

Kenya Team Manual



Last modified: Oct 2018 dlb

Introduction letter

Dear Mission Team,

Thank you for your willingness to be a servant and to be involved in the work which God is doing through Mahali pa Maisha here in Kenya. Attached you will find our overall manual/policy regarding mission teams, volunteers and visitors.

You will see references to Mahali pa Maisha (MpM) throughout this manual. This includes the physical campus which houses the buildings, as well as the active ministry that takes place not only within that campus, but also in the surrounding villages, children's homes, or wherever God calls us to be His Hands and Feet.

We really do appreciate each and every volunteer and visitor who is willing to give up so much to come and serve with us. It is our desire to make your stay as pleasant and rewarding as possible. We would like the experience to benefit you just as much as it does the staff, children, and ministry partners.

We ask you to be considerate as we are growing and learning daily in the ministry and often working tight schedules and cannot always give you attention at exactly the time you need it. Please be patient. We work with the kingdom mentality that it is God's plans that will be fulfilled, so please be very flexible about possible changes of plan and schedule.

This Manual is meant to provide critical guidelines for Team Members. Not all areas will directly apply to each specific team, however we encourage you to read this manual in its entirety as the information will be very helpful to you as you serve in Kenya.

There are a few books that will assist you in your preparations. We encourage you to read: "When Helping Hurts", by Steve Corbett and "African Friends and Money Matters", by David Maranz and "Toxic Charity" by Robert Lupton.

In all things we trust God to guide our every step.

We look forward to serving with you!

David and Jen Bell
Kenya Field Directors

How you can serve

There are different ways you can come and join MpM Kenya. Each of them will provide you with opportunities to serve and bless the staff and our ministry partners. It should be noted that for the sake of simplicity, we will refer to all mission teams, volunteers and visitors as "Volunteers" whether you are here with us for a day, a month, or a year. In each and every circumstance we require you to abide by the policies and guidelines within for the integrity of the ministry and for the protection and well-being of yourself, the children and staff. See below for the description of the different options. This manual will focus on organized Teams. If you wish to consider a longer term commitment, please let us know and we will get you further information.

Mission Team

You can join or build a team to come and serve at MpM Kenya for two - three weeks.

The requirements are:

- a) Volunteer application and all forms completed for each team member
- b) Interview with a MpM Kenya Leadership
- c) Must be 18 years old, or accompanied with a guardian that is at least 21 years old
- d) Length of stay: two - three weeks (approx.)
- e) Size of team: between 6 and 12 people (approx.)
- f) Leader: An identified and competent leader who will train and equip the team in preparation of coming, and, while in country, lead the team
- g) Training: As a team, there must be training prior to arriving in-country. Training will include cultural, group/relational, biblical/spiritual, and de-briefing sessions. MpM will assist in this training.
- h) COSTS – Typical estimated cost for "in country" is \$1,800 which does not include air or other pre-trip expenses such as insurance, application fees, admin fees, etc. Exact costs will be determined on individual team needs (housing, transportation, length of stay, etc.).**

Opportunities to serve with MpM Kenya

You will have a wide variety of experiences as you come alongside the Kenyan staff and partners serving the people and children of Kenya.

While the experience will vary depending upon the gifts and passions of each team and volunteer, and the options available during your stay, your time serving in Kenya may include the following areas:

Working with HIV Support Groups – Your involvement will include learning more about the HIV/AIDS pandemic and how individuals and groups work through all aspect of the disease, stigma, work and everyday life. There are many opportunities to encourage, educate, care and assist in the social, economic, health and spiritual areas of people's lives.

Biblical Teaching – Biblical resources and discipleship are essential to our faith journey. Solid Biblical teaching in Kenya has been very limited and the need is great for purposeful and consistent Biblical teaching. Culture and tradition is a very strong influence in Africa and at times overrides the Truth and keeps one in bondage. Learning and living in the African culture is a key factor in being able to teach scripture. There are many opportunities to learn and to serve along side of Kenyan teachers and staff as we point all ages to learn, know, and apply God's Word to their lives, family and village.

Village Outreach Events – Knowledge is power and one cannot even know how to prevent disease or possess the skills needed for a trade without first being taught. Depending on your skills and interests you can share, encourage and teach others. Building relationships and empowering others is a way to multiply oneself. Village and group outreach events are an opportunity to help and assist others in knowledge. We often do training and teaching on things like basic health and hygiene, the importance of clean safe water, nutrition, agriculture, medical assistance and biblical teaching, etc.

Babies, Children and Teens - The reality of the youngest generations in Africa is daunting. They have been left to fend for themselves after being abandoned, abused, neglected or orphaned due to the AIDs pandemic, poverty, cultural issues, or other reason. A major part of our ministry here in Kenya is working directly with orphans and vulnerable children. There are many opportunities available to encourage, teach, love, mentor, clothe, feed, and tutor, as well as the everyday task of caring for a child. They need "Uncles and Aunties" to be Godly advocates to see them into mature Godly leaders of Africa.

At the Infant Rescue Center (IRC) you will be assisting the staff with the infants by providing day to day care. There are limitations on intimate care which can be given by short-term volunteers, but there are always opportunities to shower love on these precious little ones. (See Mahali pa Maisha Visitor Guidelines at the end of this manual)

Getting Our Hands Dirty- In villages, children's homes and remote areas, as well as at the MpM Compound the needs can range greatly: repairing hand pumps, drilling wells, water harvesting, planting seeds and trees, drip irrigation, greenhouses, small construction and painting are just a few of the ways that our investment of labor, time and resources can bring long term impact.

Safari

One of many opportunities to experience the Majesty of God is through his creation. All of our teams who come to Kenya take part in a safari with our staff to see much of the landscape and wildlife up close! It is also a great time to be able to sit at the feet of Jesus and praise him for all that he is showing you and teaching you.

A Part of the Journey

It is said that one's life is a learning experience and everyone has the opportunity to learn as long as they realize that learning is a continuous part of our journey. Being in a new geographical location and different culture you will have the opportunity to learn much. One of those areas is to learn more about yourself and God. There is nothing like saying "Yes" to God and allowing him to show you himself. Your time in Kenya is full-time ministry (even in your "off-time") and will be all about God and the more you spend time with him, the more you learn.

Be flexible!

We tell all of our teams to be flexible as each day can (and often does) bring last minute changes as plans and opportunities change with little notice. This is the "Kenyan" way of life. But regardless of the particular "job" that presents itself to you each day, you can rest assured that it will be an opportunity to share the love of Christ to God's people here in Kenya.

Before you come

Pray

We encourage you to have some friends, family, and/or church praying for you on a regular basis.

Prepare

There are several things that will need your attention as you prepare to come to Kenya. Consider all the usual travel arrangements before you leave your country, such as passport, insurances, vaccines, etc. Fill in all the required forms and submit them. MpM will assist you with everything you need to be prepared for this experience through regular communication, training and much more. We will personally be in communication with you prior to your arrival, while you are here in Kenya and even after your return to your home country.

Immunizations and overall health

Currently there are no required immunizations by the Kenyan government to be in Kenya. It is best to discuss your travel plans with your physician and conclude what you would like to do concerning immunizations.

We recommend that you have Hepatitis A and B, Typhoid, and current tetanus within the last 10 years.

Good options include: Yellow Fever This may soon be required to enter Kenya (Can only be administered at a travel health clinic and documentation will be given to carry with you to confirm administration.)

Polio, MMR, bacterial meningitis, and pertussis (whooping cough)

Malaria prophylaxis is recommended...several options...either:

Lariam (mefloquine) 250 mg taken once weekly (Malaria Mondays work best ☺), starting 1-2 weeks before arrival, thru the trip, and for 4 weeks after departure.

Malarone (250mg atovaquone/100mg proguanil hydrochloride) taken daily with food starting 2 days before arrival, thru trip daily, and 7 days after departure.

Doxycycline 100 mg taken daily starting 1 day before departure and 4 weeks after return...may increase sun sensitivity.

Many choose to not use prophylaxis. Malaria is a medical condition with potentially serious consequences that can last a lifetime.

Be sure to bring any prescription medication that you require with you and pack it in your carry on bag. If you have any particular type of pain reliever or over the counter medication that you prefer it is best to bring with you as Kenya does not have a large selection of such items.

Register at Embassy

It is very important that you register with your home country's Embassy in Kenya **before your arrival**. You can normally do this on the Embassy website. (Search the web by using {your country name} Embassy Nairobi Kenya.)

Kenya Culture

Get yourself familiar with the culture of the community you are coming to. There is plenty of information available on the internet or travel books on Africa and Kenya culture.

Kenyan culture is conservative in most ways when compared to the US or Europe. Just a couple of examples are things like: Christians do not drink alcohol, in ANY form. For this reason we require that even while on safari beer and wine be avoided to prevent possible damage to our witness. Another big difference between "Western" and "Kenyan" culture is in the area of sexuality. Public displays of affection are not accepted, homosexuality is outlawed and can result in a 14 year prison sentence. The Western influence is rapidly changing much of the Kenyan culture, and sadly, not always in positive ways. We will request that you be willing to "fit" into the culture you are working in with a goal of being a witness for Christ, not changing their culture into yours.

Many of our guidelines have been put into place due to the cultural differences between Kenya and other countries. What may seem perfectly harmless in your country (or another country you have served in) could be a major concern here in Kenya, particularly with the children and staff.

"HOT" AND "COLD" CULTURES (adapted from "Foreign to Familiar")

Numerous researchers have discussed the idea of "hot" cultures and "cold" cultures being distinct in the manner in which they approach purpose, time and communications. They have suggested (and many travelers agree) that hot climates foster one perspective on life, while cold climates promote another. This can be seen clearly when comparing a hot culture, such as Kenya, with a cold culture such as America.

> RELATIONSHIP VS. TASK ORIENTATION

Most Americans are task-oriented. As a result:

- We value communication as a means of providing accurate information.
- Society is logic-oriented (although individuals may be otherwise).
- Efficiency and time are high priorities, and taking them seriously is a statement of respect for the other person.

The Kenyan culture is relationship-oriented. As a result:

- Communication is valued as a means of creating a harmonious atmosphere.
- Society is feeling-oriented (although individuals may be otherwise).

- Efficiency and time do NOT take priority over the person.
- It is considered inappropriate to talk business upon first arriving at a business meeting, or upon making a business phone call.

> *DIRECT VS. INDIRECT COMMUNICATION*

Most Americans prefer direct communication. As a result:

- Short, direct questions show respect for the person's time as well as professionalism.
- A "yes" is "yes," and a "no" is "no." There are no hidden meanings.
- An honest, direct answer is information only. It does not reflect how the person feels about you.
- You can say what you think, nicely, and it will usually not be taken personally.

The Kenyan culture utilizes indirect communication. As a result:

- Friendliness and harmony are valued. Every question must be phrased in a way as not to offend by its directness.
- Use of a third party for accurate information may be necessary when a direct question will be too harsh, or not get the desired results.
- A "yes" may not be an answer to a question. It may be the first step of a beginning a friendly interchange. Yes-or-no questions are avoided. Open ended questions may be viewed as more polite and more effective in obtaining answers. A "yes" may only be given because it is thought that is what you want to hear.
- ***Importance is placed on avoiding embarrassment.***

> *INDIVIDUALISM VS. GROUP ORIENTATION*

In American culture, prestige is determined by one's accomplishments and accrued wealth. As a result:

- Each person is viewed as an individual with his or her own identity.
- It is believed that every individual should have an opinion and can speak for him or herself.
- Taking initiative in a group is good and expected.
- One must know how to make one's own decisions
- My behavior reflects solely on me, not the group.

In Kenya, prestige and identity are determined by one's social background. It is determined by birth, not gained through accomplishments. As a result:

- A philosophy of "I belong, therefore I am" is pervasive.
- Identity is tied to the group (family, caste, tribe, etc).
- The group protects and provides for its members.
- Taking initiative in a group is primarily done according to my role.
- Individuals do not expect to have to stand alone.
- One's behavior reflects on the whole group.
- Team members expect direction from the leader.

> *INCLUSION VS. PRIVACY*

Americans tend to value privacy, and enjoy having time and space to themselves. As a result:

- People are expected to ask permission to borrow something or to interrupt a conversation.

- Each person is the steward of his/her own possessions and has the responsibility and the right to protect and maintain them.
- In a community setting, it is common and acceptable to label one's food, tools, to set them apart from the group's common possessions.
- It is acceptable to have private conversations or to make plans with just a few people.

Kenyan's tend to place a higher value on inclusion. As a result:

- Individuals know they are automatically included in all conversations, meals, and other activities of the group.
- Possessions are used freely by all.
- It is not desirable to be left to oneself. Doors are frequently left open in work settings.
- It is rude to hold a private conversation or to make plans excluding another.

>HOSPITALITY

Americans generally plan ahead when hosting guests. As a result:

- Visits are usually not spontaneous. Hosts usually require advance notice of a visit.
- Travelers are expected to make their own arrangements other than what is specifically communicated to the host ahead of time.
- Guests need to expect to pay for their transportation and restaurants if visiting in the US. If the host plans to pay, he will say so.
- Hospitality is a special occasion, taking the full attention of the host

In the Kenyan culture, people use hospitality as a context for relationships. As a result:

- Visits may be spontaneous, often without advance invitation.
- Usually occurs in the home.
- The host fully takes care of the needs of the guest. The guest pays for nothing.
- A gift is usually expected.
- Food and drink are involved.
- Travelers are taken in and provided for.

>HIGH CONTEXT VS. LOW CONTEXT CULTURE

In America, anything (within reason) is basically acceptable. As a result:

- What you know is more important than who you know.
- Casual atmosphere is not meant to give offence, but comfort.
- Lack of protocol does not mean rejecting, it is not dishonoring.
- Address people by their given names unless others use titles, or they introduce themselves with a title.

In Kenya manners and nonverbal communication matter. As a result:

- Who you are related to matters. Your status is measured by your family name.
- Who you know matters.
- It is better to overdress than to under dress.
- Appropriate behavior may be dictated by subtle differences in context. Watch to see how others respond in a situation in order to apply appropriate behavior.

- Remember to honor people you are dealing with; ***being too casual is insulting.***
- Utilize good manners.
- Respect the rules.
- ***Give attention to the appropriate greetings.***

> TIME AND PLANNING

Americans are generally very structured in approach to life. As a result:

- Approach life in a structured manner.
- Time oriented in making plans.
- Try to plan each day and saving time is valued.
- Expect events to begin at the announced time. Visiting or chatting informally occurs before or after the event.

People in Kenya are often more event-oriented, regardless of the time it requires. As a result:

- People are not as oriented to the clock. Events will start when people are there, not at a set time.
- Spontaneous and flexible approach to life is encouraged.
- Respond to what life brings (can be fatalistic).
- Consider that saving time is not as important as experiencing the moment.
- Recognize that structure is required in some areas of life.
- Informal visiting is part of the event.

> WHAT DOES THIS MEAN TO ME?

- ***Time is relative to the culture.*** In Kenya, an event may be slated to begin at 6:00, but participants may not begin to arrive until an hour later. 6:00 is the time that people will begin to get ready for the planned event. They arrive whenever they are ready.
- ***Avoid putting your hands on your hips or crossing your arms.*** These poses may be interpreted as defiant or arrogant.
- People may prefer to mix only with their equals. Trying to mix different classes, tribes or castes at a social gathering may not be a good mission strategy. The issue here is not class, tribe or caste, but honor and respect.
- Age and wisdom are considered synonymous. ***Elders are to be given respect.***
- The answer "yes" to a question ***does not necessarily mean that the person is in agreement with, or understands you.*** In Kenya, it usually means, I have heard you and/or I appreciate the sentiment you are expressing. *Kenyans like to tell you what you want to hear (or what they think you want to hear).* ***Silence may mean "No".***
- Research and review the particular cultural "do's" and "don'ts" in advance. Know what is acceptable and what is not.

> SAFE BETS WHEN INTERACTING WITH ANOTHER CULTURE

When interacting with another culture, the following are some questions and tips that should generally be safe in most cultures. Always remember that if you are not sure if something would be appropriate or not, assume it's not and talk with your Team Leader or Host Receiver.

When Talking To A Child ...

- What do you like to do for fun or what type of activities do you like to do?

- What grade are you in school?
- What is your favorite subject and why?
- How many brothers and sisters do you have?
- What type of foods do you enjoy eating?
- Share photos of your family (***be careful that photos do not convey great wealth in their culture context, not yours***).
- Smile!

When Talking With The Family

- How many children do you have?
- What type of work do you do?
- Have you lived in the same area or have you moved around?
- What gives you the most joy in life?
- Do you have family that lives near you or around you?
- How can I be praying for you and your family?
- Listen to them and allow them to share their stories.
- ***Show interest in what their lives are like and avoid talking too much about yourself.***

During your stay

Your arrival

On the final leg of your flight to Kenya, usually shortly after take off, one of the crewmembers will give you some forms including an 'entry form' which must be presented upon arrival.

NOTE: Recent changes now require you purchase your Visitor Visa online prior to your arrival. This is still a fairly new system and no doubt has some bugs to be worked out. We suggest you purchase your visa seven to ten days before departure to make sure there is no problem in processing. Here is the information we have been given regarding this visa process:

A new website (<http://evisa.go.ke/evisa.html>) has been launched fully dedicated to the E-Visa. This will allow applicants travelling to Kenya to easily apply for their visa online. The new website is mobile phone enabled, which means applicants can complete the application from an internet enabled mobile phone. The applications are approved within 24hours. The system will accept photos taken and uploaded from a mobile phone. The photos need to be down-sized before being uploaded. At present, the system only accepts debit or pre-paid cards as a mode of payment. The visa is valid for 90 days from the date of approval and not from the date of arrival in Kenya. The E-Visa system will automatically reject any visa applications whose date of arrival is outside the validity period.

Once you leave the customs area, you will pick up your luggage. After getting your luggage, you will exit this area and enter the arrival waiting area. If your luggage did not arrive, contact your airline in the luggage area of the airport and notify them of the lost luggage. You will need the color and type of bag for description. Give them the contact information which will be given to you by MpM Kenya before your arrival.

After you pass through Customs and enter the arrival area, if you have made prior arrangements with us, look for a "MpM Kenya" sign. Provided you have given MpM your flight arrangements, MpM staff will be waiting to welcome you and take you to your place of lodging. They will assist you, as needed.

It is possible to exchange money or go to an ATM to get Kenyan shillings right there at the airport. Normally you are able to get money from the ATM if your debit/credit card shows a Maestro, Cirrus or Visa logo. Please note that you will not get the best exchange rate there, and it is best not to convert large sums at the airport.

It is also wise to not flash large amounts of money in public. This is especially true at the airport where thieves are watching for you.

Your stay – Facilities and operating procedures

a) Lodging - Depending on circumstances, your lodging will be at the MpM Kenya facility, or with one of our partners. Accommodations will be simple and modest. Your room will have a bed and a mosquito net as needed. You may have to share a room with up to four people depending on availability and number of volunteers at the time. There will be a bathroom with a sink, shower, and hot running water, and toilet. You are responsible for all your own toiletries and consumables. Volunteers are responsible for keeping their living quarters clean.

b) Food/Meals – Your breakfast and dinner at MpM Kenya facility are included in the cost of your boarding. Snacks are not included in the cost of boarding. Many volunteers choose to bring protein bars or healthy snacks with them to eat in between breakfast and dinner.

Some meals will be prepared by MpM Kenya Staff; however volunteers will be asked to help many, and may need to prepare meals for themselves. Since Kenya is tropical, there are a variety of fresh fruits and vegetables year round. Most of your meals while staying at MpM Kenya facility will be very American. In many instances you will be eating what the children eat if you are working with our ministry partners. For short-term volunteers, eating out is at your expense. Meals at the facility will not be refunded in the event you do not eat there. Usually we do a rotation for clean up, so everyone gets a turn.

c) Laundry – All laundry is air dried. While at the MpM Kenya facility there is a washer available. While at other accommodations, your garments may have to be washed by hand and hung to dry. You are responsible for providing the laundry soap for washing when away from MpM Kenya facility.

d) Water and Electricity - Most of the time, there is water and electricity available where you will be staying. However, do not be surprised if either one or both are not available at any given time. On site there will be a converter to recharge camera batteries. Please do not bring any other electrical items as they will not be necessary for your stay. We also suggest you not bring a Radio Shack converter. We will have ones available that are made specifically for the Kenyan electrical supply.

e) Communication – We understand that many volunteers and families of volunteers want to make sure that they can communicate with each other. Even though we have several options for this, we ask you not to plan on communicating daily, as we would like you to immerse yourself in the culture and with the ministry you will be a part of. Let your friends and family know that your communication with them will be sparse. A phone will be made available to you in case of emergency. A computer will be available to you when you have personal time at the MpM facility for updating blogs, email, etc.

Keep in mind that all these facilities are based in African conditions, which means that electricity, phone and internet connections can have failures at any time and for any length of time.

We suggest you leave your cell and computer/tablet at home. Or at the least plan on putting them in your suitcase when you arrive and leaving them there until you depart.

Everyone enjoys mail and there is a post office in town where you can send a letter or postcard. Please note for short-term volunteers, you may receive mail/packages. You may use the P.O. Box of MpM Kenya to receive any mail or small packages. Note, mail and packages can take several weeks to arrive. We will provide you with the proper mailing address prior to your arrival.

f) Transport – In most cases your transportation will already be arranged for your stay. In the cases it is not, (does not apply to teams) you may need to rent a vehicle or make use of public transport. You can use Matatu (public mini buses), Tuk Tuk (motorized three-wheeler) or Boda Boda (bicycle taxi) as public transport, or personal taxi. The MpM Kenya vehicle(s) is for ministry use only and is to be driven only by MpM Kenya staff.

g) Leave/Days off for Short-term Volunteers - Officially, each volunteer has two days "off" each week. These days will be arranged with your Supervisor. However, Supervisors may use their discretion when allocating

working hours and off days applicable to the particular work being done by the volunteer. Leave may be taken, with prior notice, for sightseeing activities.

h) Working Hours for Short-term Volunteers - These are to be arranged according to the schedule of the relevant departments with the Supervisor. There will be times when you may be required to work later than normal office hours. And there may be times when your "work" may be taking time in prayer, study and spending time with God.

i) Personal possessions - It is recommended that you do not bring brand new or expensive items. Before you bring it along, ask yourself how you would feel if something happened to it. All of your personal items should be kept in your sleeping quarters and locked up when you are not with them. Most of your stay will be in communal living and many different people visit throughout the day, and we will not be able to be accountable or responsible for your personal possessions. Also, in country, do not carry valuable items or large sums of money on you. Only what you need for that day is sufficient.

When staying in Kenya for a longer period of time (three months or more), it's recommended that you take your own books and music that you enjoy for personal time. (Please make sure they are appropriate to your Christian witness and to the Kenyan conservative culture).

j) Safety - We want to provide for the safety of our volunteers as much as possible. At night, we do not go out on the street unless in a vehicle. For females it is advised never to go out (walk) on the street alone, even when it's daytime. Again, in this area we err on the side of safety as opposed to "personal freedom" to come and go.

As you enter the MpM Kenya facility for the first time, you will directly experience the security precautions here. Our facility is surrounded by fence with limited access and secure location.

k) Personal funds - Make sure you bring enough US cash or Euros for personal souvenirs, snacks, etc, and that the bills are newer than 2006 model year. Please note that for the best rate of exchange of your personal funds please bring with you bills of \$50 or \$100's and newer than 2006 model of year. For \$20 bills and smaller, your exchange rate will be much lower. In many cases, smaller bills are not accepted at all. The currency in Kenya is shillings and is what is used in the majority of places you will be. We suggest you do not bring traveler checks with you as they are not accepted in most places and the rate of exchange is much lower.

Exchange rate fluctuates between 90-100 Kenyan Shillings per US Dollar. It is best to plan for the lower rate than the higher rate when putting together your budget. MpM will assist and approve your budget before you start your deputation.

Volunteer policy

Following are the policies for MpM Kenya. Read through them and make sure you understand them. They are in place for the integrity of the ministry and for the protection of the children, staff and yourself. Don't let your behavior be a compromise to the message of the gospel. Be prepared for some things that are different. Be prepared for some things that may be difficult to handle.

Remember that you are coming to Kenya to serve God, and the MpM Kenya ministry. While in Kenya, no matter if you are at a ministry site or traveling, you are required to submit and uphold the 'volunteer policy' items.

While in country, if at any time you cannot submit to the 'volunteer policy', we ask that you leave the country and return to your home country at your own expense. All volunteers are required to sign an agreement stating that they have read the manual and agree with the items in the agreement. Some of these rules may sound harsh, but the children, staff, and ministry's witness are our top priority.

As mentioned earlier, we err on the side of "conservative" regarding culture and our impact on it. It is possible a Kenyan will tell you something is "ok" regarding your dress, actions, etc which may be based on your culture, and not Kenya's. Remember that many times Kenyans will tell you what they think you want to hear, regardless of who or what it may offend. We must keep in mind that we are here to witness Jesus Christ and to be an example for Him. We are not here to push our culture onto Kenyans.

a) Dress Code: (Lightweight clothing is best as everything is hung out to dry; light colors will soil very fast.)

A neat, conservative appearance is expected at all times. Kenya is a dress up culture. Best way to describe it is business casual. *While doing ministry of any type away from the Infant Rescue Center we expect the following attire.* **For males,** we expect nice long pants, nice crew neck, collared or button up shirts (without holes or writing on them). Long loose fitting shorts, nice sweats or jeans may be worn during personal time or safaris. (NO *short* shorts, tank tops, or tight fitting clothes are to be worn at any time; please leave this attire at home. Shirts must be worn at all times). Packing three nice long pants and five shirts will be adequate for ministry purposes and two pair of long loose fitting shorts and nice jeans will be adequate for work at property/safari/personal time.

For females, we expect skirts/dresses (that are past the knees when sitting) and loose fitting and long **crew neck or button up** shirts/blouses (without holes or writing on them). Stomach, cleavage and lower backs should be covered when arms are raised or when leaning over.

There will be times when nice loose fitting slacks can be worn during urban ministry (they are not appropriate in rural or most ministry settings). We suggest that you wear biking shorts under skirts/dresses for comfort and ease of mobility. Also don't forget your slip. Long loose fitting shorts, capri, nice sweats or jeans may be worn during personal time, work at property, or safaris. (No short shorts, spaghetti strap, tank tops, or tight clothing is to be worn at any time; please leave this attire at home.) Packing 3 skirts, 6 tops and 2 nice loose fitting slacks for ministry purposes will be adequate and 2 pair of long, loose fitting shorts and capri/nice jeans will be adequate for safari/personal time. Swimming attire should also be conservative as well with no cleavage showing, and no bikinis for females or speedos for males. **You will need a pair of closed toed comfortable shoes and a pair of sandals.**

NOTE: If your team is doing a work project such as building a greenhouse or work on water pumps, it is ok to bring "nice work clothes" such as jeans for these projects. We will confirm with you prior to your trip.

When working at the Rescue Center with the MpM babies LONG shorts are acceptable.

If in doubt when planning and packing, ask your Team Leader or MpM Leadership.

As far as body piercing and the associated wearing of various "rings" are concerned, only the following is acceptable: one or two set of earrings in the ears for females, and none at all for males. **No other piercing is allowed.** Tattoos should be covered up as best as possible as tattoos are not common or acceptable in Kenyan culture.

Do not wear expensive or showy jewelry.

Keep things simple as to not attract attention to your self. Kenya is a fairly hot climate, so light clothing is recommended. The conditions might get wet and muddy so you will get wet and dirty. Even though we are a tropical climate, it is like the desert and you may want a light jacket in the morning or evenings many times. We are close to the equator, so light long sleeves are good to limit sun exposure and very fast painful burns. (if you tan at home, you will burn in Kenya!) Dressing appropriately is part of your witness.

b) Smoking, Alcohol and Drugs:

Smoking, Illegal Drugs, and use of Alcohol is strictly prohibited during your time of serving with MpM Kenya. This is due to the understanding from our Kenyan Brothers and Sisters that Christians do not drink or smoke. While we do not see having a glass of wine as a sin, to cause a brother to stumble is. So we humbly request that you respect the culture and wishes of those we are serving. This rule is strictly enforced.

c) Relationships:

Opposite sex: Unmarried couples are not allowed to come alone. Married couples are welcome. Volunteers should never be alone with members of the opposite sex. No romantic encounters, dates, and/or the start of a romantic relationship are allowed, either between volunteers and/or a volunteer or person from Kenya. If there is an interest in the opposite sex, please pursue the relationship once you have finished or terminated your service with MpM Kenya.

If a relationship is established prior to coming to Kenya, meaning he/she has a fiancé at home and this person would like to come and volunteer alongside and/or come and travel, it is allowed BUT the following must be observed:

- He/She must not come as a fiancé but as a volunteer.
- When within Kenya, the couples are not allowed to show any behavior that suggests that they are in a relationship nor have any romantic intention. (E.g. holding hands, kissing, being in a closed room together, going out with just the two)
- In a case where the two would like to take a trip/travel while under the MpM Kenya umbrella, we require that they be accompanied by at least one additional person they will be accountable to and can provide counsel, and/or be part of a larger group of friends and/or family. They should never be alone at anytime or anywhere even in this situation.
- They should not be seen in any suggestive or sexually compromising manner or situation.
- They should know that they are under the umbrella of MpM Kenya for their entire length of stay in Kenya until they fly home.

All of our children are taught purity skills. These are biblical principals to govern people to keep pure until marriage and to be faithful to one spouse. We need not only teach others but we need to be role models by doing the same. So what we are talking about here is avoiding the danger zones that can make our volunteers become victims of circumstance. By doing this we shall be guarding our testimony at all times.

Biblical principles are not dependant on culture allowances. African culture is much different from the western culture and for the children, what they see will communicate much more then what they hear.

Volunteers of the opposite sex are not allowed in each other's bedrooms. Social times with members of the opposite sex should be spent in common areas. Sexual misconduct will not be tolerated. Any signs of sexual misconduct will result in immediate dismissal at the expense of the volunteer. Your relationships should always glorify God.

Interpersonal: Most of the time you will be living/staying in close proximity with other volunteers, staff, and children. You also will be working with the same volunteers.

When it comes to interacting with others, we don't require you to 'like' each other but we do require you to 'love' each other according to what the bible says (i.e. Love is patient, kind, gentle, respectful, not rude, not angered, no record of wrongs, rejoices in truth, humility, patience, etc.).

Your personal time is your own. If you wish to spend time with the group, if you want to spend time with only a few in the group, if you want to be alone, you may. (Leaving the MpM Kenya facility alone is not allowed.)

d) Punctuality and manners:

Keeping of the daily schedule is required. Duties should be carried out in a timely, efficient manner. Planning personal activities should be limited to non-working hours and should not in any way distract from the ministry, the children or staff from their schedules. You will need prior approval for personal activities and for being out later than 7pm.

e) Interaction with the children:

Your interaction with the children will reflect a controlled display of behavior. The damage that can be done to these precious young minds by a well meaning, but uninformed or non-understanding volunteer can be permanent.

This is an area that we take very seriously for the sake of the children. This includes, but is not limited to, their physical, emotional, and developmental safety.

As mentioned before, the Kenyan culture is mostly a conservative one. And the MpM Kenya culture is even more so. The music and movies the children are permitted to have reflects the Christian values we work to instill in each of them. The introduction to secular influences such as the internet, movies or music with sexual references, extreme violence, or vulgar language is not permitted at any time. Any and all movie(s), music, teaching and activities must be approved by the Director.

At no time will a volunteer leave the premises with a child, or children, without the expressed permission of the Director. *Taking a child or staff off the premises at any time without permission is grounds for immediate dismissal at the expense of the volunteer.*

A volunteer should never be alone with a child to avoid providing the opportunity for any accusations.

If a volunteer wishes to take the children on an excursion (sightseeing, swimming, etc) it must be approved a minimum of 48 hours prior by the Director. Any costs incurred by such a trip is fully the responsibility of the volunteer who planned the trip and they must abide by the set guidelines at all times.

Like the children, the staff members have a set schedule. A volunteer shall not interfere with that schedule in any manner. To do so may put the staff person's position/job at risk.

f) Donations:

All donations, either cash or material items, must be approved by the Field Director. Before your departure a list of approved and needed items will be given to you if you personally or your church or small group would like to help collect these items. PLEASE do not ask for, collect or bring any donation/s with out prior approval by the Field Director. Luggage space is very valuable and needs to be used wisely.

While donated clothing is very popular for teams to bring, it is not always the **best** thing to bring. Reality is that in most cases, it is better to purchase used clothing locally and thus support the economy here. Used clothing is VERY cheap in Kenya and comes from the US bundled in one ton bales and filling large containers. Please consult the donation list before filling suitcases with used clothing.

The donation will be recorded in the MpM Kenya office and an official receipt will be given to the donor.

Under no circumstances should a volunteer give or promise a gift to a child or partner without first obtaining approval from the Field Director. This policy applies to the staff as well as the children. Any gifts given to staff must be registered with the office.

There may be times when you desire to give a gift and it is not possible for certain reasons. We will try our best to explain the reasons, but the final say remains with the Field Director.

g) Packing:

A general packing list will be provided for you by MpM. At times there are specific items that you will need according to what you will be doing while serving with MpM Kenya. We will communicate this to you when it applies to your trip. Currently you are allowed two 50# bags per person to Kenya. One bag is for your personal items and one bag is for the ministry supplies you will need while here and the approved donations that are needed on the field. If you have something that you want to bring and it is not on the donation list, please ask.

h) Note on Staff:

Not all staff has the authority granted the Director, or his/her duly appointed representative(s). This means that it is possible a staff person may approve something when they do not have the authority to do so. It is the responsibility of the volunteer to confirm who has certain authority. If granted permission by a staff person who does not have the authority to do so, fault will lie with the volunteer, and the volunteer and staff member will be evaluated by the Field Director. An excellent example is the above mentioned situation with clothing, what is ok and what is not.

i) All Forms and Funds:

All required forms and funding amounts will be given to you at least 90 days before departure and is your responsibility to complete and submit 60 days before your departure. Failing to do so will keep you from leaving and being able to serve with MpM Kenya.

j) Letter of Agreement:

At the end of this Manual is a copy of the Letter of Agreement which must be signed by the short-term volunteer (in person) immediately upon their arrival at MpM Kenya. Access to the staff, ministry and to the children will not be granted until this is completed.

If there is any reason you are not comfortable with signing and agreeing with this letter, you need to make this known before you arrive in Kenya. Any volunteer who is not in agreement and not willing to sign this Letter of Agreement will not be permitted to remain with MpM Kenya.

k) In closing:

As mentioned before, we are excited that you are following God's call for you to come and serve in Kenya. You will experience things that are totally new to you. In many cases you will find new opportunities you would never have at "home".

But we also want to point out that while you will have new independence in many ways, you still have the authority of God, and the Field Directors, over you while serving in Kenya. For safety and the integrity of the ministry, the Field Directors will have the final say in much of your ministry opportunities, activities, and decisions which may impact the ministry, partners, staff and children.

NOTES: _____

Visitor/Volunteer Guidelines for Mahali pa Maisha Rescue Center

We are grateful for your interest in visiting Mahali pa Maisha. In an effort to minimize disruption of the daily routine for our children and those responsible for caring for them, visitors are requested to adhere to the following when visiting the child care areas:

1. All visitors must demonstrate a **compassionate attitude and cooperative spirit**. This means that they must be open and flexible to the procedures and policies of Mahali pa Maisha even if different than the methods used at home or in other institutions. They must also have as their main motivation the desire to serve the babies at Mahali pa Maisha.
2. Always **wash your hands** before playing with, pickup up, or touching the babies. **Wash your hands** after wiping noses or cleaning up messes.
3. **Information about Mahali pa Maisha or any babies here are not to be published in any way** (facebook, blogs, newsletters, widely distributed letters or e-mails) without approval in advance from the Director.
4. **No photographs are to be taken without permission** from the Director. Should permission be granted to take photographs, rule #3 regarding publishing still applies.
5. **No child shall be removed from Mahali pa Maisha or taken to your personal residence** without approval from the Director or Social Worker.
6. **Do not give out sweets, biscuits, juice, or any other food or drink** to children of Mahali pa Maisha without permission from the Director or Nurse.
7. Please **allow babies who are asleep to continue sleeping**. Also, please allow babies who are eating to continue eating.
8. **Visitors under the age of 16 years** should always be under the supervision of a visiting responsible adult when visiting any of the baby care areas.
Visitors under the age of 10 years will not be permitted to enter the babies care/play areas.
9. Visitors and volunteers will **never be completely alone with any child/children** of Mahali pa Maisha, i.e., at all times a caregiver or other staff member will be available and on duty.
10. Visitors and volunteers are **not permitted to be involved in the following kinds of baby care:**
 - “intimate” care of the babies, such as bathing or changing diapers or clothing
 - measuring of food, milk, or formulaExceptions to this are only made in cases where one has been specifically trained for and approved by the Director for that area of care.
11. Please **do not show favoritism to any baby** of Mahali pa Maisha. Each one deserves and needs attention as much as the next.
12. Words and actions- **they are powerful**. Please use only positive and appropriate words and actions.

No swearing or negativity. Discipline is done ONLY by staff.
13. Before picking up or talking with one of the babies, please seek permission by the staff care giver that is on duty. A baby maybe doing therapy or in time out or some other activity at the time. Just because they are crying or sitting quietly doesn't mean you should pick them up. Please ask the staff care giver how best you can help them to care for the babies.
14. Anyone contemplating the idea of adoption or fostering should declare that intention to the administration before visiting the babies. That way, we can guide you in what is appropriate or not regarding your interactions with or regarding any baby of Mahali pa Maisha.
15. All questions, suggestions or observations are to be directed to the Director only.

Mahali pa Maisha reserves the right to refuse, suspend, or terminate at any time and for any reason the participation of any visitor in work with the babies or anywhere in our Centre.

VOLUNTEER AGREEMENT

STATEMENT OF FAITH

We believe in one God, the Father Almighty, Maker of heaven and earth, and of all things visible and invisible.

And in one Lord Jesus Christ, the only-begotten Son of God, begotten of the Father before all worlds; God of God, Light of Light, very God of very God; begotten, not made, being of one substance with the Father, by whom all things were made.

Who, for us men for our salvation, came down from heaven, and was incarnate by the Holy Spirit of the virgin Mary, and was made man; and was crucified also for us under Pontius Pilate; He suffered and was buried; and the third day He rose again, according to the Scriptures; and ascended into heaven, and sits on the right hand of the Father; and He shall come again, with glory, to judge the quick and the dead; whose kingdom shall have no end.

And we believe in the Holy Ghost, the Lord and Giver of Life; who proceeds from the Father [and the Son]; who with the Father and the Son together is worshipped and glorified; who spoke by the prophets.

And we believe one holy Christian and apostolic Church. We acknowledge one baptism for the remission of sins; and we look for the resurrection of the dead, and the life of the world to come.

I HAVE READ AND UNDERSTAND THE STATEMENT OF FAITH OF Mahali Pa Maisha AND AGREE TO FULLY SUBSCRIBE TO IT WHILE A VOLUNTEER.

Signed: _____

Printed Name

Date:

SHORT-TERM VOLUNTEER APPLICATION

PART I: PERSONAL INFORMATION: Please complete in CLEAR block letters or typed

Full Name (Mr./Mrs./Ms.) : _____

Address: _____ City: _____ State: _____ Country: _____

Telephone/Mobile: _____ E-Mail Address: _____

ID/Passport Number: _____ Date Expires: _____

Citizenship: _____ Male/Female (Circle one) Date of Birth: _____

Married/Single/Widow/Divorced (Circle one) Spouses Name: _____ Number of children _____

Occupation/School & Major: _____

Do you have any physical limitations or illness that might hamper your ability to serve in a developing country? If so please specify: _____

PART II: VOLUNTEER MINISTRY INTEREST

Which type of ministry most appeals to your talents and interests?– check all that apply:

- Teaching Children/Students/Adults
- AIDS In-Home and Hospice Care
- Nurturing – Caring for abandoned and orphans in Children’s Homes
- Working with adult/children HIV Support Groups
- Medical
- Construction
- Administration

How did you become aware of MPM and why are you interested being a short-term missionary?

Have you ever served as a short-term missionary before? If so please describe:

When are you available to serve and for how long / or dates of your planned trip?

PART III: REFERENCES

What Church do you attend (name and address)? _____

Your Pastor’s Name: _____ Telephone: _____ E-Mail: _____

References: Please provide the full name, address, telephone number and email of two (2) additional people who we may contact regarding your references. Preferably in both spiritual and secular areas – e.g., someone with whom you have ministered, a friend of the same sex who knows you well, one of your teachers or supervisors, etc.

1. _____

2. _____

RELEASE/DISCLAIMER OF LIABILITY

I, _____, in consideration of the benefits derived from my participation in a short-term mission trip to _____ with Mahali pa Maisha. I, do hereby voluntarily release, acquit, and forever discharge MPM and its directors, officers, employees, and agents from all manner of suits, actions, claims, demands, and liabilities which may arise from my participation in the trip.

I recognize that the conditions in some of the places to which I travel are not the same standard as the conditions to which I am accustomed (i.e., political environments and judicial systems). I realize further that there are certain health and detainment risks as well as other risks to my property and me, and I enter into participation in this trip with knowledge of those risks.

I understand that this document constitutes a full and complete waiver of all possible claims, including claims for negligence in personal injury or property damage, arising out of my participation on this trip.

Signature: _____ **Date:** _____
If applicant is under age 18, parent/s or guardian/s must sign also.

Parent or Guardian: _____ **Date:** _____

Parent or Guardian: _____ **Date:** _____

If applicant is under age of 18, we always encourage that a parent or guardian has a valid passport that does not expire within 120 days of the applicants travel dates. This is to ensure in case of an emergency that the parent or guardian can travel international if necessary.

GUIDELINES FOR SHORT-TERM MISSIONS AND VOLUNTEERS

Short-term mission trips with MPM are designed to equip believers while in the process of ministry. Our desire is for individuals to experience the dynamics of the Body of Christ, to expand their vision of the world and to participate in fruitful ministry.

In order to maximize the impact of your experience, each individual is asked to agree to the following:

- 1) Live under the Lordship of Christ so that his/her lifestyle gives credibility to his/her profession of faith.
- 2) Be a regular attendee in good standing at a (local) church.
- 3) Have a daily quiet time.
- 4) Keep a journal of this journey. Begin with training and continue through the debriefing after returning home.
- 5) Raise the necessary prayer and financial support for the trip. The individual volunteer must cover any remaining funds prior to the trip. MPM is not responsible for covering any expenses. *All funds should be submitted 60 days prior to departure.*
- 6) Submit to the direction of the leadership both during training and on the field.
- 7) Seek to be above reproach in his/her actions and attitudes.
- 8) Make the necessary lifestyle adjustments in order to adapt to the culture of the host community. This may/will require refraining from abusive language, drinking alcoholic beverages, taking illegal narcotics, smoking, the use of individual laptop computers, (a team computer will be available for sending updates) head phone radios and other such technical equipment. This may also include altering eating habits, dress styles, interaction between men and women, etc.
- 9) Refrain from the expression of political opinions due to political instability and anti-American sentiment in many countries.
- 10) Studied the MPM Volunteer Manual and have prepared myself to adhere to all guidelines.

Signing this form signifies you have read, understood and agree to comply with these guidelines.

Signature: _____ **Date:** _____