



## International Mission Team Volunteer Agreement

This agreement is made between:

- the European Methodist Youth Council – International Mission Team,
- the National Youth and Children's Work Office of the (United) Methodist Church in \_\_\_\_\_
- Name of participant \_\_\_\_\_

### **EMYC – IMT Officers will:**

1. Organise and co-ordinate a training programme designed to equip you for being a member of an International Mission Team. This will include:
  - an initial.....residential training programme based either in Belfast or the country in which the Team will be based
  - attendance at the EMYC
  - undertaking a recognised 'First Response' First Aid Qualification
2. Organise and co-ordinate an evaluation and feedback programme designed to help you reflect on your experiences
3. Liaise with the National Youth & Children's Office and the local church to ensure that appropriate management and pastoral support is given
4. Prayerfully support you as you follow the call of God on your life through your time as a member of an IMT.

### **The National Children's & Youth Office will:**

1. Organise and co-ordinate a 2-3-week induction programme designed to equip you for the year in your host country. This will include a language course and training in aspects of culture and general information on the background of the country
2. Arrange and organise a five day retreat in February;
3. Place you in location(s), which will provide:
  - a pre-arranged and varied work programme
  - structured management
  - on-going pastoral support
  - a living allowance, pocket money, accommodation and appropriate expenses relating to local work;
  - time off
    - one full day a week and one out of three sessions a day (session = morning/afternoon/evening)
    - at least one weekend every quarter
    - holidays – 14 days at Christmas, 10 days at Easter/Pentecost;
4. Organise:
  - Regular visits by National Children's & Youth Office representative;
  - € \_\_\_\_\_ pocket money per month (paid monthly). *The amount paid will reflect the cost of living in the placement country*
  - Assessment on progress three times a year;
  - Regular contact with line manager and church placement to evaluate progress.

***International Mission Team members will:***

1. Acknowledge that you are called by God to this year of service and commit yourself fully to the vision, personnel and ethos of the (United) Methodist Church
2. Agree to work under the authority and supervision of EMYC-IMT Officers, National Youth & Children's Office and placement church leaders
3. Participate fully in the weekly programme of work, church life, Team life and take agreed time off
4. Agree to follow fully the (United) Methodist Church Child Protection guidelines of the host country and sending country (enclosed)
5. Register with a General Practitioner in the area in which you are based
6. Be prepared to be honest and open with EMYC-IMT staff or Youth & Children's Officers/representatives and placement church leaders
7. Make known through the appropriate procedures any problems or grievances
8. Seek to live a life of integrity. Recognise that your life will be on display for children and young people to view, evaluate and follow. Therefore at all times, whether in private or public it is important that you live as God intended, endeavoring to nurture a close relationship with God. You must abstain from any activities, involvements, relationships which may in any way compromise your good name or that of the placement church, the National Youth & Children's Office or IMT
8. Agree not to form any exclusive relationship with anyone on location and/or Team, which may in any way compromise your work and the work of the Team
9. Commit to pray regularly with your Team members and create a community that will speak to others of love, commitment, loyalty and friendship.

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**Disciplinary Procedure**

An agreement in respect of each team member's behaviour and responsibility for their year on International Mission Team has been signed by each team member (a copy accompanies this document). The support of the host church in ensuring compliance is vital.

1. We, the National Children's & Youth Office, look to the line manager to inform us immediately if there are any problems with team members. If these issues cannot be resolved informally, the National Youth Board will hold a formal meeting with parties, line manager and team member.
2. If this fails to resolve the matter, a National Youth Board representative will inform EMYC-IMT Officer about the situation.
3. A National Children's & Youth Office representative will meet with the line manager and the team member to assess whether a verbal warning is necessary.
4. The National Children's & Youth Office representative will immediately report the outcome to the EMYC-IMT Officer.

5. If necessary the EMYC-IMT Officer will meet with the line manager, Team member and National Children's & Youth Office representative.
6. If necessary the EMYC-IMT Officer will issue a verbal warning and advise the team member of what must be done to rectify the situation and the time in which any action and improvement in performance must take place. The consequences of failing to do this will be given. Any action taken will be recorded.
7. In the event that a verbal warning has been issued and there is no improvement, a formal written warning will be issued by the EMYC-IMT Officer. Copies of this will be sent to the line manager, the National Children's & Youth Office.
8. If after a formal written warning, any previously agreed improvements in performance have not taken place, further action will be taken by EMYC-IMT and the National Youth & Children's Office in consultation with the line manager and host church. This may result in an individual being required to leave the International Mission Team.
9. Any conduct deemed as Gross Misconduct may, after a hearing has been held, result in the Team member being required to leave the IMT with immediate effect. Examples of such conduct are: theft, physical violence, racial or sexual harassment or discrimination (this list is not meant to be exhaustive)
10. At all stages in the process the Team member will be given a fair hearing and may if they wish be supported at any meetings by a person of their choice.
11. Any appeal against disciplinary action must be made in writing within 10 days of the disciplinary action being notified to the Team member. A representative of the National Children's & Youth Office and/or EMYC Officer not previously involved in the original disciplinary action will decide the case as impartially as possible. That decision in writing will be final.

### **Grievance Procedure**

1. If a Team member has an unresolved grievance relating to being a member of an IMT it should in the first instance be raised in writing with their Line Manager. The Line Manager will endeavour to resolve the grievance within five days.
2. If the Team member does not feel the grievance has been satisfactorily resolved or if the grievance involves the Line Manager they should write to the National Children's & Youth Officer, with a copy to the EMYC-IMT Officer specifying the nature of the grievance and the reason for raising the grievance after it has received attention under Stage 1 above.
3. A representative of the National Children's & Youth Office will as soon as is practicable hear the application. A response will be made in writing within ten days. If this is not possible, notification will be given as to when a response will be given.
4. In the event of the grievance being unresolved the EMYC –IMT Officer will arrange to hear the grievance and will within ten days notify in writing a final decision. The team member may be supported at this meeting by a person of their choice.

EMYC

**Either THIS:**

The receiving National Youth & Children's Office has to approve, if the state law agree with all regulations within this paper. If it is necessary to make some changes, they always have to be approved by the EMYC-IMT staff.

**Or THIS:**

The receiving National Youth & Children's Office, in accordance with State Law, has to approve this application process, and all regulations within this process. If necessary, amendments can be made by the EMYC-IMT Staff.

***Signatures:***

Head of the EMYC-IMT Programme

Head of the National Youth & Children's Office

IMT Volunteer

Date