

missionary ventures new zealand

FIELD ASSISTANT (INTERNSHIP) PROGRAM

POLICY & PROCEDURES

Purpose/Duration

The purpose of the Field Assistant Program is to expose the Field Assistant to the work of missions and to assist the ministry of the Field Coordinator. The Field Coordinator will define the nature of the work and the role played by each Field Assistant. The Field Assistant Program is not a program suited for an individual's holidays or cross-cultural getaways.

A Field Assistant's term is from 30 to 120 days. Additional training and preparation is required for those going beyond 120 days.

Individuals wishing to work with a Field Coordinator should make a formal application to Missionary Ventures New Zealand (MVNZ) in the first instance. Any request to work beyond 120 days would also require approval from MVNZ, following consultation with the Field Coordinator.

Field Reporting Relationship

Prior to the Field Assistant going to the field, the applicant will:

- Communicate directly, and work closely with, the MVNZ Office to process their application.
- Receive appropriate training and preparation from, or as recommended by, the MVNZ office.

In the field, the Field Assistant will:

- Report to the Field Coordinator to whom they are assigned.

In the field, the Field Coordinator will:

- Outline the expectations in advance for the period of service,
- Modify the expectations as needed to most closely conform to the Field Assistant's capabilities and the field's needs.

Sending Authority

Missionary Ventures International (MVI) is the ultimate authority under which the Field Assistant serves. MVNZ will be responsible for the Field Assistant from initial contact through return and debrief. (MVNZ is an office of, and therefore ultimately responsible to, MVI. Read more about MVI at <http://www.mvi.org/about/history>).

Training and Preparation

The MVNZ office will synchronise plans with the Field Coordinator and define the orientation and training required for the Field Assistant. The preparation will typically parallel and build on the team trip member training.

Processes

Individuals wishing to be a Field Assistant with Missionary Ventures will complete and submit:

- Field Assistant application
- Copy of the information page of their passport with a visible picture
- Three References
- A Medical History/Physical Examination Report *and*
- A doctor's recommendation

All applications are to be approved in advance by the MVNZ office.

Discipline

Should discipline of a Field Assistant be required, the Field Coordinator will have this authority, including the authority to immediately remove a Field Assistant from the field if necessary. Removal from the field will be at the Field Assistant's own expense.

Information Packet and Agreement

The Field Assistant will be provided a packet from the MVNZ office that will typically include:

1. A Cost Letter
2. Release of Liability Agreement
3. Behavioural Guidelines
4. Country Information Sheet
5. Team Member Handbook (Suggested Packing List included)
6. Any other required MV Forms

Health Insurance

Field Assistants are required to obtain and maintain health/trip insurance for the duration of their time of service. Evidence of cover must be provided to the office in advance of leaving. Lapse of coverage can necessitate an early return.

Funding

The MVNZ Office will establish a budget for the period of service. This budget will include: roundtrip transportation to the country of ministry, including in-country transportation, food, lodging, insurance, special projects, and will advise you regarding personal expenses.

Living/Administrative Expenses

1. Food, lodging, and in-country ministry transportation is included in your cost. These funds will be disbursed to the field from the MVNZ office.
2. **NOTE:** Personal spending money and transportation cost are not included and are not able to be distributed to the Field Assistant from the MVNZ office.
3. Medical/Health Insurance is mandatory and is included.

Optional/Additional

4. Project Funds (It is recommended that the Field Assistant consider raising funds to support trip expenses and projects.)

***NOTE:** All Field Assistants will be required to have a return ticket at time of departure from the sending country.

All Field Assistants will be asked to have sufficient funds on hand with the MVNZ Office to cover their budget before leaving. In the case where funds are not available at the time of scheduled departure, the Field Assistants can be released to go at the discretion of the MVNZ Office, as long as there are firm commitments of support to meet the balance of the required funding. A shortfall of funds can prompt the MVNZ office to require the Field Assistant's early return.

The MVNZ office has control and administration over the use of donated funds; unless excess funds are being raised to go toward special projects, which must be designated in writing to the MVNZ Office.

In accordance with standard MV practice, the MVNZ office will deduct 5% of the Field Assistant's support to cover office administration - including costs associated with disbursements, contact with supporters, other support and fund-raising.

Taxation Issues

Field Assistants are expected to discuss their tax status with the MVNZ Office and to seek tax advice from the IRD and other agencies or advisors as appropriate. The MVNZ office will provide assistance where necessary.

Support funds must be sent to 'Missionary Ventures NZ', with the Field Assistant's name on the reverse of the cheque, or in the banking particulars field if online banking or other form of direct deposit is used.

Excess Funds

Since it is the purpose of the Field Assistant's trip to be a blessing to the field served, any excess funds raised beyond those budgeted and actually needed to sustain the Field Assistant are to be used at the discretion of MVNZ with the input from the Field Coordinator and the Field Assistant (including the possible benefit of the Field Coordinator). The Field Assistant must advise MVNZ in writing, if they are raising excess funds for special projects. Otherwise, any excess funds will be applied to general funds of the office and/or field.

FIELD ASSISTANT PROGRAM AGREEMENT

I, _____, certify that I have read and understand the rules and regulations to be a Missionary Ventures Field Assistant and I am willing to abide to their regulations.

Applicant Signature

Printed Name

Signature of Parent/Guardian if applicant under 18 years of age

Date (dd/mm/yy)