

# South Africa Partnership Orientation Manual 2019

## THANK YOU!

Thank you for responding to the call for volunteers to help in South Africa. We are excited about this project and we know that God is going to use each one of you to further His Kingdom's work. As a result, lives will be changed to become a testimony and a light of hope to others. Your giving of time and money will make a difference in their lives and yours.

The purpose of our working with South Africa is to share Christ in word and deed. All teams (including construction) will be encouraged to look for opportunities to make disciples and be disciples as they work. Please keep this in mind as you prepare to go.

Thank you again!

In His service,  
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## INTRODUCTION

Congratulations! You have made a wonderful decision to go to the mission field and allow God to use you in His work. I know you will be blessed and come back home with a different outlook on life. Ministering alongside the people of Door of Hope or church planters in other areas of South Africa will be humbling, rewarding, and challenging. The ministry of Door of Hope has literally given hope and a chance at new life to over 1500 abandoned infants. Church planters are penetrating spiritual darkness and making an eternal impact. They need help from us to construct cottages for abandoned infants not adopted by a family who are older than the baby houses were designed to accommodate. Each cottage will house six children and a host couple. Some teams will choose to assist church planters in the Winterton area rather than do construction at Door of Hope Village near Johannesburg.

Prayer is the most effective tool a volunteer takes to the field. Flexibility and a “can-do” attitude is a “must”. God will use the gifts, talents, time, and money of volunteers to bless both volunteers and South Africans, as well to further His kingdom!

The NCBM office will assist you in every way we can to see that you have a good experience while doing missions. I wish we could cover everything you want to ask, but God has some special surprises for you when you get there. We will assist you with travel arrangements, proper trip insurance, an orientation manual and in-country arrangements.

**ATTENTION: SPECIAL INFORMATION**  
**PLEASE READ CAREFULLY**

- The information provided in this booklet is designed to give you basic orientation about traveling to countries to work with the people. Again, we are sorry that all questions can't be answered here.
- Please read each section carefully. Should any problems arise as far as communication or other aspects of planning your trip, please do not hesitate to call our office for assistance or with any questions. You will be in our prayers as you go to serve in His name.
- The South Africans are not there to be an exhibit for us or a photo opportunity. Ask the onsite coordinator or leadership before taking pictures. Photos of the wonderful children are heartwarming; however it is not permissible to share them electronically. Please be sensitive to the privacy of these children and follow carefully the instruction on picture taking and sharing that the staff of Door of Hope shares.
- When traveling, teams will make stops as necessary. Please let our on-site coordinator know. There are convenience/service stations and drivers will know where to stop. The onsite coordinator will make sure money is available to exchange. You should always take water on vans for yourself.
- All children at the Door of Hope fall under the Children's Privacy Act of South Africa and are governed by The Hague Adoption Treaty. Due to this, a few things are strictly forbidden. No photos, stories with identifying details, or names of our children may be used in ANY publication whether print or electronic, especially not Facebook or other social media outlets. No photos of our children of any kind may appear on Facebook or any other social media outlets as from 1.10.2012. If anyone is found breaking this rule they can and will be prosecuted. Otherwise the Door of Hope risks losing its license to run inter-country adoptions and then the very children you are helping will suffer from your actions. Your adherence to these rules is required.
- You are going to encounter and see many needs with the South Africans, especially the children. Giving money to them **will not** solve problems, but will create problems for future teams and the church. If you work with a church planter please discuss any financial assistance you want to give with the Door of Hope staff before you pass it along to the church. We don't want to become the American sugar daddies with unlimited money. Please do everything through the staff, the team leader, and Richard Allen or David Allen.
- The meals prepared for the teams are familiar foods and very delicious. You will have plenty of fresh vegetables and fruit. The cooks will be glad to try to prepare any special foods you need, if possible, but pass along dietary limitations as well in advance as possible to the Door of Hope staff.
- Before giving money to anyone check with the onsite coordinator & team leader. You may wish to give a tip to those that help cook, drivers and others that help tour. Anything given to

translators or others should be done in a **very private & discreet manner**. ***Never count or show money in front of people.***

- **No photos at borders, airports, or military at any time. Repeat to yourself several times.**
- Teams should meet in morning and/or evening for a time of bible study, devotion and prayer. Team Leaders will assign responsibility for devotions each day. A short team meeting each morning or evening is helpful to assure everyone is clear of his/ her responsibilities for that day. ***One of the most significant aspects of any mission experience is to share how you saw God at work that day. Be prepared to share this each evening during your team devotions.***
- ***As you teach and study your Bible with others you must be aware that all followers of Christ do not interpret the scripture the same. Many in the USA do not follow all the teachings or agree on interpretations, just think about our church squabbles! Be sensitive of the culture in South Africa when expressing what you approve or disapprove of and how churches handle certain situations that arise. That doesn't mean you won't have discussions, but remember we are there to assist them and not to try to make their church polity the same as ours.***
- If a team leader can't go on a project then someone should be assigned to be in charge.
- Usually, you and your team will be asked what you want to do. Based on experience, the onsite coordinator will share or suggest what has worked better in the past. If you are doing construction, we will do it the way they want it done. They are the ones who have to live with the results, not us!

## **A VOLUNTEER'S 10 COMMANDMENTS**

1. Thou shall be FLEXIBLE and patient!
2. Thou shall drink only bottled or purified water. (\*\* Tap water is perfectly safe in South Africa)
3. Thou shall not bring any valuable jewelry.
4. Thou shall not give out money or flash your money.
5. Thou shall not make any promises to nationals.
6. Thou shall not walk nor wander alone.
7. Thou shall be people-oriented not task-oriented.
8. Thou shall have a positive attitude and sense of humor at all times.
9. Thou shall not smoke nor use tobacco products nor drink alcoholic beverages.
10. Thou shall encourage and bless all those around you at all times.



## GENERAL TRAVEL INFORMATION AND TIPS

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1. Travel to South Africa will require a valid, current passport. **NO VISA REQUIRED AT THIS TIME FOR UNITED STATES CITIZENS.** You will ask for a tourist visa at immigration upon entry to South Africa.
  2. Always keep a travel checklist. Record those things that you will need to take as well as flight schedules, airline information, etc.
  3. Carry a list of important phone numbers with you. **(Do not put this information in your checked baggage. You need to have it with you at all times).**
  4. A copy of the first two pages of your passport should be carried in a place different from the original in case it is lost. Put copies of the first two pages of your passport in all your bags. You should carry two passport-size photos with you.
  5. Travel light. You are usually allowed one check-in bag on international flights. There will be an extra charge for a 2<sup>nd</sup> bag. You are allowed one carry-on bag and one personal item. **We suggest that you refer to the website for the airlines to confirm baggage weight and current baggage limitations.**
  6. **Medical Teams – Pack all medicines and medical supplies in regular suitcases mixed among clothing. Distribute between team members.**
  7. Mark your luggage clearly, placing identification labels inside and outside your bags. Use a colored ribbon or special tag on each piece of team luggage.
  8. Pack your carry-on with one change of clothes in case your bags are delayed. Also put other essentials, personal medicine, glasses, camera, etc., in your carry-on.
  9. Always arrive at the airport early--at least two hours ahead of time for international flights. This gives plenty of time to check baggage, go through security, meet your group and make sure everyone has the appropriate documentation.
  10. Make sure to have your passport and ticket together and in a secure place at all times.



11. When traveling with a group, check-in is easier if you check in as a group. Checking in together helps to assure your bags will arrive together at the same destination.
12. On arrival, someone representing Door of Hope will meet you at airport; **make sure luggage is checked to final destination: Johannesburg, South Africa.**
13. Inform your banks that you will be in South Africa so that you may use your debit and credit cards in country. Credit cards are widely accepted. However, cash is often the best form of payment. There are ATMs which most volunteers utilize and also places to exchange money. In case you decide to take a credit card, it is important to have records of credit card numbers and phone numbers to report stolen or lost cards. The airport will have money exchange facilities but this is **NOT** the best place to exchange money. Richard Allen or a Door of Hope staff member will help you obtain local currency.
14. For safety reasons do not flash your passport or travel itinerary.
15. The team leader will have a cell phone that can be used to contact home or for family to call you in case of an emergency only. Remember, international calls are expensive. We realize your family wants to know when you arrive and that you are safe. Typically during the trip you will have very slow, intermittent internet access. However, be prepared for access to be very limited.
16. **Don't take pictures in airports of military people or at border crossing. Do not take pictures of anyone unless you ask permission. Use judgment in taking too many pictures of South Africans.**
17. Upon arrival proceed to immigration for foreign entry. The appropriate luggage carousel number will be posted overhead after leaving immigration. After retrieving your bags proceed straight to exit. Stay to the right as you have nothing to declare. Exit through glass doors to the right where you will be greeted by someone of from Door of Hope. If for some reason, no one is at the airport to meet your team, you should wait at the terminal waiting area. Traffic may have delayed them. Use phone numbers provided in this manual (see below) **remember: South Africa is 6-7 hours ahead. Depending on daylight savings time.**

**IMPORTANT PHONE NUMBERS:**



Welcome to the Door of Hope, Children's Ministries. We are looking forward to your arrival and hope you are equally excited about your time of service with us. Please keep the below contact details with you.

**Richard Allen's number:**

+27 84 314 7232 (Calling from outside SA)

084 314 7232 (Calling from in SA)

**David Allen's number:**

+27 61 211 5216 (Calling from outside SA)

061 211 5216 (Calling from in SA)

**Rose Perry's number**

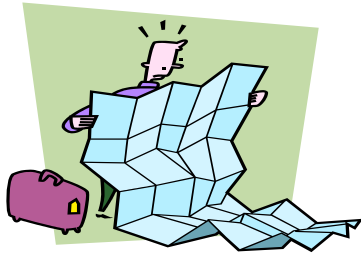
+1 870 538 4710

**Door of Hope USA Office**

**Elaine Haber** [elaine@doorofhopesa.com](mailto:elaine@doorofhopesa.com) 404-710-5911

**NCBM (001)-919-459-5599**

**Paul Langston** [plangston@ncbaptist.org](mailto:plangston@ncbaptist.org) (001)-919-459-5611 (cell)



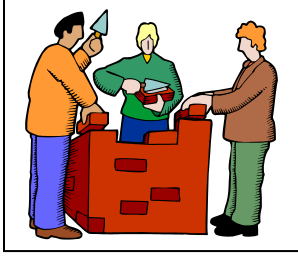
## What to Bring: (A checklist)

- ❖ Bible
- ❖ Passport
- ❖ Airline Itinerary
- ❖ Clothing. Bring clothes appropriate to the work to which you have been assigned and nothing you don't want ruined. It's best to dress in layers if it will be cold when you are there.
- ❖ Appropriate Sunday clothing can be casual, but not your work clothes.
- ❖ Two pairs of shoes. Comfortable shoes for work and walking.
- ❖ Light jacket (heavier jacket may be necessary in their early spring, late fall or winter).
- ❖ Construction teams will need work gloves.
- ❖ Toiletry items (toothbrush, toothpaste, shampoo, soap, etc.).
- ❖ Towel and washcloth.
- ❖ Shower shoes or flip-flops.
- ❖ Hat or cap (Sun and wind protection).
- ❖ First aid items (Good for each team to have a complete first aid kit).
- ❖ Insect repellent.
- ❖ Sunscreen and lip balm.
- ❖ Plastic shopping bags or trash bags (to pack dirty clothes for return trip). Laundry facility is available at Hope Village if you wish to wash clothes.
- ❖ Camera and batteries
- ❖ Flashlight or headlamp and batteries.
- ❖ Personal medicines: Tylenol, laxatives, anti-diarrhea, eye drops, prescription medicines.
- ❖ Extra eye glasses (especially if you wear contacts).
- ❖ Hand sanitizer (wipes)
- ❖ Snack food (in zip lock bags)
- ❖ If you have food allergies please contact the Door of Hope staff for their suggestion on packing some of your own food since specialty foods are very expensive (often cost double).
- ❖ Adapter (See attached photo. All electrical voltage is 220.)
- ❖ Personal journal
- ❖ Keep a water bottle to refill for your personal use.
- ❖ Please adjust packing as necessary depending on the season in which you will be serving. Remember South Africa is in the southern hemisphere so the seasons are opposite to that in USA. Please visit [www.weathersa.co.za/](http://www.weathersa.co.za/) for accurate forecast. Those with possible health problems in extreme conditions should plan accordingly.



## **FINAL CHECKLIST FOR MISSION TEAMS (General)**

- Overall trip schedule and daily schedules planned and understood by team.
- Housing confirmed for all stages of the trip.
- Meals planned and funding secured.
- Materials, supplies, funding, and needed tools for the project understood.
- Commissioning service planned to take place prior to departure.
- Airline ticket information in hand; seating arranged.
- Luggage restrictions understood by team members.
- Consideration given to moving luggage, tipping porters.
- Passport in hand; copies made
- Transportation to and from airport arranged.
- Meals in route planned and payment method ready.
- Day-off arrangements made; funding arranged and understood by team.
- Proof of medical insurance/medical forms for each team member in hand (2 copies).
- All equipment, supplies, and tools packed – with content lists.
- Phone numbers left with church and family members.
- Emergency numbers (hospital, police, fire, etc.) secured.
- Debriefing for team members and reporting time for church report.



## TEAM LEADER RESPONSIBILITIES

Each team should have a team leader. In some cases your team leader is obvious—he or she enlisted you to go on this trip.

The responsibilities of the team leader are as follows:

- Oversee the completion of on-line registration for each team member. See that deposits, balances, and materials costs that apply are sent to the NCBM's Office on time.
- Make sure all team members have read and understand mission policies and procedures as outlined in the orientation material.
- **Communicate with all team members before the trip (by e-mail, phone, or in person) to share any and all information.** The NCBM's Office and on-site coordinator will communicate primarily through the team leader only. Team leader may want to lead in a pre-trip orientation meeting (if logistics allow).
- Communicate all needs and/or concerns through the on-site coordinator prior to your team's departure. Please discuss with the coordinator all ministries your team would hope to conduct. Please copy the NCBM's office on all correspondence to the on-site coordinator. (See page 12 for details.)
- Serve as or designate a devotion coordinator, who will be responsible for enlisting a devotional leader each day. A different person should lead each day. It is suggested that the team meet 20-30 minutes before breakfast or at a convenient time for a devotion/prayer time each morning, and after supper each night for a time of sharing. The team leader should make sure this happens. This is also a good time to pass on work-related or other information to the team.

## PREPARING FOR THE MISSION TRIP

Proper preparation for the mission trip will make the difference between a very positive experience for team members and the possibility for disappointment.

### TEAM PREPARATION

Every mission trip requires flexibility on the part of participants. No matter how much planning is done, something will not follow form. However, the better prepared team members are for the assignment, the smoother the whole process will go. It is important for your team to meet together at least once (several times is preferable) before the trip in order to build unity and develop individuals' confidence in the team's mission.

#### Consider These Areas:

**Spiritual Preparation** – This is the most important preparation team members can undertake. We encourage each member to engage in personal prayer and bible study time (quiet time). For some, this will already be a part of their lifestyles. For others, this will be a new undertaking. Do not assume each team member knows the importance of or the way to conduct a daily quiet time. Be willing to work on this. Do not be afraid to share with each other about spiritual matters. This will help unify your team for your ultimate purpose of being the light of Christ. However, you cannot be light without first being salt. Personal relationship and growth in Christ is part of being "salt." (Matthew 5:13-16) You may also want to provide age-appropriate evangelism training. Be sure you know the target group to whom you will be ministering (i.e., preschoolers, 4-6 graders, youth, young adults, seniors, etc.) Opportunities to practice evangelism with a similar target in your area may be helpful as well.

**Skills Preparation** – Team members will feel more confident if they know their individual responsibilities. Those involved in construction should know the physical variables of each job (i.e., height of the building, pitch of the roof, etc.), as well as what type tools are available, who will be responsible for materials, etc. Those doing VBS or games for children need to understand the safety factors involved, as well as have an idea of what the available play area is like. Bible story leaders should master the use of animated voices. Make sure the skills that are required match the skills of team members.

**Cultural Preparation** – Anywhere you go is not going to be like "home." Team members should be prepared to experience differences in climate, temperature, terrain, customs, and language - just to name a few. Learn as much as you can about the area where you are going and the people with whom you will be working. Teams should also be aware of what socio-economic group they will be working with. Local church leaders should be able to assist you in understanding the mindset of the folks to whom your team will be ministering. Lonely Planet and Fodor are published tourist guides which can teach something about the culture. Web searches are also helpful.

**Physical Preparation** – Team members should understand the physical requirements of each assignment. Some will be more physically demanding than others. However, a good diet, adequate rest, and proper conditioning are important in any mission situation. Some teams may be sleeping on floors or on cots. Team members should be made aware of this, as well as other physical factors such as projected temperature, precipitation, terrain, etc.

**Mental and Attitude Preparation** – After all other preparations are made, come back to this one. Encourage team members to focus on the purpose of the trip. Recall the goals of the local church and people you will be working with. It's important to meet their needs as opposed to imposing our desires upon them. Help team members understand that you are going to aid in an on-going ministry process that began before you arrived and will hopefully continue long after you are gone. Emphasize a servant/helper role, as one aiding another in accomplishing their task. Finally, bathe everything you do in prayer.

## **HEALTH AND SAFETY MATTERS**

Safety is always an important issue when traveling overseas. It is always advisable to take precautions. Do not take even simple risks that you may be willing to take at home. Medical care may not be readily available or up to the standards you find in the United States. Do not go out alone. Crime is a part of some cultures. Most people view any American or European as wealthy. Never carry large amounts of money with you. A money belt or bag under your clothing works best.

In traveling to South Africa several standard inoculations are suggested but not mandatory:

- ❖ Hepatitis A and B
- ❖ Typhoid
- ❖ Flu
- ❖ Boosters of Tetanus – Pertussis
- ❖ MMR Booster if recommended by doctor

Medical care is good in South Africa and in the event of a serious issue Richard Allen of Door of Hope will advise you on how best to proceed. Make sure you have international medical coverage and proof of such.

Recent medical and dental exams should be done before traveling to ensure good health. Carry appropriate insurance documents with you. The insurance that North Carolina Baptist Men supply is supplementary and should not be considered as your primary health insurance for the trip. Bring adequate supplies of all necessary prescription medications. Also bring spare eyeglasses or contacts if needed.

Food and water-borne illness is a moderate risk throughout the country. Drink only bottled or boiled water. All fruit and vegetables should be washed. Try to avoid skin of fruit and vegetables if in doubt.

# INVOLVING YOUR CONGREGATION IN THE MISSION

## PRAYER SUPPORT

The support of your church for the mission project is very important. The key to this is prayer support. Of course, team members should be encouraged to pray daily for the trip and its preparation. But prayer support should extend to the whole congregation as well. Begin involving the church family early in the mission process, so that prayer support can undergird each phase of the process – development and planning, travel, ministry, and follow-up. Here are some ideas how:

1. Choose a prayer coordinator.
2. Make a monthly prayer list/calendar available to the congregation.
3. Distribute a needs list.
4. Encourage prayer warriors to be in prayer for:
  - the spiritual maturing of the team members.
  - those with whom ministry will be conducted.
  - those who will hear the Gospel.
  - the working of the Holy Spirit throughout the project.
5. Seek personal prayer partners for each individual on the team.
6. Hold cottage prayer meetings two or three weeks prior to the trip.
7. Involve prayer partners in the Commissioning Service.
8. Ask prayer partners to write notes of encouragement to team members to be distributed while at the ministry site.
9. Send daily e-mail reports to the congregation (if accessible). Consider making a call to the congregation just before worship on Sunday morning to make a report.
10. Include a prayer partner testimony as part of your team's sharing/praise time with the congregation upon your return.

## FINANCIAL SUPPORT

Each church will deal with this issue differently. Some will ask team members to support themselves and the project completely. Some may be able to finance trip expenses (materials, supplies, etc.) and half of each team member's way. Others will support the entire project, including project costs and team member's travel. There is no right or wrong way to do it. However, if the team will be seeking funding from the church, here are some suggestions:

1. Develop a complete, detailed and realistic budget.
2. If possible, begin a year in advance and request inclusion in the church budget.
3. Take up special offerings – perhaps every 5<sup>th</sup> Sunday.
4. Determine the cost for each person to make the trip and ask for financial adoptions.
5. Develop a designated account for continual giving with regular announcements of progress toward the overall goal.
6. Hold fund-raising projects, such as dinners, banquets, etc.
7. Write individual letters to raise support.



## CHURCH COMMISSIONING SERVICE

Consider conducting a dedication service for the mission team on the Sunday prior to their departure. This allows the church to formally participate in sending out the group as their missionaries. There should be time for participation of both team members and the congregation in the service. Team members should be challenged to focus on their role as “carriers of the Good News.” The congregation should be challenged to be active participants through the ministry of prayer.

You may want team members to sit together in a designated area toward the front of the church. The theme of the service (including music) should be mission’s service and commitment. Consider testimonies from one or two team members about how God has been working in their lives to prepare them for service. A responsive reading led by the pastor who includes challenges to the team members and the congregation would be appropriate. Finally, the team may be asked to kneel at the front while church members come by to lay hands on each individual and offer a quick prayer or words of Christian encouragement.

### Sample Commissioning Service

Congregational Hymn

Opening Prayer

Scripture Reading

Scripture Commitment and Group Confession (team may read together Psalm 51:16-17; Psalm 139:23-24 for example)

Congregational Hymn

Message (John 13 – Jesus’ Servant Example; Luke 10 – Commissioned by Jesus; Isaiah 6 – Isaiah’s Call)

Litany of Commitment

Congregation: We present these servants before you, Oh Lord, committing to pray consistently for them in their service to you.

Mission Team: We present ourselves to you, thankful for your call to service, thankful for your provision for service and thankful for your leadership in our service.

Congregation: We send these, your missionaries, out as an extension of ourselves, seeking your protection and wisdom for them.

Mission Team: We acknowledge we can do nothing without you, Oh Lord, and all that will be accomplished is because of you and through you, Mighty God, in your Son Jesus, and through the power of the Holy Spirit.

Congregation: Use them, Oh God. Use us, Oh God.

Mission Team: Use us all, Oh God.

Prayer of Dedication

Laying on of Hands

Congregational Hymn

Closing Prayer

# SHARING YOUR TESTIMONY

The purpose of any mission trip is to share the good news of Jesus Christ. Even if you are going to do something other than evangelism, you should go prepared to share your testimony. Spend time in prayer before you go. Pray that God will give you opportunity to share. Pray for those with whom you will share.

It may be that God provides an opportunity for you to share your testimony. Perhaps this outline can help you prepare to share your faith.

## 1. HOW I REALIZED I NEEDED CHRIST

Look back over your life. What was your life like without Christ? This should be the shortest part of your testimony. Don't dwell on all the bad things you did in your past.

## 2. HOW I BECAME A CHRISTIAN

Share briefly the circumstances of how you came to realize you needed Christ in your life. What did you do? Be prepared to share "the basics" of how one can accept Christ.

## 3. HOW CHRIST HELPS ME IN MY LIFE TODAY

How has your life changed? How has your thought processes changed? What has Christ enabled you to do in your life?

Write your testimony out. This will help you focus on important points you want to remember. **You should be able to give your testimony in six minutes or less.** People will initially listen to something if it is not too long. If they want to ask questions, this can come after the service.

Remember, when you share your testimony you are sharing what Christ has done in your life. Don't feel that your story needs to be dramatic to be effective. Trust the Holy Spirit, not only to lead you to the person who needs to hear your testimony, but also to work in that person's life.

The following are some scripture passages you should try to know from memory:

***John 3:16***

***Romans 3:23-25***

***Romans 6:23***

***Romans 10:9-10***

***Romans 8:38-39***

Below are some helpful hints in sharing your testimony:

- Be positive
- Listen
- Encourage feedback
- Don't argue
- Offer to pray for the person
- Try not to be offensive
- Try not to be defensive

## GIFT GIVING

Volunteers who spend \$1500-\$2000 or more of their own funds to work in another country are by nature generous and loving people. They like to give gifts to the families with whom they work. Their churches often desire to send things to bless the people. Volunteers are not expected or encouraged to bring items to give away. In fact, sometimes bringing give away can be more disruptive than helpful. **Please make sure you contact the on-site coordinator via e-mail well before your trip to discuss any kind of give-away your team plans to bring.** He will advise whether the item in question is a good idea or not.

### Here are some guidelines as relating to any kind of gift-giving:

1. Bring practical gifts rather than candy. A small notebook or pencil lasts longer than a piece of chewing gum and is of more value than a plastic car.

Possible gifts for children: pencils, small notebooks, crayons, coloring books, children's scissors, baseball caps, short-sleeve button-up shirts (white, for school), nice used tennis shoes, white socks, flip-flops,

Possible gifts for nationals (host pastor, host family, etc.): T-shirts with the name of your church, baseball caps, bath or face towels flashlights, family photos to remember you by.

Possible gifts for churches: Hymnals, discipleship materials, Bibles, Christian music CDs, guitar strings, Sunday school story posters, craft materials.

2. Any give-away items should be distributed through the local church via the pastor at the end of the week or after the team has departed. **Do not tell children in advance that there will be give-away at church**--this encourages huge crowds of children who come just to get "stuff". This would give the wrong idea of what the purpose of church is. It is never a good idea to "bribe" folks to come to church on the hopes of getting a "reward" other than the spiritual rewards of the Holy Spirit.
3. Do not give away items at the work site. We do not want children playing near where our volunteers are laying block because of the danger involved to the children. If a couple of your group would like to play games or conduct VBS with local children, it should be done in the vicinity, but at a good, safe distance.
4. Our team of national assistants are dedicated Christian men and women who give much time and effort to the ministry. Most volunteers come to appreciate these workers, as do we. As a result, some volunteers feel compelled to want to "help" them by giving or promising them things. Please understand that our assistants are paid an above-average wage by local standards. Jealousies and other unwanted problems can and do arise if attention and material gain is poured upon any one individuals. Our assistants know that it

is inappropriate for them to ask you for money, items, or anything else before you come, while you are in country, or after you return home. If this should happen, please report it to the on-site coordinator and the NCBM Office. Likewise, please help us (and them) by not offering to send or give them money or items. Any inappropriate behavior from either side could jeopardize their status with the ministry. **To be fair to all involved, any appreciation gift should be left with the on-site coordinator. He will divide this equally among those on the team. This helps us maintain harmony and sees that everyone who contributes to the effort feels appreciated.**

5. Please do not offer, promise, or give long-term monetary assistance to a church, pastor, or other church leader, as this could be disastrous for the future of the congregation. A one-time gift to the church (Bibles, SS literature, songbooks, etc.) may be appropriate. As with our national workers, solicitation of funds by a pastor to our teams may jeopardize our ability to continue working with that pastor and/or church in the future. **Nothing should be given to the pastor or church without prior approval of the on-site coordinator before, during, or after your trip.**

Through God's blessing, our partnerships are having an incredible impact. Many people have been saved; thousands of sick people have seen doctors. Houses and churches have been built. Volunteers have provided dozens of Bibles. They (and you) contribute in more ways than can be named here to bless churches and families. Thank you for your compassion and generosity. Thank you for helping us be wise stewards.

## The Problem of Dependency

In the eyes of many, every North American is wealthy, and in one sense, we are. Our standard of living is certainly more possession-oriented. If, however, children think that every "rich American" has a free gift for them, they are getting a false view of our volunteers. Many are retired and on a fixed income. Many are young people in college. Many are average working people with a heart for the less fortunate. If rich in anything, they are rich in compassion. If we truly care about the nationals, we don't want to teach them that the answer to their problems and needs is to ask a North American for money (or candy, English lessons, bedroom furniture, car etc.). We do want to teach them to model our example of personal sacrifice in meeting the needs of others. We want them to learn to give!

## **IRS Deductions for Volunteer Mission Projects:**

In consultation with the auditors and the Business Management Department, the following information may be helpful to you in obtaining an IRS charitable contribution deduction relating to your expenses for volunteer mission project.

**Generally, you can claim a charitable contribution deduction for travel expenses necessarily incurred while you are away from home performing services for a charitable organization only if there is no significant element of personal pleasure, recreation, or vacation in the travel. This applies whether you pay the expenses directly or indirectly. You are paying the expenses indirectly if you make a payment to the charitable organization and the organization pays for your travel expenses.**

**The deduction for travel expenses will not be denied simply because you enjoy providing services to the charitable organization. Even if you enjoy the trip, you can take a charitable contribution deduction for your travel expenses if you are on duty in a genuine and substantial sense throughout the trip. However, if you have only nominal duties, or if for significant parts of the trip you do not have any duties, you cannot deduct your travel expenses.**

**Deductible travel expenses include air, rail, and bus transportation; out-of-pocket expenses for your car; taxi fare or other costs of transportation between the airport or station and your hotel; lodging costs; and the cost of meals.**

**(Information from Publication 526, 2011 ed. of the IRS, p. 5-6)**

To secure such deduction, all payments should be made through your local church or directly to NC Baptist Men.

**“Let us not become weary in doing good, for at the proper time we will reap a harvest if we do not give up” – Galatians 6:9**

## **International Insurance - Supplementary Coverage Information**

We hope that everyone has a rewarding and safe experience while traveling. However, with the number of volunteers involved, it is possible a medical need will arise. Team members should be aware of the procedures that should be taken should this happen.

If you are going on an NCBM sponsored International trip and if you paid for your supplemental travel insurance, you have been enrolled in a travel insurance program. **It is important that you realize this is not a major medical policy. All participants should have their own primary insurance carrier.** If someone on your team does not have primary health insurance, major medical coverage is available for individuals and groups on short-term and long term volunteer missionary assignments through our travel insurance carrier. Contact our office if you have questions.

If there should be an accident, this insurance will cover up to the maximum of \$10,000 per occurrence. If something major should happen, this insurance would fill in some of the gaps left by your regular insurance – deductible, 80/20 coverage shortfall, etc. Also, those who are enrolled in some insurance plans often are limited to certain doctors or hospitals for full benefit of their insurance. It is possible these may not be accessible where you are going overseas. Your travel insurance would fill in the gaps in this coverage (up to the maximum amount, of course).

One of the best benefits this insurance offers to overseas travelers is a \$100,000 Emergency Medical Evacuation clause. No one believes they will be seriously hurt while on an overseas trip (and certainly, we pray this does not happen). But there have been times when this clause has literally been a “life saver” for volunteers who have been seriously injured or suffered serious illness and have required emergency transport.

The following pages include a summary of the travel insurance you will be enrolled in. Please read it carefully. There is also an Accident and Sickness Claim Report that must be filled out and returned to the carrier per instructions.

Also, should an accident or injury occur, please notify your team leader and Asatur immediately to make them aware of the situation. Our hope is that you have a productive, enjoyable, and safe trip!

Contact our office if you have questions. **Should dates of your trip change (even by just one day), you must contact our office in writing (letter, fax, or e-mail) just as soon as travel is altered.** This will ensure that you are covered.

**Trip cancellation insurance is available through NC Baptist Men at additional cost to you. Please contact [plangston@ncbaptist.org](mailto:plangston@ncbaptist.org) if you wish to purchase this insurance. Note: this insurance covers cancellation only for specific reasons such as health or death in the family.**

**INSURANCE BENEFITS FOR NCBM  
Baptist State Convention of North Carolina  
International Mission Volunteers**

Provided by Gallagher Charitable International Insurance Services Travel Insurance *Formerly Adams & Associates*

**SUMMARY OF COVERAGES**

<b>Accidental Death and Dismemberment</b> Principal Sum <i>(reduced to \$10,000 for those under age 12 and over 70)</i>	\$100,000
<b>Medical Expense, \$100 deductible</b> <i>\$2500 of this limit is available to pay US providers: no pre-existing condition exclusion</i>	\$10,000
<b>Emergency Medical Evacuation</b> <i>Coordinated by SAS: will bring insured back to USA: no pre-existing condition exclusion.</i>	\$100,000
<b>Family Coordination &amp; Repatriation of Mortal Remains</b> <i>Combined limit for both benefits Includes \$2,500 sublimit for extra expenses incurred during an approved medical evacuation</i>	\$25,000
<b>Assistance Service</b> <i>Available 24/7/365 for assistance with worldwide medical emergencies: provided by SAS</i>	\$100,000
<b>Crisis Management Service</b> <i>Available 24/7/365 for assistance with worldwide non-medical emergencies: provided by SAS</i>	\$100,000
<b>General Liability</b> <i>Worldwide jurisdiction: covers volunteer and sending organization; includes coverage for injury to a volunteer</i>	\$1,000,000
<b>Property Property</b> <i>Replacement cost coverage: includes checked baggage: "door to door" coverage</i>	\$2,500
<b>Disability Income</b>	
<i>First 100 months - Accident</i>	\$1,000 / per mo.
<i>Months 101-200 - Accident</i>	\$500 / per mo.
<i>50 months - Sickness (after 3 month waiting period)</i>	\$250 / per mo.
<b>Aggregate Limit</b> <i>Provides the full \$100,000 AD&amp;D benefit for up to 200 persons in a common accident; higher limits available Contact us for groups over 200</i>	\$20,000,000

**RATES**

\$ 3.40 per person per day

*The rates are computed from the date of leaving home to date of arrival home*

This brief summary is not an insurance policy; rather, it outlines some of the features of this coverage. For specific details, please consult the Master Policy. This is not a major medical policy. Major Medical Coverage is available for individuals and groups on Short-Term and Long-Term

Volunteer missionary assignments. If this is a need specific to your group, please contact us for details.

**If you incur an accident during your service:**

1. Make sure the team leader & Richard or David Allen is aware of the situation.
2. Keep all of your receipts. (You will likely be required to pay for your treatment on-site in most cases.)
3. Make your claim directly with Gallagher Charitable International Insurance. Here's how:
4. Go to [www.aaintl.com/form\\_claim.cfm](http://www.aaintl.com/form_claim.cfm) to access and fill out an on-line claim notification form, which will look much like the form below. Complete and send this as soon as you can upon your return. Gallagher will get back with you on further steps. (If you have any questions you can call Gallagher at 1-800-922-8438. You may also call NCBM's office at 1-800-395-5102 x 5598)
5. If you are seriously hurt you should have a number for your policy and a number in London to call for evacuation.



## INCIDENT REPORT FORM

*(This is for use by the team leader in case of accident, injury, or other incident)*

DATE OF REPORT \_\_\_\_\_ INJURY \_\_\_\_\_ ILLNESS \_\_\_\_\_ OTHER \_\_\_\_\_

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DATE INCIDENT OCCURRED \_\_\_\_\_ TIME \_\_\_\_\_ AM/PM \_\_\_\_\_

LOCATION INCIDENT OCCURRED \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

DESCRIPTION OF WHAT HAPPENED \_\_\_\_\_

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NAME (S) OF THOSE HURT / ILL / OR OTHER: \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

TELEPHONE \_\_\_\_\_ AGE \_\_\_\_\_ MALE \_\_\_\_\_ FEMALE \_\_\_\_\_

DESCRIBE WHAT ACTION WAS TAKEN: \_\_\_\_\_

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WITNESS \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

TELEPHONE \_\_\_\_\_

ADDITIONAL INFORMATION \_\_\_\_\_

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YOUR NAME (PRINT) \_\_\_\_\_ TITLE \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

TELEPHONE \_\_\_\_\_

YOUR SIGNATURE \_\_\_\_\_