



Short Term Team Policy Manual

Brazil

Edited July 2013

Please take the time to read this information carefully. It contains information that is vital to your visit to Brazil. Once you have read the policy manual and agreed to its terms, please sign and submit your application form:

Signature _____ Date _____

Introduction

Welcome to our world! We are excited about your visit and we are confident that not only will you enjoy your time with our people in Brazil, but also God has a specific reason for this time in your life. Often, life is so full with learning and earning that it is easy to lose sight of what life is really all about and how incredibly blessed we really are. And that above all else, life has to be about “returning”; returning personally to our Creator to reconnect with Him as our source of life and for life, and returning some of the amazing richness our Creator has entrusted to us...both in the way of financial resource, but much more in the sharing of our education, talents, gifts and abilities.

You may not realize it, but your time in Brazil will be an investment in the people of Brazil and you will contribute in ways you are not even aware. And when you finally do get back home to learn and earn some more, remember you are invited to join the ranks of others like you who represent this place, these people, and the work of empowering them, to be what God created them to be.

When you arrive in Brazil, you may not realize it but you will have landed in another country! Some things will look familiar (we drive cars, live in houses, eat food, etc.) and you may be misled to think that everything is the same as back home. It's not! It really is a different country with a different language, a different way of seeing things, a different way of interpreting reality, as well as a different political reality where our norms can be interpreted as rude or even downright inconsiderate. For these and other reasons that you will have to trust us on, we have put together these policies. We ask you to read through and please abide by them during your stay. If something seems hard to understand or strange, feel free to ask us about it. But please know that we have carefully prepared these policies after some painful experiences.

One thing you may find when you get to the mission is that things are often done quite differently than you would do them. There are many shortcomings, so be tolerant, there are usually reasons for them. If you come across any of these, please feel free to share some practical suggestions as to how you think things can be improved and let us know. We value productive input.

Thank you for your willingness to serve with us.

Schedule and Participation

As a partner in the work we are doing, we want you to gain a full appreciation for all that goes on and want you to be able to participate fully.

- Someone at the mission will be assigned to help you get settled in, answer any questions you may have, and lend assistance when needed.
- Our day at the mission begins at 7: 30 A.M.
- Monday to Friday the cooks prepare dinner (the main meal of the day). After the daycare children have been served, everyone else meets in the school dining room at 12:00 (noon) to partake. Afternoon snack and juice & coffee is also served in the dining room at 3:00 P.M. for everyone, including visitors. You will be responsible for purchasing and preparing your own breakfast and evening meals, as well as your week-end meals when the kitchen is closed.
- Please be prompt and diligent in your work schedule to ensure that our staff and others you are working with learn the value and see the example of a strong work ethic. Not only so, but this practically emphasizes that Loving God and Loving People means living that out through plain and simple hard work (service).
- Although we will do our best to put you to work in your area of passion and interest, you will be given the privilege to serve and meet needs in ways which at times may seem rather menial or just plain laborious (slave labor ☺). Remember, the language barrier will limit your participation in a number of areas.
- Keeping your living quarters clean and orderly is your responsibility. Please do not carry any items from the guest quarters to any of the other departments of the mission. If you encounter any problems or breakages, please inform the person responsible as soon as possible.
- You are welcome to use the washer, however it is often busy during the day so you may have to wait til after hours to use it.

Transportation

All travel costs from the airport to the mission and back are **at the visitor or short-termer's expense. This cost can be shared if you come with other team members.**

Vehicle: For ministry transport *which the mission requests you to do and for which it has a budget*, mission transport will be provided. For any personal trips you may wish to make, ensure a mission vehicle is available. You will be required to pay for your own fuel.

Vehicle Rentals are available at the Curitiba airport. You may choose to go that way and enjoy more independence. Rates are comparable to Canadian prices.

Rides with missionaries or other mission transport:

You may be able to catch a ride to town and back with one of the many trips made by our mission staff. This takes coordination with the mission staff, so do plan in advance. Also, please feel free to make a contribution to the office toward fuel at your discretion.

Internet

To access the internet, you must have your own laptop. Though not completely dependable, it works most of the time, so you have to be flexible.

Other Costs

Please note that the mission does charge a daily fee of \$10.00 per person for the food and lodging. This charge must be paid in the office before departing for home.

Visas & Passport

Tourist visas are usually issued for 30, 60 or 90 days. When applying, take care not mention your intention to work or help in any way as a tourist visa forbids you to “work” in Brazil.

Before you leave immigration at your port of entry, please check your visa and ensure that the dates are correct and that your passport has been stamped. The slip of paper you are given by the officer will be required of you on your departure. ***Take special care not to lose it.*** He will also stamp your passport as you leave. (There are stiff fines for staying beyond the date stamped on your visa!)

In the event that you would like to extend your visit you are responsible to initiate and follow up with filling out forms, etc. These must be submitted at least a month before the departure date on your visa. If you're unsure on how to proceed please ask our office staff for help.

Personal Habits and Behavior

Although we as a mission and as individuals emphasize the freedom we have in Christ, it is our desire to ensure that our behavior reflects the mission we are working to achieve. As a result we request that you...

- Refrain from pursuing romantic relationships with the people you meet during your time here. Our desire is that you focus on the purpose for your time here and although looking for a husband or wife is a good thing, this may not be the best place or time for you to do this.
- Please refrain from foul language and/or teaching the local people inappropriate English phrases or words.
- Please refrain from alcohol and tobacco usage while at the mission.
- Although our local people are aware that our culture is different and clothing norms are unusual, please dress appropriately (ie. For ladies: Bermudas and slacks are fine, no miniskirts, short shorts or see through blouses and tops. For men: Bermudas and long pants are fine. The above are also fine for church.) Please be aware that none of these are Biblically mandated but rather are done out of respect for our local people and the cultural norms.

Giving gifts

The desire of almost everyone who visits is to respond to at least a few of the great number of needs they encounter while visiting. This is quite normal and we encourage you to respond to this need in the following way:

- Do not, under any conditions make commitments to support or give anyone anything. Please consult with the missionary or staff person responsible and after consultation, should you desire to meet a need, please channel this through the mission (we have identified key needs and ways in which you can contribute should you desire).
- If asked for anything or if you feel the desire to meet a need, do not under any condition promise or even suggest that you may be willing to meet the need. The reason being that *any suggestion that you may be able to help is considered a promise* and becomes a problem for the mission after your departure.
- If you have brought items to donate or assist in a ministry, please declare these as soon as possible upon arrival and entrust these to the mission for use at the discretion of the mission. (A form will be provided for you at the office to identify your donation). If some of these supplies or goods are to be used during your time here, the mission will ensure these are available.

- Should you be involved in a specific home or with a specific person for a period of time during your time here and you would like to help meet a specific need related to them, please coordinate this with the mission.
- If you would like to leave a gift or donation of appreciation for the staff, we have ongoing projects to improve their homes and help provide schooling for their children and we ask that you direct your gift toward that fund. Please coordinate this *with the missionary or staff person* responsible for your stay.

Other Protocols

We, like you, desire to empower and equip our people to deal with the challenges of life. They are not as well off as we are and have many needs, yet, we endeavor to leave their dignity and self-respect intact. As a result please:

- Use the same discretion as you would in your country in regards to:
 - Interacting and physical contact with the children here.
 - Confidentiality regarding people's personal information.
 - Accept whatever you're offered, even though you are not familiar with the food or drink.
 - Brazilians are very friendly and when introduced will offer their hand for a shake and at the same time bring their cheek to the left side of your face and then to the right. Though it may embarrass you, it's a cultural thing and signifies that you are genuinely accepted as a friend.
- It is the custom to clap at the front gate and request entry into people's yards and homes. Brazilians, especially those of lower income, are honoured to receive foreign visitors to their home and will always share whatever they have with their guests, be it ever so simple.
- If you would like to take photos, please ask for their permission first. In most instances, they're more than happy to have visitors take a few photos. If you have instant display and can show them a few of the photos/video clips, you'll be an instant hit.
- Although this may never be asked of you, do not give out your address or personal online details.

What You Need to Bring:

*Batteries chargers for your cameras and laptops.

*Clothing:

- June to August are winter months, so bring long sleeved T-shirts, warm slacks, several sweaters and a warm jacket, as well as socks, closed shoes and warm pj's for nighttime. It can however get warm during the day so you will need summer clothes as well. In winter the daytime highs are between 12's to 20 celsius. Nighttime can get down to minus -5 Celsius.
- September-April is the warm season, so bring lighter items. Daytime highs are generally 25 to 30 Celsius or so. It generally cools off at night.
- April, May and September are the months where seasons change, so if you come during those times bring clothing that is appropriate for both seasons. We have a heavy rain fall so you may want to pack a small umbrella. December & January are our rainy months.

Always pack:

- *Sunscreen and hats.
- *Bathing Suit – You may want to take a few days off for relaxation and go down to the beach.
- *Alarm Clock
- * Facecloths (several)
- *Linens & Towels are not required but if you have space to bring these items you may leave them behind as a donation when you leave.
- *Bug repellent with DEET (natural products and citronella are inadequate protection.)
- *Flashlight
- *Your Bible
- *Medicine-see section below

Health Information

**PLEASE bring enough of any prescription and other medications you use. They may or may not be available in Brazil. If you have allergies, please bring self-treatment supplies (anti-histamines, epi-pen). Please ensure you carry any critical prescription medications in your carry-on luggage since checked luggage can go missing!

You are advised to please bring your own personal supply of the following medicines, since they are often required by visitors their equivalent may be difficult to find.

1. Tylenol (paracetamol/acetaminophen)
2. Imodium (or other anti-diarrheal)
3. Gravol or other anti-nausea medication
4. Anti-inflammatories
5. A tube of antihistamine cream (ie. Benadryl) for insect bites

IMMUNIZATIONS:

Are not required if you come to Southern Brazil, however you may want to check in with your local public health clinic and see what they advise.

Always buy travel insurance, you may need it. We have several doctors and a hospital in Itaperucu, however if anything more serious goes wrong you may want to go to the capital city 35 km. Away where there are better services available.

OTHER HEALTH CONSIDERATIONS:

We strongly advise against visits for pregnant women, young children and babies due to their vulnerability to illness and possible problems during travel.

Because we serve in a less developed country and in unpredictable conditions, we cannot guarantee your safety, health, or comfort, and we cannot predict every possible eventuality that may happen during your visit. You can join with us though on our journey of trusting God for provision and protection. Although we will do our best to help you settle in, adjust and get involved in mission activities, everyone has a job to do and people are very busy so please plan on being as self-reliant as possible.