

# Long Term Mission Additional Handbook

Effective 1/1/2017



## Long Term Mission Additional Handbook

**Long Term Missionary:** Individuals or families serving for 1 year or longer. Any **individual** wanting to serve as a long term missionary must be at least 18 years of age to be considered. Families with children are always welcome and these positions are strictly voluntary. These individuals are required to read the General Handbook AND this handbook, as there are more requirements and preparatory training than for those serving less than 3 months.

### Preparing to Go

*Please be aware that anyone considering serving at RG on a long term basis will need to meet with the Executive Directors, Dr. Tim & Janice McCall, before being considered for approval. They usually return to the States twice a year and a meeting with them can be arranged during one of those visits by the RG office in Waco.*

**It is also strongly advised that you visit the campus before making your final decision to be on the campus for such a lengthy time. This exploration trip will give you some idea of what life in that setting would be like. If you plan to serve at RG as a family, it is important that all members come on this initial trip, if possible.**

**Application Package:** After reading both handbooks, each individual or family must complete a Long Term Mission Application Package, which includes the following:

1. **Long Term Missionary Application** – Only one application must be completed, whether going as an individual or as a family.
2. **Release & Indemnification Agreement(s)** – RG requires that every person traveling to RG sign this document. Those under 18 years of age must have a parent or legal guardian sign this form on their behalf.
3. **Long Term Missionary Reference Forms** – References are an important part of the approval process. Each person applying to become a missionary at RG must give this form to 2 non-family members who know you well. If going as a couple rather than an individual, your references must know both of you. Those providing your references will be responsible for returning the forms directly to our office in a timely manner.
4. **Application Fee(s)** - Submit a \$50.00 application fee for **each** person. Application fees for families with **more than 3 people** will be capped at \$100.00.

**Approval Process:** The completed application package and appropriate fees should be **mailed** to our office at 4300 W. Waco Dr. B2-314, Waco, TX 76710. You will not be considered for approval until you have met with the McCall's and submitted the completed application package. Your background report and references will also be reviewed during the approval process. Once approved, you will receive some additional documents that will provide helpful information for your upcoming trip to Uganda.

**Background Check:** Because of the extended time you will be on campus, it is important for RG to run a background check prior to making the decision to approve your application.

**Missionary Memorandum of Understanding:** It is our desire that long term missionaries have a full understanding of what is expected of them and what they can expect from RG leadership during their service. Each missionary must sign the Missionary Memorandum of Understanding once they have been approved. Long term missionaries must initially sign up for a one-year term, which can then be renewed in one-year increments, upon written approval of both parties. You are encouraged to prayerfully seek God's direction about your role on campus. In addition, Dr. Tim & Janice McCall will work with you to determine where your specific skills and talents would best fit the needs of RG.

**Visa and Police Clearance Certificate:** Because you are going to RG for more than 3 months, you will need to bring a certified Police Clearance Certificate (a criminal background record check) from your local

police department when traveling to RG. This certificate will allow you to apply for a work permit, since you will only receive a 3-month tourist visa on your passport when you arrive at the Entebbe Airport.

**Passport:** You need to make sure the expiration date of your passport is at least six months **after** you plan to return to the States.

**Work Permit:** Because your Ugandan tourist visa was initially issued for only 3 months, you should talk with the leadership at RG about beginning the process of obtaining your work permit as soon as you arrive on campus. Leadership will help you know what is needed, and assist you in setting dates to follow up on getting your work permit. Please understand that getting a Ugandan work permit can be a long process and you must work diligently, and without delay, to make it happen. This process will involve multiple trips to Kampala, the capitol city of Uganda. **It is your responsibility to make sure that your visa is current, and that you continue to be in the country legally.** RG is not responsible for your forgetfulness. If your visa expires, and you have not yet been approved for a work permit, you may face high fines and difficulties before being allowed to leave the country.

In addition, please be aware that work permit requirements often change without notice in Africa. If all else fails, you may have to leave the country for a few days and then re-enter, in order to get a new visa stamped into your passport. Travel in Africa is expensive and difficult (a trip out of the country would be a minimum of \$300-\$500 USD), and RG will try to help you avoid this option. However, it is one of the unknowns of working in Uganda, and should be part of the “cushion” built into your budget.

**Photos:** Since you will be staying in Uganda longer than 3 months, please bring several passport photos with you for any transactions that may require a photo, such as your work permit application or banking.

**Overseas Health Insurance:** You are required to have overseas health insurance. You can check whether your current health insurance gives overseas coverage or you can purchase additional insurance. In either case, be sure to check how long it will cover you overseas and what kind of coverage it will give you once you come back. There are suggestions for health insurance options in the General Handbook. RG suggests that the insurance include evacuation coverage.

## Pastoral Care and Training

**Pastoral Care:** RG wants to be sure that those serving long term at RG are cared for pastorally while they are in Uganda. To facilitate this, long term missionaries will need to set up a coach from their home church or sending organization. The coach will check in with you at least twice a month via email or Skype. More information about this will be given in a separate document. In addition, you (and your family) will be invited to be part of the weekly staff prayer meeting on campus, where you can pray for RG and share your prayer needs.

**Long Term Training:** RG wants everyone at RG to have an overview of God’s heart for missions, as well as to get some basic ideas of how to prepare to prosper in a cross-cultural setting. There are 5 things which we ask you to complete in preparation for your time in Uganda. Please keep in mind that the training requirements for long term missionaries may be revised at any time.

- We will send you 3 articles on missions, which you must read.
- You must also read the online article at the following link: [May I Help You Discern Your Calling? | Desiring God](#)
- You are required to complete the 3 online training courses, *Hope, Human Dignity & Broken*, at [experienmission.org/resources](#). There is no cost to take these courses.
- You will also need to purchase and read the book “*When Helping Hurts*”, by Steve Corbett & Brian Fikkert.

- It is not a requirement, but we highly encourage you to watch [“An Unconventional War,”](#) which may be watched instantly on Amazon for \$1.99.

Please read the 3 missions article attachments and the online article, complete the 3 online training courses and read at least the first four chapters of the book [“When Helping Hurts”](#) before leaving for Uganda.

Preparing to leave for overseas can be a very busy time; plan your time well, so that you are able to fit in all these requirements before you depart.

You may finish reading [“When Giving Hurts”](#) once you arrive in Uganda. First-hand experience will make reading these resources come even more alive.

## Bringing Your Provisions

**Bringing/Requesting Things:** It is not possible to pack **everything** you will need for a long stay in the African bush. You should be able to purchase **most** (but not all) basic things in the capital city of Kampala, or Gulu and Lira (the 2 largest cities close to RG). You can get **some very basic** things in Karuma, the village just outside the RG campus. If you find that you need something important from America, please do not speak to a team directly to ask them to bring something for you. Instead, please contact the RG office in Waco to see what arrangements can be made.

**Medications:** If you are on regular medications, you should bring enough to last for your intended stay in Uganda; determine a way for them to be sent to you from the States; or check to see if they can be purchased in Uganda and at what price. Some medications are vastly cheaper in Uganda than in the U.S., while others are more expensive.

**Food:** Long term missionaries are responsible for purchasing and preparing their own food. Basic food staples are available in the larger cities but you will not be able to get many of your favorite foods in Uganda. The following list gives you some idea of the food products that you can get in Uganda, and some things that are not available. **Please understand this is not a comprehensive list, nor it is a guarantee that the products listed will be available for purchase.** If there are foods you can't live without, please make sure to bring them with you.

### AVAILABLE IN UGANDA

toilet paper	oil
matches	vinegar
basic toiletries	g-nut paste (Ugandan peanut butter)
sugar	onions
flour	potatoes
tomato paste	cabbage
rice	garlic
beans	tomatoes
ketchup	veggies in season
mustard	fruit in season
margarine (Blue Band)	oatmeal
salt/pepper	cocoa powder
garlic powder	rosemary
chili powder	thyme
red pepper	paprika
cumin	dry mustard
turmeric	bouillon cubes
curry powder	soy sauce
basil	cinnamon
sage	nutmeg
oregano	ground cloves
	allspice

ginger  
cream of tartar  
baking powder  
baking soda  
vanilla  
maple flavoring  
chicken  
ground meat  
eggs  
bacon  
pasta/spaghetti  
coffee  
tea bags  
jelly  
milk powder  
honey  
box cereal  
bread  
tuna  
cheese  
coffee creamer  
raisins or dried fruit  
powdered sugar  
colas

packaged foods: crackers, chips, cookies, snack bars  
ground coffee (there are no coffee makers at RG; if you want ground coffee, bring a Melita cone filter and paper filters or a French press)  
sauces such as: Worcestershire sauce, BBQ sauce, mayonnaise (requires refrigeration and is not recommended for purchase), salad dressing

### **NOT AVAILABLE IN UGANDA**

chocolate chips  
decaffeinated tea  
brown sugar (can be “made” using regular sugar and molasses; molasses must be brought from the U.S.)  
taco seasoning packets/spaghetti seasoning packets/Italian dressing seasoning packets (helpful to have)  
all purpose seasonings such as season salt/Tony Chachere/Greek seasoning (helpful to have)  
nuts (walnuts/pecans)  
pepperoni (may bring in suitcase for pizza)  
extracts—almond, mint, etc.

**Household Wares:** Kitchen wares (dishes, silverware, plastic coffee cups, plastic drinking cups, pots/pans/skillets, dish towels, etc.), bedding (sheets, pillows, blankets, etc.), and bath linens (towels, rugs, shower curtain/rings, etc.) are not provided to people serving on campus longer than a year. It is best that you bring as many of these things as possible and plan as though you are setting up a household from scratch.

## **Money Issues & Preparing Your Budget**

In order to create a budget, it is very important that you fully understand the expenses you are raising funds for. There is a list of "Additional Expenses for Long Term Service" at the end of this handbook to assist in planning for your trip. You will need to include all of those expenses, **as well as** the expenses listed on the Budget Planning page at the end of the General Handbook. **Remember that things can change in Uganda at any moment without notice, so you should plan on raising enough support funds to cover unexpected expenses.**

**Cost of Living:** This is an individual matter and may vary greatly from person (or family) to person (or family). If you are prepared to live and eat local food, the cost is quite reasonable. If you want to maintain your western lifestyle and habits, the cost can be high but is entirely possible. Remember that most long termers live in two cultures and continue to have expenses back in their country of origin (mortgage/rent/car payments). These expenses in both cultures must be taken into account when planning a budget.

**Housing Cost:** Individuals or families planning to serve **longer** than a year will be charged monthly rent in the amount of \$250.00 per house, rather than the per diem charged to those staying **less** than a year. This difference is due to expenses absorbed by a long term stay. The monthly rent does not include propane for cooking or solar for hot water. Your rent payment is due on the 1<sup>st</sup> day of each month, and can either be mailed monthly to the RG office in Waco, submitted on our website [www.restorationgateway.org](http://www.restorationgateway.org) under the “Give” tab, or paid by monthly bank draft. If you initially arrive at RG after the 15<sup>th</sup> day of the month, your rent will be reduced to \$125.00 for that month only. You will still be charged monthly rent when you or your family are off campus for any reason, as long as your property remains in your assigned home.

**Note About Refunds:** If for some reason you must leave RG for good before the end of the month, no “refund” can be given for the unused portion of your final month’s rent. However, be assured these funds will be used for important RG projects.

**Solar Power:** The only source of power currently available on the RG campus is solar. However, there is no guarantee that your assigned housing will include even limited solar power. Therefore, when preparing your budget, you must plan on purchasing a solar system large enough to accommodate your anticipated usage. These systems can be purchased in Kampala.

**Propane Tanks:** Propane gas tanks are used at RG for cooking. A medium-size tank costs about \$53 USD to purchase and around \$35 USD to fill. It will depend on the amount of use as to how long the tank of gas will last.

**Furniture:** You should include the purchase of basic furniture when planning your budget. Most of the furniture at RG is being used to equip orphan homes or team houses. Furniture can be purchased in Kampala or Gulu at reasonable prices, if you are good at bargaining.

**Private Vehicle:** RG does not have vehicles that you may borrow for personal use. If you choose not to use public transportation to conduct your business, RG leadership may be able to help connect you with trusted individuals to buy a vehicle from.

**Travel Expenses:** Because of your long term stay, you will have additional travel expenses. This includes trips to Gulu in order to use the ATM or go shopping for supplies (**see paragraph below**), cost of work permit and several trips to Kampala to get the permit, or even a possible trip out of the country. You may also want to take small trips away from the RG campus for a weekend or return to the U.S. for a furlough. These expenses need to be included when planning your budget.

**Access to Your Money:** Those moving to Uganda for an extended period of time will need their own bank account, and Uganda has many banks from which to choose. Information for each can be obtained online, from locals, or from the RG staff. Check with your stateside bank to see if they will wire money to your bank in Uganda and what the fee is for this service. Opening a bank account in Uganda requires you to appear in person with all who have permission to use the account so that a signature card may be signed. You will need a letter of introduction from RG leadership, your passport and passport pictures, and a general deposit of \$100.00 - \$500.00 USD to open the account.

Since you do not want to bring large amounts of cash with you from the U.S., you will need to travel to Gulu (about an hour from RG) where there are ATM’s. If you do not have your own transportation, round trip private transport to Gulu can be estimated at about \$40, if you are good at bargaining. ATM and debit cards obtained through some American banks or credit unions cannot be used overseas, so please check with your bank a few weeks before leaving the states.

**Voter Registration:** It is best to register to vote by absentee ballot before leaving home at your local voter registration office. Alternately, you can get the forms at the U.S. embassy in Kampala. Rules governing absentee voting vary from state to state in the U.S.

**Driver’s Licenses:** You can drive legally in Uganda with a valid American driver’s license, but remember to do so on the opposite side of the road. A Ugandan driver’s license can be obtained in Kampala with the proof of a valid American license. The process can be facilitated with the use of an agent, but this is costly. Making sure that licenses and passports are kept current is your responsibility.

## Support Raising

If you have never raised personal support before, we highly recommend reading the book *“Funding Your Ministry”*. You can purchase it (from Amazon) and read it before you start working on fundraising. In addition, the following website can also assist in your fundraising efforts: <https://www.continuetogive.com>.

Working diligently, you should expect that it will take several months before you reach your support raising goal. The RG office is available for support and encouragement while you are raising your funds, plus your pastoral care coach (mentioned above) should also be a help to you. Be encouraged—many people have raised support in the past to go to RG, and you can, too. God is a great provider!

**Support Letters:** Support letters are a very standard and highly recommended manner of raising support. After you are fully approved and have signed the Missionary Memorandum of Understanding, you may begin sending out support letters.

## Arriving at RG

**Jet Lag & Setting up Your Home:** It is understood that you will need a day or two to recover from your long flight and adjust to the new time zone. It is suggested that you set up your home in a timely manner so you can join in the work going on at RG. Getting plugged into RG quickly makes the adjustment process much easier.

**Adapting to the Ugandan Culture:** You are encouraged to seek guidance from RG leadership, interns, Mission Partners and other long term missionaries already on the RG campus, while adjusting to your new life in a different culture.

**Employing/Serving Ugandans:** Employment of Ugandans for personal service is encouraged. It provides them with much needed income, you with an opportunity to learn from someone close by, and an opportunity to focus more fully on the work to which God has called you to do on campus. Please remember to use the RG pay scale when employing Ugandans for consistency among all RG workers. Of course, you are expected to treat them with the utmost respect that they deserve.

**Mail Service:** Regular mail service in Uganda is not reliable, therefore it is best not to send or receive valuables this way. FedEx and DHL, as well as other carriers, deliver to Uganda, but you will need to have packages delivered to a safe, reliable location. Be prepared that some shipped items can incur customs taxes.

**Vacations & Furloughs:** It is understood that long term missionaries will need a time of refreshing during their service to RG. Weekend vacations are allowed but it is important to verify with leadership that your absence will not inconvenience others before leaving the campus. Other approved departures from campus include, but are not limited to: travel to and from your home country for furlough, immediate family emergency back home, or when available medical care is not adequate to treat a serious illness.

**Community Decisions:** Because we live in community, decisions regarding the usage, building on or modification of the land or structures of RG will be subject to community regulations and decisions. This includes our own personal dwellings. The more we communicate with one another in love, the better off we will all be. In this case, it is better to ask permission than forgiveness, as any necessary correction will be at our personal expense and not that of RG. As we grow and increase in number we will be adding organizational structure to help decide issues related to our communal living.

**Missionary Unity:** We pray that we will all grow together in our love for the Lord Jesus, with each other and with those we have come to serve as they become part of the larger body of Christ. “Now what does the Lord our God require of us, but to fear the Lord our God, to walk in all His ways and love Him, and to serve the Lord our God with all our heart and with all our soul, and to keep the Lord’s commandments and His statutes which have been given to us for our good.”

## Additional Expenses for Long Term Service

*These expenses are in addition to the costs listed on the Budget Planning page at the end of the General Handbook  
Neither list includes the cost of tourism, restaurants or souvenirs.*

***The costs listed below are only estimates and can change at any time without notice.  
Please be prepared by bringing extra funds to cover the unexpected.***

	How Often	Approximate Cost
Application fee per person ( <b>\$50.00 per person/\$100.00 cap for families with more than 3 people</b> )	One-Time Expense	Varies - based on family size
Missionary training expenses (subject to RG requirement)	One-time Expense	To be determined
Police Clearance Certificate – (background check through local police department)	One-time Expense	\$15-\$20
Work Permit – cost depends on the length of time you are applying for (1,2,3 year)	As needed	Varies-based on length of permit
Work Permit related costs – multiple trips to Kampala (lodging, food, transportation)	As needed to get work permit	\$150 each visit to Kampala
Monthly Rent	Monthly	\$250 per house
Furniture	One-time Expense	Varies - based on needs
Solar Power	One-time Expense	Varies – based on power needs
Private vehicle	One-time Expense	Varies – based on type of vehicle
Housewares (much of this can be brought from home)	One-time Expense	Varies – based on needs
Food stuffs (bring favorite foods and things you can't get in Uganda) **	As needed	Varies – based on family size
Personal needs (toiletries, paper products, cleaning supplies, etc.)	As needed	Varies – based on needs
Ugandan phone (purchase only – airtime cards are additional)	One-Time Expense	\$30-40
Ugandan wireless router (optional) **	One-Time Expense	\$60-\$75
Airtime cards for phone & router (based on denomination purchased) **	As needed	Varies – based on usage
Round-trips to Gulu to use ATM **	As needed	\$40.00 per trip
Emergency funds	As needed	Varies based on size of family & length of stay
<p>** You will want to purchase expensive import foods (cheese, cereal, etc.) in Kampala or Gulu.</p> <p>** There is the option of purchasing a Ugandan wireless router in Kampala for emailing &amp; Skype.</p> <p>** Like in the U.S., phone &amp; internet costs can be very high if not carefully watched.</p> <p>** The longer you stay at RG, the more trips you will need to make to Gulu to use the ATM.</p> <p><b>Additionally</b> - If traveling alone from the airport to RG or back to the airport, you will be responsible for the <u>full</u> transportation price because you will not be sharing the cost with others. (Transportation costs are listed on Budget Planning page at end of General Handbook.)</p>		