



# Every Day Ministries Canada



# TEAM MEMBER

## Information Package & Preparation Guide for

## EDMC Short Term Mission Trips

Updated  
February 2025

For Team Members and Parents



## Team Member Information Package

Dear Team Member,

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

We have created this important Information Guide to help you acquaint yourself with Every Day Ministries Canada, our Mission, the Ministry, the Country of the Dominican Republic and just about every trip planning details you need to know. Please read this Information Guide thoroughly and carefully so you can be as prepared as possible.

The harvest is plentiful, but the laborers are few. Our prayer is that you will be powerfully used by God to make an eternal impact on the lives of those you come to minister to ... including your own!

Thank you for partnering with us.

In His Service,

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

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PLEASE READ THIS INFORMATION GUIDE THOROUGHLY

# Part A Introduction

## 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 Empower, Develop and Mentor 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

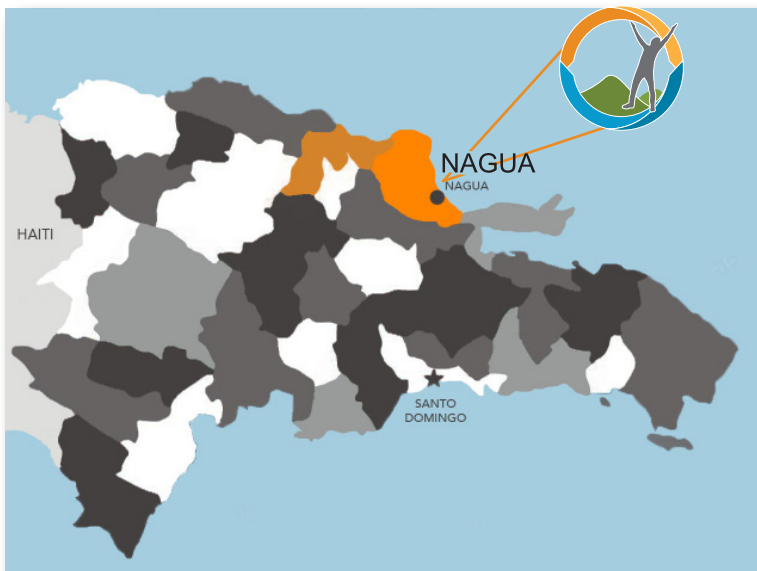
Every Day Ministries Canada is a non-profit Christian missionary organization that was founded in 2006. EDMC was born when God clearly planted in the hearts' of the Thomas family a deep passion and burden for the people of the Dominican Republic.

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. 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. 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 - 11.33 million (2025)

Population of Haiti - 11.72 (2025)

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 spirit-ism.
- 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*

# Part B Preparing For Your Trip

Hey TEAM MEMBER, your mission trip and your ministry starts now!  
Preparing for your trip WELL will result in a positive experience!  
Please read the following information carefully.  
Every detail is important!

## EDMC Expenses

EDMC's 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**

This fee covers all of your in-country expenses such as accommodations, meals, snacks, hired national staff, translators, and transportation. This fee does **not** include the cost of construction projects or ministry costs - your team will need to raise \$3000CND to \$5000CND for ministry or construction costs.

Make sure you know all the financial deadlines from your team leader.

## 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
- Ministry Supplies
- Personal Supplies
- Police Checks
- Medical Insurance
- Souvenirs
- Vaccination / Immunization
- Passport Renewal
- 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. Check with your Team Leader to see if this fee is included in your airfare.

If you are denied boarding on your return flight for any reason (ie. lost, expired, damaged or invalid passport / travel documents, sickness, unruly behavior, airline overbooking, etc...), you will be responsible for all additional expenses associated with this situation (ie. additional travel costs, accommodations, meals, medical expenses, expedited document procedures, etc...).

You should have access to emergency funds in the event of such a situation and should ensure that you are traveling with valid travel documents for entry into the Dominican Republic and re-entry into Canada.



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

# Required Travel Documents

**PASSPORT** - You 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 you need to renew or purchase a passport, you must not delay, as it can take weeks to process.



Passport Canada and EDMC recommends that several copies of your passport is made. One copy to leave at home and one to bring on the trip, in case your 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. If you do not carry your PR card or PRTD, you may not be able to board your flight 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 the 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!



# Consent Letter for Minors Travelling Abroad

If you are a team member under the age of 18 (at the time of your trip) you may need a consent letter from your parents in order to travel to another country without your parents.

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 traveling: - alone - with only 1 parent or guardian - in the care of friends or relatives - with a group, such as a 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>

## 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 are **NOT** to use the following airports: **X PUNTA CANA (PUJ)** or **X 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.

## 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 should have stops in the US. Team Members should make any issues known to their Team Leader as soon as possible!



## 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.



## Police Checks

All Team Members, 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 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.



# Immigration & Passport Stamp

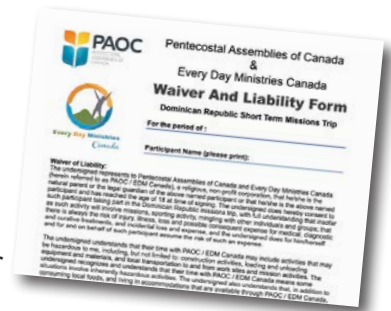
Each team member (family members can go together) will enter through a customs/immigration checkpoint where they will have to show their passport and have it stamped with the accurate date of entry (the current date). Please check the date that is stamped in your passport BEFORE leaving the counter to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



# 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. This form will be provided by your team leader and can also be found at the end of this information guide. Please return these forms to your team leader as soon as possible.



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.



# 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.).

## Medical Conditions

Team members with severe medical conditions should consult 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.

## Immunization & Vaccines

Contact your doctor or travel health clinic to find out what immunizations and medications you will need for your visit to the DR and make sure all necessary immunizations and vaccinations are updated or administered in time. Note that some vaccines and treatments must be administered months before you travel in order for them to be effective.



Some of the health concerns you should be aware of are:

- Insect Bites / Insect Borne Diseases
- Heat exhaustion / dehydration
- Waterborne illness
- Allergic / skin reactions
- Dengue Fever
- Malaria
- AIDS
- Animal bites
- Motion Sickness
- Traveler's Diarrhea
- Food Poisoning
- Swimming risks

For more information visit: [wwwnc.cdc.gov](http://wwwnc.cdc.gov) (Center for Disease Control)

**Consult your doctor or travel health clinic at least 3 months before you travel.**

*Neither EDMC nor the Dominican Government require proof of Covid vaccine. However, always verify travel health information before flying, including the US if your flight has a stop in the US.*

## Personal Prescriptions

You should bring a duplicate prescription with you in case your original prescription is misplaced. If misplaced, you may not be able to find your medication here. Be sure to pack important medication in your carry-on luggage and ensure all medications are clearly marked in its original package and correct named listed on prescriptions.

## Medical Insurance

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



## Emergency Contact

In case of an emergency, Every Day Ministries Canada can be contacted by email (heather.deweerd@paoc.org), Facebook (Every Day Ministries Canada) or phone (905-488-3049 or 902-708-3131 Vonage number registered in Ontario, Canada).

Please instruct family and friends that this number should only be used in a true emergency.

## Internet Access

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.



## Information Guide

All team members (parent or guardians) must read EDMC's Team Member Information Guide. Team leaders must read both Team Leader & Team Member Information Guides.



## Conduct Agreement

Each Team Member is required to sign our EDMC Conduct Agreement which is found at the back 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.

## 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.

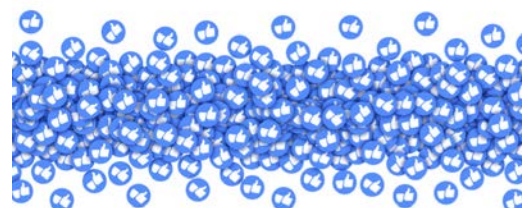


You will also be expected to refrain from any other behaviors or activity that would hinder your ministry or the ministry of Every Day Ministry Canada during the term of your service with us.

## 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 or in promotional materials and newsletters.

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.



# 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 review this policy and ensure you are 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.

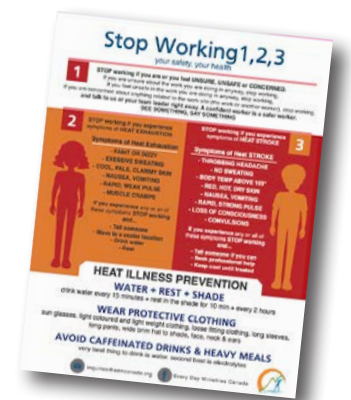
*\*(long sleeves are also mandatory when handling cement)*



## Heat Exhaustion & Heat Stroke

EDMC takes your health and safety very seriously. Please take the time to review 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. You should also be familiar with the warning signs of these serious illnesses should you or another team member exhibit signs of sickness.



# Dress Code

It is very important that every team member follow our dress code carefully. Traditionalism and legalism are still big issues in the DR. While we may not agree with it, we choose to love and respect the pastors and churches we work with and honor their requests.

Please understand that we are not passing judgment on any particular dress items or styles, but we know that these things can be misunderstood by Dominicans and be detrimental to the ministry.

## Male team members:

- Be well-groomed (beards and mustaches should be trimmed and tidy).
- Jewelry should be kept minimal.
- Do not wear fatigues, camouflage or anything associated with gangs or the military.

## Female team members:

- Jewelry and makeup should be kept minimal.
- Please ensure modesty—be conservative. Ladies should not to wear tight-fitting clothes, low necklines or waistlines or exposed backs or midriffs.



The following section should help you understand what is expected and how to pack for the various activities your team will be involved with.

Please note that laundry facilities are NOT available and an emergency shopping trip is usually NOT possible. You will want to throw in a few extra clothes for emergencies and consider bringing laundry soap to hand wash.

## Dress Code Continued

**WORK PROJECTS:** Men and women must wear closed toes shoes, preferably some type of work boot or rubber boot. Also, bring work gloves and clothing you do not mind getting dirty or ruined.

**MEN:** Knee length shorts, or long pants, T-shirts or sleeveless “t-shirts” (no tank tops).

**WOMEN:** Knee length shorts, or long pants and T-shirts or sleeveless “t-shirts” (no tank tops, bikini straps, or strapless, and no bare midriff).



**MINISTRY:** (Church services, door-to-door, Children’s Ministry, Outreach, etc..)

**MEN:** Long pants (no jeans), collared shirt with buttons (polo shirts acceptable), socks and clean shoes (no open toes or scruffy sneakers).

**WOMEN:** Long skirts or dresses that cover your knees, blouse/T-shirt/capped sleeve shirt (no sleeveless) and sandals. Clothing must not be “see through”, and no skirts that are long in the back and short in the front.



**CASUAL:** (around the MDC = Ministry Development Centre)

The MDC, where you will be staying, are dorm style with men and women having their own dorm area (sleeping and bathroom facilities). Outside of the MDC please dress in a way that is respectful and comfortable for all on your team and for our ministry team and workers.

Around the community and in town, please refrain from wearing short shorts and tank tops (no thin strap tops).

**BEACH:** (Beach day)

**MEN:** Long shorts/swimming suits; sandals, tank tops, etc.

**WOMEN:** 1 piece bathing suit (no bikinis), tank tops, sandals, etc.

**MISC:** Some styles in Canada are not appropriate for ministry in the Dominican Republic. We ask that team members who have tattoos wear clothing that cover their tattoos (long sleeve shirts, high collars, etc). Team members who have nose rings and ear plugs should 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.

*Please understand that the purpose of these guidelines is not to pass judgment on these styles but to ensure that there are no physical hindrances to the Gospel message your team is coming to share.*



# What You Need To Bring

We recommend that everything you bring be able to fit into one suitcase and one carry-on bag. Your second bag can be used to bring in suggested and/or needed ministry donation items for EDMC. The key is to pack light but please make sure to pack what you need as there are no “Walmarts” or similar stores, available in the area where you will be staying.

## Packing List:

- water bottle
- Bible, pen, and notebook/journal,
- personal toiletries
- beach towel and washcloth
- light jacket
- bug spray
- flashlight
- sun glasses & sunscreen and hat/cap
- battery operated alarm clock
- thin plastic poncho
- ear plugs—in case your roommates snore!
- work clothes (check your ministry schedule)
- casual clothes
- church clothes (check your ministry schedule)
- prescription medication / epi pen
- phone charger
- small sewing kit
- vitamins
- clean close-toed shoes for church (men)
- work boots or rubber boots
- work gloves & eye protection
- sandals/beach shoes
- swim-suits (no two piece)
- extra underwear
- American \$\$ spending money
- lip balm
- hand sanitizer
- socks
- laundry travel packs for hand washing
- backpack or small daily travel bag
- electrolyte juice crystals
- personal snacks / tea
- photo copy of passport

## What We Have

Our Team Housing / dorms are located in a quiet, country setting on 27 acres of land and will be equipped with ...

- bunk beds
- sheets
- pillows
- towels (no face clothes)
- purified water dispensers
- fans
- power bars
- fridge, kettles & coffee makers are available in the dining hall
- irons (available if needed)

## What Not To Bring

There are some items that are better left at home.

- expensive jewelry
  - unnecessary electronics
  - unnecessary bank cards & ID
  - weapons of any kind
  - voltage adapters are not necessary
  - hair dryer \*
  - hair straightener \*
- \* (If you do bring one please bringing one for the group to share)



# Part C Preparing For Ministry

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## Preaching

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We recommend that a senior or experienced team leader be selected for preaching opportunities on your team.

Preaching in another culture requires some adjustments to what you might be used to.

When preparing your messages please:

- Acknowledge the pastor or pastora of the church
- Greet the congregation with “God Bless You!”.
- Avoid telling stories that might not be understood in another culture.
- Do not underestimate your audience.
- Try not to directly read your sermon off your notes.
- Make lots of eye contact (Dominicans are used to lots of expression).
- Express appropriate emotion that matches what you are talking about.
- Prepare extra messages “just in case”

## Giving a Testimony

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In preparation for your trip, your Team Leader may ask you to prepare a testimony to share in a church service. This is a wonderful way for you to bless the Dominican churches. If you have never shared a testimony before you may be nervous and may not know how to prepare. If you have given a testimony before, you may need a little guidance on doing it in a cross-cultural setting.

The following are important guidelines for effectively giving your testimony in a cross-cultural setting:

- Greet the congregation by saying “God Bless you”, before you begin speaking.
- Please keep your testimony to **2.5 minutes**. You will be speaking through a translator so your 2.5 minutes will actually be 5 minutes.
- We tend to think of “giving a testimony” as “telling our story”. Telling our story usually begins with, “I was raised in a (non) Christian home”. This type of testimony, in a cross-cultural setting, is not as effective as telling about **one significant thing God has done in your life**. Think of a time when God revealed Himself to you, answered a prayer or provided for you in a special way. If someone on your team is going to be preaching after your testimony, it might be a good idea to give a testimony that will reinforce the message your team member will be preaching on.
- Know your testimony so that you are **not reading it**. It’s a good idea to have a note card but you should make eye contact with the congregation. **Do not read your testimony**.
- hold your microphone close to your mouth, almost touching your bottom lip.
- Use a scripture verse(s).

Avoid beginning your testimony with, *“I was raised in a (non) Christian home.”*  
Instead, focus on telling about one significant thing God has done in your life.



## Giving a Testimony continued

- Be careful of using expressions that may not be understood outside of North American culture. The church and your translator may not get your reference (ie. “raining cats and dogs”, “slow as molasses”, “caught red handed”, “baby boomer, zoomer, genX”, certain TV shows, etc...).
- Avoid going into unnecessary details. This can cloud the listeners understanding of your point. If your message is about how God provided, then focus on the details that emphasize that.
- Do show your excitement for what you are testifying about. It will be confusing if your words say one thing and your expressions say another (however, be yourself and be genuine).
- Because you will be speaking through a translator, you must speak in short sentences and remember to pause in the middle of long sentences.
- The dress code is always important, however if you are speaking in a church or ministering, you must pay extra attention to your attire.
- Remember that although you are speaking through a translator, you must focus on speaking to your audience and not to the translator.
- Your translator will not only translate your words but will also translate your expressions...be sure to be expressive.



## Things that don't translate well in church settings . . .

Conservative DR churches do not believe in wearing make-up or getting tattoos, therefore, saying, *“as I was putting my make-up on one morning”* *“this scripture is so important to me that I got it tattooed on my arm”*, would be offensive.

Be careful not to cast negative things into a positive light.  
*“I was out drinking beer with my friends and having a great time!”*

Be careful of the theological messages you send and be sensitive to cultural taboos.  
*“I felt God telling me to go buy a lottery ticket”* (buying lottery tickets is sinful to some)  
*“and praise God, He gave me an expensive car and a huge house!”*

Most North American references are meaningless and don't contribute to your story.  
*“I forgot my iPhone at Starbucks and didn't realize it until I was on the subway”*

The idea is not to re-write your testimony but to decrease the distance between “your” world and “their” world. Some things we do in Canada are just not done here and some references are meaningless, confusing or misunderstood.

# Speaking Through a Translator

Speaking through a translator can be challenging and usually takes some practice to work on a good pace and rhythm.

## When speaking through a translator please:

- Let the translator have the better microphone if there is an option.
- If there is only one microphone let the translator use it (it's more important that the audience hear your translator than they hear you).
- Make sure your translator can hear you BUT do not turn and talk directly to them.
- Remember to speak in short sentences or complete thoughts.
- Tell your translator what Bible text you will be using ahead of time.
- Do not try to use your limited Spanish, it can be very distracting.
- Do not let your translator read from your notes.
- Be careful of using words that sound like other words.
- Speak clearly.
- Your translator is trained to mimic your expressions and actions. Please be expressive.



# Construction

If your team is coming to participate in a some type of construction work the following are some practical ways you can prepare for this and tips to keep yourself safe while you are here.

- If you have any known health concerns please consult with your doctor before engaging in physical activity on this trip.
- Even if you are physically fit, please remember that you are not used to the heat and humidity of the Dominican Republic. Please be careful and pace yourself.
- Heat exhaustion can/will happen if you do not drink enough water. Please bring a water bottle and drink lots!
- Take frequent breaks in the shade.
- Pay attention to how you are feeling.
- Let your team leader or someone know if you are not feeling well.
- Eat a good breakfast and do not skip meals.
- Practice safe lifting and moving techniques to avoid injuries.
- Wear appropriate safety equipment (eye protection, gloves, boots, etc...)
- Be aware of others working around you.
- Announce hazards that you are aware of (low lying power lines, open holes, etc.)



# Children's Ministry

If your team is coming to minister to children, get ready for an amazing experience! The children of the Dominican Republic are precious and hungry for Jesus! You ARE going to leave a lasting impression and we want to make sure you are prepared for what you are about to walk into!

**The following are guidelines for effectively ministering to children in the DR:**

1. Plan and prepare your program with the same care that you would plan a children's program for your own church. Think through all the steps and details.
2. Kids in the DR love crafts but may not be very skilled with scissors and glue. Try to do as much as possible ahead of time.

**\*\*Please avoid "Wearable Cross Crafts" ... cross necklaces/bracelets, etc...**

**Culturally, crosses are associated with the Roman Catholic tradition among the Evangelical churches here. Also, avoid using "black" as a reference for sin or something bad ... ie. black beads, black cards, etc.**

3. You will be ministering to a wide range of ages. Please prepare crafts for varying age groups.
4. Plan for extra. We try, but there is no way to know for sure how many kids will show up.
5. If you plan on giving out gifts or prizes, make sure you **bring enough for everyone** and that they "work" (if there are moving parts or it needs batteries, make sure it works). If your items are different (ie. sex or age specific) make sure the value of the items are equal.
6. Please plan a wide range of games that your team can select based on venue, demographic and weather. We usually don't know the venue ahead of time so you will need to be flexible and quick thinking. Please keep in mind that kids here (parents especially) are not big on getting dirty.
7. Try to learn simple Spanish kids songs. Actions would be a great addition too!
8. Use the unique skills the members of your group have (ie. yo-yo, balloon animals, dance, puppets, etc.)
9. Greet children/parents as they arrive and mingle as much as possible.
10. **Prepare strong messages.** You will have the most attentive audience ever, so make the most of it! Plan strong Bible and evangelistic messages and use object lessons and other teaching tools.
11. Plan a cohesive program. Games, songs, crafts and message should all tie into the main message you want the kids to learn.
12. Consider having your team stand out with matching t-shirts or bandannas.
13. Make sure everyone on the team has a role in the program and they know what they are doing.
14. Bring everything with you that you will need for your programs. There are no "Walmarts" here or available time in the schedule to collect supplies here in the DR.
15. **Have Fun!**



## Teachings & Seminars

If your team is coming to participate in a some type of teaching or seminar (conferences, bible seminary, health seminar, training of some sort, etc) the following are some tips to help you plan and for you to consider.

- If you plan on using printed material such as handouts, please have them ready to **send to us 3 weeks before your trip** so that we have enough time to translate them and print them for you. It is best that we do all printing here in the DR as packing handout is heavy in your luggage.
- If you are using any sort of visual aid for your teaching or presentation please but sure it is translated correctly and that it is clearly visible/easily seen.
- We do have a projector but it is not always a possible to use it due to power issues, screens and lighting. Talk to us about this ahead of time.

## General Ministry Participation

No matter what your team is coming to do or focus on, there is always a lot of work to do and many ways you can help out. For example:

- Setting up chairs.
- Loading equipment/packing down equipment.
- Picking up litter after an event.
- Greeting people as they arrive at an event.
- Helping people find available seating.
- Helping team members in and out of the mission van(s).
- Praying before and during an event.
- Alter ministry.
- Letting EDMC know if anything is broken or missing.

“No one is useless in this world who lightens the burdens of another.”



# Part D Planning Checklist

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- Make note of all your Team Planning Meetings and plan to go
- Read your Team Member's Information Guide thoroughly (\*mandatory)
- Find out how much everything is going to cost
- Let your Team Leader know about any severe food allergies or medical conditions you may have. (\*mandatory)
- Get your money into your Team Leader: Due \_\_\_\_\_
- Make an appointment with your Travel Health Clinic or family doctor
- Fill out and submit your online Health Form 60 days before your travel date (\*mandatory)
- Fund raise for construction or ministry projects
- Carefully plan ministries
- Prepare your testimony
- Send all material that needs to be translated or photocopied to your Team Leader who will send it to EDMC
- Ensure you have a valid Passport (valid for 6 months after your return date) (\*mandatory)
- Purchase Travel Medical Insurance (\*mandatory)
- Get your Police Check (\*mandatory for team members 18 and older)
- Ministry supplies purchased/collected
- Donation items purchases/collected
- Sign & submit Liability Waiver form (parents or guardians sign form) (\*mandatory)
- Review your "Daily Assignment"
- Pack your bags (review dress code guidelines)
- Make photocopies of your passport. Leave one with a family member and take one with you
- Tell your friends and family to "Like" our "Every Day Ministries Canada" Facebook page so they will see daily pictures and update while you are here

# Part E While You Are Here

## 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).

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



# Dorm & General Guidelines

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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 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 neighborhood 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. All ministry transportation will be provided for you. Do not accept any other transportation.
22. 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.
23. Be mindful of everyone's need to use bathrooms and showers. Keep your showers short and clean up after yourself (hair, splashed water, etc).
24. 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.



# 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. Once you enter the doors of a church, 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. You may get bored in church, 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. 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. 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.



11. 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”.



# Cultural & Ministry Tips

1. Family, community and relationships are highly valued. Individuality is not.
2. Be flexible concerning time - Time is seen as a plentiful resource in the DR.
3. Be a learner. You may be surprised what you will learn from the Dominican culture and its traditions. Keep an open mind. Many aspects of the Dominican culture will interest, enhance and even puzzle you: recognize these differences and respect them without passing judgment.
4. Remember that you represent your home church, EDMC and Christ - please seek to represent the spiritual values, moral conduct, and likeness of Christ in all you say and do.
5. Seek to live an exemplary life of holiness and obedience to God's commands.
6. Respect the host culture and their distinctive practices of Christianity.
7. We expect that your group will focus on relationships with your team, with the host country nationals, and with God. Any project, although important, should never become the sole focus of your group.
8. Be friendly and greet everyone you meet.
9. Refrain from making too many comparisons between the DR and home.
10. Both male and female team members must *NOT* flirt with the opposite sex.
11. Ask permission before taking someone's picture.
12. Guard your English conversation, many Dominicans do understand some English.
13. Churches are fairly traditional. Refrain from singing secular songs, or imitating secular culture, etc.
14. Watch your body language and facial expressions.
15. We discourage iPhones or earbuds - We encourage you to talk with the locals and fellow mission team members to get to know them better.
16. Refrain from rude/obscene language, alcohol, illegal drug use and smoking.
17. Be prepared to alter eating habits, dress, and interactions between men and women in order to adapt to the culture of the host community.
18. Refrain from making political or controversial statements.
19. Maintain a positive servant's attitude towards all nationals and team members.
20. Be willing to submit to the directives of your team leader(s) and guidance of the missionaries.
21. Fulfill the team requirements pertaining to team training, service on the field, and debriefing.
22. Before addressing a group of people in a formal setting (church services, outreaches, etc...), it is customary to begin by saying "God Bless you!"
23. Please be careful to treat your Bible with respect. Dropping it on the floor or throwing it (even if in a drama) can be offensive.
24. You will see things that you think are "gross". Do not draw attention to these things by pointing at them or showing other team members. Think of how you would feel if someone did this in your home, church or community.
25. Please remove hats before praying, commonly on work sites or outdoor ministry settings (baseball games, community blessings, etc..)

# **Staying Healthy**

Traveling and working in another country can take a toll on your health. You will be eager to work hard and experience new things. However, you need to be careful that your enthusiasm does not set you up for sickness. You need to pace yourself and listen to your body.

Not only are you adjusting to a new culture but you must also adjust to a new climate, foods you might not be used to eating, and possibly hard physical labor. It should not come as a surprise if you or members of your team get sick.

We ask that you and your team pace yourselves, and be honest about how you are feeling. It's okay to break for water and to rest if it will keep you healthy!

## **- Water**

The only water suitable for drinking and brushing your teeth in the DR is bottled water. Due to the climate, we encourage you to drink lots of water to prevent dehydration and heat-stroke. Please bring some type of water bottle to carry with you at all times. It is recommended that you drink one ounce of water per pound of body weight to stay hydrated during the day.

## **- Food**

All meals provided for you by EDMC will be safe and properly prepared. Please do not eat fruit that has not been washed or eat from street food vendors.

## **- Sunscreen**

Due to the location of the Dominican Republic, the sun rays are very direct and powerful. SPF 35 or higher should be applied several times a day.



## **- First Aid**

Although Every Day Ministries Canada will be aware of the closest clinic, hospital or doctor during your week of ministry, there may be times we are 1-3 hours away from the nearest medical facility. For this reason, we recommend that all teams have at least one person on the team who has both first aid and CPR training.

Your team leader will be responsible for bringing a team first aid kit. This kit will need to be with your team at all times as you travel. Your team leader should keep a spare copy of every team member's medical information in the kit. You might consider bringing a small personalized first aid kit with medications or items you use frequently.

If you are on any medications that will need to be taken during your week with us, we encourage you to bring a duplicate set of medication in case your medication is lost. During travel, carry one set in your carry on bag, and one set in your checked bag, in case a bag is lost or misplaced.

## **- Hand Sanitizer**

Bring and use hand sanitizer. Running water is not always available in bathrooms you may visit on ministry sites.

## Bugs & Animals

You may encounter mosquitoes, chiggers, ticks, sand fleas, flies, and other bugs. We encourage you to use insect repellent. Apply repellent to your wrists, ankles, neck and behind your ears. Be careful of using repellent containing concentrations of DEET above 30%.

We encourage you to wear covered shoes or boots anytime we minister in the countryside. You may visit areas with snakes and spiders, but, most likely, you will not see any. Although there are no poisonous snakes in the DR, we still recommend that you do not put your hand where you cannot see what you are touching, stay on established trails and be aware.

Please do not pet or touch stray animals. Animals may carry a variety of communicable diseases and sicknesses. This includes dogs (***no matter how cute they are***), cats, cows and chickens.

## Snacks

Although we will provide some snacks for you, we encourage you to bring some healthy snacks you enjoy (you might not like ours). Please do not buy any food from street vendors. We encourage you to only eat fruit that can be peeled, or has been washed thoroughly in a trusted water source. Coffee will be available for you but we do not have tea. You will need to bring your own.

## Medical Emergencies

Every Day Ministries Canada will work closely with your team and team leaders to inform and prepare you in case of any medical emergencies. The DR does have some hospitals and clinics that are adequately prepared to handle most medical emergencies. You must inform a missionary and/or a team leader immediately if you are aware of any type of medical emergency.

## Spanish

The primary language in the area that we minister in is Spanish. Thus we recommend that you endeavor to learn some basic phrases. We encourage you to purchase a Spanish-English dictionary and/or a Spanish phrasebook and bring it with you. Don't hesitate to practice your Spanish with the local people you will minister with daily.

## Church Offerings

Typically you will attend at least two church services the day after you arrive where there *may* be offerings taken. If you would like to give an offering please give American dollars or Dominican Pesos. We recommend giving \$5 to \$10 US dollars or \$100 to \$200 RD Pesos.



## 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 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 Nagua.



# Team Assignments/Daily Service Roles

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During our week of ministry together we will need help from your team. Please designate “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.

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

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**“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, 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.

## EDMC MERCH

EDMC has our very own souvenir shop, “MERCH Shop”. 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 help support our Girls of Destiny and Tools-4-School ministries.



## Part F When You Leave

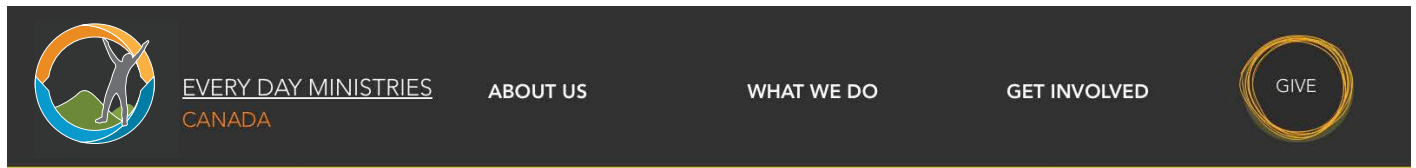
You must be at the airport at least two hours prior to your departure. Therefore, it is very important that you are ready to leave at the time specified by your group leader. To help facilitate this process, here are a few recommendations:

1. Have your passport and e-ticket and flight information ready.
2. If you plan to leave any items behind, please notify a missionary prior to departure from the mission housing (so we don't run after the truck to give you what you “forgot” to pack).
3. Be completely packed by the morning of departure.
4. Please strip your beds and bring all sheets and towels to the laundry area (behind the garage area).
5. Don't forget to express your thanks and appreciation to the mission housing staff.

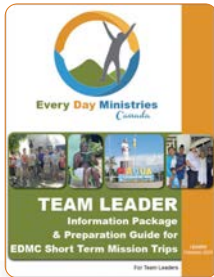


# Part G Forms & Other Useful Stuff

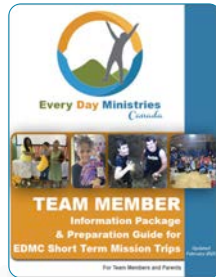
The following forms are provided for your convenience. Please note that the Health & Information Form is also available on our website: <https://www.edmcanada.org/short-term-teams>



## TEAM LEADER & TEAM MEMBER RESOURCES



2025/2026  
Team Leader  
Information Guide



2025/2026  
Team Member  
Information Guide

If you are a **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, ministry funds, travel documents, checklists, ministry planning, and much more.

If you are a **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.

HEALTH & INFORMATION FORM

All team members (leaders included) must fill out our **HEALTH & INFORMATION FORM** at least 60 days before your trip.



# EDMC DRESS CODE

## 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)
- no back/midriff showing
- no tight fitting clothing
- nothing "see-through"

## 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!

**\* 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!**

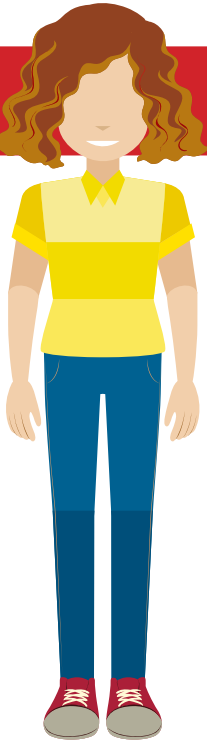


# Work Site Safety

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



## 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 irri-





# 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**

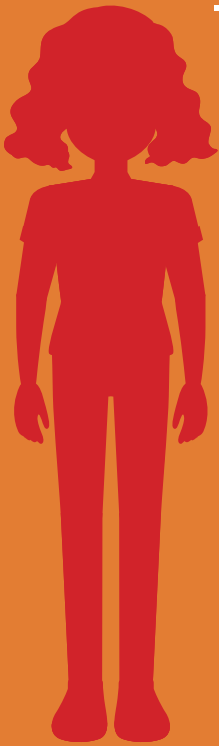
**STOP** working if you experience symptoms of **HEAT EXHAUS-**

## 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 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



# Every Day Ministries Canada

## Health & Information Form

### Dominican Republic Short Term Missions Trip

Trip Dates : \_\_\_\_\_

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*



**Every Day Ministries**  
Canada

# Pentecostal Assemblies of Canada & Every Day Ministries Canada

## **Waiver And Liability Form**

### **Dominican Republic Short Term Missions Trip**

**For the period of :**

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**Participant Name (please print):**

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#### **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

# 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 **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 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 -

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

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

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### 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](mailto:heather.deweerd@paoc.org)



**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 judgment 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 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 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 behavior 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



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



# E-Ticket Instructions for the DR pg#2

**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](http://everydayministries.ca)

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Every Day Ministries Canada