

Volunteer Service Regulations

The volunteer programme of EBM INTERNATIONAL is called SERVE: Serving God – serving people. SERVE is a volunteer service that is inter-generational, globally aware and international; it is open to interested people aged 18 to 81. Volunteers may get involved in Africa, Latin America or India in local churches, children and youth projects, in construction work and agricultural projects, in health care or in Aids projects. Volunteering organized by *Hoffnung International e.V.* in collaboration with EBM INTERNATIONAL is an ideal opportunity for cross-cultural learning.

The volunteer programme supports the local EBM Member Unions in their commitment to the ministry of the church, to the society and to development. The goal of volunteer service is for the interested people to get to know the work on site, to share their strengths and competencies in accordance with the needs, to learn from the partners and to develop their personality. They are to be sensitized to long-term commitment to development.

EBM INTERNATIONAL is an association according to Swiss law and operates in Germany in cooperation with the non-profit association *Hoffnung International e.V.*, its agency for SERVE.

The purpose of the Association is

1. The international exchange of volunteers in the following areas:
 - social work
 - development aid
 - work with disabled, handicapped and disadvantaged people
 - children and youth ministries
 - church work
2. Work and education in the field of development
3. Humanitarian aid

Hoffnung International e.V. was recognized by the Federal Republic of Germany as an agency to run "weltwärts", the exchange programme of the German Federal Ministry for Economic Cooperation and Development, in 2008. This makes it possible for young Germans aged 18 – 28 to apply for financial assistance if they volunteer in the area of development.

The following rules of this volunteer programme are to be observed:

1. The minimum period of service is 3 months, the maximum period 12 months. For an assignment on the "weltwärts" programme, the minimum period is 6 months.
2. The assignment is coordinated by the EBM Mission Office (Elstal), and is arranged directly with the respective partner union, with an EBM Representative on site, the manager(s) of the workplace, and the volunteer.
3. Requirements for volunteering are generally as follows:
 - Official application at EBM INTERNATIONAL in German and English. This includes answering a personal questionnaire, a CV in tabular form with photo, a spiritual biography (in case of church membership), as well as a statement on the expectations regarding the volunteer service.
 - Minimum age is 18.
 - Good knowledge of the relevant official language (English, French, Portuguese or Spanish)
 - Stable physical and mental health
 - Two independent recommendations (references from people close to the applicant, no members of family)
 - Fitness for service in the tropics certified by the general practitioner
 - Job interview during the weekend for applicants
 - Attendance at the preparation and evaluation courses for volunteers.

4. Financial requirements for "classic" volunteer service:

The applicant agrees, in written form, to bearing the costs for the flight, the medical certificate, vaccinations, visa, insurance (health, nursing care, accident and liability), the monthly allowance for food and transport in the country of service, a relevant portion of administration costs and the costs for the preparation and evaluation courses. It is recommended that the applicant contribute to retirement plans during the period of his service.

Once steps have been taken in view of placing the volunteer, EBM INTERNATIONAL reserves the right to charge 300.00 € for compensation of incurred administrative expenses in case of the applicant's withdrawal.

5. Services provided by EBM INTERNATIONAL

EBM INTERNATIONAL will take care of the administrative work linked to the coordination in the mission offices (in Europe, Africa/Latin America/India) and to arrangement of accommodation and board in the country of service (room, electricity, water). It provides a contact person for the volunteer to mentor him. EBM INTERNATIONAL will be instrumental in purchasing the flight ticket, arranging for overseas health, accident, and liability insurance and in taking out an EBM INTERNATIONAL air rescue insurance for the volunteer (repatriation in a case of emergency). On a "weltwärts" assignment, the volunteer will get 100 € pocket money per month.

6. Before departure, the partner union is to establish a written job description.

7. Being mentored as a volunteer is not equal to official employment by EBM INTERNATIONAL. Therefore, EBM will not bear any costs for damages to health or any other damages that might arise from such an assignment.

8. Agreement to and details concerning the period, workplace and job description of the respective volunteer service are confirmed in a Service Contract for Volunteers which is signed by the volunteer and by one representative of each EBM INTERNATIONAL and *Hoffnung International e.V.*

9. After the end of any volunteer service, a final report is to be submitted, and the volunteer declares his willingness to speak about mission work and his volunteering experience, doing a couple of visits to churches.

10. If so desired, the volunteer is given confirmation of his service, be it a reference or a testimonial.

Hoffnung International has been an agency recognized by the Federal Government of Germany to run the "weltwärts" Programme since 2008. For volunteers on the "weltwärts" Programme, the guidelines of the Federal Ministry for Economic Development and Cooperation apply in the first place.

Elstal, February, 2014