



TEAM LEADER

Information Package & Preparation Guide

Guide for Team Leaders

Updated
June 2024



Team Leader Information Package

Dear Team Leader,

Thank you for your desire to partner with Every Day Ministries Canada through our short-term missions program in the Dominican Republic! You and your team are an answer to prayer and we are deeply grateful for your willingness to serve God in this special way.

As Team Leader, your role is very unique and very important. You will have many details to coordinate and communicate with EDMC, with your team and with your church. You have a big job ahead of you but we have every confidence that you will do your best to prepare your team and you have our promise that we will do our best to help you. We will provide orientation, food, lodging, transportation, scheduling and staff. We will take care of as many of the logistics that we possibly can so that your group can come, serve, and receive in a powerful and effective manner.

In order for you to be a successful Team Leader, it is crucial that you acquaint yourself with each section of this Leaders Information Guide as well as the Team Members Information Guide. Note especially the time line of registration and fee deposits. We are continually updating and tweaking this package so whether you are a veteran or a brand new Team Leader, 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 our short-term team coordinator any time (Heather.DeWeerd@paoc.org).

The harvest is plentiful, but the laborers are few, so join us for a week of ministry where God can use you and your team to impact the lives of many ... including your own!

In His Service,

Adrian & Sharon Thomas,
Ryan & Heather DeWeerd
Every Day Ministries Canada

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Part A In Partnership With You

Thank you for responding to the call to serve the Kingdom in coming on this short term mission trip! We recognize that you are not simply *coming on a STM*, but are acting in obedience to the Lord in your own personal Christian walk you are partnering with the global body of Christ to serve and make a difference. We truly honor the sacrifice of time, resources and commitment you have made to step out in service in this way and we want this to be a transformational experience for you and your church. Before you even arrive we want you to understand that we consider you a partner in the work that is being done here in the DR. You are “fellow missionaries”. 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 Missions teams since 2008. Over the years we have learned how to do things that make sense in our particular cross-cultural setting here in the Dominican Republic.

In preparation for our ministry partnership together 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 scheduled STM trip 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 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 a snack).
- 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 needs you have, 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 fellow missionaries.

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 service duties (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 honour 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!

Purpose of EDMC's STMs

The purpose of our short-term missions program (STM) is to:

1. Partner with you in response to the Great Commission - making disciples and sharing the Gospel of Jesus with all sorts of people through a variety of styles of ministry and serving opportunities.
2. Partner with pastors and leaders of the local church in the Dominican Republic to Equip, Empower and Encourage them to respond to the Great Commission - making disciples.
3. Make a Kingdom impact on the lives of those who come to serve and to in turn make an impact on the local church in Canada.

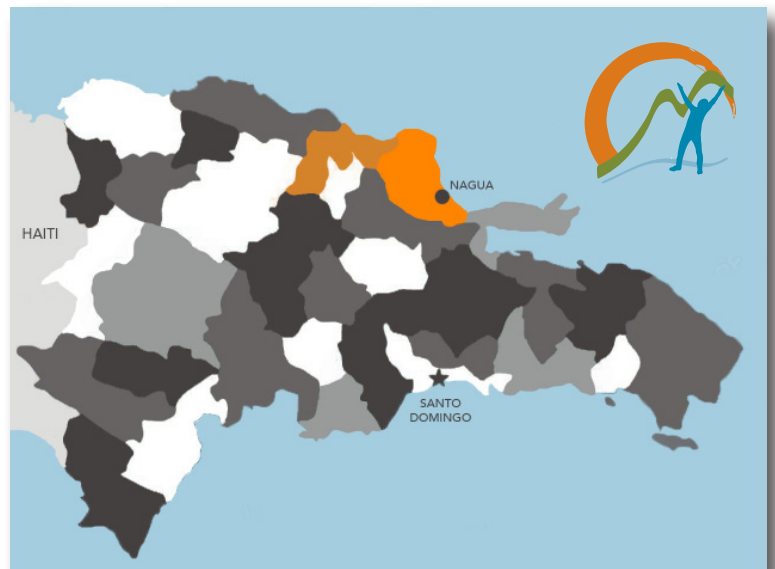
The Ministry

Every Day Ministries Canada is a non-profit Christian missionary organization that was founded in 2006. The birth of EDMC came about when God clearly planted in the hearts' of the Thomas family a deep 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 yet 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.

Our goal is to assist the existing churches, and their pastors, in whatever way possible to preach the Gospel and make disciples.

We believe God has called us 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 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. The Dominican Republic is a new field for the PAOC and as founders of 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 for the first time. They were married in 2012 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 - 10,860,913 (April 21, 2018)

Population of Haiti - 11,087,858 (April 21, 2018)

Language: Spanish

-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 spiritism.

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

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



Dominican Republic



Haiti



**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 booking a trip please contact us by email (Heather DeWeerd, Short Term Team Coordinator: heather.deweerd@paoc.org). In your email, let us know the dates you are considering and the size of your group. We will respond to your request by email within a few days.

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 - send us an email to let us know that you intend to book. We will then send you an invoice for the \$500US Non-Refundable Registration Fee.
- 2 - send your NON-REFUNDABLE \$500 USD♦♦ registration fee* to one of the addresses below. This registration fee will SECURE your dates. This fee is not used toward Team Expenses.

Pentecostal Assemblies of Canada
2450 Milltower Court
Mississauga, ON L5N 5Z6
(please include account # **DOM7008**
to the memo line of your check)

Every Day Ministries Canada
22-15 Fisherman Drive, Suite 416
Brampton, Ontario L7A 1B7
(please include account # **EDMC02** to the
memo line of your check)

♦♦ Please note that all Non-Refundable Registration Fees 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.

* We can not secure/guarantee your dates until your **\$500US** registration fee is received.

STEP 3 Mail Balance of Fees 60 Days Before Your Arrival

The balance of your fees, **\$500USD♦♦ Team Expenses****, per team member, is due 60 days before your arrival. Please mail a check for the balance or pay by credit card by following the payment instructions included in the invoice we will send you. (**For teams of 10 people or less, the Team Expense is a flat fee of **\$5000USD**.)

If the **\$500USD♦♦** per person Team Expense is not received by the 60 day deadline, your group will lose its reserved dates. If your team is still interested in these dates, you will have to re-apply for your desired dates with an additional NON-REFUNDABLE **\$500USD♦♦** registration fee.

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.)
- 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
- Team Travel Health Insurance

** All Health Forms are due at least 60 days before your arrival. Team Members should submit Health Forms from the Short Term Team 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 severe food allergies. EDMC will not accept a team member who does not fill out a Health Form, Waiver Form, Conduct Form, does not have Travel Health Insurance or who does not provide a Police Check.

Team Expenses can be paid by cheque or credit card. Cheques can be mailed to one of the addresses listed here or by calling the number noted in the invoice we will send you:
(If you don't receive an invoice from us, please ask for one. Your payment should be accompanied by the cover letter we provide to ensure your payment is processed correctly.)

FOR PAOC CHURCHES:

Pentecostal Assemblies of Canada
2450 Milltower Court
Mississauga, ON L5N 5Z6

*(please include account # **DOM7008**
to the memoline of your cheque)*

FOR NON-PAOC CHURCHES:

Every Day Ministries Canada
502-30 Gillingham Drive, Suite 416
Brampton, ON L6X 4X7

*(please include account # **EDMC02** to the
memo line of your cheque)*

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



Please note that as of March 2023, we will no longer book teams for dates that are within a 4 month window. Teams should book dates for their ministry trips 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.

There is a Team Leader Check List in Part E of this Information Guide.
This will help you keep track of all the due dates and details!

Part C Fees, Travel Information & Policies

Registration Fee & Team Fees

Planning a missions 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 trip dates and is due upon your team's acceptance. This fee is NOT applied toward Team Member Expenses.
- **Team Expenses for teams of 10 people or less, \$5000US♦♦.** If your team consists of 10 people or less the cost is a flat fee of **\$5000US** due 60 days before your team's arrival. These fees covers housing, meals, in-country transportation (one airport pick up/drop off), translators, security, etc.
- **Team Expenses for teams of 11 people or more, \$500US per person♦♦.** If your team is larger than 10 team members, each team member is required to pay **\$500US**, due 60 days before your team's arrival. This fees covers expenses such as housing, meals, in-country transportation (one airport pick up/drop off), translators, security, etc.

♦♦ Please note that all fees (Non-Refundable Registration Fee and Individual Team Member Expenses) are due in **US dollars OR Canadian equivalent** based on the daily rate when you pay.

Once your trip dates have been determined, we will send you an invoice for our Non-Refundable Team Registration fee (\$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 (\$500USD per person or \$5000USD for teams with 10 people or fewer)

Payments can be made by cheque or over the phone with a credit card.

Ministry Funds & Construction Funds**

In accordance with CRA regulations, we are not permitted to use Team Member Expenses for **Ministry expenses** (construction costs and ministry event costs). For this reason, we must ask your team to bring in ministry funds - **\$3000CND to \$5000CND for general ministry teams and 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. Your attention to this request helps us greatly.

Ministry funds should be directed to our PAOC account **#DOM7004**.

Additional Expenses

In addition to the fees EDMC charges there will be other expenses your team will encounter.

NON-EDMC Expenses:

- Airfare & baggage fees
- Police checks
- Vaccination/Immunization
- On very rare occasions, you may have to pay for a Tourist Card **IF** the cost of your Tourist Card 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.
- Ministry supplies
- Medical Insurance
- Passport Renewal

Please do not include construction funds or ministry funds in your team registration fee or team member expenses as these funds must be designated to account #DOM7004. Please issue separate payments for "Team Registration Fee/Team Member Expenses" and "Construction/Ministry Funds". Thank you for your help in this and we apologize for any inconvenience.



Trip Duration

EDMC's standard Short Term Mission Trips are **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 arrive or depart 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 there will be additional costs for this. Please beware of this policy and contact Heather asap if you are aware of needing to stay additional days.

Minimum Age For Team Members

Team members participating in a week of STM ministry with EDMC, must be 8 years and older. We do not allow STM team members who are 7 years and younger. 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

All teams must arrive and depart Friday to Friday, Saturday to Saturday OR Tuesday to Tuesday. If you are unable to meet this requirement, please contact Heather DeWeerd (heather.deweerd@paoc.org) before booking flights.

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 are **NOT** to 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

As of April 1, 2021, 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 website: <https://eticket.migracion.gob.do>

E-tickets should be completed 72 hours before arriving in the country and 72 hours before departing the country.

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

The following is the information you need in order to complete the e-ticket -

PROVINCE - Maria Trinidad Sanchez

MUNICIPALITY - Nagua

SECTION - Centro del Pueblo

STREET AND NUMBER - 15 C/Jorge Awad

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, travelers with a criminal history (of any kind) **MAY** be denied passage through the United States if their itinerary/flights have stops in the US. Team Members must make any issues known to you asap!

Serving With a Criminal History

Potential Team Members who have a criminal record **MAY** be denied serving on an EDMC Short Term Missions 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 transformation 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. **EDMC AND Passport Canada requires each team member to have a valid Canadian passport that will not expire within 6 months of your scheduled return 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. If a potential team member does NOT have a valid Canadian passport, please contact Heather DeWeerd immediately (heather.deweerd@paoc.org).

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.

Refugees who are resettled from overseas become permanent residents through the Government-Assisted Refugee Program or the Private Sponsorship of Refugees Program.

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 may not be able to board your flight, train, bus or boat to Canada.

It is your responsibility to ensure that your PR card is still valid when you return from travel outside of Canada, and to apply for a new PR card when your 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!

Police Checks For All Team Members (18 & over)

All Team Members, who are 18 or over, 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 and 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. This will be sent you to be printed and given to the team. Please collect the signed forms and scan/email them to us.

We cannot accept any missions trip 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 For All Team Members

All team members, 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.



Immunization & Vaccines

All team members should consult with their family doctor or travel health clinic for questions about vaccines. All team members should be up to date with their tetanus shots. EDMC, nor the Dominican Republic require proof of Covid vaccines. **However, some countries do! Be sure to check vaccine requirements for countries you may have connecting flights in or layovers in such as the USA!**

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 - *"We strongly recommend that Canadian children carry a consent letter if they are travelling abroad alone, with only one parent/guardian, with friends or relatives or with a group. For the purposes of this consent letter, a Canadian child is defined as anyone who is under the age of majority (18 or 19, depending on the province or territory of residence)."*

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 when re-entering Canada. The letter demonstrates that Canadian children have permission to travel abroad from parents or guardians who are not accompanying them.

We recommend that you talk to a lawyer about the legal issues that apply to you and your children's unique situation, particularly if your parenting arrangement has special terms governing international travel."

For additional information about entry and exit requirements for Canadian children travelling alone, with only one parent or with another accompanying person, see [the Canadian Government] Travel Advice and Advisories or contact the nearest embassy or consulate of the destination country.

<https://travel.gc.ca/travelling/advisories>

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.

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

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 member and/or team leader of an EDMC Short Term Team, 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 behaviour or activity that would hinder your ministry or the ministry of Every Day Ministry Canada during the term of your service with us.

Conduct Agreement

Each Team Member is required to sign our EDMC Conduct Agreement which is found on page 35 of this document. Our Conduct Agreement is not intended to pass judgment on anyone but serves to provide continuity and clarity between you, your ministry and this ministry.

Medical Conditions

Team members with severe medical conditions should consult with their doctor before committing to this mission 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 engage with their team, the experiences and with the EDMC team. EDMC will post daily updates and photos 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 team 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.

All cancellations must be in writing. The date the cancellation notice is received, shall be considered the date of cancellation.



Permission to Use Photos & Email

By coming on an STM with EDMC, you give us permission to use photos of you and your group. These photos may be used on social media, in promotional materials and in newsletters.



Register with the Government of Canada

To assist the host team (EDMC) and PAOC home team in the event of an emergency, it is mandated that every team register as a group with the Government of Canada before coming. 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. Registering with the Government of Canada ahead of the trip will provide the best possible outcomes in emergency situations.

Here is the link to the website where individuals and teams can register: <https://travel.gc.ca/travelling/registration>.



Work Site Safety

EDMC has initiated a new "Work Site Safety" policy. Please be familiar with this new policy by checking out our Work Site Safety poster on page 24 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. 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.

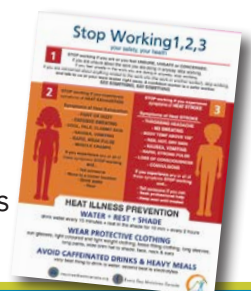
Long Sleeves* - For sun and insect protection.

**(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 on page 25 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 Preparing Your Team & What to Expect

There is no “one way” to prepare for a Short Term Missions Trip. Your church and your group is unique and will need 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/proven 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. Raptim Humanitarian Travel is a good option if you are looking to use a travel agent < <https://www.raptim.org/>>

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.

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!

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

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

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

14. 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.

15. Due to many airlines now charging for all checked luggage, we encourage teams to pack carefully and not bring any unnecessary items.

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

17. Please have the team instruct their family and friends to "LIKE" our facebook page, "EVERY DAY MINISTRIES CANADA", so their family and friends will be able to see updates on the team every day they are here. At the end of every day we will post photos and updates!



Suggested Meeting Schedule Outlines

- 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, 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, etc), other ministry prep (children's programs etc..)
- Trip Prep
 - What to pack, what to leave, dorm guidelines, internet access, crew assignments/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

Crossing Cultures

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

2. Be careful of facial expressions. They can easily be read.

3. Things are going to be different or the same. Try not to see things as “right” or “wrong”, “normal” or “weird”. Instead, 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 so embrace it! Greet everyone and understand that privacy and personal space are not as important here...touching, hugging, cheek kiss, hand shake, etc, are acceptable even for men.

5. Save all complaints for your team debrief or your journal. Please do not complain in public as people can read you and some people do understand english!

6. Time is viewed differently here. In the DR time is a plentiful resource, not a limited resource. Don't get frustrated by this.

7. Church - once you enter the door, you are in church! Unlike your home church, where people may socialize until the music starts or the “welcome”, church in the DR is not a social time.

8. Church - you may get bored, however, show respect no matter what. No talking, laughing, texting, or chewing gum. Read your bible and try to pick up what is going on around you, engage!

9. Dress - traditionalism and legalism are big issues in the DR. While you are here, your comfort is not as important as dressing appropriately. Please follow our dress code guidelines.

10. Control - while you are here you will be out of control of your life. You will not be able to go where you want to go, eat the food you like to eat, communicate fluently with local people, etc. Be prepared to give up control of your time, freedom, and your ‘rights’ to minister effectively....trust us!

11. Flexibility - embrace change and be flexible while you are here. Plans may change several times, so be ready to be flexible!

12. Enjoy the experience - be blessed and be a blessing. A smile or a handshake, can change a life or soften a heart. 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!

13. 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.

14. 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 giving greeting as they meet you and return the gesture either with a smile, a nod or “saludos” or “hola”.



Accommodations

EDMC will begin hosting teams in our new Team Housing at our new Ministry Development Centre as of January 2023. This 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 bunkbeds and bathrooms.

The bed rooms are equipped with floor fans, sheets, pillows, and towels.



Spending Money

All team expenses are covered by your Team Expenses (accommodations, meals, snacks, transportation, etc.). However, team members may want to have a small amount of misc. 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 where you will be staying.



EDMC MERCH

EDMC has launched our very own souvenir shop, "MERCH Shop". We have t-Shirts, mugs, hats, vanilla, coffee, keychains and more! Prices are listed by "suggested donation" and all funds raised through our MERCH Shop help support our Women and Girls Ministries (Women of Destiny and Girls of Destiny).



Ministry & Dorm Guidelines

The following guidelines serve to 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 only the bottled water provided.
2. Do not put ANY paper products down the toilet. Use the waste basket beside the toilet.
3. Do not EAT, DRINK or KEEP food in the bedrooms.
4. Please do not give money or gifts to anyone without consulting EDMC.
5. Please do not give out personal information to anyone (email, phone number, etc.) or share the team schedule with those you meet.
6. Do not have visitors in the Dorm or MDC.
7. Do not leave anything outside, overnight, unattended (shoes, chairs, bags, etc).
8. Always walk in groups of 3 or more and do not go for walks at night.
9. Keep hands washed/sanitized.
10. Turn lights and fans off when not in use. Turn everything off before leaving the dorm.
11. Make sure everything is off the floor in your room before you leave in the morning.
12. Clean up after yourself (spilled juice/pop/food WILL attract ants).
13. Please do not go in the kitchen.
14. When returning to the MDC dorms from construction or the beach please rinse off all cement and sand outside with the hose BEFORE going inside.
15. Do not go swimming at local beaches without permission and supervision!
16. Remove shoes before entering dorms and put all shoes in the shoe rack.
17. Please hang your towel to dry every morning and reuse your towel (towels and sheets will be washed mid-week)
18. Passports & valuables will be collected and stored in our EDMC safe.
19. All food we provide for you is safe. DO NOT eat any fruit from the neighbourhood or fruit given to you at a ministry locations until it is washed with purified water (bottled water) and cleaner.
20. Be discreet with electronics, valuables and money. Do not leave these items unattended or near windows where they are visible.
21. There will be a time in the weekly schedule to have US money exchanged for pesos.
22. All ministry transportation will be provided for you. Do not accept any other transportation.
23. Pedestrians DO NOT have the right-of-way! Exercise caution and alertness when getting on and off the mission trucks, when crossing streets and when walking on roadsides.
24. Be mindful of everyone's need to use bathrooms and showers. Keep your showers short and clean up after yourself (hair, splashed water, etc).
25. If you would like to give financially to the ministries of EDMC, please let us know. If you wish to give individual gifts or money to churches, pastors, translators/staff please consult with EDMC.

General Schedule

Naturally, your team will want to know what they will be doing on their mission trip. 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 ministry needs and fits your team.

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 need to know this BEFORE you arrive.

We value the time and sacrifices you and your team members have made to come and serve with us. Our goal is to plan a ministry schedule that best serves the Dominican church and involves everyone on your team.

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 visiting 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 (we prefer this to be done by one of your senior team leaders)
- Tour of Nagua / Visit the Market - usually scheduled on the morning of the beach day.
- 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

While you are here, you and your team will have the opportunity to minister in two or more 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 Missions Team
- Visiting Missions Team Leader brings greeting and introduces the team and first testimony
- Visiting Missions Team Member testimony #1 (3 min) (*)
- Visiting Missions Team Member testimony #2 (3 min) (*)
- Visiting Missions Team special music/song or drama (all songs must be in Spanish) (*)
- Visiting Missions Team Leader preaches (leaders can select an appropriate team member to preach if they choose)
- 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:

- | | | |
|-------------------------------------------|--------------------------|-------|
| <input type="checkbox"/> CD Player | <input type="checkbox"/> | _____ |
| <input type="checkbox"/> iPhone Connector | <input type="checkbox"/> | _____ |
| <input type="checkbox"/> Music Stand | <input type="checkbox"/> | _____ |
| <input type="checkbox"/> Puppet Stage | <input type="checkbox"/> | _____ |
| <input type="checkbox"/> Guitar | <input type="checkbox"/> | _____ |
| <input type="checkbox"/> Props, etc... | | |

Daily Assignments/ Service Roles

During our week of ministry together we will need lots of help from your team. You can help keep all the moving parts running smoothly by delegating “Daily Assignments” or “Service” roles to your team members. Assigning roles can also help your team members feel involved. Depending on the size of your group you may want to designate additional people to various roles.

Please designate team member(s) for the following “Daily Assignments”:

“Go-To-Person” (1): The “Go-To-Person” makes sure all Team Members are 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. 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 Mission Housing and cleaning them out. For lunches eaten at the Ministry Dev. Centre you will help set the food and dishes out and then clear the food and dishes after lunch.

WATER (1) - you will be responsible for making sure the water cooler is 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, loose or uneven steps, low power lines ... just to name a few).

ENCOURAGER (1): encourage each team member at a significant time during the day at least once. This must be done in a sincere and meaningful way.

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

Team Leader Planning Check List

- ☐ Book trip dates and send \$500US Non-Refundable Registration fee to secure dates.
- ☐ Decide on ministry focus
- ☐ Read the 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
- ☐ Fundraise for required ministry funds** (this is a new requirement)
- ☐ Send final balance of Team Expenses
- ☐ 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 24)
- ☐ Review the EDMC Stop Work Policy Poster (page 25)
- ☐ 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 a photocopy
- ☐ Book flights
- ☐ Verify team members have purchased Travel Medical Insurance
- ☐ Pack/stock First Aid Kit
- ☐ Ministry supplies purchased/collected
- ☐ Donation items purchased/collected
- ☐ Make travel arrangements to your local airport
- ☐ Have Team Members sign Liability Waiver form and Conduct Code (parents or guardians sign form) & send to Heather or bring with you.
- ☐ Assign "Crew/Service" responsibilities (see Crew Assignment/Daily Service Roles)
- ☐ 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.			
4.			
5.			
6.			
7.			
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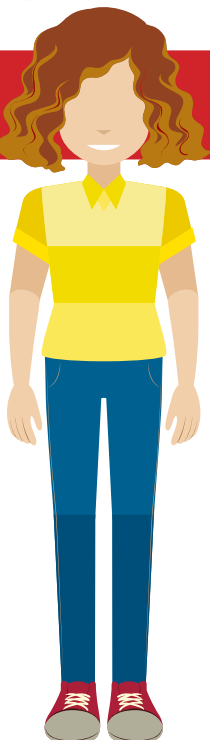


Work Site Safety

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 head.



recommended equipment



Although not mandatory, we strongly recommend that
volunteers 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.



Stop Working 1,2,3

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

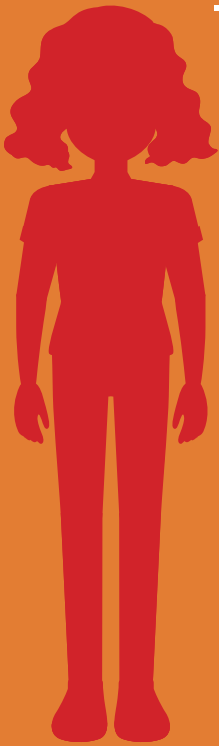
STOP working if you experience symptoms of HEAT EXHAUSTION

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
- Seek 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 coloured 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



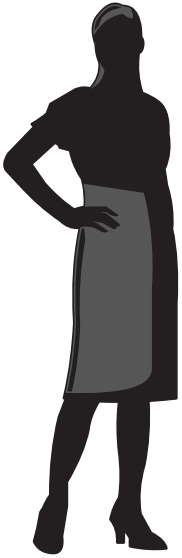
inquiries@edmcanda.org



Every Day Ministries Canada

EDMC DRESS CODE

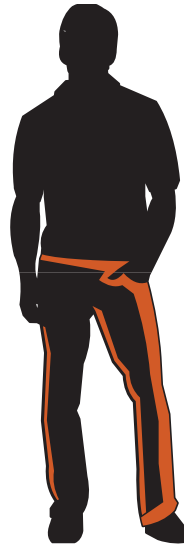
WOMEN



- skirt or dress* that touches the knee or longer (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"

Please, no skirts/dresses that are short in the front and long in the back.

MINISTRY



- 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!
- no earnings or facial piercings

*** Pack extra church 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 old clothing ... 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 (bandanna) recommended

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

BEACH

Women

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

Men

- long shorts/ swimming shorts
- tank top, sandals, towel

CASUAL

At the MDC and around the neighborhood / town ...

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

While walking through the neighborhood and town, men and women should wear long shorts, capris and t-shirts. Sleeveless shirts are okay but no tank tops or skinny straps.

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 MDC and no male team member should wear earrings outside of the MDC. Also, please no mohawks or pony tails for male team members. If in doubt, please check with an EDMC staff member.

Why The Dress Code Matters

If there is one thing that raises a lot of 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 Equip and Empower 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, always, 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 last number of months, you know that this means the team fees we asked for in 2015 (and even 2014) did not go 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, new luggage fees, vaccines, passports, ministry supplies, ministry donations, etc... We know 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. Because the reality is, our 'in country' expenses did not change but the buying power of the Canadian dollar did.


MORE MINISTRY

For the last number of years our fees have not increased in spite of normal inflation rates. We did this intentionally so we could offer reasonable rates to our valued teams. However, in addition to our fees covering "team hosting" expenses, some of our fees also go toward ministry events our teams participate in. When the Canadian dollar started to decline, the impact of this was felt the most in areas of ministry. We couldn't do as much ministry and that was a huge concern for us. However, with the changes we have made we are able to maintain the integrity of the ministries our teams are involved in and maintain a healthy ministry year around.

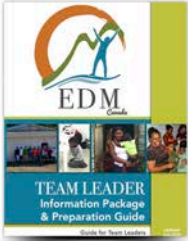


Part F Forms


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/short-term-teams>

**EVERY DAY MINISTRIES**
CANADA

ABOUT USWHAT WE DOGET INVOLVEDCONTACT USEVERY DAY GIFTS



2022/2023
Team Leader
Information Guide



2022/2023 Team
Member
Information Guide



If you are a current **Team Leader** please download and read the **TEAM LEADER & TEAM MEMBER** Information Guides. These information guides are extremely important resources for planning and preparing for your trip. They cover payment details, travel documents, checklists, ministry planning, and much more.

If you are a current **Team Member** please download and read the **TEAM MEMBER** Information Guide. Being familiar with this information guide will help you be a prepared and informed Team Member.

Our Information Guides are updated on a regular basis. If you have read our Info Guides in the past, do read them again as there have been many additions and updates in the last couple of years.

All team members (leaders included) must fill out our **HEALTH & INFORMATION FORM** at least 30 days before your trip.

HEALTH & INFORMATION FORM







Every Day Ministries Canada

Health & Information Form

Dominican Republic Short Term Missions Trip

Trip Dates : _____ ID# : _____

Legal Name : _____
first last

Group Leader : _____ Church/Group Name : _____

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

Phone Number : _____ Email Address : _____

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

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 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



EDM Canada

Pentecostal Assemblies of Canada &

Every Day Ministries Canada

Waiver And Liability Form

Dominican Republic Short Term Missions Trip

For the period of :

Participant Name (please print): _____

Waiver of Liability:

The undersigned represents to Pentecostal Assemblies of Canada and Every Day Ministries Canada (herein referred to as PAOC / EDM Canada), a religious, non-profit corporation, that he/she is the natural parent or the legal guardian of the above named participant or that he/she is the above named participant and has reached the age of 18 at time of signing. The undersigned does hereby consent to such participant taking part in the Dominican Republic missions trip, with full understanding that insofar as such activity will involve missions, sporting activity, mingling with other individuals and groups; that there is always the risk of injury, illness, loss and possible consequent expense for medical, diagnostic and curative treatments, and incidental loss and expense, and the undersigned does for him/herself and for and on behalf of such participant assume the risk of such an expense.

The undersigned understands that their time with PAOC / EDM Canada may include activities that may be hazardous to me, including, but not limited to: construction activities, loading and unloading equipment and materials, and local transportation to and from work sites and mission activities. The undersigned recognizes and understands that their time with PAOC / EDM Canada means some situations involve inherently hazardous activities. The undersigned also understands that, in addition to consuming local foods, and living in accommodations that are available through PAOC / EDM Canada, I may be traveling to and from locations on roads which pose a risk.

The undersigned does hereby agree to hold harmless and wholly release and indemnify PAOC / EDM Canada, its workers, and its directors from any responsibility or liability; any waives and claims or causes of action against it or its agents that might arise on account of loss, injury, or expense occasioned by any sort of accident or any other circumstance involving such participant, and agrees to hold harmless PAOC / EDM Canada from any responsibility of liability, and waives any claims or causes that might arise on account of loss, injury, or expense occasioned by any sort of accident or other circumstance involving such participant and agrees to hold harmless PAOC / EDM Canada in event any such claim should arise.

The undersigned agrees to abide by the rules and regulations, supervision and discipline set and applied by PAOC / EDM Canada and its agents, and does hereby authorize PAOC / EDM Canada or its staff members or other agents to arrange for and consent to X-ray examinations, anesthetic, dental, medical, or surgical diagnosis, and treatment, and hold harmless and forever discharge PAOC / EDM Canada from any claim whatsoever which arises or may hereafter arise on account of any first aid treatment or other medical services rendered in connection with an emergency during the undersigned's time with PAOC / EDM Canada. The undersigned will furnish payment or insurance for any such payment, at his or her own expense.

Further, the undersigned understands that the participant cannot use alcohol, tobacco, illegal drugs or firearms, or be involved in any type of abuse or violent behaviour, and if these rules are broken, the undersigned agrees to take responsibility for any and all additional expenses, arrangements, and inconveniences necessitated by such action, and the undersigned agrees to release PAOC / EDM Canada and its agents from all expense and liability, whether financial or otherwise.

Furthermore, the undersigned gives PAOC / EDM Canada and its agents permission to take and use photos, videos, stories, or any other recording of such participant or such participant's likeness for promotional or other purposes.

Furthermore, in the event that such participant should be sent home earlier or later than planned and/or by way of transportation other than that which was planned due to reasons including, but not limited to, illness, injury, or failure to comply with PAOC / EDM Canada rules and policies, the undersigned agrees to take responsibility for any and all additional expenses, arrangements, and inconveniences necessitated by such action, and the undersigned agrees to release PAOC / EDM Canada and its agents from all expense and liability, whether financial or otherwise.

Authorization:

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 give permission for my son/daughter to attend and participate in the Pentecostal Assemblies of Canada and Every Day Ministries Canada function named above. I, the volunteer, also understand that PAOC / EDM Canada does not carry or maintain health, medical or disability coverage for any volunteer.

I expressly agree that this release is to be as broad and inclusive as permitted by the laws of Canada, and shall be governed by and interpreted in accordance with the laws of Canada. I agree that in the event that any clause or provision of this release shall be held to be invalid by any court of competent jurisdiction, that the invalidity of any such clause or provision shall not otherwise effect the remaining provisions of this release, which shall continue to be enforceable. I have read the above Waiver of Liability and agree to its provisions.

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

Signature: _____

Witness Name: _____ Signature: _____

Date: _____



Every Day Ministries Canada

Allergy Acknowledgement & Description

Short Term Missions Trip 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 accommodate 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 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, 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.



Allergy Acknowledgement & Description

Please tell us about your allergy ...

Please tell us about your allergy...

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 rhdeveerd@gmail.com



EVERY DAY MINISTRIES CANADA STM CONDUCT AGREEMENT

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

As an Every Day Ministries Canada short term team member 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 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 casting GAZES with our EDMC team or any nationals.
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



EVERY DAY MINISTRIES CANADA

E-Ticket Instructions for the DR pg#1

As of April 1, 2021, it is mandatory to fill out an **e-ticket** for immigration when traveling to the Dominican Republic. This **e-ticket** replaces the traditional paper forms which used to be handed out in flight.

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

E-tickets should be completed 72 hours before **arriving** in the country and 72 hours before **departing** the country.

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 your trip to the DR to save time and avoid any possible 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

E-Ticket Instructions for the DR pg#2

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**

E-Ticket Instructions for the DR pg#3

ADDRESS AT THE DOMINICAN REPUBLIC		
PROVINCE *	MUNICIPALITY *	SECTION *
María Trinidad Sánchez ▲	Nagua ▼	Centro del Pueblo ▲
STREET AND NUMBER *		
15 C/ JORGE AWAD		
EMBARKATION PORT *	FLIGHT NUMBER *	FLIGHT DATE *
YTO - TORONTO PEARSON INTEI ▲	356	Year ▼ Month ▼ Day ▼
DISSEMBARKATION PORT *	AIRLINE NAME *	FLIGHT CONFIRMATION NUMBER / PNR
POP - AEROPUERTO INTERNACKI ▼	TS - Air Transat ▲	
TRAVEL PURPOSE *	DAYS OF STAYING	
Leisure ▲	1 ▼	

You will also need information unique to your departure airport and flight details ...

EMBARKATION PORT
FLIGHT NUMBER
FLIGHT DATE
DISSEMBARKATION PORT
AIRLINE NAME

For TRAVEL PURPOSE, please select **"Leisure"**

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

God Bless and we look forward to seeing you soon!



everydayministries.ca

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Facebook

Every Day Ministries Canada