

Welcome to Missionary Ventures

As many previous team members can testify going on a short term mission is a life-changing experience. So we are very excited that you have decided to become a team member.

In this pack you will find all the forms required to complete the application process. These should be completed and returned to the address below as soon as possible. You need to enclose a deposit of \$200* with your application before we can begin to process it. This deposit will be applied to your account and is non-refundable if you decide to withdraw (refundable in the case of an emergency or illness that prevents you from travelling). Please also attach with this application a photocopy of your passport.

Please action all parts of this checklist as soon as possible as we can not process your application until we have received all parts, including your completed reference.

CHECKLIST

Please return to the address below:

Completed Application Form (pages 2-4)
Emergency Contact Information (page 5)
Release of Liability and
Child Protection Declaration (page 6)
Photocopy of Passport Information Page
\$200 deposit*

Please keep:

Child Protection policy (pages 7-9)
Fund Raising ideas (page 10)

WHAT HAPPENS NEXT?

We will process your application as quickly as possible. Once you have been accepted as a team member, we will put you in contact with your Team Leader, who will inform you of training and budget details for the team. If you are unsure about anything, or just have questions about the application process, then please don't hesitate to get in touch with us.

Once again thank you for joining us and we look forward to hearing about your experiences.

Yours sincerely,

MV New Zealand

Tel: +64 (0)9 478 2656

Email: info@mvnz.org

Web: www.mvnz.org

Please return forms to:

Missionary Ventures NZ
PO Box 35260
Browns Bay
Auckland 0753

* Cheque payable to 'Missionary Ventures NZ' or
transfer funds to Missionary Ventures NZ Account No:12-3059-0560743-02 (ASB)

Please complete this application LEGIBLY. Either:

a) type the text directly into the document before printing or, b) print the document and then complete in writing.

The document can't be saved with any text entered, so you're advised to print a backup copy for your records.

Please sign, then send to the address shown, along with your \$200 deposit (non-refundable) and a photocopy of the information page of your passport.

Country applying for

Team Number

Passport name (Last)

(First)

(Middle)

Street Address

Suburb

City

Postcode

Country (if not NZ)

Phone (Home)

(Office/Other)

(Mobile)

Email (Main)

Email (Alt)

Are you a New Zealand Citizen?

YES

NO

If NO, go to next line. If YES, skip the next line.

Do you have a return visa for NZ?

YES

NO

Where is your Citizenship?

Do you have a current passport?

YES

NO

Expiry Date

Marital Status

Date of Birth

Next of Kin (full name)

Relationship to you

MEDICAL BACKGROUND

Do you have any medical issues or allergies we should know about?

YES

NO *If YES, list below*

Are you taking any medications?

YES

NO *If YES, list below*

What current vaccinations do you have? *(Visit your GP or travel clinic for advice several weeks before leaving)*

TRIP INFORMATION

Have you been on a missions trip before? YES NO

If YES, what countries?

What organisation did you go with? Missionary Ventures Other:

What languages do you speak?

Why do you want to be part of a mission team?

What do you see as the goals and objectives for a mission team?

OCCUPATION AND EXPERIENCE

What is your current (or former) occupation?

What specialised training/experience have you had that may be of value on the mission field?

CHRISTIAN LIFE

Have you had any formal witnessing/evangelism training? YES NO *If YES, what kind?*

Are you a Christian? YES NO For how long?

Upon what are you depending for your salvation?

Briefly describe your relationship with Jesus Christ

Describe your personal faith journey

What are your strengths/weaknesses?

How do you see your strengths/weaknesses as a help/hindrance while on the field?

Are you comfortable sharing your faith with others? **YES** **NO** *Please explain:*

What ministry activities do you wish to participate in? *Check all that apply*

Testimony	Evangelism	Teaching	Drama
Children/Youth	Worship/Music	Medical/Health	Construction
Other:			

What church do you attend?

Pastor's Name

Tel

NB If YOU are the Pastor, please give the name and contact number of a suitable alternative referee

Pastor's recommendation and comments on suitability of applicant to be a team member:

Signed _____ **Print Name** _____ **Date** _____
(Pastor)

I hereby certify that the above is true and correct to the best of my knowledge, and also enclose the following:

NZ\$200 deposit (*see page 1*)

Photocopy of my passport information page

Child Protection Declaration

Release of Liability

Signed _____ **Print Name** _____ **Date** _____
(Applicant)

Emergency Contact Information

Team Member Name Passport No

Street Address

Suburb

City

Postcode

Country *(if not NZ)*

Phone *(Home)*

(Office/Other)

(Mobile)

Email *(Main)*

Email *(Alt)*

Medical conditions

List medications

Relationship to you

List allergies

PRIMARY CONTACT - IN CASE OF EMERGENCY

Full Name

Relationship

Address

City/Postcode

Country *(if not NZ)*

Phone *(Home)*

(Office/Other)

(Mobile)

SECONDARY CONTACT - IN CASE OF EMERGENCY

Full Name

Relationship

Address

City/Postcode

Country *(if not NZ)*

Phone *(Home)*

(Office/Other)

(Mobile)

Child Protection Declaration

I, _____ (full name) confirm that:

1. I have read and agree with the MVNZ Child Protection Policy and will abide by it's guidelines.
2. I have never been accused or convicted of any offences involving children or young people.

Signed _____ Date _____

Release of Liability

TO MISSIONARY VENTURES NEW ZEALAND CHARITABLE TRUST

MISSIONARY VENTURES NEW ZEALAND CHARITABLE TRUST (MVNZ Trust), its Board, agents, servants and employees acts only as an agent for the Traveller in connection with all aspects of Traveller's tour to _____ commencing on the _____ day of _____ 20__ with and on behalf of MVNZ Trust, and it is understood and agreed that MVNZ Trust assumes no liability for injury, damage, loss, accident, medical expenses, delay or irregularity which may be occasioned for any reason whatsoever due to its own acts or omissions or through the acts or omissions of any company or person engaged by MVNZ Trust for the purpose of transporting or housing Traveller, or in carrying out the arrangements of the tour, and MVNZ Trust accepts no liability or responsibility for losses or additional expenses due to delay or changes in air or other services, sicknesses, weather, strike, war, quarantine or other causes.

The right is reserved to MVNZ Trust to substitute living accommodations of similar quality to those specified in the itinerary and to cancel any tour prior to departure, in which latter case refund will constitute full settlement to Traveller. No refund will be made for an unused portion of the tour unless arrangements are made prior to departure.

As a Christian organisation our witness is very important; please do not bring or use illegal drugs, alcohol or tobacco products. MVNZ Trust reserves the right to send you home if there is an infraction of the rules in the respective country. You will be responsible for any costs incurred by your actions. Thank you for your courtesy and cooperation with MV's rules and the local customs of the country.

I, _____ (full name) confirm that I have read the foregoing and understand that it is a full and complete release of liability of MVNZ Trust.

Signed _____ Date _____

Child Protection Policy

INTRODUCTION

All staff or short-term mission team members working under the banner of Missionary Ventures New Zealand (MVNZ) must ensure that:

- The welfare of the child is paramount
- All children, whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity have the right to protection from abuse
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately
- All team members have a responsibility to report concerns to the team leader or field coordinator.

POLICY STATEMENT

MVNZ has a duty of care to safeguard from harm all children involved in any of our events and activities. All children have a right to protection, and the needs of disabled children and others who may be particularly vulnerable must be taken into account.

MVNZ will ensure the safety and protection of all children involved in our activities and events adherence to these Child Protection guidelines.

A child is defined as a person under the age of 18.

POLICY AIMS

The aim of MVNZ's Child Protection Policy is to promote good practice:

- Providing children and young people with appropriate safety and protection.
- Allowing all staff /team members to make informed decisions and give confident responses to specific child protection issues.

PROMOTING GOOD PRACTICE

Child abuse, particularly sexual abuse, can arouse strong emotions in those facing such a situation. It is important to understand these feelings and not allow them to interfere with your judgement about the appropriate action to take. Abuse can occur within many situations including the home, school and the sporting environment. Some individuals will actively seek employment or voluntary work with young people in order to harm them. All suspicious cases of poor practice should be reported following the guidelines in this document. Outdoor activities and sports can play a crucial role in improving a child's self-esteem. The work of MVNZ brings us in contact with many different children from around the world and in all instances we must work to ensure the child receives the most appropriate care.

GOOD PRACTICE GUIDELINES

All team members should be encouraged to demonstrate exemplary behaviour in order to protect themselves from false allegations. The following are common sense examples of how to create a positive culture and climate.

GOOD PRACTICE MEANS

- Never being alone with a child.
- Always working in an open environment (e.g. avoiding private or unobserved situations and encouraging open communication with no secrets).
- Treating all young people with respect and dignity.
- Building relationships based on mutual trust, which empowers children to share in the decision-making process.
- Making activities fun, enjoyable and promoting fair play, without prejudice.
- Ensuring that if any form of manual/physical support is required, it should be provided openly and appropriately. Care is needed, as it is difficult to position hands appropriately in certain circumstances.
- Ensuring that where possible, a male and female team member should always accompany mixed groups. However, remember that same-gender abuse can also occur.
- Being an excellent role model – this includes not smoking, drinking alcohol or using inappropriate language in the company of young people.
- Giving enthusiastic and constructive feedback rather than negative criticism.
- Recognising the developmental needs and capacity of young people with and without disabilities – avoiding excessive physical activity or competition and not pushing them against their will.
- Keeping a written record of any incident or accident that occurs, along with the details of any treatment given.

PRACTICES TO BE AVOIDED

The following should be **avoided**. If cases arise where these situations are unavoidable it should be with the full knowledge and consent of the Field Coordinator or team leader.

- Engaging in rough, physical or sexually provocative games, including horseplay.
- Allowing, or engaging in, any form of inappropriate touching.
- Allowing children to use inappropriate language unchallenged.
- Making sexually suggestive comments to a child, even in fun.
- Reducing a child to tears as a form of control.
- Allowing allegations made by a child to go unchallenged, unrecorded or not acted upon.
- Doing things of a personal nature for children or disabled adults, which they can do for themselves.

INCIDENTS THAT MUST BE REPORTED OR RECORDED

If any of the following occur you should report this immediately to the Field Coordinator or Team Leader and record the incident. It may also be appropriate to ensure the parents of the child are informed:

- If you accidentally hurt a child.
- If he/she seems distressed in any manner.
- If a child appears to be sexually aroused by your actions.
- If a child misunderstands or misinterprets something you have done.

MVNZ recognises that anyone may have the potential to abuse children in some way and that reasonable steps should be taken to ensure unsuitable people are prevented from working with children. Where a team member may be required to work unsupervised and in a nature that leaves opportunity for abuse, MVNZ will obtain the team member's permission to request a Police check prior to the trip taking place.

RESPONDING TO ALLEGATIONS OR SUSPICIONS

It is not the responsibility of anyone working within MVNZ in a paid or unpaid capacity to decide whether or not child abuse has taken place. However there is a responsibility to act on any concerns initially through liaison with the Field Coordinator, team leader and then through contact with the appropriate authorities.

CONFIDENTIALITY

Every effort should be made to ensure that confidentiality is maintained for all concerned. Information should be handled and disseminated on a need to know basis only.

Recorded information will be stored in a secure place with limited access to designated people, in line with data protection laws (e.g. that information is accurate, regularly updated, relevant and secure).

MISSIONARY VENTURES NEW ZEALAND REQUIRES THAT:

All team members read the advisory information herein outlining good practice and informing them about what to do if they have concerns about the behaviour of an adult towards a young person or one young person to another.

As part of the application process to join a mission team, all team members will complete and sign a Child Protection Declaration form.

Fund Raising Ideas

Your team leader will talk to you about the budget for the trip and any fund raising ventures due to be carried out. You will find below some ideas for raising funds in your own church, groups or work areas. Whatever you do remember to pray, start early, get lots of people involved and never give up!

EVENTS

- Hold an auction night – auction things that people donate or services
- Have a theme night based on the mission trip – African night etc. have typical food, entertainment, decorations etc. Charge for tickets
- Talent show or a night with music and food – get people to donate food, and find musicians to play for free
- Cake sale – everyone brings a cake, buys a cake
- Bring and buy sale – same principle
- Praise & Worship evening with collection
- Barn Dance or other theme – Disco, 70's, 80's etc
- Car Boot Sale
- Table Top sale
- Quiz Evening
- Fashion Show
- BBQ
- Themed (African) Dinner – with volunteers to wait on
- Jumble sale
- Design & Make – then sell – cards, bookmarks, recipe books, journals, t-shirts etc
- 5-a side football match
- Fancy Dress party
- Ask church congregation to donate \$1 per person per week to mission

SPONSORED EVENTS

- Run/Walk
- Cycle ride
- Climbing/Swimming
- Silence!
- Anything that people are prepared to do – from a sponsored bible read, to a bungee jump, diet to a parachute jump!

OTHER ORGANISATIONS

- Get other organisations on board:
- Church – groups within the church, ladies, youth, men, children etc.
- Local schools – non uniform days, silly clothes days, bring a pound day
- Local work places – your own work place – colleges etc
- Local newspapers/radio stations – get publicity
- Charities may want to help
- Local shops can help to publicise/collect money

PEOPLE

- Family
- Friends (church; school; Uni; work; sports; Facebook)
- Get people involved/onboard/enthusiastic