

# the Project



Although you may not be able to select the precise project at first, you must determine the world destination the team would like to visit and serve. Remember the basic rule; the farther you travel, the higher the individual team costs will be for transportation. This may have a significant bearing on your project selection.

- ⑤ *Selecting a project*
- ⑤ *Registering the project*
- ⑤ *Project Preparation*
- ⑤ *Getting ready to work*
- ⑤ *Worksite Guidelines*
- ⑤ *After the trip*

## *Selecting a Project*

Once you have determined the desired destination for service, refer to the Work & Witness website, [www.workandwitness.org](http://www.workandwitness.org), for Field Coordinator contact information. You will find e-mail addresses listed with each project. When you communicate with the Field Coordinator, please be ready to share as many details about the type of project you would like and the skills you anticipate your team will have. As an example, if you do not anticipate your team will have welding skills, the ability to work with metal fabrication, and may be concerned with heights, it is necessary for the Field Coordinator to know this. This ensures that a project installing a metal roof structure will not be considered.

*At the same time, remain open with a servant's attitude and allow the Lord to work in and through you, possibly expanding your personal knowledge and abilities through the Work & Witness project*

Also, provide the Field Coordinator with your anticipated trip dates and material funds. When the Field Coordinator identifies potential projects, Project Information summaries will be sent to you outlining the logistics associated with each trip. Information included will be project details, lodging arrangements, amount of funds needed, and items the team should bring to accomplish the tasks at hand. Be aware that the Field Coordinator is not responsible for project prioritization, but works from lists approved by the local districts.

## *Registering the project*

Once you have selected a project with the Field Coordinator, you should notify the Work & Witness office of the commitment to the project. At this time, you will be asked to complete a 'Work & Witness Team Registration Form' ([see back of section](#)) and submit it to the Work & Witness office. This form is used to identify your team name, district, project name, dates of your trip, and the amount of project funds your team is providing. Once the form has been submitted and the team is registered, you will receive confirmation from the Work & Witness office.

## *Project Preparation*

It is important for you to learn as much as you can about the country or church you plan to visit. For the most reliable information, communicate with the field coordinator. They can provide current and specific information. The internet also provides an endless wealth of resources on various topics. Pocket guides such as "Your Trip Abroad" are available from the [Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402](#). They contain valuable information for travelers. It is worth the investment, for it gives advice on proper clothing for the climate, interesting points to visit, etc. You may also find a wealth of knowledge available at your local bookstores or libraries. Your travel agency can give you information about visas, inoculations, customs requirements, etc. (See travel section for additional information.)

Once your project has been selected, you will be in periodic contact with the missionary or project coordinator of the site. They will work with you on each detail in preparation for your trip and the project you will be working on.

## Getting Ready to Work

As time passes between registering your project and the team's departure, it is important to stay in contact with the Field Coordinator. You will want to receive updates about the progress being made on the project in preparation for your arrival. This is the time to be asking specific questions relative to certain aspects of the project such as what the team will be doing, what to bring, and ideas for ministry activities.

*Bear in mind that the Field Coordinator has many responsibilities on a daily basis and their ability to communicate with you regularly may have limitations.*

## Worksite Guidelines

- **Safety first.** If in doubt, don't! Don't take any chances. You are better off to take a little longer at the job and not get hurt.
- **Pace Yourself.** Do not overdo it, especially in the heat. Get in out of the sun and rest a lot. Take a nap during lunch break.
- **Drink a lot of liquids.** However, don't drink too many soft drinks. Water is better for you. Drinks such as Gatorade and fruit drinks can add variety while still helping to keep people hydrated.
- **Work together as a team.** Don't worry about who gets the credit for a job well done. Remember that no job is more important than another. Each team member is necessary.
- **Keep up with your tools at all times.** Theft is a problem where ever we are. Gather up and clean your tools at the end of each day. Don't leave the work site until everything is cleaned up and put away.
- **Keep your head covered** when in the sun and apply sun screen liberally.
- **Trade jobs every few hours.** Don't do the same thing all day if you can avoid it. Enjoying various aspects of the project can enhance everyone's trip while giving a break from strenuous or monotonous work.
- **Don't lift too much** and strain your back. Know your limitations and don't do more than you would at home.

- **Don't feel guilty when work gets slack.** Take a break and play with the kids, visit with the local residents, or rest. Always let the project leader know when you feel the need for a break.
- **Enjoy Yourself.** Both work and witness in all you do throughout the day.

## After the trip

The project is still in progress even after the team has returned home. Stay in contact with your Field Coordinator regarding the project and the progress that continues to be made. The Field Coordinator should be able to provide you with progress and financial reports for the project. They may also be able to provide you with photographs of the completed project.

Another important aspect of returning home is the opportunity to share about your experience with others. People from work, church, school, family, and friends will have a natural interest about your experience. Take advantage of their curiosity and share how God used the trip to change lives. You can read more about this in the "Ministry Section".

## Checklist

Task to complete	Check when complete
<b>Contact with Field:</b>	
Continue communicating with the field	
Confirm dates with field coordinator	
Receive project and housing information from field	
Inform field of flight schedule	
Send team member profile form one month before departure (See Team Preparation)	
<b>Contact W&amp;W Office:</b>	
Register team with W&W Office	
Send project money 3 months before departure	
Send insurance form with premium payment 4 weeks before departure	

*Will people want to know Jesus now that they know me?*

# Team Registration Form



1. Team name (usually a church, district, or school):
2. District your church is on:
3. Name of project & country:

You can choose from our list of approved sites [www.workandwitness.org](http://www.workandwitness.org) If the project you have chosen is not listed- please have your Field Coordinator or Field Contact email [wmww@nazarene.org](mailto:wmww@nazarene.org) . Your team registration will be held until the project/ministry site has been approved through the appropriate Field and Regional offices.

4. Dates of trip :mm/dd/yyyy through
5. Project funds (amount you will be sending in advance for the project materials)  
For ministry teams - what supplies are you bringing? VBS, medicine, etc...
6. Estimated number of participants:
7. Are your World Evangelism Fund amounts paid in full for the past assembly year? Yes ☐ No ☐  
For a district sponsored team the district must have 90% paid.
8. Team Coordinator contact information (name, address, phone number, and email address)  
Name  
Address Phone - -  
City, State, and Zip Code email:
9. Do you need a Team Coordinator's Resource Packet? Yes ☐ No ☐

If you need additional or updated forms, please go to our site [www.workandwitness.org](http://www.workandwitness.org)

Thank you for your leadership and willingness to serve as team leader! We pray the Lord will continue to bless you and your group as you plan for this future trip.

David Cooper -Coordinator of Volunteerism Nancy Firestone - W&W Assistant  
816.333.7000 x 2330