LONG TERM VOLUNTEER GUIDELINES

HOM encourages people to share their faith and express it through their actions. Our Long-term (LT) volunteers play a critical role of connecting short-term volunteers with mission opportunities. We are looking for volunteers who are dependable, flexible, fast learners, sensitive to other cultures, able to live in community, and have a desire to serve others. The LT volunteer position offers you an opportunity to make a lasting positive impact on our work in Haiti and on the people you meet. Read these guidelines to see if LT volunteering is right for you.

3. Long Term Volunteer Contract
Haiti Outreach Ministries (HOM) believes strongly in the benefits of volunteer service, both for the Haitian communities and for the volunteers themselves. In addition to the personal and spiritual benefits of volunteering, many volunteers gain numerous applicable life and professional skills from their volunteer experience. However, volunteering, especially in a foreign country is not always easy; it takes sacrifice, perseverance, and discipline. Service to others should be your primary motivation for volunteering with HOM. Here are some questions that you should consider before you begin the application process. Be prepared to discuss these during the interview.

1. Why do you want to be a volunteer?
   Everybody decides to volunteer for different reasons. Are you idealistic? Do you want to deepen your relationship with God? Do you anticipate personal growth? Do you want to change your life?

2. What would you like to get out of the volunteering experience?
   What do you want to experience during your time as a volunteer? What do you hope to gain? What do you expect from this experience?

3. Have you volunteered before?
   What have you enjoyed most in previous volunteer experiences? How did those experiences influence your life? What did you learn about yourself because of those experiences?

4. What do you feel you can contribute to our mission?
   What skills, abilities, and qualities would you like to share with others? Which specific project interests you the most? What are your strengths/weaknesses? Are you willing to do whatever helps most?

5. How do you handle changes?
   Volunteering involves a lot of change. Not only will you be living in a new place with new people, but you won’t be earning a salary. How do you handle change? How will you adjust to living simply?

6. How do you relate with others?
   Many volunteers find living in community to be the most difficult part of their volunteer year. How do you interact with others? How do you deal with problems and disagreements? Can you follow the direction of others even when you do not understand the reasoning? Do you have a sense of humor?

7. What gives you satisfaction?
   At the end of the day, what makes you feel good? What do you find comfort in? What are your hobbies and interests? What do you like to do with others? How do you spend your time when you are alone?

8. How does the volunteer job fit in with your present life situation?
   How will this affect your relationships with family, friends and significant other? Will they accept your choice? Will it be difficult to be far from home? What financial needs do you have while doing full-time service?

9. Are there any other questions or issues you need to consider?
   Are you concerned about any physical or emotional health issues? Other factors unique to you?

Ask God to guide you as you answer these questions, be as objective and honest as possible. Ask someone who knows you well to review your responses to these questions. Share your thoughts with Godly leaders and friends to receive prayer and suggestions. Establish a time to meet with your pastor, missions’ committee chair or other church leader to discuss how he/she can help you grow.
#2 LT VOLUNTEER MISSION RESPONSIBILITIES

Outlined below is an overview of the mission responsibilities: additional information is provided once the application process is completed.

1. Work with the Haitian staff on ministry priorities. This is a Haitian led organization, **discussion is welcome but the Haitian leaders make the final decision.**

2. Primary responsibility is to work with the teams: everyone must be available to help as needed. Volunteers may be assigned to a specific project based on knowledge/experience or may be asked to work outside of their area of interest. They are to facilitate the teams’ work in Haiti but not work as part of the team. Board members involved in building, medical, evangelism, vocation and schools will provide specific information about ongoing projects during the interview process.

3. When no teams are in country, the volunteers are to work together on facility clean up and improvements, ministry projects and other tasks as directed by Haiti leaders and HOM staff. Volunteers are encouraged to actively seek opportunities to advance our mission in Haiti.

**Principle tasks for all volunteer staff include:**

1. Work with HOM and church staff to identify needs within the community and assist in the development and implementation of plans to meet those needs.

2. Provide "customer service" to teams, facilitating transition to and from the field, serve as host and liaison between Blanchard staff and teams staying at Blanchard.
   a. Pick up teams at the airport and get teams/luggage to lodging or work site
   b. Provide instructions and orient teams to Blanchard facility
   c. Arrange for teams to purchase additional food items or supplies as needed
   d. Be available (on campus and visible) to help team members as needed
   e. Coordinate with Haitian staff to arrange for transportation and translators for teams
   f. Accompany teams to work site or clinic: once at the site, check to ensure that everything is ready for teams (supplies, translators, etc.). Field coordinators should try to anticipate problems and are responsible for trouble-shooting and finding solutions. Some days may involve overseeing more than one task but they must check in with the team often to provide support/help as needed. **Field coordinators do not need medical or construction experience; their primary responsibility is to work closely with team leaders to encourage, guide and motivate team members to ensure a positive experience.**
   g. Return with team to lodging; review the day’s events, discuss problems and plans for the following day
   h. Make sure teams clean up after the mission and that reports are completed and forwarded to the appropriate board member
   i. Coordinate opportunities for sightseeing (if time permits).
   j. Get ready for the next team!

3. Serve as liaison between teams, church staff and HOM leaders to address any issues regarding team needs or projects. Facilitate opportunities for teams to learn, receive and share ideas. **While field coordinators may interact with all members of a team, their primary responsibility is to work with team leaders to co-ordinate the mission project, to anticipate, prevent or resolve conflicts and to contact HOM and/or church staff for assistance if concerned for the safety of the team or mission.**
4. All LT volunteers must routinely communicate with the HOM board members and staff. HOM pastors and leaders will provide guidance; volunteers meet weekly and as requested by the Haiti leaders. Timely progress reports regarding specific projects are encouraged and expected.

This is a Christian ministry; all candidates are to regularly attend HOM church services in Haiti and attend the nightly devotions when teams are in residence. LT volunteers are representatives of HOM and our ministry in Haiti, their attitude and behavior must be above reproach!

Application Process Steps
Once you receive an invitation from HOM to start the application process, you need to provide your Church support letter and references to the HOM LT Volunteer coordinator. Candidates will receive additional instructions regarding the Strength and Leadership studies testing. You are required to submit to a background check and get medical clearance from your health care provider. After we receive this information, you will talk to one or more HOM representatives, either in person or by phone. All volunteers must agree to follow our rules and guidelines while serving in Haiti. If you have not experienced a short-term mission to Haiti prior to applying, we strongly encourage you to do so.

Checklist of requirements to complete for LT Volunteer application: (All information is to be submitted to LTvol@haitioutreachministries.org unless directed otherwise)

1. Submit church sponsorship/letter of support.
2. Submit work reference letter (letters from volunteer or college experiences may be submitted).
3. Obtain medical clearance from your primary care provider (form to be provided).
4. Provide information and authorization needed to complete a background check (form to be provided).
5. Submit a brief written essay for each of the following 2 weeks prior to the interview
   a. Provide a description of your previous mission experiences and how you grew as a person as a result of that experience.
   b. Create an outline of a talk that you would give to a group of volunteers about cultural sensitivity while serving as a volunteer in Haiti.
   c. How will you relate to people who have very different theological understandings from you? Characterize your own theological understanding in the essay.
   d. Describe how you handle getting angry or have a disagreement with somebody.
   e. List five personal goals you hope to accomplish as you serve as a long-term volunteer.
6. Complete the Leadership studies tests.
7. Sign and submit the LT Volunteer Contract/Acknowledgement of Risk form (see page 5).
8. Schedule and complete an interview with a HOM representative.
9. Receive endorsement from HOM and Haitian leadership.
#3 LT VOLUNTEER CONTRACT AND ACKNOWLEDGEMENT OF RISK

I request permission to serve with Haiti Outreach Ministries (HOM) as a long-term volunteer staff member serving under the guidance and direction of HOM pastors and leaders; I acknowledge and accept the following conditions and requirements (initial each one):

1. _____I understand that there are risks and dangers associated with travel and living in Haiti; including possibly adverse health effects and/or injury and risk of being a victim of criminal and/or political violence. I release and hold harmless HOM and all officers, agents and staff of the organization for any and all claims and costs due to any liability, injury or damage which might occur as a result of my experience, associated travel and living arrangement.

2. _____I understand that it is my responsibility to obtain a medical release from my physician to participate in this mission activity and to purchase appropriate medical insurance, which includes coverage for emergency evacuation. I agree to follow recommendations for preventative care including taking antimalarial medications and getting the appropriate vaccinations. I understand that I may undergo types of exertion and conditions that I am not used to and will notify HOM if there are concerns regarding my health and fitness. I agree to abide by HOM’s decision not to participate in the any mission activities due to health concerns.

3. _____I understand that I must submit to a background check. I agree to provide appropriate references and to complete the required essays and leadership tools in a timely fashion. I agree to meet with a HOM representative at a time and place of their choosing and understand that I am responsible for any expenses incurred in association with the application process.

4. _____I agree to work within my scope of practice/expertise and to act in a responsible way while in Haiti. I agree to follow the guidelines of HOM and the directions of the Haiti leaders and HOM staff members. I understand that after a probation period of no less than 1 month a decision may be made by either HOM or me to terminate our partnership.

5. _____I understand that HOM is not financially responsible for any of my expenses associated with this mission service. I agree to pay $1,200.00 for room and board, half of which to be refunded at the end of the probation period. The remaining funds to be held until the end of the term of service and may be used to cover any cost incurred by me, including airfare to return home, if HOM determines that my behavior or actions jeopardize the ministry.

6. _____I agree to notify the Haitian leaders and HOM staff if I learn of anything that would alter the risks to others or me at any time. I agree that I will not travel or loiter outside of the church complexes or work sites unaccompanied and only then with the knowledge and permission of Haitian leaders and/or HOM staff.

7. _____I acknowledge that HOM is an evangelical Christian organization and strives to reflect God’s grace in the world. I understand that the inherent dignity of the Haitian people must be respected. I agree to be culturally sensitive and act in a manner that reflects the norms expected by the Christian community regardless of personal beliefs. I understand that I am to attend one of the HOM churches twice a month and be prepared to participate or lead in daily devotions with volunteers and teams.

8. _____I agree to allow the HOM leadership to release personal information about me to the U.S. State Department or other agencies if they believe that it would be in my best interest.

9. _____I affirm that I am over 21 years old and competent to enter into this agreement. I understand the potential for risk and agree to abide by HOM’s guidelines and Haitian leaders’ direction.

Signed________________________________________________ Date__________________