



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*
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Selecting a Project

Once you have determined the desired destination for service, refer to the Work & Witness website, www.workandwitness.org, for Site Coordinator contact information. You will find e-mail addresses listed with each project. When you communicate with the Site 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 Site 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 Site Coordinator with your anticipated trip dates and project funds. When the Site 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 Site 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 Site Coordinator, they will send you a link through e-mail that will allow you to register your team online. 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 Site 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 on the internet or at your local bookstores and 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 site coordinator of the project. 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 Site 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 Site Coordinator has many responsibilities on a daily basis and their ability to communicate with you regularly may have limitations.

Worksite Guidelines

- ⑤ **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.
- ⑤ **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.
- ⑤ **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.
- ⑤ **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.
- ⑤ **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.
- ⑤ **Keep your head covered** when in the sun and apply sun screen liberally.
- ⑤ **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.
- ⑤ **Don't lift too much** and strain your back. Know your limitations and don't do more than you would at home.

- ④ **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.
- ④ **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 Site Coordinator regarding the project and the progress that continues to be made. The Site 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
Contact with Field:	
Continue communicating with the field	
Confirm dates with Site 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)	
Contact W&W Office:	
Register team using online registration link	
Send project money 3 months before departure	
Send insurance form with premium payment 1 month before departure	

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