

Staff Handbook

(includes short-term staff such as student missionaries)



As a volunteer in an Outpost Centers International (OCI) ministry, and as a volunteer in a supporting ministry of the Seventh-day Adventist Church, and you will be expected to live in harmony with the teachings of the Bible and the counsel of the Spirit of Prophecy. More specific guidelines follow.

Open Communication

Our goal is to maintain a line of open communication among staff. Please communicate openly and promptly with us about your needs, questions, misunderstandings, etc. We want to know these things so we can help.

Schedule

For now, we will state general guidelines.

- Make time with God the first priority in your daily schedule. If we receive little, we will have little to give.
- When working on joint activities, it may be necessary to synchronize schedules. Please be willing to be somewhat flexible with your schedule.
- We encourage regular visitation and personal Bible studies with your neighbors; this will often occur in the evenings.
- Families are encouraged to have a block of family time before sundown (when malaria mosquitoes emerge). Be considerate and do not habitually interrupt others' family time.
- Group projects will end by noon Friday to allow sufficient time for Sabbath preparation. You may work on smaller or personal projects on Friday afternoon if time permits.

Work Guidelines

Please observe basic politeness and responsibility.

- Be observant and take initiative. If something needs to be done, don't wait to be asked. Just do it if you have the ability. If you break it, fix it. If you lose it, replace it.
- If you unlock a container, lock it up when you are done.
- If you borrow keys, please return them promptly. Do not leave campus with borrowed keys.
- If you work after normal work hours, please be responsible to clean up lock up behind you.
- If you borrow a moto, please make sure you return it with sufficient fuel and at the time that was expected that you would return it. If you use a spare inner tube, please replace it promptly.
- If you regularly use a moto, be willing to assist with routine maintenance: oil the chain, replace broken spokes, check oil level, etc.

Meals

We will help with meals when you first arrive. Once you are oriented how and where to acquire food at the market, you should plan on being responsible for your own meals most of the time. You will have a house with a kitchen available to you.

Minimum Standards

We are to be like a city on a hill whose light cannot be hidden. For your own benefit and that of those around us, you will be expected to adhere to Biblical standards of modesty, recreation, entertainment, relationships, diet, and all areas of your life.

Entertainment Guidelines

Set a high standard according to what Philippians 4:8 says. “Finally, brethren, whatever things are true, whatever things are noble, whatever things are just, whatever things are pure, whatever things are lovely, whatever things are of good report, if there is any virtue and if there is any praiseworthy-- meditate on these things.”

We encourage using Scripture and Spirit of Prophecy as your main source of reading material. No fiction, novels, etc are allowed. We recommend the books *Steps to Christ*, *Evangelism*, and *Christian Service*.

Movies are not allowed. DVDs such as nature videos, sermons, etc are fine.

Dress Guidelines for Guys

Jewelry is not allowed.

In public (in the village or market): Wear a shirt and long pants. In this culture, it is respectful for men to wear long pants in public.

Working outside: Modest (near knee-length) shorts are fine. If you choose to take off your shirt, wear your pants at the waistline, not below.

Dress Guidelines for Ladies

Jewelry is not allowed.

In public (in the village or market): In this culture, it is respectful to wear skirts that are wide and long enough to cover the knees even when sitting down or on the moto. Shirts that have sleeves are recommended.

Working outside: Modest, loose pants or equivalent may be necessary, especially when on ladders, etc.

Relationship guidelines

Avoid being seen with opposite unmarried sex after dark. No opposite sex relationships with locals will be tolerated.

Other Guidelines

Malaria

Malaria is a potentially deadly disease that requires prompt identification and treatment. We strongly recommend maintaining a healthy lifestyle and using prophylactic medication to reduce malaria risk. See separate “Recommendations for Malaria Prevention” sheet. Our malaria protocol will consider that of the current doctor at Béré Adventist Hospital. In general, if you have a fever for more than 12 hours, you must inform the project leader or director and be willing to start malaria drugs within a reasonable time (according to doctor's advice).

Beggars

Giving often hurts the one receiving. If you are new, please check with an experienced staff member before you:

- Give away money
- Agree to pay a medical bill

- Offer free medical assistance

If Guidelines/Expectations Are Not Met, What Are the Consequences?

If one or more of these guidelines are not met then there will be a verbal reminder. If it happens again another verbal reminder will be given. After the second verbal reminder, a written reminder will be issued. After a second written reminder is unheeded, your dismissal will be considered.