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GUIDE FOR FIELDWORKERS

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FIELDWORKER APPLICATION **Error! Bookmark not defined.**

Asia-Pacific Christadelphian Bible Mission Inc. (ACBM)

GUIDE FOR FIELDWORKERS

Introduction

Foreword

We are pleased that you are interested in becoming a fieldworker for the ACBM. This guide is designed to:

- alert you to ACBM policy that must be upheld by all fieldworkers;
- impress acceptable behavioural standards;
- provide you with general cultural, etiquette and health information;
- outline reporting and administrative requirements; and
- enable you to make the decision to accept or decline the opportunity to apply to be a fieldworker.

This guide may seem to be somewhat prescriptive in its contents. Please don't be put off by this as it has been developed in the light of ACBM experience and in consultation with experienced ACBM fieldworkers. Unfortunately, errors of fieldworker judgement and practice have marred some potentially excellent activities.

Following this guide may help prevent the repetition of past disappointments.

Briefing details

You will be provided with additional information that is more specific to the area in which you have indicated an interest.

Should you have any questions please contact the Area Team Secretary or the Regional Committee Secretary for the area you will be visiting.

Briefing Documents are available on specific Mission Areas, from your Regional Committee or Area Team.

What is ACBM?

ACBM has been established by the Australasian brotherhood to:

- represent the Christadelphian brotherhood of Australia and New Zealand in its preaching activities overseas;
 - foster the formation and spiritual development of Christadelphian ecclesias overseas.
 - provide, where necessary, financial and welfare assistance; and
 - monitor and evaluate the work of its appointed fieldworkers.
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How Do I Become a Fieldworker?

Fieldworker Application Form

First of all read this guide and any addenda in its entirety.

Then if you feel you can offer your assistance to the ACBM as a fieldworker, complete the Fieldworker Application Form (see page 26), as advised by the Regional Committee/Area Team and return it to the relevant Regional Committee Secretary as soon as possible.

Application Forms are to be signed off by your Recording Brother or if he is not available, another Arranging Brother. Please avoid sign-off by close relatives – i.e. brother or father.

The Application will indicate your willingness to abide by ACBM policy and to refrain from introducing or encouraging controversial matters. As a fieldworker you will be seen first and foremost as a representative of the ACBM.

Each Application **must** be completed in full and all questions answered. Failure to do this could preclude ACBM endorsement of your Application. Please note that your completed Application will include your agreement not to drive any vehicle in Mission areas unless approved by the ACBM.

If approved you will be covered by the ACBM Travel Insurance Policy if your trip is for 180 days or less. Where any illness is treated within 30 days prior to departure, including any pre-existing illness, a medical certificate is required stating you are fit to undertake the work allocated. Should you require any information on what is classified as a pre-existing illness please contact the ACBM Insurance Officer (insurance@acbm.org.au).

Travel to high risk areas will need to be cleared with the National Committee **well before the date of departure**

Policy conditions must be strictly adhered to for insurance cover to be effective.

Role of the ACBM Committees in approving fieldworkers

Upon receiving your Application the Regional Committee will:

- Review if fieldworkers are needed and see where you could fit into current programs;
- Arrange for you to be interviewed;
- Notify you regarding the approval of your application and Travel Insurance status.

All your dealings will be with the Regional Committee or with brethren delegated by the Regional Committee. These brethren will usually be members of ACBM Area Working Teams.

Time frame

It is crucial that adequate time is allowed for ACBM Committees to process your application. Short timelines can result in increased financial cost, poor planning and a reduced likelihood of achieving trip objectives. It would, in these circumstances, be advisable that you postpone your visit until you are better prepared.

Do not make leave or travel arrangements until your application has been approved by the relevant Regional Committee

If approved, what will ACBM do for me?

If your Application is approved ACBM will:

- Arrange for you to be briefed by an Area Team member(s), or with brethren delegated by the Regional Committee, who will discuss/plan with you the objectives and proposed itinerary of your visit, and any recent information about the area you intend to visit;
 - Finalise what amount of financial support can be offered. You would have already indicated in your Application the level of your financial contribution; and
 - Expect you, whilst engaging in mission activity, to cooperate with the ACBM-appointed Team Leader, who will advise you on the appropriate ACBM policy and be responsible for deciding on the activities to be engaged in.
 - Where appropriate, assist with your travel arrangements.
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ACBM Policy – Fellowship and Doctrine

Basis of Fellowship

As an ACBM fieldworker you will subscribe to the Birmingham Amended Statement of Faith and if you are a member of an Australian ecclesia, the Cooper-Carter Addendum as expressed in the Australian Unity Book.

You will also be expected to uphold the doctrinal standards outlined in the following paragraphs.

Atonement

That by the first sin in Eden, the Divine sentence came into effect and Adam fell from his very good state both morally and physically, and since that time, as his descendants, we inherit the same mortality which came by sin and its physical consequences, namely a sin biased nature leading inevitably to death.

Jesus also himself likewise shared that nature as a member of the race he came to save. As a representative man, having “*obtained eternal redemption*” (Hebrews 9:12) through the things which he suffered, he has opened up the way for the forgiveness of the sins of others who come unto God through him.

The Holy Spirit

That the Holy Spirit gifts in any form (as was evidenced among the apostles) are not operative now, but that:

- a. We depend entirely on the Bible as the only source of knowledge concerning God and His purpose at present extant or available in the earth;
 - b. We acknowledge God’s power and will to work in the life of His children in every age by His Spirit, but we do not know the manner in which He employs His Spirit;
 - c. Today God’s children can claim no miraculous spirit gift of an “inner light”, private revelation or interpretation, special utterance or similar power; and
 - d. We have no control over the Spirit or power to use it in miracles, nor any gift to make us independent of the Bible.
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The Marriage State

The institution of marriage has a twofold purpose and God is the Author of both. From man's point of view it is to maintain the human species through mortal human history, but for the followers of God it is the Divine establishment of man and woman in the bonds of wedlock so that the earth will be filled with the glory of God.

The original position of man and woman according to Divine principle is written in Genesis 2:24, *"Therefore shall a man leave his father and mother and shall cleave unto his wife and they shall be one flesh."*

The Lord Jesus endorsed this Divine principle when he said in Matthew 19:4-5, *"Have ye not read, that he which made them at the beginning made them male and female, And said, For this cause shall a man leave father and mother, and shall cleave to his wife: and they twain shall be one flesh?"* Jesus then commented further by emphasising Genesis 2:24 in saying, *"Wherefore they are no more twain, but one flesh. What therefore God hath joined together, let not man put asunder."*

The marriage vow is a lifelong contract until death or our Lord's return. Marriage out of the "faith" is a breach of his commandments.

"Be ye not unequally yoked together with unbelievers for what fellowship hath righteousness with unrighteousness and what communion hath light with darkness."
2 Corinthians 6:14

ACBM Policy – General Conduct

Introduction As a fieldworker you have potentially a considerable influence, good or bad, in the work of furthering the spread of the gospel. It is essential that you foster the positive and avoid any aspect that will have a negative influence.

Emphasis should be placed on separation from the world. Activities tending to worldly pleasures should be avoided, particularly when in the company of local brethren and sisters. *“Come out from among them and be ye separate”* 2 Corinthians 6:17.

Remember, you will be perceived as a representative of the Gospel of Christ and the ACBM.

Local civil authorities All fieldworkers and those who may be residing in ACBM accommodation are to abide by current local Government regulations.

Clothing - general It is best to err on the side of formality and modesty in dress. Most ACBM countries are conservative and it is usually highly conspicuous Western tourists, or locals wishing to attract the custom of highly conspicuous Western tourists, who wear attention-grabbing clothing. Seek the advice of your contact brother before packing your bags.

Clothing - meeting Some meetings wear neat casual clothing. While such may not be acceptable in your home meeting it could well be appropriate in the meeting you will be working in. Conform politely to their dress standards **and make no attempt to alter them**. It is not your role to convert an overseas ecclesia into an Australasian Christadelphian colonial outpost.

Personal Money Be discreet when spending your personal money. It is tempting to ask local brethren and sisters to purchase things for you since they will obtain better prices. This practice may not be wise as it alerts the locals to your relative affluence. Better to pay the little extra and preserve the confidentiality of your finances.

Leisure Make sure that your leisure activities do not embarrass or offend your brethren and sisters. Always try to be sensitive to their feelings. The fact that you did not make that side trip to a rather intriguing pagan temple will not ruin your overseas experience.

If your leisure activities involve local ecclesial members ***do not give the appearance that you are excessively favouring any individuals or groups***. You pay for them, if required, discreetly so as not to be seen flaunting your “riches”.

ACBM Policy – Child Protection

Introduction

The ACBM's policy on Child Protection applies to all its operatives working in Australasia and overseas. It is based on two guiding principles:

1. Zero tolerance of child abuse
 2. Use of a risk management approach.
- **Zero tolerance of child abuse:** Child abuse is not tolerated by the ACBM, nor is possession of or access to child pornography. The ACBM will not knowingly engage, directly or indirectly, anyone who poses an unacceptable risk to children, nor fund any individual or group that does not meet the ACBM's principle of zero tolerance of child abuse in their operations and activities.
 - **Risk management approach:** While it is not possible to eliminate all risk of child abuse, adherence to the following Child Protection Code of Conduct can reduce the likelihood of child abuse being associated with ACBM activities. Fieldworkers, having signed their Fieldworker Application, agree with, understand and have affirmed their willingness to comply with the Child Protection Code of Conduct.
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Child Protection Code of Conduct

(adapted from AusAID's Child Protection Policy 2008 – available www.ausaid.gov.au)

As an ACBM Fieldworker I will:

- treat children with respect regardless of race, colour, sex, language, religion, political or other opinion, national, ethnic or social origin, property, disability, birth or other status;
 - not use language or behaviour towards children that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate;
 - not engage children in any form of sexual activity or acts;
 - wherever possible, ensure that another adult is present when working in the proximity of children;
 - not invite unaccompanied children into my place of residence, unless they are at immediate risk of injury or in physical danger;
 - not sleep close to unsupervised children unless absolutely necessary, in which case I must obtain my team leader's permission, and ensure that another adult is present if possible;
 - not use any computers, mobile phones, or video and digital cameras inappropriately, and never to exploit or harass children or to access pornography through any medium;
 - refrain from physical punishment or discipline of children (excluding my own children);
 - refrain from hiring children for domestic or other labour which is inappropriate given their age or developmental stage, which interferes with their time available for education and recreational activities, or which places them at risk of injury; and
 - immediately report concerns or allegations of child abuse in accordance with appropriate procedures.
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ACBM Policy – Finance

Introduction

It is not the fieldworker's prerogative to undertake any ACBM financial activity except that which has been authorised by the ACBM prior to the trip.

You will also be required to account for all ACBM expenditure you incurred in the Fieldworker Report that you will compile after you return home.

[See "ACBM Policy - Fieldworker Reporting Requirements"]

Funds from non-ACBM sources

As a fieldworker you will undertake to advise the Regional Committee of *all finances* carried to an area that will be used for any ecclesial work including Gospel publicity costs, and donations to local brethren and sisters and contacts. This advice should include the instructions given by the donor as to how the funds should be used. *If in doubt seek the guidance of your Area Team.*

The ACBM has strict guidelines which must be followed in relation to all financial matters.

Visits and travel to Australasia

It is ACBM policy that fieldworkers do not provide assistance in any form for local brethren and sisters to visit or move to Australasian or other countries. Should there be any highly exceptional circumstances, these should be discussed with, and any assistance approved by, the appropriate Regional Committee.

ACBM Policy – Welfare

Introduction

Welfare is an important part of the work of the ACBM but unfortunately well meaning welfare activities by fieldworkers have, on occasions, resulted in long-term problems including:

- Local ecclesial friction, internal jealousies and resentment;
 - Allegations of favouritism by fieldworkers towards certain local brethren;
 - Disillusionment among honourable local brethren sometimes leading to their loss of faith and departure from the meeting;
 - Artificial inflation of numbers, as people in difficult circumstances seek help via Christadelphian welfare; and
 - Bribery conversion by offering goods or money to locals.
-

Fundamental issues to be understood

In regard to welfare, the following points should be understood before considering financial assistance in the field:

1. Fieldworkers should remember that most contacts and local brethren see them as wage-earning employees of the ACBM, even when they have been told the true situation. Both meanness and extravagance reflect badly on ACBM and on the ecclesia.
 2. Regard anything you give as given by an ACBM representative. Almsgiving by fieldworkers should be consistent with the local culture, with what a local person on a middling wage could and would do. Contacts or members of the ecclesia would not normally be recipients!
 3. ACBM practice for contacts and members of the ecclesia varies as to whether recommendations for assistance should be based solely on need, or also on the recipient's loyalty to the ecclesia or potential usefulness to the ACBM. Please co-operate fully with your Regional Committee in this respect. It is understood that a brother or sister may have special needs as a result of ecclesial involvement in his/her life.
 4. Emotional involvement on the part of fieldworkers is to be expected, but ACBM procedures, including those you may disagree with, should be followed notwithstanding your emotional involvement. Fieldworkers should understand that the committees back home, while lacking immediate local knowledge, usually see things from a wider and longer-term perspective.
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**Financial
assistance in
the field**

No money will be provided to any brother or sister or contact other than:

- a. The local brethren and sisters have been advised of the circumstances and permitted to make a decision without interference. Your advice or recommendation should only be given if it is sought by the local brethren and sisters. It should be noted that in a number of locations a Welfare Committee is established with local brethren and, if so, all dealings should be with them.
 - b. The local brethren and sisters recommend assistance be given.
 - c. They are unable to cover costs from their own funds. In such cases funds shall be provided to the local ecclesia for them to distribute to the individual/s. The Regional Committee must be advised.
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ACBM Policy – The Fieldworker’s Position in the Local Ecclesia

Introduction

As a fieldworker visiting an ecclesia it is essential that you appreciate you are a *fellow-servant*. You are not master, dictator or spiritual educator. Within many of the ecclesias there are members who have a very deep understanding of the Truth, are well read in Christadelphian publications, and who understand their fellow brethren and sisters well.

The Fieldworker’s Role

Your role is to encourage, counsel *when asked* and lead by example in attendance, attitude and speaking the Truth in the meeting places and homes of brethren and sisters.

Literature

In many centres some Christadelphian literature is unsuitable and its distribution would be unwise. Some literature would, if distributed, impede the furtherance of the Gospel and place our local brethren and sisters in danger.

Take *only ACBM approved material*, and on your return only send authorised material, details will be provided by your local Regional Committee or Area Working Team.

Hints for Speaking Brethren

In all probability the local ecclesia will call upon you to speak. If this is so you should take into account the following:

- Your address should be phrased simply, especially if your address is to be translated;
 - Translation is at least as long as your address. Take care that you do not go too long (a 45 minute address in your own language would be 90 minutes with translation and longer where it was being translated into more than one local dialect);
 - Avoid jargon, clichés (would they really understand, “This corner of the vineyard”) and Australianisms (try explaining “ratbag”); and
 - Avoid irrelevancies (e.g. an address criticising the extremes of materialism is irrelevant in the poor villages of Asia.)
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**Your
Relationship
with the
Ecclesia**

It is very important that you do not interfere in the ecclesia. Perhaps they do things differently from what you are used to, and maybe for good reasons that are not immediately apparent. On a first visit it would be most imprudent to offer suggestions. Of course, in no circumstance would you give orders to local brethren. Remember you are a guest and you should act in the same manner as you would expect a visitor to do at your meeting. The Australasian brotherhood is judged on the good manners of its representatives.

Avoid the introduction of any practice which clouds the distinction between the Christadelphians and other religions.

The example you quietly set can be more powerful than any address you may deliver. Activities such as attending movie theatres, smoking and drinking are problems in some areas. Obviously it would be unfitting for you to participate in such activities.

You should be careful not to divulge your personal address to contacts in ACBM areas except with ACBM approval. Instead use the ACBM Secretary's email address wherever possible.

ACBM Policy – Accommodation

**Advice on
Accommodation**

When travelling in ACBM areas it is advisable to live in a fashion as near as possible to the locals. Obviously, you would not book yourself into a lavish hotel when a brother who is travelling with you is booked into cheaper accommodation; and, wherever possible (taking care to optimise personal safety and security), it is better for you to share the standards he is used to rather than introduce him to those more familiar to you.

It is recommended that you live and eat in modest but clean quarters. To do otherwise may give local brethren the desire for a lifestyle that is beyond them, or they could align the “good life” with visiting fieldworkers.

ACBM Policy – Fieldworker Reporting Requirements

Introduction

Your work is not finished when you walk into the Arrival lounge of your home airport. As an ACBM-approved fieldworker you will be required to provide a detailed report to the Regional Committee. This report is fundamental to the operations of the ACBM as fieldworkers are best positioned to:

- observe ecclesial activities;
- monitor the progress of the brotherhood and contacts;
- assess the environment in which the brotherhood is operating. (e.g. Are the local authorities indifferent, cooperative or repressive?);
- give an up-to-date view of welfare needs; and
- recommend appropriate actions that can be taken by the relevant Regional Committee/Area Team.

While a spoken debriefing will be conducted, the written report will be distributed among Regional Committee members. It is not just a bureaucratic formality. It is an essential document, for good communication.

***Hint:** Keep a diary and a daily record of your expenditure. If you do so your Report will be much easier to prepare. However, be careful about what you record, as it could fall into the hands of local authorities.*

What should the Fieldworker Report contain?

Your Fieldworker Report does not have a set format but it should include the following pieces of information:

- A brief daily log of events which in summary advises the ACBM where you went and why;
- A financial report which accounts for all ACBM related expenditure;
- A series of feedback sections that will address in more detail many of the events noted in the daily log - these sections include your observations, favourable or not, and should, where possible, conclude with recommendations particularly if remedial action is required.

If there is money to be refunded, payment should be made out to the “Asia-Pacific Christadelphian Bible Mission Inc”.

It is possible that your Report will serve as the basis for continued discussion and you may be contacted by ACBM Committee members seeking clarification of certain elements.

General Guidelines – Before You Leave

Introduction

On most occasions you will make your own travel arrangements but where better opportunity exists for group discounts, an ACBM representative may arrange bookings.

Know who you are visiting

Familiarise yourself with the names of brothers and sisters, their circumstances and history. Make yourself aware and appreciate what constitutes acceptable speech and conduct in the culture you will be entering.

It is strongly recommended that, in your preparation, you access as much information as possible about your destination e.g. use Lonely Planet or similar publications, or the internet.

Passports and Visas

If you do not have a passport arrange for one immediately. A new passport requires time and the faster you want it the more expensive it will be. Your nearest AUSTRALIA POST office should be able to provide you with all the advice you need.

In New Zealand, passport application forms are available from travel agents or online at <http://www.dia.govt.nz>.

Be guided by the ACBM as to the need for visas, restrictions and other requirements. Your contact brother will help.

Bookings

Book as soon as you can after approval by the Regional Committee. This way you are more likely to travel when you want to and you may be able to take advantage of cheaper fares.

Insurance

Travel insurance is required. Disasters, small and large, can befall even the best prepared traveller.

The ACBM has arranged a blanket cover for all fieldworkers which covers general travel requirements, including medical, some pre-existing illnesses, loss of baggage (including electronic equipments), cancellation etc. Full details can be obtained through your Regional Committee Secretary or by contacting the ACBM National Secretary or Insurance Officer. Please note, a small excess applies to all claims.

The Fieldworker Application form, attached to this Guide, must be completed in full and all questions answered. Although a medical certificate is not required, you are encouraged to have a discussion with your doctor regarding your trip, general health and precautions (incl. immunizations etc) you need to take.

The policy covers pre-existing illnesses if required medication is taken as prescribed. However, any visit to a doctor for an illness or accident within 30 days prior to departure must have a written clearance from the doctor. The ACBM is also to be notified immediately. Should you require any information on what is classified as a pre-existing illness please contact the ACBM Insurance Officer (see page 25).

Cash and access to cash

For all round flexibility you would be advised to take a Travel/Money Card (for example the Travelex Cash Passport) to access funds from an ATM, a widely accepted Credit Card, a small amount of your destination's currency if you are travelling to remote areas. Check with your bank, as ATMs are not always readily available, particularly in remote areas. In some locations, only local currency and US Dollars are accepted. Check with the Area Team Secretary as to what the local requirements are.

Also depending on the area, Debit and Credit Cards are other ways to obtain cash. Don't forget, you will need your passport to cash Travellers' Cheques or obtain a Credit Card cash advance over the counter. You should allow time in your itinerary to obtain a cash advance as banks in non-tourist locations are notoriously slow. Be warned, Credit Card cash advance fees can be significant. Debit Card withdrawal fees are less punishing.

A small amount of local currency can be handy, especially if the Airport money-changer is closed, to cover immediate costs, such as taxi fares. You should be able to arrange for foreign currency at your local bank with a few days' notice.

US dollars are a useful standby but, if you want to exchange them for the local currency, many banks will only accept US banknotes that are in good condition, i.e. not crumpled or torn, with no additional ink markings.

Both VISA and MasterCard Credit Cards can be used throughout Asia/Pacific, with VISA considered the most popular. Don't depend on them too much as it is normally large hotels, city shops and restaurants, and airlines that accept them. Once you get away from the cities their use becomes limited.

Luggage

You should attempt to keep your luggage to a minimum and the following configuration is recommended:

- One good size strong piece of luggage to carry virtually all you need and any additional ACBM material. It needs to be robust enough to withstand malevolent airport baggage handlers and bumpy taxi rides and should be padlocked. Make sure you label your baggage inside and out. A good idea is to put a clear identifier on your bag (e.g. a red ribbon) as many bags look the same. Carry your Bible in your hand luggage, along with wallet, passport and electronic equipment.
 - A day pack that you can fit into your luggage. Rather than hump your luggage all over Asia you may be able to keep your bag in safe storage and do day trips or the occasional one-nighter using the contents of your daypack.
 - Cabin luggage for the flight should be locked and labelled and should contain essentials such as your Bible, medications and fragile items but nothing sharp or it will be confiscated at Customs..
 - A money belt or similar device, usually kept on the traveller's body, which contains valuable documents and cash.
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What to pack

Pack in line with the conditions of your destination. Find out from previous fieldworkers and your contact brother the climate range at your destination at the time you plan to travel, and pack accordingly. Some things you should pack that you may not have thought of include:

- Diary and/or note book to record daily experiences and keep track of finances;
- A small calculator for currency changes and financial record keeping;
- Traveller's alarm clock or mobile phone with an alarm;
- A small torch;
- A power converter if you use an electric shaver;
- A spare pair of glasses in case of loss or breakage; and
- A double sheet or sheet bag – many locations including low to mid priced accommodation have an aversion to sheets and will normally give you an acrylic blanket as a sleeping aid. These are of little value in tropical locations whereas a sheet is more comfortable and can help to keep mosquitos at bay.

Other things to remember

Leave photocopies of your passport, tickets, itinerary, other travel documents, and details of your credit cards with family or friends you can easily contact in an emergency, and retain a similar photocopy at the place where you are staying in the fieldwork country.

Take phone numbers of people you may need to contact and the emergency medical assistance number supplied by the ACBM or your travel insurer.

When you arrive

You could be tired, disoriented and easily distracted by the newness of your experience. Hopefully, you will be travelling with other, maybe more experienced fieldworkers, and you could even be met at the Airport by local brethren.

If not, you should have been thoroughly briefed about what to do and you would know that you keep your belongings with you at all times and you. **Do not accept offers of help from strangers to mind your bags or take you to a taxi.**

DO NOT under any circumstances agree to take items through Customs or onto the plane for another traveller.

General Guidelines – Health Before You Leave

Introduction

Some of the points raised in these notes and in other publications make overseas travel sound incredibly hazardous. Don't be put off. Most people return happy and healthy and you are likely to do so if you have taken the necessary precautions.

You also need to get accurate information on overseas health matters. This will vary according to your destination.

ACBM Local Area Guidelines (where available) may assist in this regard. You should discuss this with your contact brother.

Pack a medical kit

Minor ailments can be effectively treated with a few simple medical items. Items to include are Betadine antiseptic cream, Band-Aids, painkillers (i.e. aspirin or paracetamol), factor 30+ sunburn cream, Gastrolyte (rehydration treatment), insect repellent and tea tree oil (soothes bites). It is also recommended that you carry a pack of sterilised syringes, needles and surgical gloves as well as some Antibiotic Tablets (seek your Doctor's advice.)

Vaccinations

For travel from Australia or New Zealand to most ACBM countries there are ***no required*** vaccinations. It should be noted that some vaccinations are not necessary, have documented side effects, are expensive and prevent diseases that can be adequately cured. ***Most doctors are up-to-date on recent trends and should be able to advise you.***

However, you may need vaccinations to protect you from diseases such as cholera, malaria, typhoid, polio and hepatitis. This is important if your ACBM activity takes you off the beaten track. Regardless of where you plan to travel, you should ensure you are immunised against tetanus. Care has to be taken because of diseases such as Hepatitis A & B and AIDS. Take particular care handling injured and bleeding people, use disposable gloves if possible.

Check with your doctor to ensure you are fully protected well before the date you intend to leave.

Don't forget your medications and toiletries

It sounds obvious, but make sure you carry sufficient supplies of medications and prescription drugs for the duration of your trip and beyond. Check that prescription drugs are legal imports in the countries you are visiting. It is advisable to take an up to date prescription with you. The different environment you will enter could well aggravate certain conditions and thinking you'll be fine or the necessary medication can be purchased overseas could be more than a silly mistake.

Avoid purchase of medications in ACBM countries as many counterfeit medications are in the marketplace!

Dietary changes can easily inflame diarrhoea, so obtain a supply of the "over the counter drugs" Lomotil or Imodium. If you are prone to gastric reflux stock up on antacid tablets. Asthma sufferers, even if your asthma seems dormant prior to departure, should pack their sprays as climatic changes can exacerbate asthma.

In some countries, unless you are in a major city, everyday Australian and New Zealand toiletries can be difficult or impossible to find. Take supplies of soap, shampoo, after-shave, contact lens solution, tampons, tissues, toilet paper etc – whatever is relevant.

See your Dentist

Australia and New Zealand have high dental standards that are rarely matched in ACBM countries. If you are planning a long trip have a dental check-up before you leave. Toothache is not much fun overseas.

Is Malaria a problem?

Malaria is present in Asia and the Pacific. You should consult with your doctor about medication to protect against malaria and methods to prevent mosquito bites.

Be warned, malaria is best avoided by preventing mosquito bites. Medication, while strongly recommended, does not protect you against all malarial strains. Helpful hints include:

- Carry insect repellent (e.g. Rid Tropical Strength) in countries where malaria is a threat;
- Be aware of the risk around dusk and apply repellent regularly when in tropical countries;
- If available, use a mosquito net at night;
- Sleep in light coloured nightwear as mosquitos are attracted to dark colours; and
- If possible, sleep with an electric fan blowing on you as moving air deters mosquitos.

Remember to continue taking your malaria tablets for the required time after you return home as malaria symptoms may not show for several weeks.

Further information

- Read the booklet “Hints for Australian Travellers” which is supplied with your Passport.
- The Australian Government provides a comprehensive travel advice service at www.smartraveller.gov.au. This service incorporates country-specific travel advice on risks to Australian travellers overseas, and general advice for Australian travellers on worldwide risks to Australians overseas. You can also subscribe, free of charge, to receive e-mail updates on specific countries whenever that advice is changed.

The Australian Government also provides a travel advice phone service: call 1300 555 135 (local call cost within Australia).

- New Zealand fieldworkers can also consult the New Zealand Ministry of Foreign Affairs and Trade website (www.mfat.govt.nz). The New Zealand travel advice phone service is on (04) 439 8000.
- Some Private Health Insurers (e.g. Bupa) offer a free phone service on overseas health matters to members.

Bear in mind that these services do not circumvent the need for consultation with your doctor.

General Guidelines – Health (While You Are Away)

Introduction

It is highly unlikely that you will catch some exotic disease abroad. While this may detract from your ability to match the horror stories (possibly embellished over time) of pioneer fieldworkers, it does mean your life expectancy has not been diminished.

Quite simply you should:

- Be careful about personal hygiene;
 - Be careful about what you eat;
 - Be careful about what you drink; and
 - Be careful around pets and other animals.
-

What do I drink?

Except in unique locations like Hong Kong and Singapore, “Don’t drink the water” is a piece of advice that is well heeded in ACBM countries. Stick to bottled or canned drinks, in particular well-known brands. Be especially cautious in countries where poor sanitation exists. Ice in a drink might be a hazard as is cleaning your teeth using tap water.

Boiling water for 10 minutes is a reasonably effective method of sterilisation as is the use of purification tablets.

What can I eat?

Food is an individual thing. Different foods make different impacts on different people. Some travellers are extraordinarily careful, living on a diet of bottled water and food that has passed the most meticulous of scrutiny, and they still get intestinal problems.

Indiscriminately eating at some local markets may adversely affect the digestive system and is not recommended. When visiting places with doubtful hygiene you should exercise judgement. To assist you in this it is suggested that you:

- Unless convinced of its safety, avoid cold meat, salads, salad cream and shellfish;
- Peel fruit and vegetables;
- Avoid precooked and reheated foods; and
- If you are preparing food, scrupulously clean all implements before and after use.

When in the homes of brethren and sisters it is courteous to accept what they offer so far as is prudent, but they will normally accept an explanation that you have a fussy stomach. Blame yourself, not the food!

“Be wise as serpents but harmless as doves”.

What if I get diarrhoea?

The normal sickness to afflict the fieldworker is traveller's diarrhoea. If you do get diarrhoea, the first thing to do is wait. It rarely lasts more than two days. Just make sure you keep up your fluid intake (perhaps in combination with Gastrolyte) otherwise you'll dehydrate. Avoid fruit juice as it can aggravate diarrhoea. If you have *severe symptoms see a doctor without delay*.

If mild symptoms persist use Lomotil, Imodium or similar medication. This should slow things down. If symptoms persist, it may be more than traveller's diarrhoea and you should see a doctor.

What if I fall ill?

If you are unable to treat the illness yourself, you should go straight to the best local health care facility. The local brethren may be able to recommend a good doctor.

Don't forget that your Insurance Card will contain an emergency medical assistance number. In extreme cases the ACBM Insurer or your own insurer can have you flown home or to a country where treatment is available.

Always keep the ACBM Emergency Card with you at all times.

General Guidelines – Conduct

Introduction

Your conduct, especially as it relates to the environment you will be working in, can make the difference between success and failure. Unfortunately, much sincere, well-meaning fieldworker activity has been unravelled by fieldworker ignorance or intolerance. What we may do in Australia or New Zealand to deal with an issue or to convince others of the truth of the Gospel could present as arrogant, disrespectful and downright rude.

It is crucial that you try to adapt and fit in with local ways. Be warned, you will not always be successful and even the most experienced fieldworkers have misjudged situations. Attempts to come to grips with local ways are always appreciated by the local brethren and sisters. However, whenever there is conflict between cultural norms and Scriptural principles, Scriptural principles should take precedence.

The ACBM expects a high standard of behaviour by all its fieldworkers, not only in their relationship with brothers and sisters and interested friends but indeed with fellow fieldworkers and all with whom they come into contact. ***Remembering that our behaviour and relationship with others must not only be, but appear to be above reproach in all things.*** This section is very much a general overview. Specific advice will be detailed in the location briefing notes and can also be sought from your contact brother or supervisor.

General Ethical Principles

(adapted from a tourism display in Jakarta, Indonesia)

1. Travel in the spirit of humility and with a genuine desire to learn more about the people of your host country.
 2. Be sensitively aware of the feelings of other people, preventing what might be offensive behaviour on your part. This applies very much to photography.
 3. Cultivate the habit of listening and observing, rather than merely hearing and seeing. ***Avoid the Western practice of knowing all the answers.***
 4. Realise that often the people in the country you visit have time concepts and thought patterns different from your own: this does not make them inferior, only different.
 5. Acquaint yourself with local customs. People will be happy to help you.
 6. Remember that as far as officials are concerned, you are only one of the thousands of tourists visiting, so do not expect any special privileges.
 7. Don't expect a "home away from home" experience.
 8. ***Do not make promises to people in your host country unless you are certain you can carry them through.***
-

Behaviour

Be polite, patient and relaxed. Look as if you are enjoying yourself even when you are not.

Certain cultural traits will be, at least, confusing and, at worst, alarming to a visitor from a Western nation. It is important that you quietly accept the situation you are in, remembering you are the visitor and that it is usually only a short time before you will return to what you are used to. ***Above all, don't imagine that your culturally based customs are part of "The Truth".***

You maybe "overcharged", laughed at, and not always treated with the respect you feel you deserve. Do not react, especially if you are in the company of brethren, by insisting on your rights, by abuse, or by constantly harping on the injustice you have suffered. Make sure you do not join that nauseating category of Westerner who will launch into lengthy tirades about that shiftily merchant who overcharged him or her five cents for an orange.

Do not be upset if you perceive that the local brethren seem to disregard protocols we hold near and dear. Punctuality, planning, organisation, decision-making may not seem to be listed in the local meeting's behavioural profile. Don't worry, relax, because normally, despite apparent indifference, things seem to get done.

Avoid aggressive or impolite gestures such as hands on hips, pointing and crossing your legs, beckoning with your finger. Discussion with local brethren could make you aware of taboos which could be offensive!

Language

If the ACBM area you are entering does not speak English as a first language try to learn certain key phrases, e.g. "Good morning, sir", "How much does this cost?", "Please direct me to the nearest toilet." This will prove invaluable as it will help break down barriers between yourself and the brethren and sisters. It may also provide them with a source of mirth as you mangle their language.

Most nationalities are sympathetic to, even impressed by, the most inept attempts to wrestle with their language. If you have the time (and the money) it is recommended that you attend a commercial language course. These courses tend to supply valuable cultural insights as well.

Photography

Most people like to have their photograph taken and will pose happily for you.

If a person clearly does not want to be photographed then point your camera elsewhere. You may also find that ***women and men of some cultures will be insulted if you ask them to smile.***

Avoid photographing sensitive subjects such as aerodromes, military establishments and clear-felling timber cutters. Confiscation of camera gear and a not-so-friendly chat with the authorities can take the gloss off that special shot. If in doubt ask!

**Depression and
Support for
Fieldworkers**

On your return

Most, if not all, fieldworkers experience some degree of perception change from their experience in mission areas, this is normal and expected. This change in perspective can be triggered by positive and negative experiences, for example; positive rapid spiritual upliftment by daily conversing with eager contacts and brethren and sisters followed by a cessation when returning to “normal life”, or negatively, witnessing absolute poverty. Change of perception can have spiritual and emotional effects on our lives that can range from very small, to very significant. Well recognised and documented missionary emotional and mental health issues include compassion fatigue, emotional burnout, cultural readjustment, increased anxiety about the people you have built relationships with in different socio-economic conditions, inadequacy to help, and disillusionment with your established ecclesial traditions in your home ecclesia. Importantly if you are feeling very negatively challenged then you should seek immediate professional medical help as well as contact with experienced fieldworkers and also the Christadelphian care group support network. supportnetwork.org.au

ACBM – Regional Committee Secretaries

NEW SOUTH WALES		nsw.secretary@acbm.org.au
QUEENSLAND		qld.secretary@acbm.org.au
SOUTH AUSTRALIA		sa.secretary@acbm.org.au
TASMANIA		tas.secretary@acbm.org.au
VICTORIA		vic.secretary@acbm.org.au
WESTERN AUSTRALIA		wa.secretary@acbm.org.au
NEW ZEALAND		nz.secretary@acbm.org.au

ACBM National Committee

Chairman/Crisis Team		chairman@acbm.org.au
Secretary/Crisis Co-ordinator		secretary@acbm.org.au
Insurance/Crisis Team		insurance@acbm.org.au
Treasurer		treasurer@acbm.org.au
Planning		planning@acbm.org.au
Fieldworker Safety Officer		fieldworkersafety@acbm.org.au
Training/Youth Involvement		training@acbm.org.au

FIELDWORKER APPLICATION

INTRODUCTION – PLEASE READ

The information you supply in the Fieldworkers Application Form is necessary for the work of the various ACBM committees.

It will assist in:

- *Determining the most appropriate activity you can participate in as an ACBM representative; and*
- *Declaring your willingness to abide by the policies of the ACBM.*

Your application is considered confidential in that its contents are only for the consideration of the ACBM Committees.

*Applications **are required for each fieldwork period.** Once approved, fieldworkers staying 180 days or less may be covered under the ACBM Travel Insurance Policy. For ALL pre-existing illnesses, a medical certificate is required to be submitted to the underwriter detailing the work to be undertaken and that the applicant is fit to do that work.*

*Those staying more than 180 days or those not covered under the ACBM Corporate Travel Policy, **must** take out their own travel insurance. Medical certificates are not required.*

*The ACBM encourages **all** fieldworkers to have a medical consultation prior to departure overseas, particularly those over 60 to ensure they are fit to travel. Fieldworkers over 80 are not covered by our Corporate Travel Insurance Policy.*

<p>1 Personal Details</p>	<p>Name: Bro/Sis</p> <p>Address:</p> <p>.....Postcode:</p> <p>Passport No:Expires:/...../..... [Must be six beyond trip return date.]</p> <p>Country: Australia <input type="checkbox"/> New Zealand <input type="checkbox"/> Other</p> <p>Telephone: (Private) (Work) (Mobile).....</p> <p>Email address:</p> <p>Age: years Marital Status:.....</p> <p>Baptised: years Ecclesia:.....</p> <p>Previous Ecclesia if less than two years at present ecclesia:</p> <p>(If Applicable) List accompanying unbaptised children and their ages:</p> <p>.....</p> <p>The ACBM operates to high moral and ethical standards. If you believe that it is necessary to provide some very confidential and private information this can be placed in a sealed envelope and attached to this application.</p> <p>Working with Children/Police Check (Also required for dependents over 18 travelling with you)</p> <ul style="list-style-type: none"> • Issuing Authority • Card/Certificate No. • Expiry Date /...../..... <p>IMPORTANT: You must tell us, if at any time before or after becoming Baptised you were charged or had any accusations levelled against you in relation to inappropriate sexual behaviour, molestation or sexual abuse of a child or adult. Please sign declaration.</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> Signed.....Date.....</p>
--	---

<p>2 ACBM Experience</p>	<p>Have you represented the ACBM as a fieldworker overseas in the past? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, When? Where?</p> <p>If yes in the last 3 years advance to Section 6.</p>																		
<p>3 Ecclesial Experience</p>	<p>Tick if involved in any of the following activities over the past 12 months:</p> <p>Exhorting <input type="checkbox"/> Lecturing <input type="checkbox"/> GES/GPC <input type="checkbox"/> Youth Group <input type="checkbox"/></p> <p>Sunday School <input type="checkbox"/> Personal Preaching <input type="checkbox"/> Seminars <input type="checkbox"/> Study Leader <input type="checkbox"/></p> <p><input type="checkbox"/> Baptismal Interview <input type="checkbox"/> Other (please specify)</p>																		
<p>4 Travel / Language Experience/</p>	<p>Have you travelled overseas? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, Where? When?.....</p> <p>Do you speak any foreign languages? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, Which?How well?.....</p>																		
<p>5 Special Skills</p>	<p>Professional:</p> <p>Musical:</p> <p>Hobby/Other:</p>																		
<p>6 General Information</p>	<p>Are you in good health? If in doubt visit your local GP Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Do you have or will obtain the appropriate immunizations Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Do you have significant or multiple medical conditions or illnesses? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><i>If yes please obtain a medical certificate to say you are "fit to travel& undertake duties of ..."</i></p> <p>Are you confident to engage in discussions on a wide range of topics? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Are you aware of the religious beliefs and social cultures you will encounter? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Have you attended ACBM Publicity Evenings? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Are you aware of the work of the ACBM and its policies? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Have you read the ACBM "Guide to Fieldworkers" (Current Version)? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>What prompted you to apply to be an ACBM Fieldworker?</p> <p>.....</p>																		
<p>7 Travel Plans/ Insurance</p>	<p>Intended Destination</p> <p>Proposed Departure Date / /20 . Proposed Return Date / /20 .</p> <p>Total length of time away days (Leisure travel component days)</p> <p>Deadline for notification prior to departure / /20 . (Do not make any payments for fares until ACBM approval is given – allow at least one month for approval.)</p> <p>Do you wish to be covered by the ACBM Travel Insurance Policy? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>The ACBM policy can only cover a trip up to 180 days and is available to Australian residents and only to New Zealand residents if they are travelling to the Pacific Islands excluding Papua New Guinea. This is not available to residents of other countries. Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If No, please advise company insured with (including emergency phone number) & policy no.</p> <p>Company Policy No.</p> <p>Pre-existing illnesses (both your's and those of your dependants')</p> <p>If you visit your doctor regarding an illness or accident within 30 days of departure you must obtain a written clearance from your doctor to travel and contact your Regional Committee Secretary. Should you require any information on what is classified as a pre-existing illness please contact the ACBM Insurance Officer (insurance@acbm.org.au).</p>																		
<p>8 Financial Details</p>	<p>Presuming you are accepted, are you able to contribute toward the cost? Please provide your estimate of the costs and the amount you are able to contribute.</p> <table border="1" data-bbox="416 1872 1536 2112"> <thead> <tr> <th data-bbox="416 1872 1118 1906">Item</th> <th data-bbox="1118 1872 1289 1906">Cost Estimate</th> <th data-bbox="1289 1872 1536 1906">Pnl/EccContribution</th> </tr> </thead> <tbody> <tr> <td data-bbox="416 1906 1118 1939">International Air Fares (<i>almost always covered by fieldworker</i>)</td> <td data-bbox="1118 1906 1289 1939"></td> <td data-bbox="1289 1906 1536 1939"></td> </tr> <tr> <td data-bbox="416 1939 1118 1973">Internal Transport (<i>negotiated between Area Team & fieldworker</i>)</td> <td data-bbox="1118 1939 1289 1973"></td> <td data-bbox="1289 1939 1536 1973"></td> </tr> <tr> <td data-bbox="416 1973 1118 2007">Accommodation (<i>negotiated between Area Team & fieldworker</i>)</td> <td data-bbox="1118 1973 1289 2007"></td> <td data-bbox="1289 1973 1536 2007"></td> </tr> <tr> <td data-bbox="416 2007 1118 2074">Other living expenses, including meals, are expected to be covered by the fieldworker, however if these are considerably higher than at home special application can be made to Area Team. Travel Insurance is covered above.</td> <td data-bbox="1118 2007 1289 2074"></td> <td data-bbox="1289 2007 1536 2074"></td> </tr> <tr> <td data-bbox="416 2074 1118 2112">Total</td> <td data-bbox="1118 2074 1289 2112"></td> <td data-bbox="1289 2074 1536 2112"></td> </tr> </tbody> </table>	Item	Cost Estimate	Pnl/EccContribution	International Air Fares (<i>almost always covered by fieldworker</i>)			Internal Transport (<i>negotiated between Area Team & fieldworker</i>)			Accommodation (<i>negotiated between Area Team & fieldworker</i>)			Other living expenses, including meals, are expected to be covered by the fieldworker, however if these are considerably higher than at home special application can be made to Area Team. Travel Insurance is covered above.			Total		
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AGREEMENT/COMMITMENT

1. I do not object to the ACBM contacting the Recording Brother of my ecclesia for an independent assessment.
2. I have read the current version of the ACBM "Guide for Fieldworkers" and I will abide by the policy guidelines laid down by the ACBM to which all representatives of the ACBM are expected to adhere. These guidelines include reference to giving of welfare in money or gifts, as well as my relationship with brethren and sisters, ecclesia, local peoples and government bodies in ACBM areas.
3. I also understand that, unless exceptional circumstances prevail, the ACBM does not accept responsibility for any loss, injury or inconvenience sustained by me during my activity as an ACBM representative.
4. I will not drive any vehicle in Mission Areas unless approved by the ACBM.

AGREED TO AND SIGNED DATE: / / 20.....

Confirmation by Ecclesial Representative (i.e. Recording Brother or Arranging Brother)

I confirm that the applicant is spiritually, emotionally and morally suitable to represent the brotherhood overseas as a fieldworker.

Name: Position (e.g. Recorder)

Signature: Ecclesia Date: ... / ... / 20....

[The Ecclesial Representative to forward direct to the Regional Committee Secretary or the Working Team Secretary. If you wish to discuss any matters with either Secretary please do not hesitate to do so.]

Note to recording brother: *To Recording Brother/Arranging Brother, You have received this form because the applicant is a member of your ecclesia and we would appreciate you confirming that he/she is spiritually, emotionally and morally suitable to represent the brotherhood overseas as a fieldworker. Please indicate confirmation – Yes/No []*

We would also appreciate you confirming the details of his/her "Working With Children Check/Police Check" shown in section 1 above. Please indicate confirmation – Yes/No []

Please also confirm that you are not aware of any issue relating to the safety/welfare of children that would prevent this applicant engaging in ACBM fieldwork – Yes/No []

REGIONAL COMMITTEE USE ONLY

RECEIVED BY REGIONAL COMMITTEE SECRETARY: / / 20 . CONSIDERED BY REGIONAL COMMITTEE: / / 20 .

DECISION: APPROVE DECLINE CLARIFY WITH ECCLESIA COMMENTS.....

ACBM TRAVEL INSURANCE: APPROVE DECLINE APPLICANT ADVISED IN WRITING: / / 20 .

NATCOM DATABASE NOTIFIED: / / 20 . SIGNED (Regional Comm. Sec) DATE: / / 20

YOUR CHECKLIST

Use this checklist to ensure that you have correctly completed this application

- | | |
|--------------------------|--|
| <input type="checkbox"/> | I have read the Introduction to this application |
| <input type="checkbox"/> | I have read the current version of the ACBM's "Guide for Fieldworkers" |
| <input type="checkbox"/> | I have checked all my answers |
| <input type="checkbox"/> | I have signed the declaration in Section 1 |
| <input type="checkbox"/> | I have read Agreement/Commitment |
| <input type="checkbox"/> | I have signed Agreement/Commitment |
| <input type="checkbox"/> | An ecclesial representative has signed my application. |

