16-17
	Grade 12	17-18
College	1st Year	18-19
	2nd Year	19-20
	(3rd Year	20-21)
	(4th Year	21-22)
	((5th Year	22-23))

Not all children are able to go to college. Those who do either do a vocational course (practical in nature lasting 2 years), or a regular degree course (4 or sometimes 5 years)

Yearly Schedule

January

February

March Graduation ceremonies. Graduations are very important occasions for the child.

April Summer vacation/holiday

May Summer vacation/holiday (children must enrol in May each year)

June Start of all classes (first semester starts at College/University)

June to October is normally the Monsoon Season

August (A small number of institutions start their school year this month)

November (second semester starts at most Colleges/Universities)

December Christmas holiday starts during 3rd week

General notes

- Children who started their education later, or who have fallen behind due to having to redo years, are often working in classes with much younger children. For example, a child could be fifteen, but still in elementary/primary school. College or University isn't normally a viable option for such children.
- Marks at school are often awarded for handing in an assignment, not necessarily for the quality of the work submitted. This is not the case at College/University.

Elementary/Primary School

- Elementary children receive a report card 4 times per year with their exam results
- The accumulated marks across the four grading periods (for all subjects) are added up to determine if the child will pass or fail the year
- The minimum grade to pass each year is 75%, which is considered to be a very low pass.
- If the child's mark is lower than 75% it is a fail. The child has to repeat the year.

High School

- High school students receive a report card 4 times per year with their exam results
- If they fail 1 or 2 subjects, these are called 'back subjects' and are retaken the next year
- The passing grade is 75% for each subject

College/University

- Students need to pass an entrance exam in order for them to enter higher education
- There are two semesters/terms in one school year. There are exams three or four times each semester as well as regular assignments
- Exams and assignments are graded on a 1-5 scale where 1.00 is the highest grade, and 4.00 or 5.00 is a fail. Some schools use A-C for pass and then F for fail.
- A subject can be marked incomplete/failed where assignments/projects are missing, or an exam has been failed
- If subjects are incomplete/failed, the student must either take them again in summer classes or leave them until the next semester.
- For some courses there is a Government Board Exam. This takes place about five months after graduation and a student must pass this in order to get a licence/become registered and thus find a job

Notes specific to children in the Community

CCM encourages the parents of children in our communities to work hard to provide as much as they are able towards their children's education. Our help is there to supplement their income, not to take away their responsibility for their children.

Children under the program who want to go on to higher education will normally be able to receive extra support through our Scholarship Fund*. College or University costs more than the child's earlier education, so when the time comes we offer the chance for sponsors who want and are able, to donate towards the extra College or University fees through our 'scholarship fund'. If you are

interested in donating to this Fund, please send it to the treasurer in your country, informing them that your gift is for the Scholarship Fund.

**Scholarship Fund – a fund designated to give extra support to children who are in College/University, and achieving high grades. This is different from your annual sponsorship fees which do not cover all College/University tuition.*

Appendix 2- How long does a child sponsorship last?

CCM offers you the opportunity to sponsor a child until they finish their education. While we hope that you can support the child until she / he graduates, we recognize that your circumstances may change. You may discontinue your sponsorship anytime by contacting the sponsorship coordinator in your country.

Reasons a sponsorship may end: (Community)

- After graduation from College/University sponsorship assistance from CCM comes to an end. The qualified student is now encouraged to look for a job and start supporting themselves and helping their family.
- If the circumstances of the family improve such that they can cope without the financial help of CCM that is a real step forward for the family (economic stability)
- If the child is no longer interested in continuing their studies, or the family pressures the child to stop schooling and instead find work (to provide for the family).
- If the family moves away from the area, or the parents are uncooperative with CCM
- If the child becomes pregnant or fathers a child we remove them from the programme.
- If a child in elementary or high school fails a year and has to retake it, it is our policy to remove them from the programme. However if the student is in College / University we may give consideration because we want to encourage them to finish their studies.

NB in some exceptional cases we show extra grace in implementing the above guidelines – e.g. for some of the homeless children.

Reasons a sponsorship may end: (Homes)

- If a child is reunited to their family. Some only need short term care, e.g. 6 months- 2 years, by which time the family can prove the danger of abuse (for example) has gone.
- If a child is adopted or fostered into a Christian family. It is best for a child to be in a family setting if possible.
- If a child finishes their education (see appendix 3).
- If a child runs away from the homes or needs to be transferred to another agency
- See appendix 3 for details of how a young person transitions after college graduation

Appendix 3 – Older teens in the Homes

The 'Group Home' provides a stepping stone for teens age 18 and above to prepare themselves for the big world beyond CCM. They have less supervision.

How young people transition out of the Group Home is very much done on a case by case basis, wherever possible in close consultation with the young adult.

Generally speaking:

- If the young adult has a family that they can go back (e.g. circumstances have changed since the child was removed from their family), we encourage them to find employment near to their family if possible.
- If the young adult does not have a family or it is not safe for them to go back to their family, they can continue to stay temporarily at the CCM's Group Home for free. This is generally for about 6 months after they finish their education while they look for a job.
- CCM continues to assist them until they find a job, helping them write a CV, preparing for job interviews and providing for them financially (e.g. travel expenses)
- When they find a job and can afford to rent, CCM helps them in finding a place to rent and also offers to pay for the one month deposit.