

A PRACTICAL GUIDE AND POLICY FOR INTERNATIONAL VOLUNTEERS



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1. INTRODUCTION

First we want to thank you for considering Christ's Hope International as a means to fulfil God's call on you to enter the mission field. We know that when one is called to serve, this calling can take on many different forms and shapes.

At Christ's Hope we can offer you the opportunity to experience growth in ways that can rarely be experienced in developed countries. As you join the country staff in times of devotions you will have your eyes opened to God through other cultures and understandings.

Volunteers will have the opportunity to learn new languages and cultures. They will be stretched beyond their comfort zones and in the process find that God will provide the strength and courage that is needed to fulfil that calling only He can place in one's heart.

The purpose of this policy/manual is to provide practical information to International Volunteers preparing to serve in Africa under the auspices of Christ's Hope International. This policy/manual contains information collected from previous teams, Ministry Countries, long term volunteers and Christ's Hope International staff. It also contains some policies, and some suggestions from previous experience.

NOTE: Any section in underlined italics is a Policy and will be enforced as such.

This policy/manual is meant to work **side by side** (not independent of) with the Ministry Country's Volunteer Manual made specifically for the country you will be serving in. Together, these manuals will give you the information you need to serve in a way that is most honouring to God.

While every mission experience is unique with its own personality, dynamics and challenges; these guides will be helpful to all who have heard and responded to the Lord's call to go to Africa to make disciples for Christ and care for those who cannot care for themselves.

2. A SERVANTS HEART AND ATTITUDE

As a believer redeemed by grace in Jesus Christ, we are required to humbly, cheerfully and obediently serve those He brings into your life. This is especially true when serving as a Volunteer in a Ministry Country. A servant's heart is a spiritual gift from our Lord and must be nurtured and allowed to grow with the help of the Holy Spirit.

It is not just about being willing to help others when it is convenient or when it is something we don't mind doing. Being an effective servant requires setting aside our own expectations, agenda and desires; being flexible and patient, giving up our right to be right, and spending time in personal prayer.

Volunteers must remember that they are representing their country and Christ's Hope International, but most of all, the Lord. Our attitude and behaviour needs to be Christ-like at all times.

When there is a genuine servant's heart our attitude towards staff and other volunteers will also be that of a servant. As Jesus told his disciples in John 13:14 . 17:

“Now that I, your Lord and Teacher, have washed your feet, you also should wash one another's feet. I have set you an example that you should do as I have done for you. I tell you the truth, no servant is greater than his master, nor is a messenger greater than the one who sent him. Now that you know these things, you will be blessed if you do them.”

It is critical to the success of service in a Ministry Country that volunteers make a concerted and genuine effort to get to know and understand others strengths and weaknesses, likes and dislikes, hopes and dreams.

If for whatever reason one cannot find it in their heart to fully accept these challenges they may want to re-examine whether the time is right to serve as a volunteer with Christ's Hope International.

Do not wait until funds have been committed or until after arrival in Africa to find out that you should not have come. Do not feel bad or guilty if you choose not to go to a Ministry Country.

Each potential volunteer must soberly and prayerfully examine their true motives for wanting to travel to a Ministry Country.

2.1 Beware of the following motives:

- It is an easy way to get my church to sponsor my holiday.
- The Ministry Country Staff don't have a clue how to work according to the Mission and because % know it all and I will teach them how they should do it+
- I can make demands because I am actually paying to serve in the Ministry Country.
- I have been through some tough times emotionally (because of my divorce, loss of a loved one etc.) and this will do me good.
- Maybe I will find a life partner!
- This is a great getaway and I am going to make sure I enjoy it!
- If I make this sacrifice, surely God will reward me with the desires of my heart.
- It is a way for me to overcome the sin I am currently struggling with.
- Several people at church have suggested that I go so it must be a sign from God that I go.
- It will be a great experience for my family to do together.
- I have always wanted to see the world.

The mission statement of Christ's Hope International is:

“Bringing the life-changing message of Jesus Christ to people infected with and affected by HIV and AIDS through discipling and care giving, presenting them perfect in Christ Jesus.”

This should be your **primary motivation**. If this is not the primary motive, the individual must re-examine whether the time is right to become a volunteer.

2.2 Spiritually

Do a Bible study geared toward missions and what it is to have a servant's attitude. Here are some Scripture references that you can use:

- Unity (1 Corinthians 3:6-9)
- We need to work together as unto the Lord. (Colossians 3:12-17)
- Bear each other's burdens (Galatians 6:2)
- Continue to pray for the strength to share the gospel (Ephesians 6:18-19)
- Christ, others, then me (1 Corinthians 4:5)
- Traits of a servant (Matthew 10:16, Ephesians 4, Matthew 25:21)
- A servant's heart (John 13:2-20, Philippians 2:5-8)
- Motivation to serve (John 15:16, Isaiah 41:9-10, Colossians 3:23)

Pray daily for your Mobilisation Country Office and the staff who will be assisting with your preparations.

Pray for the people who may be sponsoring you financially and with prayer.

Pray for the leaders of the Ministry Country where you will be serving in and the ministry you will be involved with.

Pray at all times!

2.3 Being A Servant Leader

Volunteers must strive to be interconnected with other volunteers and staff rather than isolated individuals if they are to accomplish great things for the kingdom of God as well as blessing each other and those they are serving.

Each volunteer will have supervisors (bosses) in the Ministry Country they are serving in.

It is important that all volunteers respect and submit to their supervisors authority with a generous servant's heart and attitude, which means being gracious and kind at all times.

A Volunteer is in a Ministry Country to serve. They are not there to make policy or direct where a particular ministry may go. This is the function of the Country Board of Trustees, the Staff in that country and the International Office.

This may be a challenge as volunteers will see things done in a manner they may not understand due to the short time they have served. Decisions about how a ministry is operated are made by the Country Board of Trustees and the Staff who have served in ministry full time and have a good understanding of the culture and situation.

This may be difficult if a volunteer has a role of leadership and authority in their current career, but while serving as a volunteer the attitude should be one of submission and following.

4. A BRIEF INTRODUCTION TO THE STRUCTURE OF CHRIST'S HOPE INTERNATIONAL

4.1 Christ's Hope International – Mobilisation and Ministry Countries

There are several staff members in Christ's Hope International who will be actively involved in making your stay memorable and effective. To help you better understand the flow of responsibility we are outlining those you will be associated with most initially.

The Volunteer Coordinator for Christ's Hope International in your country (A Mobilisation Country), the Christ's Hope International Volunteer Coordinator of the country you will minister in (A Ministry Country), and the staff in both Christ's Hope International Country Headquarters in your country and the Ministry Centre you will serve at. Each has their own area of responsibility. Here are brief descriptions of the respective services that they will provide:

4.2 The Christ's Hope International Volunteer Coordinator in your country:

This person will assist you with the submittal of all the required paperwork and answer any questions regarding its completion. This person or their representative will meet with you and inform you of the dates set for training and intakes. This is of great importance for you to do as early on in the preparation phase as possible.

4.3 Christ's Hope International Country Staff in your country:

Receive and process all paperwork submitted to the Volunteer Coordinator. Funds for your trip will also go through this office. They will wire the funds to the Ministry Country you are going to minister in.

You may ask your donors to make cheques payable to Christ's Hope for your fees. A tax deductible receipt (where applicable in a Mobilisation Country) will be provided by Christ's Hope International to the donor.

4.4 Christ's Hope International Ministry Country Volunteer Coordinator:

This person schedules your program while in the country. This staff person is responsible for all travel arrangements once you are in the Ministry Country, ministry opportunities and debriefing times. This person is your point of contact in the Ministry Country.

He/she will make sure there is someone at the airport to pick you up and arrange immediate money exchange either at the airport or when you get into town.

He/she can answer questions regarding everything from what type of supplies are needed to where to stay for your last night or two in the country to do debriefing before returning home. The Volunteer Coordinator will participate in the debriefing. Debriefing is a critical process for you to complete at the end of your stay.

It is important for you to be able to talk about your experiences in a safe environment. It is also an opportunity to provide feedback to Christ's Hope International regarding any changes that could be made to assist future volunteers and increase the ministry effectiveness in both the Mobilisation and Ministry countries.

5. GENERAL INFORMATION

By this time you have already been in touch with Christ's Hope International about serving in a Ministry Country.

If it has not already been determined in which country a volunteer will be serving in, the Mobilisation Country Office (the local office) working with the Ministry Countries, will assist in this decision.

Each Ministry Country will submit a %needs+ list for what areas of expertise, and how many volunteers they have space for, during the upcoming intake period.

In most cases the minimum time of service in a Ministry Country is six months to ensure an effective time of ministry for both the volunteer, and the Ministry Country. There may be some special situations where a three month time of service is acceptable.

Christ's Hope International allows three intakes each year. These are the only dates volunteers are permitted to begin their service. This is so you can partake in the required training as outlined below.

The dates of these intakes are: The second Sunday in February, June and October. This would be the date you need to report at the European Training Centre in Herborn, Germany.

Volunteers will first travel there for a time of %pre-service+ training with all other International Volunteers who are entering the field at the same time. Curriculum details are available on the website.

The duration of the training will be determined by the length of time you will serve in a Ministry Country.

As volunteers prepare, we want them to understand that the spiritual preparation is just as critical as the physical preparation.

6. FINANCES

Once a final commitment is made to participate, and the volunteer has received approval from the Mobilisation Country, preparations will start in earnest.

The volunteer will be given a budget so they can plan on how to raise the needed finances. The volunteer is responsible for all needed finances while serving. It is critical to have a strong and faithful support team, both for financial and prayer support. We strongly discourage a volunteer from covering their costs from personal resources.

The amount of funds required will depend upon which country a volunteer is serving in, and for how long they will serve in that country. Different countries have different rates for living expenses.

It is required for all volunteers to have a predetermined amount of funds in their account at the Christ's Hope International Mobilization Country Office one month before departure.

If serving three months, the volunteer will be required to have a minimum of two months funding in the account before departure. The final 30 days funding must be in the account before the third month begins.

If serving more than three months, it is required to have two months minimum funding in the account before departure, and a balance maintained in the volunteer's account to cover the upcoming 30 days in the Ministry Country.

These funds MUST be deposited into the Ministry Country's account before the first day of the month the funds are to be used for. For example: If a volunteer is serving in July, the funds for July must be sent from the Mobilisation Country no later than June 25th to allow transfer and clearing time for the funds to be available in the Ministry Country by July 1.

In all cases it is the full responsibility and liability of the Mobilisation Country to ensure that the required funds are in the Ministry Country at the beginning of the month.

All personal support will be sent by the Mobilisation Country Office directly to the Ministry Country Office where you are serving. The amount of funds will be determined by the personal budget, set by the volunteer and approved by the Mobilisation Country Volunteer Coordinator. (See sample budget in Appendix) From these funds the cost for lodging, food, and other required costs will be taken each month. Other funds that the volunteer have discretionary control over will be available as needed through the Ministry Country Office where the volunteer is serving.

If a volunteer's account drops below the required minimum, they and the Mobilisation Country who sent them will be notified and will have two weeks to correct the balance. At that time if they are unable to do so, they will be asked to return to their home country at their own expense.

7. **LOGISTICAL AND PRACTICAL PREPARATIONS** (Refer to Appendix for time line and details)

Once the decision has been made for an individual's time of service, contact must be made between the Ministry Country Volunteer Coordinator and the Mobilisation Country Volunteer Coordinator. The Volunteer will then be invited to correspond with the Ministry Country they will be serving in as needed.

This should occur far in advance of the desired dates one would like to serve, to ensure there are no obstacles in terms of scheduling.

The Volunteer Coordinators will answer any questions and are available by e-mail for any further questions and details needed to start with preparations.

Until departure, the Mobilisation Country Volunteer Coordinator will be the **main** point of contact.

Sometimes volunteers want to be sent to a specific country doing a specific ministry. For a variety of reasons, that cannot always be accomplished. Please be open to serving where the need is greatest should it not be possible to be sent to the country of choice.

If a Ministry Country has openings for International Volunteers they will inform the Mobilisation Country Office.

The three main Position Descriptions in the Appendix of this policy/manual are only a rough description as each Ministry Country has variations of these requirements and activities. Other specific jobs may exist as well.

Remember, your mission is:

- To share the life changing message of Jesus Christ with every person infected with and affected by HIV and AIDS you may have contact with.
- To help those who choose Christ to grow in Him and to be His witnesses.
- To be open for God to use you in the area of ministry you are placed in.
- To serve in any requested capacity with humility, grace, diligence and kindness.

7.1 **In the event of a Crisis**

If during a stay in a Ministry Country there is any form of civil unrest, political upheaval, medical emergency or any such crisis arise it will be at the discretion of the Ministry Country Crisis Management Team in consultation with the International Office whether any volunteers will be allowed to remain in the Ministry Country or evacuated.

While the volunteer's opinion will be considered, it is the duty of Christ's Hope International to make an informed and responsible decision to ensure the safety of all volunteers, and the integrity of the ministry.

For more information regarding issues such as abductions, kidnapping, ransoms and medical emergencies, etc please refer to the Christ's Hope International Crisis Management Policy.

7.2 **Required Documents**

The following documents, which will be provided by the Mobilisation Country Office Volunteer Coordinator must be completed and returned to the Mobilisation Country Office. It will also be sent to the Ministry Country you will serve in. ***Please keep a copy for yourself of all forms and documents: (All forms are kept confidential)***

- International Volunteer Application complete with all References
- Release of Liability
- Signed copy of the Christ's Hope International Statement of Faith
- Background Check Release
- Doctrinal Questionnaire
- Health History Form
- Skills Inventory
- For some countries it may be needed to complete a Work Visa or Work Permit application. These will be supplied by the Mobilisation Country Volunteer Coordinator and have to be completed as thoroughly and quickly as possible. In some countries it takes up to 6 weeks (or more) to process these. You are responsible to cover the costs for these documents.

Additionally, each volunteer will need to provide the following:

- 2 copies of your Passport (preferably colour copies)
- 1 copy of your driver's license

The Mobilisation Country Office will keep copies of all completed documents, as well as providing copies to the Ministry Country where you will serve.

7.3 **Passports**

One of the first things needed is for you to ensure your passport is current and has four empty pages for immigration stamps. The passport must be valid at least six months past the departure date from the country you are visiting. If one does not have a passport, one must be applied for immediately.

Don't wait to do this because the airlines may want a passport number prior to issuing tickets and it could take a couple of months for the passport application to be processed, approved and issued.

7.4 **Immunizations**

Contact the local Health Department or travel clinic as to what specific immunizations will be needed. Let them know which country you are travelling to and where within that country (i.e. north, south, east, west). Each Ministry Country has different required immunizations which are not required in all countries.

County Health Departments often offer immunizations at a lower cost.

You can verify through your Health Insurance Company to see if you are covered for immunizations and any guidelines that may apply. There are three immunizations that are commonly required:

- 1) Tetanus - valid for 10 years
- 2) Hepatitis A & B
- 3) Yellow Fever . valid for 10 years

Other immunizations to check out too: (which may or may not be required)

- Polio
- Malaria (requires a series of weekly or daily tablets)
- Typhoid
- Meningococcal

7.5 **Health Insurance**

It is required by Christ's Hope International that all volunteers have Travel Health Insurance. Prior to departure verify with your health insurance provider that you are covered in the country you will serve in and bring any documents needed to prove coverage. A copy of these documents must be submitted to the Mobilisation Country Office.

Otherwise one may have to purchase supplemental health insurance for travellers. The rates are very reasonable. The Mobilisation Country Office can assist you with this.

7.6 **Travel Arrangements**

(Refer to Appendix for time line and details)

Airline reservations need to be made as soon as a volunteer has been accepted and approved. The Mobilisation Country Office and will work with you on this.

Depending on the airline used, the allowable number of pieces of luggage or its weight will vary from airline to airline. Check with the airline for specific allowances for luggage.

If you exceed the weight limit for a piece of luggage you will be liable to pay for the excess weight, which is very expensive. A %carry on+ must fit in the overhead compartment or under the seat in front of you and be within the size and weight limit set by the airline.

A backpack is the recommended %carry on+.

Following are a few things to put in your backpack that may be helpful while on the plane:

- Eye mask for sleeping.
- Silicone ear plugs for sleeping.
- Bring or wear a sweater or zip-up sweatshirt whether you need it at departure time or not. You can use it for an extra blanket or pillow.
- Small Bible or devotional.
- Journal and pen.
- All prescription drug(s) in prescription bottle(s) with your name on each for easy identification.
- A change of clothes is a good idea in the event luggage is delayed.
- Bring /wear a money belt or money pouch.
- Make sure what you are allowed to take through the airport security check points.

Do not pack anything in a box if at all possible. Boxes or other means of packing and checked luggage will most likely be taken aside by Customs Officials in the Ministry Country for inspection. Customs in Africa will generally let regular baggage through without much trouble, however, boxes are examined and the purpose of the contents questioned.

As one travels you are likely to be out of your comfort zone. Just getting to Africa can be a trial and is a good time to practice charity, patience and grace. **Learn to RELAX.**

Flights are going to be long and can be delayed. Baggage can be lost or delayed. It may be very uncomfortable on the plane. You may be seated with strangers. You may not be able to sleep on the plane. There can be many challenges to overcome as one travels.

Confirm your arrival date, time and flight number in writing to the Ministry Country Volunteer Coordinator 24hours before you leave your country. Should there be a change due to a flight cancellation or missing a plane or connection it is your responsibility to communicate these changes with the Ministry Country Volunteer Coordinator

7.7 What NOT to take with you:

- Any valuables that are not needed during one's stay.
- Cameras that will make you look like a tourist.
- Cash . only what you may need upon your arrival. Do not take a lot of cash. Cash withdrawals from ATMs in the local currency are available using a credit or debit card, however please note that these machines are not always reliable and may not accept a debit or check+card. To use an ATM you will need a PIN.
- A know-it-all+attitude.

7.8 What TO take with you:

- A positive I am ready to help where ever+attitude
- A good wide brimmed hat
- Sunscreen
- A small camera to capture memories you do not want to ever forget
- Prescription medication
- Emergency contact numbers and names in your home country.
- A small first aid kit
- Details of your in-country address, host's name and telephone number so that you can fill in your arrival form correctly.

7.9 What NOT to do while in country

- Start a relationship with a person of the opposite sex whether it's another volunteer, staff member or a national.
- Walk alone at any time in town or in a village; always walk in two's or more. Make sure your Supervisor knows where you are if you do go for a walk or shopping and give an estimated time of your return.
- NEVER make promises to anyone.
- Promise or give money even when asked without the staff in authority's knowledge and approval. If you want to give money to anyone, give it to the staff person in charge to give it to the person after you have left.
- A volunteer may not start or fund any projects that are not adopted and approved in writing by the Ministry Country's leadership.

- Give your home contact details to anyone. If a local person wants to get in touch with you they can contact the staff person in charge and ask to forward the letter or whatever to you
- Eat any food off the street. You do not know how hygienic it is. We do not want you to get sick while you are in the Ministry Country.
- Take a ride with anyone you do not know even if it is offered free of charge.
- Send emails to the whole world expressing your negative experiences, dislikes and disapproval of what you experience. Discuss it with the staff person in charge.
- Be sensitive to what you post on your personal blog. Once you've done this it is in the public domain and to correct it or change it is not easy! Be circumspect in what you share and how you do it.

The more prepared one is spiritually, emotionally and physically prior to departure, the smoother the trip and the less stressful the experience will be.

8. THE VOLUNTEER'S ROLE IN-COUNTRY

Once you have arrived at the place of ministry, a person, or persons will be available from the Ministry Country to assist you in getting settled. These person(s) will ensure that you are aware of cultural expectations, provide practical information about the host country, act as an interpreter and is trained to assist with ministry activities.

It is important to remember a servant attitude toward the host country.

- Pray for the leaders of the Ministry Country, starting today.
- Respect the government whether one agrees with it or not.
- Do not enter forbidden areas; obey all laws regarding customs, immigration, traffic, and local ordinances.
- Do not take photos of government or military installations. Get permission before taking photos of people.
- Be respectful to all officials and staff members of Christ's Hope International. They are the people in authority and therefore must be respected as well as the position they may take in certain situations. Submit to their authority and leadership.
- **RELAX** . Allow God to work some wonderful changes in your heart and life.
- The volunteer will also receive a manual created by the Ministry Country which is full of valuable information and guidelines. It is critical that you familiarise yourselves with this manual and its contents. Obey and adhere to the content, it is in there for a reason!

The staff in authority at the various ministry centres is the host during your stay. They have gone to great lengths to make the volunteer's stay as comfortable as they can. They will have an additional workload while you are with them. Their first priority will always be the people they are ministering too. In a certain sense, they are your hosts too. The hosts are not perfect. They too are servants of God.

It is important to remember a servant attitude towards all hosts:

- Pray for them and trust yourselves to them.
- Respect their leadership . even if they seem less qualified or are younger.
- Submit to their decisions. Stay focused on the goal of one's service. Prayerfully seek God's leading so that any conflicts can be resolved immediately. Don't let differences become gossip which will affect the entire staff. Again, remember a servant attitude.
- Do not use the internet to vent anger and frustration. Speak to the supervisor or a member of the staff. Before criticising, remember; you may not have all the information and do not know the history.
- Offer your suggestions and opinions from the perspective of what God has done. To God be the glory.
- BE TEACHABLE.

As briefly mentioned earlier, it is important that one not be married to their own expectations of what will be done while in the Ministry Country. Be open to the plans God has for you.

This is where a servant's heart will allow a volunteer to bend to the circumstances presented on a day to day basis. It may change without prior warning.

Your desires are not the priority. It is not all about you. It is all about how God will use you while serving HIM in the place where you are.

He called you to serve at this time, in this way to make you more like Jesus. His purpose for you may be fulfilled in a fleeting moment. Don't miss it! Be open and receptive to these moments.

8.1 Dress code

Regardless of the country where a volunteer is serving in, the dress code will typically be much more conservative than they are used to. In many countries women are expected to wear longer skirts or dresses.

Clothing that reveals skin anywhere between the neck and the knees is not acceptable.
(Refer to your Ministry Country Volunteer Manual for specific requirements).

The dress policy is strictly enforced as our Christian witness may come into question in many countries if our volunteers and staff do not adhere to it.

8.2 Accommodations

Typically, each volunteer will have a single bed, often part of a bunk bed. Blankets and a pillow are provided. They may not be what an individual is used to at home but, they will be sufficient.

Depending on the size of the current group of volunteers, the gender and how many full time staff are currently serving; several volunteers may share a room. Genders are always separated with married couples having their own sleeping quarters.

You may or may not have a cupboard to hang your clothes in. Your suitcase may serve for that purpose.

Note: Accommodations vary in the different countries and may range from staying in the Ministry Country Office/Volunteer House to a private residence.

8.3 Food and Water

While in the Ministry Country volunteers will eat with the Christ's Hope International staff and possibly children depending on where you are serving. You will be eating what the rest of the staff is eating.

One may want to bring protein bars or something similar in case the meals are not as large as you are used to. There will be times volunteers can go into town, if one is nearby, to buy small supplies of food to supplement what is provided.

Snacks and that sort of thing should be kept and eaten in your room, unless one has permission to buy enough to share with everyone.

Food such as chicken, fish, peanut butter, jelly/jam and bread are staples. There is coffee and tea available. Ask about the water supply. In most Countries the water is good for the nationals, but because a volunteer may not be used to the water it may cause some stomach problems. Bottled water can be purchased as needed.

8.4 The Children

The children at a ministry venue (in some countries) may come there for various reasons. They may very well be orphans or they may come because they long for recognition and love, looking for a place where they can feel safe. Some may be refugees. There may be HIV positive children amongst them. You will not be told who they are.

Many of the children may have suffered some form of abuse. It is important that physical touch is limited as many have been sexually abused. Rather teach them there is more than one way to show love.

The children are used to visitors coming and going.

They do not form attachments easily with individuals, especially those on short term stays. Take instructions from the staff in authority at the ministry venue. **Do not do what may come naturally.**

When spending time with the children; do not pick up a child or hold them on your lap. Instead, have them sit beside you, or hold your hand. Allow the local staff to be the only ones who develop this type of relationship. This is what is best for the children in the long term.

Remember, volunteers will be leaving and the habits left behind may not be possible to continue or desired by the staff that is there with them after your departure.

Come prepared to assist and help at the various ministry venues. With children and adults alike, show them the kindness that comes from our Lord and Saviour, the Lord Jesus.

Don't patronise them. Show them love, kindness and understanding. Don't promise them gifts.

Defer to the staff in authority on all matters regarding the individuals you are working with. They know best.

Refer often to the Ministry Country's Volunteer Manual for guidance.

8.5 **Church**

The local staff person will help volunteers find a church to attend. Women should wear longer skirts or dresses. Men should wear casual long pants and shirts with closed shoes and not sandals.

Don't be surprised if the service runs two hours or more. Worshiping the God of all with the local people is a wonderful experience.

8.6 **Transportation**

In some countries a vehicle may be made available to volunteers for short trips into town. You will be required to possess an International Drivers License before driving any vehicle.

No one may drive a Christ's Hope International vehicle without having signed the Vehicle Policy beforehand.

NOTE: Some Ministry Countries do not allow volunteers to drive. There is more information on this in the specific Ministry Country Volunteer Manual you will receive.

Most vehicles in the Ministry Countries have a manual transmission. The laws, the side of the road you drive on, and the condition of the roads are all reasons it may be difficult, or impossible for you to drive in your ministry location.

It is possible that your main mode of transportation will be public transport. Hired bicycle taxis, mini buses, etc.

8.7 **Communication with Home Church and Sponsors**

It is important to communicate with your home church and sponsors/donors while serving in the field.

They want to be involved even if they could not join you. If possible, you may want to set up a blog site on the internet before you leave and post messages every day or so.

As volunteers send messages back home, please be sensitive to what information is being shared. Be sure to paint a positive picture for those who are praying and are concerned. A moment of ~~home~~ sickness can result in negative and damaging information if emotion is in control of sharing. International communication is not the place to vent frustrations with the local staff. This type of communication needs to be dealt with directly with the supervisor, Volunteer Country Coordinator or in extreme cases the Country Director.

As a general rule, pictures of children and clients cannot be posted on the internet without written permission. Similarly names of children or clients should not be used in correspondence. These guidelines are in place to respect those we serve. Some countries have laws against using pictures of children in promotional material, web postings and general newsletters.

8.8 **Days Off**

While serving, volunteers will have days off as stated below:

- Whenever possible, Sunday will be a day off to allow volunteers to worship at the church of choice.
- One additional off day is required each week.
- One long weekend per month is required. This would mean either a Friday or a Monday in addition to the weekend.
- Our Prayer and Fasting Day is observed by all staff and volunteers on the first Monday of each month. This starts on Sunday evening and ends in the evening of the first Monday.
- Vacations are possible to allow you to enjoy the beauty of the country you are serving in. These times off must be approved by the supervisor.

NOTE: Under no circumstance (except for married couples) can two persons of the opposite sex travel together for "vacation". There should be at least three individuals and no double rooms except for individuals of the same sex to share.

Any variations to the above statements must be approved by the supervisor or the Country Volunteer Coordinator.

8.9 **Personal Review**

There will be a bi-monthly review of a volunteer's performance and an opportunity for them to share any questions or concerns. This will be performed by the Country Volunteer Coordinator or by their representative. This report will then be submitted to your Mobilisation Country Director and Volunteer Coordinator.

8.10 **Special Activities**

Prior to leaving the Ministry Country, a volunteer may want to do something special for the people they have worked with. Be creative and above all pray about it and seek permission from the staff in authority.

8.11 **Departure**

Leaving the Ministry Country may be an emotional time for the volunteer, the staff, the children, and the adults you ministered with. It's part of God's plan that we have breakable hearts. He uses, for His glory, those whose hearts He has allowed to be broken!

Of course it is not a good idea to unnecessarily upset the children and adults one has ministered with, and to. Tears are to be expected, but some restraint is advised for their sake. Remember, they are used to people coming and going.

8.12 **Debriefing**

As mentioned earlier, it is important that all volunteers debrief prior to departing. The Ministry Country's Volunteer Coordinator will arrange this time of debriefing and answer any questions during this time.

9. RETURNING HOME

Once a volunteer returns home, they should plan a get together after a week or so with supporters and church. All supporters should receive a thank you within two weeks of your return.

Involve the church leaders in discussions, and schedule a presentation for interested members of the congregation. Encourage others in the congregation to step out in faith and participate.

Ask the Volunteer Coordinators, both Ministry and Mobilisation Countries how you can continue to assist the ministry in the country where you went to. Our Lord will work through you when you give Him all the glory.

You cannot do it without Him. He will guide your words so they touch the hearts of just the right people to follow in your steps and go to a Ministry Country to fulfil the mission of:

***“Bringing the life-changing message of Jesus Christ to people infected with and affected by HIV and AIDS through discipling and care giving, presenting them perfect in Christ Jesus.*”**

