

# **EAST ANGOLA/FLORIDA PARTNERSHIP GUIDELINES**

## **Developing partner church relationships**

Prepared by the East Angola/Florida Partnership committee  
(These guidelines are also available at [www.flumc.org/mission](http://www.flumc.org/mission))

Resources used in the preparation of this document:

- *UMVIM Team Leader Handbook*
- *Volunteer Teams. Honduras United Methodist Church*
  - *Guidelines for the Cuba/Florida Covenant*

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## I. THEOLOGICAL FOUNDATION

### GOD'S MISSION

Christianity has always been unapologetically evangelical and mission oriented. The church of Jesus Christ does not *have* a mission; the church *is* the means by which God's mission of reconciliation through the life, death, and resurrection of Jesus Christ reaches every living soul. Christian mission, in other words, is rooted in the "**missio Dei**," the self-revelation and missionary initiative of the Triune God. In a global context that evangelical and missionary impulse has not diminished. In Africa alone the number of Christian adherents has increased from nearly 9 million in 1900 to 350 million today, and current projections estimate membership to reach 700 million by 2025. Even in settings where the political climate has not proved conducive to growth, the church has nevertheless continued to grow. While Methodist membership in North America has decreased over the last 20 years, Methodist membership is growing rapidly in Africa, and specifically in Angola.

The East Angola/Florida Partnership is undergirded by Spirituality, Mutuality, Respect, and Collaboration.

**Spirituality** (Col. 1:9) *For this reason, since the day we heard it, we have not ceased praying for you and asking that you may be filled with the knowledge of God's will in all spiritual wisdom and understanding.* In all things, and with all projects and relationships, the East Angola/Florida Partnership is a praying ministry, guided by the promptings of the Holy Spirit, as all seek guidance from the Holy Scriptures.

**Mutuality** (Ro. 12:10) *Love one another with mutual affection; outdo one another in showing honor.* (Heb 13:1-2) *Let mutual love continue. Do not neglect to show hospitality to strangers, for by doing that some have entertained angels without knowing it.* The East Angola/Florida Partnership is an exchange of hospitality and mutual sharing of the gifts and graces that God gives.

**Respect** (I Thess 5:11-12) *Therefore encourage one another and build up each other, as indeed you are doing. But we appeal to you, brothers and sisters, to respect those who labor among you, and have charge of you in the Lord and admonish you...* Mutual respect is to be the norm between the conferences: each seeks to listen and learn and give and receive from one another as God would have us do while affirming that all are children of God in need of grace and salvation in Christ Jesus.

**Collaboration** (1 Cor. 3:9) *You are God's servants, working together; you are God's field, God's building.* Work styles may differ, but the East Angola and Florida Conferences are working toward the same ends: that God's reign may break out in each of our conferences and that God be glorified through faithful people for the sake of reaching persons for Christ's salvation and grace and for the formation of disciples.

## II. BUILDING THE RELATIONSHIP

### HISTORY: METHODIST BEGINNINGS - ANGOLA AND FLORIDA

Methodist mission started in Angola with the self-supporting projects of the Rev. William Taylor, who was elected missionary bishop of Africa in 1884. In 1885, 45 missionaries whose conference relationships were with Liberia began work at six stations in Africa. Of those six, five of them were located in Angola. In 1896, the Missionary Society of the Methodist Episcopal Church began overseeing the work of this pioneer group. In Florida, the first Methodist congregations were organized by circuit riders (missionaries) sent from the Mississippi and South Carolina conferences after the Florida territory was ceded from Spain in 1821. The first session of the Florida Annual Conference was held in 1845 at Florida's capital, Tallahassee.

## PLANTING THE PARTNERSHIP

The partnership between the East Angola and Florida Conference was laid on the foundation of a personal friendship between Bishop Timothy W. Whitaker and his wife Melba and (now Bishop) José Quipungo and his wife Laurinda. The growing awareness of East Angola's initiative to recover from 27 years of warfare and grow as a missionary conference, and to establish self-sustaining ministries with their human and material resources, encouraged the partnership with Florida. The strength of the East Angola Conference was evident in the initiative of a resilient people ready to work and build their church and country after long years of conflict. Florida desired to learn from this powerful testimony of missionary evangelization.

The purpose of the partnership between The United Methodist Church of East Angola and the Florida Conference of The United Methodist Church, is expressed in the 1996 Book of Discipline, ¶549.a

*“The purpose of an Act of Covenanting with another Christian church is to encourage a new sense of global common cause, mutual support, mutual spiritual growth, common study of Scripture and culture, creative interaction as ministers in the mission of God's church, cross fertilization of ideas about ways to be in that mission, sharing of resources, and exploration of new forms of service directed at old and emerging needs.”*

## PARTNERSHIP VS PATERNALISM

When cultural differences combine with great needs it is difficult to establish partnerships rather than arrive at paternalistic solutions. As North Americans, our great material wealth may make dialogue difficult. The needs may appear so great that we want to use our resources to help solve them, and we move ahead to make offers that cannot easily be refused. Some of these offers may be of doubtful value within the cultural context and perhaps should be refused, but the need is so great and there are few alternatives to choose from. At its worst, paternalism creates dependency and inequality that puts the giver on a different plane than the one who receives help.

Partnership is created amidst dialogue between equals. This dialogue leads to the exploration of opportunities to mutually help and support one another. It requires keeping our eyes open to possibilities outside our normal experience in order to embrace ways of ministering within different cultural contexts. Such dialogue may produce opportunities for us to assist our partner churches in meeting material needs. However, any such support is based on the understanding that it is our privilege to give and the privilege and responsibility of those receiving the gift to administer it in their own particular context.

## OUR COMMITMENT THROUGH PARTNERING

United Methodist churches in Florida expressing interest in a relationship with a partner church in East Angola will show a commitment to mutuality by first engaging in dialogue and practicing spiritual discernment in developing the relationship. The following practices reflect a commitment to such a relationship:

1. Pray for one another.
2. Share the history and spirituality of both churches with letters by mail accompanied by pictures, literature, children's drawings, etc. As a norm, all communication should be done in Portuguese.

3. Nurture your whole church membership's commitment to the partnership by publishing news of your East Angolan partner church in your church's newsletter and web site, if available.
4. Respond to the priorities of The United Methodist Church in East Angola by supporting the ministries of the partner churches in East Angola.
5. Support the East Angola/Florida Partnership Advance Specials.
6. Find opportunities to interpret and promote the partnership with other churches in your cluster and district.
7. Engage in the interchange of people through children's ministry teams, preachers, laity, study teams, professors, and teachers.

### **III. PRACTICAL MATTERS**

#### COMMUNICATION

Letters, pictures and other informational pieces about your church, as well as Christian education materials (in Portuguese if possible), can be sent by Priority Mail to the onsite coordinator at:

Icel Rodriguez  
Igreja Metodista Unida. Conferencia Do Leste de Angola  
Rua Comandante Dangereux, 46 C. Postal No. 9  
Malanje, Angola

The coordinator will deliver the packet to your partner church in East Angola.

Nothing must be done for personal use or benefit. The Partnership or the relationships and opportunities which it opens must not be used to favor any specific person, whoever that may be.

The letters and communications with pastors and lay leaders/members of the partner church should focus on meeting ministry needs.

#### FUNDING

At this time, funds should be sent to the Office of Global Mission of the Florida United Methodist Conference, P.O. Box 3767, Lakeland, FL 33801. Make checks payable to the "Florida Conference Treasurer," accompanied by a letter stating the name of the partner church and district in East Angola and the intended use of the funds. Typically, contributions should be made with an understanding that the partner church will have some flexibility in addressing ministry needs in their current setting.

Transferring funds via the Florida Conference to the Conference Treasurer in East Angola helps ensure proper receipt and accounting of funds for the partner church in East Angola. Most individual churches in East Angola do not have banking accounts to handle receipt of funds. The Conference Treasurer in East Angola will provide the Florida Conference with a receipt of the transferred funds, who can then provide documentation to the local church for such receipts.

#### **IV. PREPARING AND ORIENTING A GROUP**

Groups that go to East Angola from the Florida Annual Conference of the United Methodist church are one major way of implementing the Partnership between the United Methodist Church of East Angola and the Florida Conference.

Each group that travels to East Angola should include interested people from more than one church, if possible, and should be approved by the East Angola/Florida Partnership committee. The group should be composed of a maximum of 6 persons. Participants should be mature Christians who wish to share their faith and learn from fellow Christians who are different from them. Discourage those persons only interested in going as tourists.

When feasible, it is recommended that each group includes a translator who is fully bilingual in English and Portuguese. If you cannot locate a translator, negotiate with your contact person in East Angola. Begin planning your caravan at least eight months before the projected departure date.

#### TEAM LEADER RESPONSIBILITIES

One member of the group will be the team leader. It is suggested that he/she goes through the UMVIM training for team leaders (visit [umvim.org](http://umvim.org) for dates). The group team leader oversees the different administrative tasks such as orientation sessions, time line development, budget preparation, travel arrangements, and program preparations that need to be made prior to going to East Angola while maintaining continuous communication regarding the group plans with the contact person in East Angola.

Experience has shown that the more well-trained and well-oriented a group is ahead of time, the more positive and profound member experiences will be.

In one or more orientation/training sessions, the team leader should not only share information about logistics and packing, but also encourage the team to meet, reflect, and think ahead of time about your team's purpose and attitude.

Orientation should include the following activities:

1. Share the objective of the trip.
2. Discuss what it means to go as servants.
3. Explore the culture, history, and political and economic climate of Angola and the history of the East Angola United Methodist Church (assign team members to do research and report to the group). For the list of resources see Appendix 1
4. Foster team spirit by getting to know each other and by sharing personal motives and hopes for the team's experience.
5. Collect forms (accident insurance, notification of death, emergency contact information) and payments from team members. For required forms, see Appendix 2-4
6. Discuss team safety and medical precautions.
7. Delegate team responsibilities and assignments (Team medical advisor, Daily devotional leader, Luggage coordinator, Treasurer, Team photographer, etc.).
8. Finalize your travel plans.

## SCHEDULING

Please send your group's tentative dates to the onsite coordinator in East Angola, Icel Rodriguez at [irodriguez@flumc.org](mailto:irodriguez@flumc.org).

To determine the length of your trip, include:

- 5 work/visit days
- Two/three full days on each end of the trip for air travel to and from Quéssua, Angola
- One day for sight-seeing at the end of the trip

Example:

Day 1- Depart from Florida

Day 2 - Arrive in Angola. Overnight in Luanda

Day 3 - Travel to Quéssua

Day 4 through 8 - Work/visits

Day 9 - Sightseeing

Day 10 – Depart from Quéssua. Overnight in Luanda

Day 11 - Depart from Luanda

A general time line to help you get ready for your trip appears in Appendix 5.

## GENERAL BUDGET CONSIDERATIONS

- Expenses in order to apply for, or to renew, a US passport.
- Cost of Angolan visa is \$110.
- Cost of immunizations.
- Insurance from GBGM for accident/injury. See Appendix 2.
- Airfare from home city to Luanda, Angola.
- Meals in route.
- Fees for overweight or extra baggage.
- Tips for baggage porters.
- The host charges mission groups \$30 per person per day. This per diem fee covers in-country meals, lodging, and transportation and is due upon arrival in Angola.
- Personal spending money for souvenirs/snacks.
- Extra group activities and sight-seeing costs.
- Miscellaneous.

U.S. dollars can be changed for kwanzas in the airports upon arrival. Dollars should be new or nearly new. Bills that are worn, ripped or written on will not be accepted. Traveler's checks and credit cards are not recommended.

Note: It is against the Angolan law to take kwanzas out of the country.

## PASSPORT AND VISA

These processes take a few months to complete, so each group member should start these processes right away. You need a valid U.S. passport and a visa to enter Angola. Passport must be valid for at least 6 months after the date of your departure from the US.

The team leader and the contact person in Angola should have a copy of the first page of the passport of each team member. A copy should also be kept with a contact in Florida.

For visa application process, see Appendix 6.

## IMMUNIZATIONS

Immunizations are required to enter Angola. All group members should visit either their personal physician or a travel health clinic at least 3 months before departure and obtain an International Immunization Certificate (yellow card)

Recommended immunizations are:

- Typhoid
- Yellow fever
- Meningococcus
- Polio
- Rabies
- Tetanus/Diphtheria
- Hepatitis A & B
- MMR
- Malaria prevention medication

## TRAVEL ARRANGEMENTS

Make travel plans well in advance. Check with travel agents and airlines to find the best rates. Be cautious of making reservations for group travel over the Internet, as experience has shown that groups are often split up into various flights without your permission or knowledge until it is too late.

## LUGGAGE

Pack as little as you can. Less luggage means more freedom and the ability to take more supplies for the mission. Put the same brightly colored tag or patch on all luggage to ensure easy recognition. Do not pack anything in cardboard boxes. Plastic tubs are fine to use but are more likely not to arrive with the rest of your luggage. Consider using second-hand suitcases for donations and medicines.

Please be prepared with all that you need when you arrive. Don't ask your hosts to take time to run by the store in Angola so that you can buy a personal item. Pack what you need to get through one or two days in your carry-on bag, in case your luggage gets lost. Include prescription medications, reading glasses, and other essentials.

Leave travel schedule and onsite coordinator's phone numbers with family or other contacts at home.

If you are taking medical supplies, here are some suggestions:

1. Carry a letter from the mission requesting medical supplies.
2. Carry a letter from the church stating that the goods are all donated, will not be sold, and are for medical care of the poor.
3. Take no expired medicine.
4. Pack medications separate from personal items.
5. Create an inventory list of all that you are bringing and the expiration date of each. Email this list to the onsite coordinator and place a copy of the entire list in each piece of luggage that has inside any item on the list.

See suggested packing list on Appendix 7.

### SPIRITUAL FORMATION

For meeting day-to-day spiritual needs, a spiritual guide is essential to the success of the mission experience. Along with the team leader, the spiritual guide helps the team experience new relationships with other team members and discover Christ in those they are serving.

The spiritual guide:

- Serves under the team leader.
- Creates a daily space for worship and sharing.
- Nurtures the team as a community.
- Promotes an environment of intercessory prayer for the mission.
- Facilitates reconciliation.

### CULTURAL SENSITIVITY

Being and living in another culture can offer many insights into your own culture and your own faith journey, and it provides an opportunity to hear the voice of God. Even though it can be challenging and disorienting to be in another culture, an attitude of open eyes and an open heart can bring rich rewards. Experiencing a different culture helps volunteers become global Christians who better understand the rest of the world.

Culture exerts a powerful influence on our day-to-day living and wields most of its influence upon us unconsciously. To encounter a culture different from our own requires careful preparation.

**Alcohol and Smoking Policy:** It is better to clearly inform team members sooner than later about the East Angola UMC policy of no smoking or drinking alcohol at any time during the mission team's stay in Angola. Please remind each team member that any alcohol use or cigarette-smoking by any team member at any time during your stay in Angola is strictly prohibited.

**Greetings:** When greeting people, hugging is acceptable and welcomed. The common greeting is a light hug while touching your cheek to theirs and making a kissing sound into the air (both cheeks). Men will greet each other with a handshake.

**How to Dress:** Conservative dress is best. Avoid wearing shorts. Sleeveless shirts are fine, but no thin or spaghetti straps please. Dress simply for worship: skirts for women, short-sleeve collar shirts (knit or otherwise) for men. If a team member is expected to preach on a Sunday service, he/she should dress smart. A suit and tie is expected for men.

**Bathroom:** Toilet paper in Angola is not put in the toilet to be flushed away, but in the wastebasket next to the toilet. The water treatment systems cannot handle toilet paper. Many restrooms will not have toilet paper, so carry Kleenex travel packs with you. Some showers only have cold water. Complaining about it (or even making jokes about it) can be insensitive to locals who don't have a choice but to shower in cold water all the time.

**Conversation:** North Americans are quick to "get to the point", and are often perceived as being too direct and open. Diplomacy and tact are useful to avoid giving offense. Print and study useful Portuguese words and phrases from [www.easyportuguese.com](http://www.easyportuguese.com). Your hosts will be please to hear the effort you've made.

**Sense of time:** Living by the clock is not as important in Angola as in North America. There is a general understanding that meeting and starting times are flexible. See unexpected waiting times as opportunities to connect with others!

**Attention from community:** The act of watching others (what North Americans might call "staring") is acceptable in the Angolan culture, especially watching people who are interesting and different, like mission team members. Try not to take offense.

**Photography:** Ask permission before taking someone's picture. ("*Posso?*" while pointing to your camera usually works to communicate. It means: "May I?") Whenever possible, establish a relationship with people before asking to take their picture. Even eye contact and smiles can warm your subjects to the idea of having their picture taken.

**Gift-Giving Guidelines:** It is often difficult for North Americans with generous hearts to realize the long-term problems that giving certain gifts can cause. Here are some suggestions:

Please do not independently or indiscriminately give money, clothes, candy, or gifts directly to local people in the community or congregation, either during or at the end of your mission experience. The best gifts are sharing love, joy, and kindness with your new friends.

Donations are wonderful, and many ministries of the local Angolan churches are made possible by donations brought by mission teams! Please give all of the donations your team carries to Angola directly to the partnership coordinator or to the Bishop. We encourage that this be done quietly and without fanfare. Never give any donated items directly to local people, including materials and work clothes you leave at the end of your trip.

Here are exceptions to the above guidelines:

- If a team desires, it is appropriate to leave a remembrance for the host congregation (it is not a gift to an individual member), but teams should avoid extravagant gifts. Examples include: a banner for worship; paraments for the altar and lectern; a piece of art from your area, a cross, or a framed poster for the wall of the church; or a communion chalice. Remember- art and banners should be either text free or with Portuguese text only, please.

- It is also appropriate to bring a small gift to the pastor of the church where you will be working. Again, remember something inexpensive but representative of your team.
- If the team desires, it may give a driver, cook, or regular housekeeping a small gift such as a cross necklace or a T-shirt but-please-no tipping.

The partnership coordinator can help you find appropriate channels to give gifts that will benefit entire communities rather than just individuals. Teams sometimes want to make a donation that will benefit a particular individual, like a scholarship for a particular person the team meets on the worksite. What helps the church and pastor much more is to give a donation to the church for that need in general, i.e. for scholarships to be used at the discretion of the congregation's needs. In this way the church can determine those who have the most need. The local people who the team gets to know are not always the people in the congregation with the most need, and it can be paternalistic for teams to assume they know best.

By asking that you don't give gifts, we are hoping to avoid:

- Expectations of possible handouts that get in the way of authentic relationships.
- Unintentionally creating jealousy and division in a community.
- Skewed expectations of the next group of North Americans who might come.
- The temptation for short-term fixes in a community instead of examining the root causes of poverty.
- The opportunity to receive something for free can sometimes result in a mob scene in which North Americans feel overwhelmed and Angolans feel left out or the need to push to get something.

#### **Other concerns related to Cultural Sensitivity:**

- Expect less than first-class accommodations. There may be water shortages, bugs, a lack of privacy, cold showers, dusty car/bus rides, monotonous menus, cracked toilet seats, etc. Before you complain, think about how your complaints can sound to local folks who live in these conditions—or worse—all the time. Please be a gracious guest in the spirit of Christ .
- Expect differences in sanitation and personal hygiene.
- Pedestrians do not have the right-of-way. Watch for cars and bikes—they won't slow down for you!
- Angolans are accustomed to using terms of respect. Pastor/Pastora, Don/Dona, Irmão/Irmã with first names.
- Remember that a smile is universal!

#### GENERAL PRINCIPLES FOR MAINTAINING GOOD HEALTH

The best way to maintain good health is through prevention. You may be at risk because of uncertain conditions of water and sanitation. There is potential for diseases you have never dealt with before. You may be under stress, and different working and living conditions will increase your susceptibility to illness.

- Team members should drink purified, bottled drinking water that is made available to teams by local staff, and is readily available at stores and gas stations in Angola. Brush your teeth with purified water also. Restaurants are usually more conscientious about pure water, but if you're ever in doubt about the water or the ice, please ask. Or bring your own water with you to a restaurant. Stay hydrated during your stay (take along powdered Gatorade as a precaution.)

- Avoid food purchased from street vendors. Don't eat raw vegetables or unpeeled fruit unless you know they have been washed or have been treated in a water and chlorine solution. Nutrition bars, granola bars, etc. may be taken along to supplement the local diet.
- Any team member who has an ongoing medical condition should talk with a physician about implications and possible complications, and make plans to deal with the condition effectively. Do not count on buying your medication in Angola. Take along anything that might be needed.
- Wash your hands thoroughly. When water is not available, use hand sanitizer.
- Malaria is a major risk in Angola. Bed nettings and repellent at all times is a must.

### SAFETY AND SECURITY

Like many places in the world, travel within Angola involves certain risk to one's property or personal safety. We rely on the hosts and local leadership for up-to-date safety information. However, travel safety is also everyone's personal responsibility.

Most visitors will feel as safe in Angola as they do at home in the USA, if they take some simple precautions. Common sense is always the rule.

Most tips about security center around not creating temptation for opportunistic theft:

- Do not take jewelry or an expensive watch. Wear a cheap watch, and leave all but your most simple, unobtrusive jewelry at home. Taking real gold is not appropriate—leave these items at home. Not only will you be more secure, but more culturally appropriate as well.
- Be discreet when exchanging currency in public or when making purchases. Don't flash a wad of cash when making a purchase. When out and about, carry larger quantities of cash in a security "belly pouch" under your clothes. Carry smaller quantities of money to use in your pocket (more secure than a purse).
- Carry any valuables in a discreet manner.
- While traveling, keep your passport and cash on your body at all times. A "belly pouch" is best. When traveling, the most secure place for your passport is to always have it with you, well-hidden and protected from theft.
- Do not leave cash, cameras or other valuable items unattended while traveling unless it is clear that the place is secure.
- In the **daytime**, walk in groups of at least two. Please don't go off alone anywhere, even to wander off to "see something", "buy something" or "just take a quick picture". If the onsite coordinator says that two people together is not secure enough in a particular community, or that you should be accompanied by a local person when you walk to a particular place, please comply.
- In general, do not walk around the communities after dark unless the local staff specifies it is okay under certain conditions.
- Never leave your luggage unattended in any airport, even for a brief moment.

## **Appendix 1: Resources for study**

### **Print resources:**

1. Libro con las fotos de Mandy
2. Libro rojo en la oficina de Mandy
3. Free to play in Peace: Angola's war seen through the eyes of its children.  
*Published by the Christian Children's Fund.*  
For a copy of this book, contact Barbara Rogers at rogersbjoyas@comcast.net
4. Stories for Trees: Stories and Images of Angola.  
*Edited by Margrit Coppé and Fergus Power*  
For a copy of this book, contact Barbara Rogers at rogersbjoyas@comcast.net
5. Angola Mission Profile from the General Board of Global Ministries.  
Contact Morais Quissico at MQuissic@gbgm-umc.org for the most up-to-date version
6. To order other Angola related books, visit <http://www.africaguide.com/country/angola/books.htm>

### **Internet resources:**

7. Visit <https://www.cia.gov/library/publications/the-world-factbook/geos/ao.html> for general information, government and economy of Angola.
8. Visit [www.umvim.org](http://www.umvim.org) for a variety of mission resources

## Appendix 2: Accident Insurance Application

**General Board of  
Global Ministries**  
The United  
Methodist Church



Mission Volunteers Office  
475 Riverside Dr., Suite 330  
New York, NY 10115  
Tel (212) 870-3825  
Website: <http://gbgm-umc.org/vim>

### UNITED METHODIST VOLUNTEER IN MISSION (UMVIM) ACCIDENT INSURANCE APPLICATION

Please print legibly in black or blue ink, and sign the Release of Liability. Couples must fill out separate forms. Reproduce as needed.

\_\_Rev./ \_\_Dr./ \_\_Mr./ \_\_Mrs./ \_\_Ms. \_\_\_\_\_

First Name

Middle Initial

Last Name

Birth date (month/day/year) \_\_\_/\_\_\_/\_\_\_ Member Church (Name & City) \_\_\_\_\_

Home Street Address (including apartment #), or PO Box \_\_\_\_\_

City, State & Zip Code (+ additional 4 digit zip code if known) \_\_\_\_\_

Phone # (\_\_\_\_\_) \_\_\_\_\_ E-mail address \_\_\_\_\_

Beneficiary: [ ]Estate/My Will [ ]Name \_\_\_\_\_ Relationship to you \_\_\_\_\_

Date of Departure (month/day/year) \_\_\_/\_\_\_/\_\_\_ Date of Return (month /day/year) \_\_\_/\_\_\_/\_\_\_

Sponsoring organization (e.g.,local church, Conf.) \_\_\_\_\_ UMVIM project name \_\_\_\_\_

Type of team: Medical \_\_\_ Construction \_\_\_ Other (specify): \_\_\_\_\_

Destination (if in the U.S., city & state; if abroad, name of country) \_\_\_\_\_

Team Leader / Coordinator 1 \_\_\_\_\_ 2 \_\_\_\_\_

*These are legal statements, and you may wish to review them with an attorney:*

#### RELEASE OF LIABILITY (this must be signed BY APPLICANT for application to be valid & for applicant to receive insurance coverage)

I understand that the General Board of Global Ministries of The United Methodist Church assumes no liability for any personal harm or illness, or for loss of or damage to any property, that may come to me while I am serving as a United Methodist Volunteer in Mission, and I, my heirs, personal representatives and assigns, hereby absolve the General Board of Global Ministries of The United Methodist Church and hold it harmless from any claim or demand which I, my heirs, personal representatives or assigns might conceivably assert for any such harm, illness, loss or damage. I intend to be legally bound by this statement.

Signed \_\_\_\_\_ Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

(If the volunteer is 21 years or less, both the volunteer's and a parent's or guardian's signature are required)

Witnessed by \_\_\_\_\_ Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

#### PRIVACY RIGHTS

By my signature below, I consent to the recording and use of the personal data I am providing for the Mission Volunteers Database (MVDB), utilized by designated, password-authorized persons in GBGM, UM Committee on Relief (UMCOR), UM Volunteers In Mission (UMVIM), and MV programs. A voluntary service, the MVDB provides information for volunteer recruitment, placement, and communication, as well as insurance and statistical record-keeping. I may obtain a copy of and/or request the deletion of my data by contacting GBGM by signed request. After seven (7) years of no data activity, my personal data may be deleted. I release GBGM and all MVDB-authorized users from all legal responsibility for the use of my personal data unless they have recklessly misused the information. For complete details regarding MVDB policies, please consult <http://gbgm-umc.org/vim/mvdb/policy.htm>.

Signed \_\_\_\_\_ Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

(If the volunteer is 21 years or less, both the volunteer's and a parent's or guardian's signature are required)

**NOTES:** 1) This insurance policy is for participants in UMVIM work projects which are either listed in the Jurisdictional & Mission Volunteers websites (see <http://gbgm-umc.org/vim/umvimmap.htm>), Advance specials, or involve working with GBGM missionaries. 2) We try to accommodate applications up to the last minute, but please try to mail them 1 month before departure, in 1 batch (*not separately*), & pay with 1 check (*not separate checks*). Check should accompany applications. 3) Attach cover sheet stating a) team leader's or coordinator's name, address, phone, & email, b) destination, c) names & # of persons per each distinct set of dates of coverage (i.e. having same dates of departure AND return), as letter of coverage is drawn up per # of persons with same dates. 4) Make check payable to: General Board of Global Ministries, at \$.75 per person per day, including days of departure & return (in subtracting departure from return date, add 1 to the difference to get correct # of days). 5) NO cancellations. 6) Don't fax applications. 7) Address envelope to: Mission Volunteers, Room 330, 475 Riverside Dr., New York NY 10115. 8) Team leader/coordinator will be sent a copy of our letter to insurance company for team coverage. (Revised 1/4/06)

# NOTIFICATION OF DEATH

Name \_\_\_\_\_  
First Middle Last

Address \_\_\_\_\_  
\_\_\_\_\_

Work Phone ( ) Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ US Passport # \_\_\_\_\_  
Home Phone ( ) Sex \_\_\_\_\_ Expiration Date \_\_\_\_/\_\_\_\_/\_\_\_\_

A member of my family, or a Bishop of the United Methodist Church, or a representative of the U. S. State Department is to be instructed by the following in the event of my death, should my death occur outside the United States:

1. Immediately contact the following:

(Please include complete names, addresses, and contact numbers for the following)

A. A representative of the U. S. State Department

B. My spouse

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

C. My parents

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

D. My children

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

E. Others (specify relationship)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

F. United Methodist Bishop's Office

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ It is my desire that I be cremated if this is possible prior to my being shipped back to the United States. Where possible, arrangements for the cremation are to be made in consultation with a representative of the U. S. State Department. My remains are then to be shipped to the following address:

\_\_\_\_\_ I do not wish to be cremated. My body is to be shipped back to the United States in keeping with the requirement of the host nation to \_\_\_\_\_ the following address:

\_\_\_\_\_ All valuables, money, and personal possessions are to be kept in the control of the representative of the U. S. State Department and shipped to at the following address:

\_\_\_\_\_ In the event of the death of an accompanying spouse, all of the above instructions are to be followed in consultation with the surviving spouse if that spouse's physical condition or location make such consultation possible. Further, all valuables, money, and personal possessions are to be placed in the possession and control of the surviving spouse.

Notarization of Notification of Death Form (optional)

State of \_\_\_\_\_

County of \_\_\_\_\_

On this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, before me personally appeared

\_\_\_\_\_ to me known to be the same person described in and who executed the within instrument, and who acknowledged the same to be the free act and deed thereof.

\_\_\_\_\_

(Seal)

Notary Public, \_\_\_\_\_ County

State of \_\_\_\_\_

**Appendix 4: Emergency contact information**

Missioner's name on passport: \_\_\_\_\_

Passport number: \_\_\_\_\_ Date of birth: \_\_\_\_\_

Mailing address: \_\_\_\_\_  
\_\_\_\_\_

Home phone: \_\_\_\_\_ Work phone: \_\_\_\_\_

**IN CASE OF EMERGENCY, CONTACT THE FOLLOWING:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Home phone: \_\_\_\_\_ Work phone: \_\_\_\_\_

Relationship to missioner: \_\_\_\_\_

**IF UNABLE TO CONTACT THE ABOVE, CONTACT THE FOLLOWING:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Home phone: \_\_\_\_\_ Work phone: \_\_\_\_\_

Relationship to missioner: \_\_\_\_\_

**OTHER INFORMATION YOU WISH TO ADD IF AN EMERGENCY ARISES:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Appendix 5: Timeline

Eight months prior to travel:

- Work on the trip budget.
- Begin promotion and funding for your mission trip.
- Contact onsite coordinator and set your group's tentative dates.
- Make sure team members' passports are valid for at least 6 months from the day of travel. If not, have team members apply for, or renew their passports.

Six months prior to travel:

- Send copies of picture pages passports to onsite coordinator.
- Receive formal letter of invitation.
- Contact your travel agent for a tentative itinerary that you need to submit for visas processing.
- Determine with onsite coordinator what kind of work the team will do, together with church visits.
- Visit either your personal physician or a travel health clinic to obtain an International Immunization Certificate (yellow card)

Four months prior to travel:

- Have orientation meeting with team members.
- Fill out and gather required forms (Accident Insurance Application, Notification of death, Emergency contact information, Visa application.)
- Apply for tourist visas at the Angolan Consulate in New York.
- Send your Accident Insurance application form to the General Board of Global Ministries.
- Work with onsite coordinator on daily schedule, housing, transportation, needs, etc.
- Make travel arrangements. Purchase tickets.

One-two months prior to travel:

- Send travel insurance forms to Mission Volunteers in NY.
- Finalize travel arrangements.
- Confirm plans with onsite coordinator.

One-two weeks prior to travel:

- Make meeting arrangements with onsite coordinator.
- Have a Sending Forth Service for the team.

After your return:

- Send letters of appreciation to partner church. Include some photographs.
- Hold evaluation meeting. Include time for sharing journals, photos, videos.
- Make a presentation of your trip to the church.

## Appendix 6: Visa application

Submit the following documents to the Angolan Consulate in the New York at least 4 months prior to departure:

- Valid U.S. Passport (must have at least 6 months remaining validity). Foreign permanent residents in the U. S. must produce copy of Green Card.
- Two Visa Application Forms, completed and signed (Must be TYPED). Fill out the application at <http://www.traveldocs.com/ao/visany.pdf>
- Two passport-type photographs with the name of the applicant written on the back of each.
- Copy of round trip airline tickets or itinerary.
- Letter of invitation from your host in Angola addressed to the Angola General Consulate in New York. The invitation may be original, fax or email, but should show origin.
- A business letter of responsibility is required, to be typewritten on your church's letterhead and addressed to the Angola General Consulate in New York. See sample at <http://www.traveldocs.com/ao/businessletter.htm>
- Certified check or money order in the amount of \$ 110.00. Personal checks are not accepted.
- Stamped envelope or pre-paid Federal Express, UPS and D.H.L. envelope, to facilitate return of the documentation.
- Copy of the International Immunization Certificate???

Send all documents to:

Angola General Consulate in New York  
866 United Nations Plaza  
East 48th Street, 5th Floor  
New York, NY, 10017

## Appendix 7: Packing List

- Passport
- Ticket
- Copy of pictures page passport
- International Immunization Certificate (yellow card)
- Proper clothing for the culture\*
- One change of clothing, medications, and personal items in carry on
- Comfortable shoes
- Hat for working in the sun, sunscreen, sunglasses
- Towel and wash cloth
- Bed linens and mosquito net
- Flashlight
- Bible, devotional book, notebook, pencil/pen
- English/Portuguese small dictionary
- Cash
- Insect repellent
- Toiletries, i.e. soap, shampoo, lotion, compact toilet paper
- Moist towelettes and alcohol based hand sanitizer
- Snack food
- Positive attitude, Christian spirit, Servant mentality

### Items to pack for the entire team to use:

- One first aid kit for the entire mission team.
- A canister of Gatorade/Sports Drink in powder form is easy to carry. It can be mixed with purified water (which is provided), and is valuable for team members working in the heat.
- Duct tape. One roll can help in many ways!
- An entire package of earplugs to share around the team.
- Electric Power is 220V. The Plug types used are round pin attachment plug. Go to <http://kropla.com/!c.htm> to see it.

*\*Comfortable, modest work clothes and 1-2 outfits for church. Shorts for women are not appropriate. Capris are acceptable. Sleeveless tops are fine, just no thin or spaghetti straps. Long, to the knee, shorts may be worn by men on the worksite. For church, simple skirts and tops for women are common. Short-sleeve collared shirts (knit is fine), for men, and pants. Shirt and tie for men are necessary if preaching. Shorts should not be worn by anyone to a church service. Consider leaving as many of your personal clothes and shoes as you can in Angola at the end of your mission trip. Please leave any donated clothing (both clean and dirty clothes are welcome) with the onsite coordinator for later distribution.*