Every Day Ministries
Canada

MOMENTUM

TEAM LEADER

Information Package & Preparation Guide

MOMENTUM

Building Partnerships. Mobilizing People. Advancing God's Mission.

Updated
NOV 2026

MOMENTUM Team Leader
Information Package & Preparation Guide

Dear *MOMENTUM* Team Leader,

For the past 18 years EDMC has hosted ***Short Term Team (STM)*** partnerships as a valuable extension of our calling in the Dominican Republic - to EMPOWER, DEVELOP & MENTOR leaders for fruitful ministry. With careful reflection and prayer we have observed that the name and language of ***STMs*** does not fully capture our vision, philosophy and approach to missions. For this reason we are excited to introduce to you our new partnership approach - ***MOMENTUM - Mission Mobilization Partnerships****!*

We believe that ***MOMENTUM*** authentically reflects the mission we are committed to. We are not simply organizing trips; we are creating forward movement in God's mission! As a ministry, we seek to,

- **BUILD MEANINGFUL PARTNERSHIPS** by fostering healthy, long-term relationships between churches, ministries, communities, and leaders.
- **MOBILIZE PEOPLE** by inspiring and equipping individuals to engage in missions, service, leadership, and discipleship beyond a single trip.
- **ADVANCE GOD'S MISSION** by joining in the work God is already doing locally and globally.

The goal of every ***MOMENTUM*** partnership is for everyone involved—participants, sending churches, local leaders, ministry partners, and communities—to be left with greater ***MOMENTUM*** for God's mission than ever before.

MOMENTUM trips are part of a larger journey of growth, engagement, and Kingdom impact. We want participants to gain a deeper understanding of and commitment to God's global mission. We desire churches to develop lasting missions partnerships that result in local leaders and communities being empowered, developed, and mentored to continue the work God has called them to do.

This vision aligns closely with EDMC's core values of empowerment, development, and mentorship. Success is ultimately measured not simply by what happens during a trip, but by the momentum that continues afterward.

As a ***MOMENTUM*** Team Leader, we look forward to partnering with you. Although this is a big task, we have every confidence that you will do your best to prepare your team. You have our promise that we will also do our best to help you.

We will provide orientation and transportation in the DR, food, lodging, scheduling and support staff. We will take care of all essential logistics so that your group can focus on making a ***MOMENTUM*** impact.

Please acquaint yourself with each section of this ***MOMENTUM*** Leader Information Package & Preparation Guide, as well as the ***MOMENTUM*** Participant Information Guide. We are continually updating and tweaking these packages so whether you are a veteran or a new partner, we ask that you please read each section carefully each time you come.

If you have any questions or comments please feel free to email Heather DeWeerd, our ***MOMENTUM*** coordinator (Heather.DeWeerd@paoc.org).

Your *Mission Mobilization Partners*,

Adrian & Sharon Thomas,
Ryan & Heather DeWeerd

Every Day Ministries Canada

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PLEASE READ THIS INFORMATION GUIDE THOROUGHLY

Part A MOMENTUM Partnership With You

We truly honor the sacrifice of time, resources and commitment you have made to step out in Kingdom service through MOMENTUM. We consider you a Mission Mobilization Partner in the Kingdom work that is ongoing in the Dominican Republic and around the world. Like any good partnership, we want you to know what you can expect from us and what we hope to expect from you.

Every Day Ministries Canada has been hosting Short Term Mission teams (now MOMENTUM) in the Dominican Republic, since 2008. Over the years we have learned how to do things that make sense in our particular cross-cultural setting.

In preparation for our MOMENTUM partnership, we ask that you trust us but we also invite you to talk to us about questions or suggestions you may have.

Below is a list of things you can expect from us and a list of things we hope to expect from you.
If there is anything else you need from us please let us know!

WHAT YOU CAN EXPECT FROM US:

- we will organize all of your accommodations during your MOMENTUM partnership with us.
(if you wish to visit a resort around your scheduled trip with us, you will be responsible for those details).
- we will organize all of your DR transportation, beginning with airport pick-up, until airport or resort drop-off.
- we will organize all of your meals while you are with us (breakfast, lunch, dinner and snacks).
- we will ensure you have access to safe drinking water at all times.
- we will arrange all of the agreed upon ministry and service events.
- we will work hard, with you, to make a ministry schedule that fits your team and our needs.
- we will do our best to meet your needs, before you come and while you are here.
- we will do our best to make sure you know everything you need to know before you arrive.
- we will treat your team with respect and as a mission mobilization partner.

WHAT WE EXPECT FROM YOU:

- we hope that you will understand that we may not be able to meet all of your requests.
- we hope that you will not make ministry plans outside of our ministry schedule.
- we hope that you will communicate any food allergies, physical limitations or other pertinent team details with us before you arrive.
- we expect that you will help your team to carefully prepare for all scheduled ministries.
- we hope that you will model a servant attitude for your team while you are here.
- we expect help from your team for daily chores (ie. washing dishes, packing meals, loading supplies on vehicles, locking accommodations, event set-up, etc...)
- we expect that if you are unhappy with us for any reason that you will let us know.
- we expect that everyone will honor our ministry guidelines, policies, and dress code.
- we hope that you and your team will have a life changing experience that will impact the DR as well as your home church and community for the Glory of God!

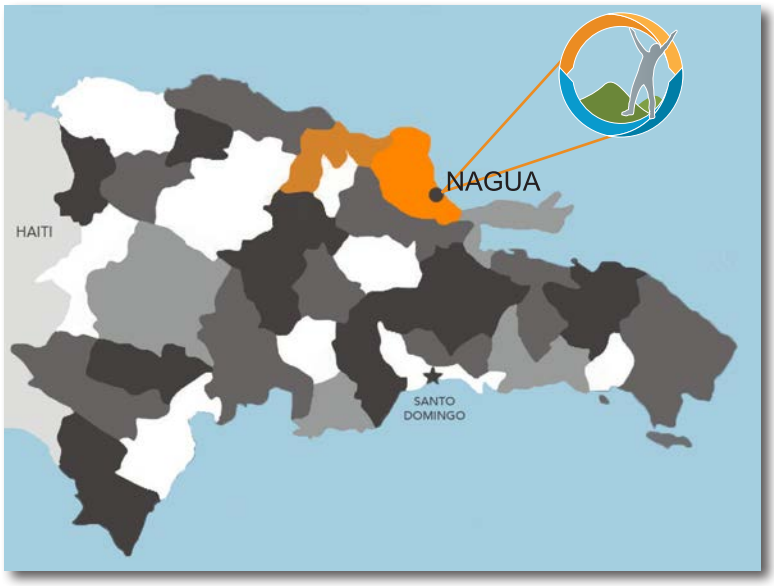
Purpose of MOMENTUM Partnerships

The goal of every MOMENTUM partnership is to BUILD PARTNERSHIPS, MOBILIZE PEOPLE and ADVANCE GOD'S MISSION

- **BUILD MEANINGFUL PARTNERSHIPS** by fostering healthy, long-term relationships between churches, ministries, communities, and leaders.
- **MOBILIZE PEOPLE** by inspiring and equipping individuals to engage in missions, service, leadership, and discipleship beyond a single trip.
- **ADVANCE GOD'S MISSION** by joining in the work God is already doing locally and globally.

The Ministry

Every Day Ministries Canada is a non-profit, Christian organization that was founded in 2006 when God planted in the hearts' of the Thomas family a passion and burden for the people of the Dominican Republic.



Through prayer and fasting, God revealed a clear vision to start a new work along the North Coast of the DR that includes the cities of Gaspar Hernandez, Río San Juan, Cabrera, Payita and Nagua. Within this area are hundreds of churches and thousands of people who are unreached with the Gospel of Jesus Christ.

Many people in these cities have desperate physical, emotional, social and spiritual needs which are often too complex for the churches in these areas.

The goal of EDMC is to assist the local church, and the pastors, in whatever way possible to preach the Gospel and make disciples through EMPOWERING, DEVELOPING AND MENTORING.



We believe God has called EDMC to stand in the gap on behalf of the people in these areas and, with God's help, and in partnership with the local churches, bring about positive physical changes as well as eternal spiritual changes.

The Team

The Thomases



Adrian, born in East Africa, and Sharon, born in Alberta, and their three children Kent, Luke, and Courtney, have served as full time missionaries in the Dominican Republic since Jan. 2004. Adrian and Sharon graduated from Eastern Pentecostal Bible College, and are both ordained ministers with the PAOC. They have ministered together for over 20 years with the PAOC. During this time they organized missions trips to different parts of the world. In September 2007 they became Full Time Vocational Missionaries with the PAOC. As founders f Every Day Ministries Canada, they are laying the foundation to build a ministry that will change the Dominican Republic and the nations of the world.

The DeWeerds



Ryan, from the Toronto area, and Heather, from Yarmouth, Nova Scotia, both felt God's call to missions in their early twenties. Ryan graduated from the University of Toronto and after a few years of work, moved to the Dominican Republic to join EDMC. In 2010, Ryan became a Global Worker with the PAOC. Heather graduated from Masters College and Seminary and subsequently worked at the college for 7 years. She helped organize first-year student trips to the Dominican Republic with Every Day Ministries Canada, which was where Ryan and Heather met. They were married and returned to the field as PAOC Global Workers at the end of 2012. They now serve with their two children, Liberty and Eddison.

The Country

Population of the DR - 11.6 million (2026)

Population of Haiti - 12 million (2026)

Language: Spanish



Dominican Republic



Haiti

-The Dominican Republic makes up the eastern 2/3 of the island of Hispaniola, with Haiti making up the western 1/3rd.

- Mainly Roman Catholic often mixed with spirit-ism.

- An incredible diversity of beautiful beaches, subtropical forests, rice fields, and mountain ranges.

- The island was originally inhabited by indigenous groups. Christopher Columbus landed on the island in 1492 and established a Spanish colony. The DR got their final independence in 1865.







Please note this symbol throughout the info guide alerting you to important details!

Part B 4 Step Registration Process

This 4 Step Registration Process is very important for you and your team to follow. Please become familiar with each step and make all the necessary arrangements to see that each step is followed. You may find it helpful to give a copy of this section to your church board or your missions board so they are aware of what is expected and when.

STEP 1 Let Us Know You Are Interested!

If you are interested in organizing a ***MOMENTUM*** partnership, please contact us by email (***MOMENTUM*** Coordinator: heather.deweerd@paoc.org). In your email, let us know the dates you are considering and the size of your group. You can find our available ***MOMENTUM*** dates on our website. We will respond to your request by email within a few days. **https://www.edmcanada.org/momentum/**

STEP 2 Send Non-Refundable Registration Fee*

Once the dates you have requested have been accepted, there are two things you need to do:

1 - let us know that you want to book the dates and we will then send you an invoice for the **$500 USD** Non-Refundable Registration Fee.

2 - submit your NON-REFUNDABLE, **$500 USD♦♦** registration fee*. Please follow the payment instructions included in the invoice we send you. This registration fee will SECURE your dates. This fee is NOT used toward Team Expenses.

♦♦ Please note that the Non-Refundable Registration Fee and Individual Team Member Expenses are required in **US dollars OR the Canadian equivalent** based on the current rate of exchange at the time of payment.

* Your dates are not secured until your **$500USD** registration fee is received.

STEP 3 Send Team Expenses 60 Days Before Trip

Team Expenses cover all of your team's "on the ground" expenses (transportation, meals, drinks, accommodations, hired staff, etc). Team Expenses are as follows -

10+ team members = $500USD♦♦ per person

6 to 9 team members = $550USD♦♦ per person

3 to 5 team members $600USD♦♦ per person



Team Expenses are due 60 days before your arrival.
Please follow the payment instructions included in the invoice we send you.

If the **$500USD♦♦** per person Team Expense is not received by the 60 day deadline, your group may lose its reserved dates.

STEP 4 Submit Group Information

60 days before your arrival (or sooner if possible), please email the following information to Heather at heather.deweerd@paoc.org:

- List of all team members (see Team Roster at the end of this Info pack.)
- Flight Arrival/Departure information (times, flight #'s, airport, etc.)
- Completed Online Health forms**
- Police Checks (for all team members 18+)
- Waiver & Liability Forms / Allergy Forms / Code of Conduct Forms / Child Protection & Safety Measures Sign-Off
- Team Travel Health Insurance
- Information on your team to help us prepare the right ministry for your team

** All Health Forms are due at least 60 days before your arrival. Team Members should submit Health Forms from the MOMENTUM page on our website BEFORE booking flights! It is very important these forms are received at least 60 days before the team's arrival date. EDMC reserves the right to refuse a team member due to health issues or sever food allergies. EDMC will not accept a team member who does not fill out a Health Form, Waiver Form, Conduct Form, Child Protection & Safety Measures Sign-Off, does not have Travel Health Insurance or who does not provide a Police Check.

**Please notify us of SEVER ALLERGIES or HEALTH CONCERNS before booking your flights! EDMC reserves the right to refuse a team member due to health issues or sever food allergies.

Teams should book MOMENTUM partnerships at least 4 months in advance. This will ensure that EDMC and your teams has sufficient time to prepare and plan for our ministry together.

A Team Leader Check List can be found in Part E of this Information Guide. This will help you keep track of all the due dates and details!

If you haven't received invoices from us, please contact us right away! Please check your "junk mail" or "spam" folders for emails if you haven't heard from us.

Part C Fees, Travel Information & Policies

Registration Fee & Team Expenses

Planning a partnership trip is challenging enough without having unexpected costs. We want to make sure you know about all the fees due to EDMC and other expenses you will have along the way.

EDMC Fees:

- **Non-Refundable Registration fee, $500US♦♦**. This fee reserves your partnership dates and is due upon your team's acceptance. This fee is NOT applied toward Team Expenses.

- **Team Expenses** cover all of your team's "on the ground" expenses (transportation, meals, drinks, accommodations, hired staff, etc). Team Expenses are as follows -

10+ team members = $500USD♦♦ per person
6 to 9 team members = $550USD♦♦ per person
3 to 5 team members $600USD♦♦ per person



♦♦ *The Non-Refundable Registration Fee and Team Member Expenses are due in **US dollars OR Canadian equivalent*** based on the daily exchange rate of the day you submit payment.

Once your partnership dates have been determined, we will send you an invoice for our Non-Refundable Team Registration fee of $500USD

Once your Non-Refundable Team Registration fee has been received and we have received information on the size of your team, we will send you an invoice for your Team Expenses.

Ministry Funds & Construction Funds**

In accordance with CRA regulations, we are not permitted to use "Team Expenses" for Ministry expenses (construction costs, ministry event costs, ministry supplies, etc). For this reason, we must ask your team to bring in ministry funds - $3000CND to $5000CND for general ministry teams and a minimum $5000CND for construction teams. Please note that in the past additional ministry funds were optional, however, additional ministry funds are now required as of August 2022).

Construction Funds & Ministry funds must be sent to PAOC at least 30 days before your arrival date (to allow sufficient time for us to receive the funds). Ministry Funds are often needed weeks before your team arrives to allow us to purchase supplies and pay locals for necessary work in preparation for your team.

We will provide you with an invoice for these funds which will include detailed payment instructions.

Additional Expenses

In addition to EDMC fees and ministry funds, there will be other expenses your team will encounter.

NON-EDMC Expenses:

- Airfare & luggage fees
- Police Checks
- Vaccination / Immunization
- Ministry Supplies
- Medical Insurance
- Passport Renewal
- Personal Supplies
- Souvenirs
- DR Church Offerings

On very rare occasions, you may have to pay for a Tourist Card IF the cost of your Tourist Tax is not included in your airfare. However, most airlines now include this fee. Check the fees included in your flight cost to see if the tourist card is included. If it is NOT included, each team member will need US CASH on hand for your arrival.

If a member of your team is denied boarding on their ARRIVAL flight to the DR for any reason (ie. lost, expired, damaged or invalid passport / travel documents, sickness, unruly behavior, airline overbooking, etc...) and must reschedule their flight to the DR, costs for additional airport transportation will be the responsibility of the traveler or team.

If a member of your team is denied boarding on their RETURN flight from the DR for any reason (ie. lost, expired, damaged or invalid passport / travel documents, sickness, unruly behavior, airline overbooking, etc...), that team member will be responsible for all additional expenses associated with the extended stay (ie. additional travel costs, accommodations, meals, medical expenses, expedited document procedures, etc...).

Team Members / Team Leaders should have access to emergency funds in the event of such a situation and should ensure that they are traveling with valid travel documents for entry into the Dominican Republic, re-entry into Canada and valid travel documents for any country they may have flight connections in.

Trip Duration

EDMC's ***MOMENTUM*** partnerships are typically **7 days** (ie. Saturday to Saturday). We calculate our Team Expenses (the cost of hosting your team) based on 7 days of expenses (meals, transportation, staff, accommodations, etc.).

The fees we collect for hosting your team includes one airport pick up and one airport drop off. Please let Heather know as soon as possible if you require additional airport trips (some members arriving or departing at different times or days) as there may be additional costs for this.

If your team or individual team members need to stay longer than 7 days due to flight availability, flight cancellation, or denied boarding due to invalid travel documents (etc...) there will be additional costs for this. Please beware of this policy and contact us as soon as possible if you are aware of a need to stay additional days.

Minimum Age For Team Members

MOMENTUM participants must be 8 years and older. Minors, 12 years and younger, should be accompanied by a legal guardian. Please see "Consent Letter for Minors Travelling Abroad" on page 11 of this Information Guide.

Flights & Airport Information

Teams may only use the following airports to **fly into and out of**:

- **El Catey, Juan Bosh/Samana International Airport (AZS)** (Preferred) - 30 mins away
- **Santo Domingo International Airport (SDQ)** - 2+ hours away
- **Santiago International Airport (STI)** - 2+ hours away
- **Puerto Plata International Airport (POP)** - 2.5 hours away



Teams should **NOT** use the following airports: **PUNTA CANA (PUJ) or LA ROMANA (LRM)**

Your arrival and departure times must be during the day. Three of the four approved airports are 2 hours or more away from Nagua and night travel is not recommended.

E-Ticket / Customs

It is mandatory to fill out an e-ticket for immigration when traveling to the Dominican Republic. The e-ticket replaces the traditional paper forms which used to be handed out in flight.

There is no cost for this form but be sure to access the ***official*** Dominican Government e-ticket on the following website: ***https://eticket.migracion.gob.do***

Please see the back of this Information Guide for complete, Step-by-Step, instructions.

Immigration & Passport Stamp

Each individual member of the team (family members can go together) will enter through a customs/immigration checkpoint where they will have to show their passport and have it stamped with the ***accurate date of entry*** (the current date). Please check the date that is stamped in your passport BEFORE leaving the counter to make sure it is correct. Incorrect dates could result in confusion and “overstay fines”!



Traveling With a Criminal History

Although not necessarily grounds for EDMC to deny a team member the opportunity to serve on a ***MOMENTUM*** trip, travelers with a criminal history (of any kind) ***MAY*** **be denied passage through the United States or other countries (ie. flight connections, layovers)**. Investigate travel restrictions for travelers with a criminal history before you fly!.



Team Members should make any criminal history issues known to you right away!

Serving With a Criminal History

Potential ***MOMENTUM*** participants who have a criminal record ***MAY*** be denied serving on an EDMC ***MOMENTUM*** trip (regardless of the focus of the trip). In the event that a potential team member has a criminal record it will be mandatory that they provide EDMC with a reference letter from their *senior pastor* who is able to confidently speak of a ransformation of character and has confidence of the Team Member's ability to conduct themselves in a way that is above reproach.



Required Travel Documents

PASSPORT - Each member of your team must have a VALID Canadian passport to travel to the Dominican Republic. **Passport Canada requires that travelers to the Dominican Republic have a passport that will NOT expire within 6 months of the last day of your trip.**



If any of your team members need to renew or purchase a passport, they must not delay, as it can take weeks to process.

Passport Canada and EDMC recommends that several copies of each passport is made. One copy to leave at home and one to bring on the trip, in case a passport is lost or stolen.

PERMANENT RESIDENCY CARD - A permanent resident is someone who has been given permanent resident status after immigrating to Canada, but is not a Canadian citizen. Permanent residents are citizens of other countries.

A person in Canada temporarily, like a student or foreign worker, is not a permanent resident.

Permanent residents (PR) of Canada must carry and present their valid PR card or permanent resident travel document (PRTD) when boarding a flight to Canada, or travelling to Canada on any commercial carrier. If you do not carry your PR card or PRTD, you will not be able to board your flight, train, bus or boat to Canada.

It is the responsibility of travelers to ensure that their PR card is still valid when they return from travel outside of Canada, and to apply for a new PR card when their current card expires.



Someone who makes a refugee claim in Canada is not a permanent resident at the time of application. To become one, the Immigration and Refugee Board must first approve their claim. Then, they must apply for and get permanent resident status.

Leaving Canada is easy.
Getting back in without proper documentation is impossible!
Make sure you have all your required travel documents!

Permenant Residents with flight connections in other countries must investigate **VISA requirements** for those countries. Your Canadian Permenant Residency does not guarantee your permission to travel in other countries and you may be denied boarding of your flight from Canada.

Police Checks

All Team Members (including Leaders), who are 18 or older, MUST provide EDMC with a valid Police Check from their local police department, RCMP or BackCheck.



Police Checks must be no older than two (2) years from the time of the trip and MUST be sent to EDMC by email TWO (2) WEEKS before the scheduled arrival. Team Members who DO NOT provide a police check according to the noted parameters are NOT PERMITTED to come on the trip. THERE CAN BE NO EXCEPTIONS MADE FOR THIS POLICY.

Team Members need only obtain a general police check and not a "Vulnerable Sector" screening. Team Members should obtain any necessary supporting letters from their church.

Waiver & Liability Forms

Travel to any foreign country involves a certain level of risk. EDMC seeks to minimize these risks to the best of our ability. However, there still remain risks ranging from simple health related concerns to security. EDMC will do its best to provide clear information of these risks, as well as briefings on any particular risk we may be aware of at the time of your trip.

The Pentecostal Assemblies of Canada and EDMC require that each team member (leaders included) sign and submit our Waiver & Liability form which can be found at the back of this manual. Please collect the signed forms and scan/email them to us before your trip.

We cannot accept any ***MOMENTUM*** participants without a signed liability/waiver form.

Health & Information Forms

Each team member (or parents/legal guardian) is required to fill out the Every Day Ministries Canada online health & information form 60 days prior to your trip. **Please note:** EDMC has the right to refuse a prospective team member due to health issues. This form can be found on our website or at the back of this Info Guide.

Medical Insurance

All ***MOMENTUM*** participants, no matter their age, must have active Travel Medical Insurance that will cover them for the duration of their trip in the Dominican Republic. "OHIP" or other provincial health coverage is not valid insurance in the Dominican Republic.

Immunization & Vaccines

All ***MOMENTUM*** participants should consult their family doctor or travel health clinic to inquire about vaccine needs and their personal health concerns. All team members should be up to date with their tetanus shots. EDMC, nor the Dominican Republic require proof of vaccines. **Always verify travel health information before flying through the US and other countries.**

Information Guides

Team leaders must read both Team Leader and Team Member Info Guides and Team Members (and parents) must read the Team Member Info Guide.

Consent Letter for Minors Travelling Abroad

If there are members of your team under the age of 18 you may need a consent letter from their parents in order to travel with them. Please ensure you do your due diligence in determining what is needed for your team's unique needs.

Taken from the Government of Canada Website -
"A consent letter demonstrates that a child has permission to travel outside Canada from every parent or guardian who is not accompanying them on the trip."

"A consent letter should be used for all cross-border travel when a child is travelling:

- *alone*
- *with only 1 parent or guardian*
- *in the care of friends or relatives*
- *with a group, such as a sports, school, musical or religious group"*

"A consent letter is not a legal requirement in Canada, but it can simplify travel for Canadian children as it may be requested by immigration authorities when entering or leaving a foreign country or by Canadian officials or airline agents when re-entering Canada.

The person who is accompanying the child should bring the original signed letter rather than a copy. Officials may be less likely to question the authenticity of an original document."

For additional information please visit - **https://travel.gc.ca/travelling/children/consent-letter**

Food Allergies

Team Leaders, Team Members, parents/guardians must be aware that Every Day Ministries Canada CAN NOT ACCOMMODATE ALL FOOD ALLERGIES or guarantee an allergy free environment.



Team members who have food allergies must understand that at any given time they may be a significant distance from a hospital or medical clinic and available medical clinics may not be equipped to offer appropriate treatment.



Each team member is required to submit an on-line Health Form BEFORE purchasing flights and to submit our Allergy Information form (found at the back of this manual).

EDMC reserves the right to refuse a team member who has a severe food allergy. This is for the safety of the team member.

EDMC may require a doctor's note before accepting a team member with a food allergy.

Team Members and Team Leaders will assume full responsibility for accommodating food allergies (ie. packing and preparing alternate meals and snacks, and monitoring meals to ensure they are safe for the team member, etc.).

Policy on use of Tobacco, Alcohol and Drugs

While visiting the Dominican Republic as a Team Leader and an EDMC MOMENTUM participant, you will be expected to refrain from using/buying tobacco, consuming/buying alcoholic beverages (even as gifts to take home for friends or family) and using/buying recreational and illegal drugs.



You will also be expected to refrain from any other behaviors or activity that would hinder your ministry or the ministry of Every Day Ministry Canada during your partnership with us.

Conduct Agreement / Child Protection Policy**NEW

Each Team Member is required to sign our EDMC ***MOMENTUM*** Conduct Agreement and our Child Protection / Safety Measures forms which are found at the back of this document.

Medical Conditions

Team members with severe medical conditions should consult their doctor before committing to this trip.

Team members who have a medical condition must understand that at any given time they may be a significant distance from a suitable hospital or medical facility.

Each team member is required to submit an on-line Health Form BEFORE purchasing flights. EDMC reserves the right to refuse a team member who has a medical condition. EDMC may require a doctor's note before accepting a team member with a medical condition.

Internet Access / Daily Facebook Updates

WiFi/Internet access will be made available but may, at times, be inconsistent. This is due to the nature of being in a developing country. Although internet is available, we strongly encourage teams to disconnect and fully engag periences and with the EDMC team. EDMC will post daily updates and photos on Facebook at the end of each day. Family and friends should be encouraged to "Like" our Every Day Ministries Canada" Facebook page to receive these updates.



Cancellation & Refund Policies

Your registration fee is NON-REFUNDABLE. If you cancel your ***MOMENTUM*** agreement with us after you have submitted the individual team member expenses, the fees are non-refundable. This is necessary due to the inability of EDMC to arrange a substitute/replacement group on such short notice.

Cancellations should be in writing. The date the cancellation notice is received, shall be considered the date of cancellation.



Permission to Use Photos & Email



Our EDMC/PAOC Liability & Waiver form includes a photo/video/media authorization section. Everyone has the option to give “full permission”, “limited permission” or “no public use” of their image. Email addresses will also be used for connecting team members to our EDMC APP.

Register with the Government of Canada

In the event of an emergency, it is mandated that every team register as a group with the Government of Canada before coming. This will also assist the host team (EDMC) and PAOC home team in the event of an emergency. There have been incidents where health issues or accidents have occurred and because the individual was not registered, significant additional costs were incurred and the assistance from the government of Canada was limited.



Individuals and teams can register through the following link:

https://travel.gc.ca/travelling/registration

Work Site Safety

Our Work Site Safety poster can be found at the back of this manual. Please discuss this policy with your team and ensure everyone is prepared with the necessary equipment.

MANDATORY EQUIPMENT

Footwear - Reinforced toe and above the ankle. Steele or carbon fiber toes boots are recommended but not required. Hiking boots are acceptable. No sneakers or sandals.
Eye Wear - Safety glasses
Long Pants* - Long pants are mandatory. No shorts, capris or yoga pants.



“AS NEEDED” EQUIPMENT

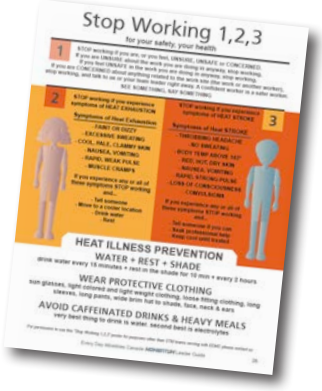
Gloves - Gloves are required when working with corrosive material (ie. cement).
Head Protection - Hard hats are required when there is foreseeable risk.

RECOMMENDED EQUIPMENT

Hats - For sun and dust protection.
Long Sleeves* - For sun and insect protection.
**(long sleeves are also mandatory when handling cement)*

Heat Exhaustion & Heat Stroke

EDMC takes your health and safety very seriously. Please take the time to review with your team the **“Stop Working 1,2,3”** poster at the back of this manual. Everyone should take appropriate measures to protect themselves from Heat Exhaustion and/or Heat Stroke. Your team should also be familiar with the warning signs of these serious illnesses should they or a team member exhibit signs of sickness.



Part D Team Prep & What to Expect

There is no “one way” to prepare for a Short Term Missions Trip. Your church and your group are unique and will require your leadership wisdom to know how to prepare and motivate your team.
The following sections (D, E & F) will serve as a tips, tools and resources to help you prepare your team and answer their questions as best as possible.

Preparation Tips

1. At the earliest stage of the planning process we encourage you to ask the following questions:

   - *Why are we going?*
   - *When is the best time for us to go?*
   - *Is our team ready to serve?*
   - *What are we good at?*
   - *How much will it cost us?*
   - *How many people should go?*

2. Decide how big you would like your team to be. Knowing your group size and what you will be doing will help you determine how much the trip will cost.

3. Recruit experienced / capable Christian leaders before selecting the rest of the team. Be sure to include church leadership in this selection process.

4. Consider recruiting someone with medical training to serve as a team member. This person could be responsible to put together your team’s First Aid Kit as well as be responsible to check on required vaccinations and medications for the trip and other appropriate health precautions.

5. Develop a thorough application process for prospective team members and invite church leadership to give direction on this selection process.

6. After reviewing applications and discussing any concerns with appropriate senior leadership in your church, select the team.

7. Schedule mandatory team meetings at the first stages of the planning process and distribute the meeting schedule to all team members.

8. Hold classes or team meetings to begin preparing your team for the trip and ministry service. We recommend having each member of your team prepare a 2.5 minute version of their testimony and to be prepared to give their testimony (*read “Ministry Preparation Tips - Giving Your Testimony” in the Team Members Information Pack)

9. Start looking for flights and be careful to only book flights into and out of the approved airports listed in Part C of this document.

10. Hold fund raisers in your church or community to raise funds for construction projects/ministry.

11. Take a picture of your team in your first team meeting and send it to us so we can begin getting to know and praying for your team.

12. Designate roles and duties to each team member (pre-trip and during trip).

13. Contact us for a list of possible donations your team could bring in for the ministry.

Changes? Before you travel, please notify us of any last minute changes to your team. We make every effort to be carefully prepared for you so if your numbers change (go up or down) we need to know asap!

14. If you have teaching material, handouts or any other ministry literature (or music) that needs to be photocopied or translated from English to Spanish, please send it to us at least 3 weeks before your arrival. We may not be able to accommodate last minute translations.



15. Consider planning a committal service in your church before you leave and plan a “Missions” service with the team in your church when you return.

16. Due to changes with luggage fees with many airlines, we encourage teams to pack carefully and not bring any unnecessary items.

17. If you plan on bringing in “Humanitarian” luggage you should contact your airline immediately to inquire about their humanitarian luggage policy. Some airlines require you to fill out an application 6 months in advance and luggage allowance is not guaranteed.

18. Please encourage the team instruct their family and friends to “LIKE” our Facebook page, “EVERY DAY MINISTRIES CANADA”, so their family and friends can see updates on the team every day they are here. We aim to post photos and updates at the end of every day!



Suggested Meeting Schedule Outline

- Overview of the Trip

- Overview of EDMC, trip dates, costs, required documents (police checks, health forms, consent letters for minors traveling abroad, waiver & liability, conduct code, child protection / safety measures form, passports, travel medical insurance), accommodations, ministry focus, immunization & vaccines, information guides, and fundraising ideas.

- EDMC Policies & Culture Sensitivities

- Dress code, allergies, medical conditions, criminal history* (*strictly for travel purposes).
- Culture overview & culture sensitivities

- Ministry Prep

- Instruction of how to give a testimony in a cross-cultural setting, work on testimonies
- Church service preparation (dramas, songs, messages, etc),
- Other ministry prep (children’s programs etc..)



- Trip Prep

- What to pack, what to leave home, dorm guidelines, internet access, daily service roles, donation collection, customs/immigration forms, review dress code.

- Ministry Prep

- Final preparations for ministry programs (outlines, roles assignments), supply collection.

- Commission Service with your home church

Tips for Crossing Cultures & Serving in Missions

1. It is only for 7-10 days. You can do anything for a week!

2. Be careful of facial expressions. They can easily be read. You may see things that you think are “gross” or “strange”. Do not draw attention to these things by pointing or showing other team members. Think of how you would feel if someone did this in your home, church or community.



3. Things are going to be *different* or the *same*. Try not to see things as “right” or “wrong”, “normal” or “weird”. Embrace the differences and seek to learn as much as you can by appreciating the differences and similarities in this culture.

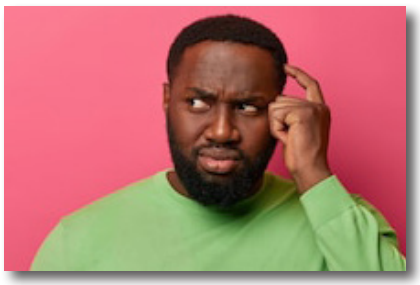
4. This is a very friendly culture - embrace it! Greet everyone and understand that privacy and personal space are not as important here...touching, hugging, etc, are acceptable even for men.

5. Family, community and relationships are highly valued in the DR. Individuality is not.

6. Respect the Dominican culture and their distinctive practices of Christianity (Traditionalism, etc…)

7. Refrain from singing secular songs, or imitating secular culture, etc. The Dominican church is very intentional about separating themselves from pop culture, etc..

8. Be careful to treat your Bible with respect. Dropping it on the floor or throwing it (even if in a drama) can be offensive.



9. Save all complaints for your team debrief or your journal. Please do not complain in public... people can read you... and many people do know some English!

10. In the DR, you are on Island Time! In the DR, time is seen as a plentiful resource, not a limited resource. Try not to become frustrated by this.

11. Once you enter the doors of a church, you are in church! Unlike “home”, where people socialize until the music starts or the “welcome”, church in the DR is not a social time.

12. You may get bored in Church, however, show respect no matter what. No talking, poking, laughing, chewing gum, etc... Read your bible or try and pick up what is going on around you.

13. When speaking in Church (giving a testimony, teaching or preaching), please keep your hands out of your pockets, do not chew gum and do not wear hats.



14. Remove hats before praying, commonly on work sites or outdoor ministry settings (baseball games, community blessings, etc..).

15. Please greet the Church with “Dios te Bendiga!” (God Bless You!), rather than “Hello” or “Hola”.

16. Be careful of assuming that anyone is poor or uneducated. Every “class” of people are present in the DR and regardless of their standard of living they have a wealth of life experience.

Tips for Crossing Cultures & Serving in Missions ...cont.

17. It is customary to greet people as you walk into a room, even if it is just a general greeting to everyone. Be aware of others greeting you as they meet you and return the gesture either with a smile, a nod or “saludos” or “hola”.



18. While you are here, your comfort is not as important as dressing appropriately. Please trust us and follow our dress code!

19. Please be sensitive to cultural differences (church taboos) that may be offensive or confusing - ie., “I got this tattoo to remind me of God’s faithfulness”.

20. You will be somewhat out of control of your life. You will not be able to go where you want to go, eat what you like to eat, communicate easily, etc. Be prepared to give up these controls and your ‘rights’, in order to minister effectively!

21. Be flexible! Plans this week may change several times, so be ready to be flexible!

22. Ask permission before taking someone’s picture.

23. Refrain from making political or controversial statements.

24. With our ***MOMENTUM*** approach to ministry (Mission, Mobilization, Partnership) we expect that your group will focus on relationships within your team, with Dominican nationals, with us and with God. Any project, although important, should never become the sole focus of your group.

25. Enjoy the experience! Be blessed and be a blessing. Don’t let a different culture, a different language or being out of your comfort zone, stop you from making a difference! With God, all things are possible!

MOMENTUM partnerships are different from ministering in your home, familiar, church or community setting. The culture is different, the language may be different, the locations are unfamiliar to you, the pace of life is different, food is different ... everything is different! Please consider how you and your team will handle these differences and the stress you will experience from it. Being prepared ahead of time will help you and your team face new stresses well and will also help you be supportive to your team members.



Accommodations

EDMC began hosting teams in our new Ministry Development Centre in January of 2023. Our Team Housing is located approximately 15 minutes outside of Nagua on 27 acres of beautiful, peaceful, land.



Our Team Housing facilities are single level with separate accommodations for males and females. Each Team Housing has bunk beds and bathrooms with private shower stalls.

The bed rooms are equipped with floor fans, sheets, pillows, and towels. The rooms have several electrical outlets and power bars.



You will need to bring your own personal toiletries (soap, shampoo, etc).

You may want to bring a light blanket during the winter months (January to March).



We also have a sports pad for volleyball, basketball, tennis and other sports.

The property is secured with two locking gates and a night watchman.

Spending Money

All of your expenses are covered by your “Team Expenses” (accommodations, meals, snacks, transportation, etc.). However, team members may want to have a small amount of spending money for church offerings, souvenirs or our EDMC MERCH! Spending money should be in **US dollars** OR **Dominican Pesos**. Canadian money can not easily be exchanged in the town were you will be staying.



EDMC MERCH

EDMC has our very own souvenir shop - “MERCH”. We have t-Shirts, vanilla, coffee, key chains, jewelry and more! Prices are listed by “suggested donation” and all funds raised through our MERCH Shop helps support our Girls of Destiny and Tools-4-School ministries.













Dorm & General Guidelines

The following guidelines will help ensure everyone stays safe, healthy and happy with their team mates. We will review these guidelines with your team when you arrive.

1. Do not drink the tap water or use it for brushing your teeth. Use the bottled water provided.

2. Do not put ANY paper products in the toilet (including toilet paper and feminine hygiene products).

3. Do not EAT, DRINK or KEEP food in the dorms.

4. Turn lights and fans off when not in use. Turn everything off before leaving the dorms.

5. Make sure everything is off the floor in your room before you leave in the morning.

6. Do not leave anything outside unattended (shoes, bags, phones, etc).



7. Clean up after yourself (spilled juice/pop WILL attract ants).

8. Do not go in the main kitchen where the ladies are cooking.

9. Please rinse off all cement and sand with the outside hose BEFORE entering the dorms or showering.

10. Remove shoes before entering the dorms and put all shoes in the shoe rack.

11. Please hang your towel to dry every morning and reuse your towel when possible (towels and sheets will be washed mid-week).

12. Keep hands washed/sanitized to avoid getting sick or spreading sickness to others.

13. Let us know if you see someone on the property whom you are not familiar with - including cows!

14. Walk in groups of 3 and let your leaders know where you are going (ie. to the sports pad).

15. Do not walk on the MAIN ROAD. There are no sidewalks and it is very dangerous.

16. Do not walk through or pick passion fruit or other produce growing on the farm - these crops help financially support the ministry and walking through or picking fruit can damage the crops.

17. There is a family living in our farm house so please be mindful of their space.

18. All food provided for you (from us) is safe. DO NOT eat fruit from communities or fruit given to you at ministry locations until it is washed with bottled water and bleach.

19. Do not swim at beaches or without the permission of an EDMC staff - some beaches have strong currents or sharp coral and are not safe.

20. Do not give money or gifts to anyone without consulting EDMC first.

Dorm & General Guidelines ... continued

21. All ministry transportation will be provided for your team. Do not accept any other transportation (ie. motorcycles, scooters, etc.) from anyone (including translators).

22. Pedestrians DO NOT have the right-of-way! Exercise caution and alertness when getting in and out of vehicles, when crossing streets and when walking on roadsides.

23. Be discreet with electronics, valuables and money. Do not leave these items unattended or near windows.

24. Passports & valuables will be collected and stored in our EDMC safe.

25. Do not give out your personal information (email, phone number, etc.) or share the team schedule with those you meet.

26. Please follow the ministry schedule closely and be on time for noted departures (schedule will be posted in the APP).

27. Please do not ask drivers or translators to buy things for you or to make special stops. If you need something, please let an EDMC missionary know.

28. Electricity is a little unpredictable (everywhere in the country) and you will likely experience a power outage while you are here. If the power goes out at the MDC, our generator will turn on within 30 to 45 seconds - wait for it. Keep your phone close by so you can turn on your flashlight feature if necessary.

29. We will need help from your team to pack lunch coolers, set out breakfast items and prepare water coolers. We will meet with your team to go over how to do each of these tasks.

30. If you notice something “off” at the Ministry Development Centre, please let us know (ie., water leaking, outlets not working, a bad smell, cows wandering on the property, broken equipment, etc…).

31. If you would like to give financially to the ministries of EDMC or to give individual gifts or money to churches, pastors, translators or staff please talk with an EDMC missionary first.





General Schedule

Naturally, your team will want to know what they will be doing during their MOMENTUM partnership. Every team's schedule will be different and unique. We will work closely with you as Team Leader to put together a schedule that meets our MOMENTUM partnership needs and fits your team's dynamics.

The most important thing we need from you as Team Leader during the Ministry Schedule planning stage is clear, two way communication. If there is something scheduled that you are not sure about or is not a good fit for your team, we depend on you to tell us right away. Please voice your concerns and questions. If we have scheduled your team to preach and there is no one on the team who is able to preach, we would like to know this BEFORE you arrive.



We value the time and sacrifices you and your team members have made to come and partner with us. Our goal is to plan a ministry schedule that best serves the Dominican church, involves everyone on your team and fulfills our MOMENTUM: Mission, Mobilization, Partnership objectives.

Please let us know a little about your team and the focus you would like your team to have (ie. construction, children's ministry, womens' ministry, etc...)

The process of confirming your schedule can take a little while, however, there are some schedule items that are (*generally) standard for all MOMENTUM partnership teams (with some exceptions of course) that you can begin to prepare for.

- Team Orientation by EDMC missionaries - within a couple of hours of your team's arrival
- 2 to 4 Church Services - your team can begin to prepare 2 to 3 testimonies for these services, a drama or skit (optional), and a 20 to 30 minute message.
- Community Ministry - we will usually have your team focus their time in one community where you will do door-to-door visitation, prayer, and hold a community dinner.
- Beach Day - usually scheduled for the last full day your team is with us.
- Team Debrief by EDMC missionaries - usually scheduled on the evening of the beach day or the morning of your departure.



EDMC does not schedule team devotions or personal time for teams. Please plan to hold your own team meetings and devotional times.

Sunday Church Service - Order of Service

You and your team will have the opportunity to minister in 2 to 4 church services. When possible, we arrange to have your team visit the church(s) you will be working with through the week (however this is not always possible).

To prepare your team for church ministry please review the order of service below and arrange to have your team members take on the various roles.

Be sure to read and have your team members read “Ministry Preparation Tips - Giving Your Testimony” in the Team Members Information Pack.



Order of Service

- Welcome by the local pastor/pastora
- Songs by members of the local church
- Offering
- Introduction of visiting Team (You)
- ***MOMENTUM*** Team Leader brings greeting and introduces the team and first testimony
- ***MOMENTUM*** Team Member testimony #1 (3 min) (*)
- Optional^ ***MOMENTUM*** Team Member testimony #2 (3 min) (*)
- Optional^ ***MOMENTUM*** Team special music/song or drama (all songs must be in Spanish) (*)
- ***MOMENTUM*** Team Leader preaches (leaders can select an appropriate team member to preach if they choose)
- Prayer time / Altar time / Call to action
- Hand the service over to the local pastor
- Greet everyone before you leave



(*) These elements of the service can be done in the order you like.
They do not need to be done in the order listed

Please let us know what (if any) equipment you will need for Sunday Services:

- ❑ Phone Connector
- ❑ Music Stand
- ❑ Puppet Stage
- ❑ Guitar
- ❑ Props, etc...

- ❑ _____
- ❑ _____
- ❑ _____
- ❑ _____

Daily Assignments/ Service Roles

During our week of ministry together we will need help from your team. Please designate the following “Daily Assignments” to your team. Assigning roles can also help your team members feel involved. Depending on the size of your group you may want to designate extra people to various roles.

“Go-To-Person” (1): The “Go-To-Person” makes sure everyone is completing their assigned responsibilities. If a Team Member is not completing their task you will be responsible to make sure it is done. You will be the “go-to” person for your team and for EDMC personnel. You will let EDMC know if your team needs anything bought, replaced, picked up or ordered. We will do our best to accommodate your team’s requests.

FOOD TEAM: There are 3 roles to the FOOD TEAM ...
BREAKFAST (2) - make sure breakfast is prepared and/or laid out for the team. Make sure coffee is made, dishes are put out and cleared away and washed (when possible). Report any problems or needed items to the “go-to-person”.

LUNCH (2) - lunches eaten on work sites need to be packed in coolers in the morning before leaving for the day. You will have a packing list and an EDMC staff person to help you. You will also be responsible for setting lunch up on the work site, cleaning up after lunch, emptying the coolers back at the MDC and cleaning them out. For lunches eaten at the MDC, our cooking staff will usually layout the meal and clear it away but your assistance is always welcome.

WATER (1) - make sure the water coolers are full in the dorms and water coolers are prepared and packed for construction work days and ministry days. On work sites you will also check on your Team Members to make sure they are drinking enough water.

SUPPLY TEAM: There are 2 roles for the SUPPLY TEAM ...
CONSTRUCTION (2) - assist EDMC staff to make sure all needed equipment is loaded onto the trucks. When returning from work sites, make sure all tools are collected, cleaned, loaded onto the trucks and unloaded at the MDC. Report lost or damaged tools to the “go-to-person”

SOUND EQUIPMENT (1) - assist EDMC staff to make sure all needed sound equipment is packed and loaded onto trucks. Assist EDMC staff in setting up sound equipment, packing and loading equipment at the end of the event and unloading equipment back at the MDC. Report lost or damaged equipment to the “go-to-person”.

PRAYER TEAM (2): the prayer team will commit to consistent prayer for ministry events and activities. This team must take part in all scheduled activities, events and meals.

SAFETY TEAM (1): make sure FIRST AID kit is stocked, packed and taken to all events. Be alert to situations that may pose a safety problem (ie. traffic while packing and unpacking trucks and slippery, lose or uneven steps, low power lines ... just to name a few).

SECURITY (1): ensure that doors, windows and team property is secured at night, and when the team leaves for an event. This person will be responsible for keeping keys.

Part E Team Leader Resources

Planning Check List

- ❑ Book trip dates and send $500US Non-Refundable Registration fee to secure dates
- ❑ Decide on ministry focus
- ❑ Read the MOMENTUM Team Member Information Pack carefully and have your team members read the Information Pack (it is very important that ALL team members and leaders read these
- ❑ Select team leadership & team members
- ❑ Schedule Team meetings
  - take team picture and send it to EDMC.
  - review Dress Code (Please read "Why The Dress Code Matters" at the end of this manual)
  - review Suggested Meeting Outline
- ❑ Send in "Team Roster" and bio with names and skills
- ❑ Fund raise for required ministry funds
- ❑ Send Team Expenses 60 days before your trip (contact us if you have not received an invoice)
- ❑ Have each team member fill out/submit an on-line EDMC Health Form 60 days before the trip
- ❑ Review the EDMC Work Site Safety Policy Poster (page 26)
- ❑ Review the EDMC Stop Work Policy Poster (page 27)
- ❑ Collect Police Checks from all team members 18 and older and email them to Heather.
- ❑ Send all material that needs to be translated or photocopied
- ❑ Verify everyone has a valid passport and make photocopies
- ❑ Book flights
- ❑ Verify team members have purchased Travel Medical Insurance
- ❑ Pack/stock First Aid Kit
- ❑ Ministry & Donation supplies purchased/collected
- ❑ Make travel arrangements to your local airport
- ❑ Have Team Members sign Liability Waiver form, Allergy and Conduct Code (parents or guardians sign form) & send to Heather
- ❑ Assign daily responsibilities (see page 23)
- ❑ Obtain consent letters for minors to travel abroad if needed
- ❑ Review "Giving a Testimony" and Speaking Through a Translator"
- ❑ Inform EDMC of all food allergies and medical conditions
- ❑ Prepare a bag of alternate meals and snacks for team members with food allergies



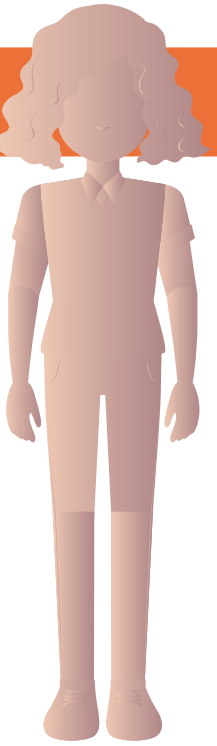
EDMC Team Roster

(use a separate sheet if necessary)

NAME	M/F	GIFTS/SKILLS	AGE
1.			
2.			
3.			
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Work Site Safety

EDMC's work site safety equipment requirements for volunteers and staff

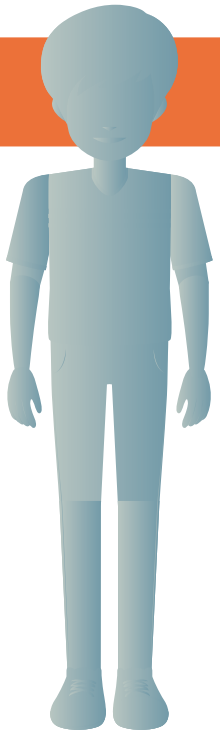


mandatory equipment

- FOOTWEAR -
above ankle, reinforced toe (steel or carbon fiber) hiking shoes or work boots are required. No one may wear sneakers or sandals at any time. Rubber boots are permitted if they have a steel toe.

- EYE WEAR -
safety glasses must be worn at all times. EDMC's policy on safety eye wear is "always on"!

- CLOTHING -
long pants are mandatory. Shorts, capri or yoga pants are not permitted. Those working with cement must wear long sleeve shirts.

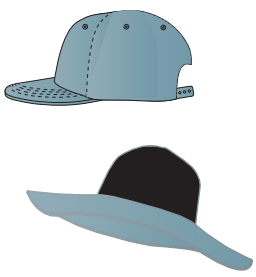


"as need" equipment

- GLOVES -
gloves will be required "as needed". They will be mandatory when handling corrosive material, such as cement.

- HEAD PROTECTION -
hard hats will be required "as needed". They will be mandatory when there is risk of
- something falling on your head
- something swinging / hitting head
- confined space where you could bang your head.

recommended equipment



Although not mandatory, we strongly recommend that participants wear a wide brim hat and long sleeves for sun protection (long sleeves are mandatory when working with corrosive material such as cement). Long sleeve shirts will also help protect against insect or other irritants.



For permission to use this "work site safety" poster for purposes other than STM teams serving with EDMC please contact us

Stop Working 1,2,3

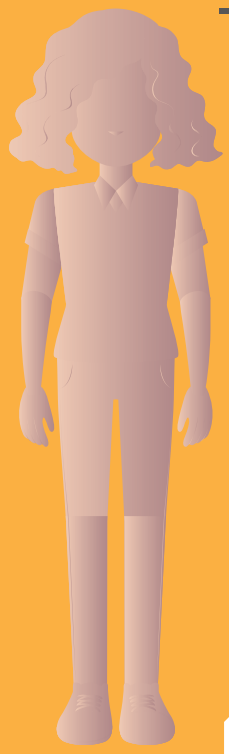
for your safety, your health

1

STOP working if you are, or you feel, UNSURE, UNSAFE or CONCERNED.
If you are UNSURE about the work you are doing in anyway, stop working,
If you feel UNSAFE in the work you are doing in anyway, stop working,
If you are CONCERNED about anything related to the work site (the work or another worker), stop working, and talk to us or your team leader right away. A confident worker is a safer worker.
SEE SOMETHING, SAY SOMETHING

2

STOP working if you experience symptoms of HEAT EXHAUSTION



Symptoms of Heat Exhaustion

- FAINT OR DIZZY
- EXCESSIVE SWEATING
- COOL, PALE, CLAMMY SKIN
- NAUSEA, VOMITING
- RAPID, WEAK PULSE
- MUSCLE CRAMPS

If you experience any or all of these symptoms STOP working and...

- Tell someone
- Move to a cooler location
- Drink water
- Rest

STOP working if you experience symptoms of HEAT STROKE

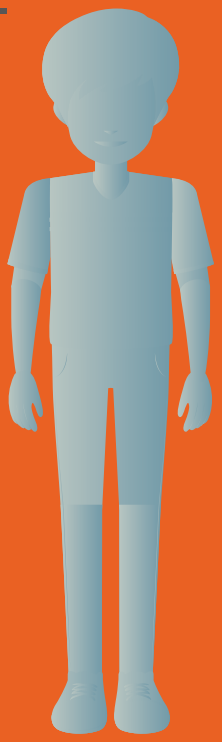
3

Symptoms of Heat STROKE

- THROBBING HEADACHE
- NO SWEATING
- BODY TEMP ABOVE 103°
- RED, HOT, DRY SKIN
- NAUSEA, VOMITING
- RAPID, STRONG PULSE
- LOSS OF CONSCIOUSNESS
- CONVULSIONS

If you experience any or all of these symptoms STOP working and...

- Tell someone if you can
- Seak professional help
- Keep cool until treated



HEAT ILLNESS PREVENTION

WATER + REST + SHADE

drink water every 15 minutes + rest in the shade for 10 min + every 2 hours

WEAR PROTECTIVE CLOTHING

sun glasses, light colored and light weight clothing, loose fitting clothing, long sleeves, long pants, wide brim hat to shade, face, neck & ears

AVOID CAFFEINATED DRINKS & HEAVY MEALS

very best thing to drink is water. second best is electrolytes

For permission to use this "Stop Working 1,2,3" poster for purposes other than STM teams serving with EDMC please contact us

EDMC DRESS CODE

MINISTRY

WOMEN



- skirt or dress* that touches the knee (no pants or shorts)
- blouse, t-shirt* that covers your shoulders
- modest neck line
- nice shoes or sandals (no flip-flops or sneakers)
- modest jewelry (nothing big or flashy. At times, no jewelry at all)
- no back/midriff showing
- no tight fitting clothing
- nothing "see-through"

MEN



- long khakis or dress pants* (no jeans, shorts or tight pants)
- shirt with a collar* (polo shirt or dress shirt)
- closed toe shoes (no sandals, sneakers or flip-flops)
- clean pants, clean shirt, clean shoes!

*** Pack extra ministry clothes! You will need them!**

WORK DAYS / CONSTRUCTION

Men and Women must wear closed toe shoes at minimum, however, work boots would be preferred. Men and Women should also wear clothing that can get dirty or ruined.

- knee length shorts or long pants
- T-shirts or sleeveless t-shirts only. No tank tops, no skinny straps, no under clothes showing and no back/midriff showing
- modest neck line
- work gloves
- baseball hat and sweat towel (bandana) recommended

- knee length shorts or long pants
- T-shirts or sleeveless t-shirts only. No tank tops
- work gloves
- baseball hat and sweat towel (bandana) recommended

BEACH

Women
- 1 piece bathing suit
- tank top, sandals, beach towel

Men
- long shorts/ swimming suit
- tank top, sandals, beach towel

CASUAL

At the mission facility and around town ...

Men & women should dress in a way that is respectful (modest) and mindful of all team members sharing the Mission Facility.

If walking through town, men and women should wear long shorts, capris and t-shirts. Sleeveless shirts are okay but no tank tops or skinny straps. No back/midriff showing.

Many common styles in Canada are not appropriate for ministry in the DR. If you have tattoos, please wear clothing that cover them (long sleeve shirts, high collars, etc). We ask that team members who have nose rings and ear plugs take them out before leaving the Mission Housing and no male team member should wear earrings outside of the Mission Housing. Also, please no mohawks or pony tails for male team members.
If in doubt, please check with an EDMC staff member.

Plan for all types of Dominican weather ... sun, heat, rain, cool days, etc ...

Be prepared and pack wisely!

Why The Dress Code Matters

If there is one thing that raises questions among teams who visit EDMC, or one thing that we have to clarify on a regular basis, it is our dress code. People always want to know "why" they need to dress a certain way and that is a fair question that deserves a good answer.

We know that the 'dress code' in most Canadian churches is casual. We know that some of the items we ask teams to wear (long skirts) are hard to find in your local stores and we know that there are things you NEVER wear at home (some ladies just never wear dresses and some guys never wear dress pants). We know that it's hard and yet we STILL ask teams to follow the dress code. BUT WHY is it so important?!

BECAUSE...

OUR MISSION

Every Day Ministries Canada's mission is to Empower, Develop and Mentor, local pastors and leaders of the Dominican Republic so that THESE local leaders can effectively reach THEIR communities. Everything we do, with and without teams, is in direct partnership with Dominican leaders and SOME of these pastors and leaders believe very strongly in a strict dress code. Some might say they are *legalistic* but we like to call it "Traditional". Years ago in Canada, you wouldn't dare go to church unless you were wearing your best and this tradition is still here! Some of the pastors we love and have committed to work with believe that Christians should dress in a way that distinguishes them from non-believers. They believe this so strongly that their women wear long skirts, to do house work, go shopping and even go swimming!
Ever go swimming in a long skirt and pants? We have and it's not easy!



DISTRACTIONS AND BARRIERS

Because some churches here are still "Traditional", some of the styles and expressions from North America just don't go over well (tattoos, earrings, funky hair, etc). Some styles and expressions are distracting in ways you aren't even aware of. Dressing "your way" can cause barriers go up and important ministry to flop. Dress can become a quick hindrance to the hours of ministry prep a team has worked so hard on.

EASY BRIDGES

By honoring the dress code of these pastors, who we love and respect, we GET to help them share the Gospel in their communities. We get invited into their schools to talk to their youth. We get invited into their homes. For us, wearing a long skirt on a hot day, or a shirt and tie in a hot service is a small price to pay for the trust and invitations it earns us. When we go into a community, we are there as a Pastor's guest and everything we do in their community is a reflection on that pastor, their church and the Good News. After we leave their community the pastor shouldn't be bombarded with questions about dress, they should be flooded with people who are hungry for Jesus!



AGREEING TO DISAGREE (LOVINGLY AND SILENTLY)

Although we don't necessarily agree with the "Traditional" dress, we DO love and respect these pastors enough to honor their beliefs and we don't challenge them on this. EDMC choses to put the love for Christ's church ahead of secondary issues. Over time some of these churches may see that dress issues are not as important as they have believed but that will be in God's timing. We believe that altering how we dress for the purpose of unity and the Gospel is a small sacrifice to make.

Why Our Fees Are In US Dollars

In 2015 we made a change to our fees that came into effect January 2016. Our deposits and team fees, that were once required in Canadian dollars, are now required in US dollars. But as a Canadian Organization hosting Canadian teams, why do we ask for fees in US dollars? Good question!

THIS IS WHY

All our costs, here in the Dominican Republic, are based on the US dollar. If you know anything about the decline of the Canadian dollar over the years, you know that this means the team fees we asked for in 2015 (and even 2014) did not gone very far. In spite of the drastic fall of the Canadian dollar we did not immediately adjust our prices. We didn't think that would be fair to our teams. However, going forward, we knew we had to carefully consider what to do. We didn't want to raise our prices but we had to do something.

CAREFUL DECISION

We know that there are many expenses teams face when planning a missions trip - Airfare, health insurance, luggage fees, vaccines, passports, ministry supplies, ministry donations, etc... It adds up and we know it gets expensive. After carefully weighting our options we decided not to actually change our "costs" BUT to change the currency to match real life expenses here in the DR. The reality is, our 'in country' expenses did not changed but the buying power of the Canadian dollar did.

MINISTRY FUNDS

While we are talking about money, this is good time to explain our Ministry Funds. A few years ago we were *forced* to make a change in how we collected and designated Ministry Funds. Ministry funds are the funds used to help cover ministry costs for events such as, children's ministry supplies, community blessing events, outreach events, translators, bibles, and many other ministry costs. Years ago we were able to pull these funds from the Team Expenses we collected from each team member, however two things changed -

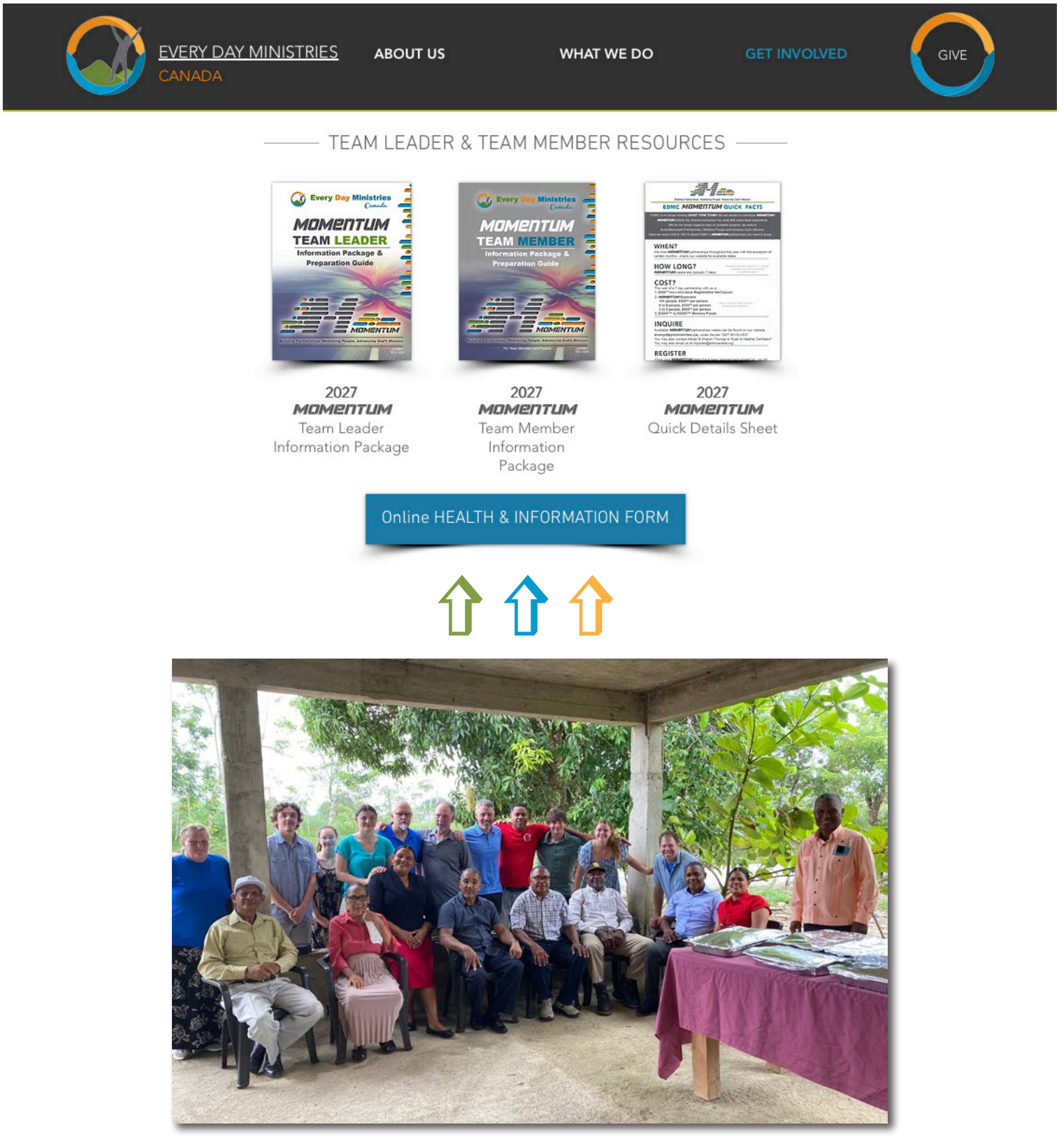
1) due to the economy, the Team Expenses we collected did not go as far as they used to (even with making the change to collecting the Team Expenses in US dollars).

2) The Canada Revenue Agency (CRA) imposed new regulations on how our Team Expenses could be used and how they could NOT be used. These new regulations dictated that Team Expenses could only cover expenses such as team meals, housing, transportation and team hosting staff. We could no longer use Team expenses for Ministry expenses. For these reasons, we had to being asking for designated Ministry Funds from our ministry partners. We ask teams to raise $3000 to $5000 Canadian dollars for the ministries their team will be participating in.



Part F Forms

The following forms are provided for your convenience. Please note that the Health & Information Form is also available on our website: https://www.edmcanada.org/momentum



Every Day Ministries Canada

Health & Information Form *for*

MOMENTUM: MISSION MOBILIZATION PARTNERSHIP
in the Dominican Republic

Legal Name : _____
first name / print *last name / print*

Group Leader : _____ Church/Group Name : _____

Age : _____ Sex : _____ T-Shirt Size : _____ *(Mens sizes XS, S, M, L, XL, XXL, XXL)*

Email Address : _____ Trip Dates : _____
required for App access

Do you have a valid CANADIAN PASSPORT? : _____ **Expiration Date :** _____
required

If you answered NO to having a valid Canadian passport, please explain and list the documents you do have :

_____ *(expiration date)* _____

Emergency Contact Info : _____
name *relation to you*

_____
phone number (s) *email address*

Medical Insurance : _____
company name *policy number*

_____
expiration date *other*

Have you been on an EDMC STM before? : _____ Do you speak Spanish? : _____

Do you have allergies? : _____ *If yes, please explain :* _____

Are you taking medication? : _____ *If yes, please explain :* _____

What is the date of your last Tetanus Shot? : _____

Do you have any limiting disabilities? : _____ *If yes, please explain :* _____

Have you had any major illnesses in the last 5 years? : _____ *If yes, please explain :* _____

_____

Do you have any medical conditions, dietary needs or disabilities that we should be aware of? : _____

If yes, please explain: _____

Please use a separate sheet of paper if you need additional room for explanations

Pentecostal Assemblies of Canada &
Every Day Ministries Canada

Waiver And Liability Form

Dominican Republic *MOMENTUM* Partnership Trip

For the period of : _____

Participant Name:
(please print) _____

Waiver of Liability:
The undersigned represents to Every Day Ministries Canada and Pentecostal Assemblies of Canada (hereinafter referred to as "EDM Canada/PAOC"), a religious, non-profit organization, that he/she is either the above-named participant and has reached the age of 18 years at the time of signing, or is the natural parent or legal guardian of the above-named participant.

The undersigned does hereby consent to the participant taking part in the Dominican Republic *MOMENTUM* trip (short term mission trip) with the full understanding that participation in any activities involves risks, including but not limited to injury, illness, loss, property damage, and possible medical, diagnostic, or treatment expenses. The undersigned voluntarily assumes all such risks and accepts full responsibility for any resulting loss, expense, or injury.

The undersigned understands that participation with EDM Canada/PAOC may include activities that involve inherent risks, including but not limited to construction activities, loading and unloading equipment and materials, local transportation, travel on public roads, physical labour, recreational activities, consumption of local foods, and accommodations available through EDM Canada/PAOC. The undersigned acknowledges and accepts that such activities may involve risks that cannot be eliminated without fundamentally altering the nature of the program.

The undersigned does hereby release, waive, discharge, hold harmless, and indemnify EDM Canada/PAOC, its directors, officers, employees, volunteers, workers, agents, representatives, and affiliated organizations from any and all claims, demands, actions, causes of action, damages, costs, expenses, losses, or liabilities arising out of or related to the participant's involvement with EDM Canada/PAOC.

Without limiting the generality of the foregoing, this release includes any claim arising from injury, illness, death, property damage, loss, accident, delay, transportation incident, or other circumstance occurring before, during, or after participation in the trip, including claims arising from the negligence of EDM Canada/PAOC, its directors, officers, employees, volunteers, workers, agents, representatives, and affiliated organizations, to the fullest extent permitted by law.

The undersigned agrees to abide by the rules, regulations, supervision, and discipline established by EDM Canada/PAOC and its representatives. The undersigned further authorizes EDM Canada/PAOC, its staff members, or other authorized agents to arrange for and consent to X-ray examinations, anesthetic, dental, medical, surgical, or other emergency treatment deemed necessary for the participant during the trip.

The undersigned agrees to hold harmless and forever discharge EDM Canada/PAOC from any claim arising from emergency first aid, medical treatment, or related services rendered during participation in the trip. The undersigned agrees to be responsible for all costs associated with such treatment and shall provide payment or insurance coverage for such expenses at his or her own expense.

The undersigned understands that the participant may not use alcohol, tobacco, illegal drugs, firearms, or engage in abusive, dangerous, or violent behaviour while participating in activities associated with EDM Canada/PAOC. Should the participant violate these requirements, the undersigned agrees to be responsible for any additional costs, transportation expenses, arrangements, or other expenses arising from such conduct and releases EDM Canada/PAOC from any liability associated with those actions.

EDM Canada/PAOC may take photographs, video recordings, audio recordings, written testimonies, interviews, or other media during trip activities for ministry, educational, promotional, fundraising, website, newsletter, presentation, publication, and social-media purposes.

Please select ONE option:

□ FULL PERMISSION
I grant EDM Canada/PAOC permission to use my photograph, video image, voice, testimony, written comments, and likeness in print publications, websites, newsletters, fundraising materials, presentations, promotional materials, and social-media platforms without compensation.

□ LIMITED PERMISSION
I grant permission for my image, voice, testimony, written comments, and likeness to be used only as described below:

□ NO PUBLIC USE
I do not grant permission for my photograph, video image, voice, testimony, written comments, or likeness to be used in publicly distributed media.

I understand that EDM Canada/PAOC will make reasonable efforts to communicate and honour my media preferences; however, I acknowledge that complete control of all photographs or recordings taken by third parties cannot be guaranteed.

Furthermore, should the participant be required to return home earlier or later than planned, or by means of transportation different from those originally arranged, due to illness, injury, misconduct, failure to comply with EDM Canada/PAOC policies, or any other reasonable cause, the undersigned agrees to assume responsibility for all resulting expenses, arrangements, and inconveniences and releases EDM Canada/PAOC from any liability related thereto.

Authorization:
By signing below, I affirm that I am the above-named participant and am at least 18 years of age, or that I am the natural parent or legal guardian of the above-named participant and give permission for my son or daughter to attend and participate in the EDM Canada/PAOC mission trip described above.

I further understand that EDM Canada/PAOC does not carry or maintain health, medical, disability, or accident insurance coverage for volunteers and that I am responsible for obtaining and maintaining any insurance coverage I deem necessary.

I expressly agree that this Release and Waiver is intended to be as broad and inclusive as permitted by applicable law and shall be governed by and interpreted in accordance with the laws of the Province of Ontario and the federal laws of Canada applicable therein.

I further agree that if any provision of this Release and Waiver is found to be invalid or unenforceable by a court of competent jurisdiction, the remaining provisions shall remain in full force and effect.

I HAVE READ THIS WAIVER AND RELEASE OF LIABILITY, FULLY UNDERSTAND ITS TERMS, UNDERSTAND THAT I AM GIVING UP CERTAIN LEGAL RIGHTS, INCLUDING THE RIGHT TO SUE, AND SIGN IT FREELY AND VOLUNTARILY.

Full Name:_____ Relation to Minor *(if applicable)*: _____

Signature: _____

Witness Name: _____ Signature: _____

Date: _____

Every Day Ministries Canada
Allergy Acknowledgement & Description

MOMENTUM Partnership for the period of : _____

Participant Name: _____
(please print)

Dear STM Team Member, Parent/Guardian,

Please be aware that Every Day Ministries Canada is not able to **guarantee** accommodations for team members with food allergies, food sensitives, environmental allergies or environmental sensitivities. EDMC practices safe food preparation standards, however, the food purchasing environments and labeling practices in the Dominican Republic dictate that we CAN NOT GUARANTEE that the food provided is free of the allergies that are a concern/threat to you. In addition, we do not have access to food alternatives that are readily available in Canada (ie. Gluten Free, Nut Free, Lactose Free, etc).

Please read, understand and initial below …

_____ Initial — Team members who have food allergies or sensitivities must **fully communicate the level of severity** of their allergy to EDMC. In certain circumstances we may ask you to provide us with a letter from your doctor.

_____ Initial — Team members who have allergies or sensitivities must understand that at any given time **they may be a significant distance from a hospital or medical clinic**.

_____ Initial — Team members who have allergies or sensitivities **should bring sufficient medication to treat their allergy**.

_____ Initial — Team members who have food allergies or sensitivities will be **responsible to evaluate each meal provided to them to ensure the meal is safe for them to eat**.

_____ Initial — Team members who have food allergies or sensitivities **should bring snacks or meal alternatives in the event that they feel a meal is unsafe for them to eat**.

_____ Initial — Team members should **discuss allergy concerns and any other medical or physical concerns with their team leader prior to committing** to this short term mission trip.

EDMC reserves the right to refuse a team member who has severe allergies.

Every Day Ministries Canada

Allergy Acknowledgement & Description

Please tell us about your allergy …

Allergy Description -

_____

_____

_____

_____

Level of Severity - *(is your allergy airborne or "only if consumed")* -

_____

_____

_____

_____

Please tell us **how YOU will manage this allergy while you are with EDMC** -

_____

_____

_____

_____

Acknowledgement:
By signing below, I affirm that I am the above named participant and I am at least 18 years old, or that I am the natural parent or legal guardian of the above named participant and that I acknowledge EDMC's limitation in providing an allergy free environment and accept responsibility for the above described allergy. You accept responsibility for monitoring meals offered to you and you will come prepared with meal alternatives should you feel a meal is unsafe for you to eat.

Full Name:_____ Relation to Minor *(if applicable)*: _____

Signature: _____

Witness Name: _____ Signature: _____

Date: _____

Please return BOTH signed and initialed pages to EDMC by email BEFORE arriving.
Email signed and initialed pages to heather.deweerd@paoc.org

MOMENTUM Partnership Code of Conduct

As an Every Day Ministries Canada MOMENTUM Partner, we ask you to agree to the following conduct while you serve with us. Our Conduct Agreement is not intended to pass judgment on anyone but serves to provide continuity and clarity between you and this ministry.

As an Every Day Ministries Canada MOMENTUM Partner, we ask you to agree to the following conduct while you serve with us. Our Conduct Agreement is not intended to pass judgment on anyone but serves to provide continuity and clarity between you and this ministry.

As an Every Day Ministries Canada MOMENTUM Partner we ask you to:

1. Interact respectfully with all members of the team (yours and ours), seeking always to encourage, build up and bear each other up in Christ's love, as is becoming for a disciple of Jesus

2. Refrain from using tobacco, alcoholic beverages, or illegal or recreational drugs at any time during your time with EDMC.

3. Abstain from making derogatory comments or getting involved in arguments regarding people, politics, sports, religion, race, traditions, or gender.

4. Dress modestly and adhere to the dress code as determined by EDMC.

5. Refrain from teaching or expressing non-biblical beliefs with individuals you minister to (that would contradict the statement of faith as laid out by the PAOC).

6. Conduct yourself with the highest level of integrity at all times, especially with the opposite sex (team members and local nationals) and with vulnerable people (children and minors).

7. Do not invite or seek out romantic relationships with anyone while serving with EDMC. NO FLIRTING, TOUCHING or making any sexual advances toward anyone, at any time.

8. Respect our policies and guidelines for the duration of your time with us (ie. policy on giving gifts, safety, all policies outlined in our Team Member Info Guide and the conduct agreement outlined here, etc).

9. Refrain from any other behaviour or activity that would hinder your ministry or the ministry of EDMC during your time with us.

I have read, understand and agree to the above conduct agreement.

DATE	NAME OF PARTICIPANT - PRINT	SIGNATURE OF PARTICIPANT

If the participant is a minor (under the age 18):

DATE	NAME OF GUARDIAN - PRINT	SIGNATURE OF GUARDIAN

EDMC Child Protection Policy, Safety Measures & Sign-Off Form

for MOMENTUM Partners & Global Volunteers*

To be read, signed, and returned by MOMENTUM Partners, Visitors and Global Volunteers prior to your arrival in the Dominican Republic.

As a representative of **EDMC**, your primary responsibility is to ensure a safe, dignified, and loving environment for every child. Minors in our programs must be protected from all forms of physical, emotional, and spiritual harm, in accordance with Dominican Republic Law 136-03.

BEHAVIOUR RULES

- **The Two-Adult Rule:** Never be alone with a child out of sight. Ensure all activities occur in open, visible spaces.
- **Physical Boundaries:** Limit touch to public, appropriate gestures like high-fives, side hugs, or handshakes. Do not allow children to sit on your lap, and do not engage in rough horseplay.
- **Restroom Protocol:** Do not enter bathroom stalls with a child. Wait outside the main restroom area to monitor safety.
- **Gift-Giving Policy:** Do not give money, personal electronics, or individual gifts directly to a child or their family. All donations must be distributed equally through organization leaders.
- **Digital Boundaries:** Never exchange phone numbers, email addresses, or social media handles (Instagram, TikTok, WhatsApp) with the children.
- **Photography Rules:** Do not take photos of individual children without supervision. Never publish a child's last name, specific home location, or personal vulnerabilities online.

VOLUNTEER DECLARATION & LEGAL OBLIGATION TO REPORT

Under Law 136-03 (The Dominican Republic Code for the Protection of Children and Adolescents), any adult who suspects, witnesses, or receives a disclosure of child abuse is legally obligated to report it.

I understand that if I have any concerns, suspicions, or observations regarding a child's safety or well-being, I am legally required to pass this information immediately to a designated EDMC staff member. I will not attempt to investigate the situation myself, nor will I confront the individuals involved.

I confirm that I have provided a clean Canadian Criminal Record Check / Vulnerable Sector Check to organization leadership. I have read, understood, and agree to strictly abide by this Code of Conduct.

I understand that any violation will result in immediate removal from the ministry site and an official report to local authorities.

Volunteer Full Name (Printed): _____

Signature: _____

Date (DD/MM/YYYY): _____

E-Ticket Instructions for the DR pg#1

It is mandatory to fill out an **e-ticket** for immigration when traveling to the Dominican Republic.

There is no costs for this form. Be sure to access the form on the official Ministry of Immigration website that ends with ".gob.do". https://eticket.migracion.gob.do

All travelers must complete an **e-ticket** for arrival and departure (children included).

After filling out the **e-ticket** form on the web portal, you will get a QR-Code that can be downloaded and/or printed. You should have it available and ready to show upon check-in for your flight and at DR immigration. If you don't have the **e-ticket** form for the Dominican Republic, you might get denied boarding.

There is no deadline for completing the **e-ticket** (you can complete it at the airport), however, it is recommended to do it before arriving at the airport to save time and avoid hassles.

Although the form can be completed on mobile devices, most people experience less complications in completing the form on their PC or laptop.

The first question in the Dominican Republic e-ticket form is "are you traveling with other people?". Even if you are traveling with others, some recommend clicking "No" for three reasons:

1 - problems arise more often when filling out for 2 or more people

2 - it is easier to have one immigration QR-Code per person

3 – many people get confused by the question "how many people are traveling with you" and pick the wrong number (if you are a party of 4 people, the correct answer is 3). While this isn't a major problem, you will have to fill out the entire form again if you make a mistake on this question.

Once you click submit, you'll get directed to the next screen, where you also see your application number. This **application number** is important as it is how you will be able to login into your **e-ticket** form or to access your immigration QR code. You will also need this number if you need to make changes to your form.

Now you will enter your personal information -

- your permanent address
- your country of residence
- the city where you live (if your town is not on the list, pick the closest one next to you)
- if you are arriving or leaving the Dominican Republic
- the province where you are from
- your postal code of your permanent address
- if you have layovers or flight changes in any other country before arriving

Next …
You will complete standard immigration information -

- your first and last name
- your date and place of birth
- your gender
- your place of birth
- your passport (twice, to ensure accuracy)
- your civil status
- your occupation (if you don't find the right one, just pick "Other")
- e-mail (optional)
- phone number (optional)

Next …
You will be asked where you will be staying while in the Dominican Republic.
We recommend selecting "family & friends" or "other"

Next…
You must provide ADDRESS AT THE DOMINICAN REPUBLIC

The following is the information you need for this section -
PROVINCE - Maria Trinidad Sanchez
MUNICIPALITY - Nagua
SECTION - Centro del Pueblo
STREET AND NUMBER -15 C/Jorge Awad

You will also need information unique to your departure airport and flight details …
EMBARKATION PORT (the airport you are departing Canada from)
FLIGHT NUMBER
FLIGHT DATE
DISEMBARKATION PORT (the airport where you are landing into the DR)
AIRLINE NAME

For TRAVEL PURPOSE,
please select "Leisure"

The remaining steps of the e-ticket form should be straight forward.

Every Day Ministries
Canada

everydayministries.ca

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