

# **-MISSIONARY GUIDELINES**

## **FOR KONDANANI**

Welcome to Kondanani. We appreciate your help during your time with us. Please read the following guidelines to ensure that your stay and that of fellow missionaries will be pleasurable and memorable.

1. **Accommodation**: At Kondanani Children's Village, at a cost of (\$ 75.00 USA) per month. This amount may increase if maintenance costs escalate. Volunteers who stay for a period of two years or longer pay monthly in advance. At KCV missionaries are responsible for their own electricity and gas. A refundable deposit of \$50 (in USD currency) for breakages is payable upon arrival by all missionaries.

The Mission Houses are required to be open for inspection at any reasonable time during the day. If the houses are found to be untidy and dirty, the said deposit will be retained to pay someone to clean, up to the standard required.

Missionaries will remain at the lodgings provided for them for the duration of their stay, unless transferred to other premises by Kondanani management.

Please take note the attached, household contents lists that are to be provided by Kondanani.

2. **Duration of Stay**: A commitment of three years is required of missionaries. Each missionary will be called to take part in an appraisal meeting/report with management, 2 months prior to the end of the contract. The missionary can renew their contract if so desired. Kondanani however reserves the right whether or not to grant the renewal of the contract.

Short-term missionary/volunteers who wish to extend their stay should consult Kondanani management prior to changing their travel arrangements. Kondanani reserves the right whether or not to grant the extension.

3. **Maintenance**: Report all faulty electrical fittings/appliances in the Mission Houses, by submitting a maintenance request form to management. Report water leaks, faulty toilets, etc immediately.
4. **Breakages**: If you accidentally break an item, please replace the item to prevent a deduction being made from your \$50 deposit, and report the incident to management.

5. **Fellow Lodgers:** Please consider others Heb 10:24.  
Do not play radios loudly – keep noise level low.
  
6. **Privacy:** Please respect the privacy/off duty time of other staff/missionaries living on the premises.
  
7. **Gardens:** Where applicable, gardens will be kept by Kondanani gardeners.
  
8. **Pets:** Management has no problems with missionaries keeping pets, but within reason.  
You are required however to make sure that your pet is cared for when you are not present on the weekend or on leave.
  
9. **Working Hours:** Working hours are 45 hours per week. Each person is expected to be at their place of work from 8am-12 noon and 1.00- 5.00 pm, 5 days per week. However consider the fact that this is not a secular job, it is ministry and if it requires more hours after or before the afore mentioned times, let it be done as unto the Lord.  
School hours for teacher may differ some days from normal office hours.
  
10. **Holidays:** Each missionary has four weeks leave per annum due after one year. Holidays cannot be accumulated.  
Applications for leave are to be submitted to management for their approval.  
If you go to your home country please make sure that your sponsors are updated on your achievements ,remember they pay your salary.
  
11. **Visitors:** You are welcome to receive visitors in you're off time.  
**If your visitors stay in your home there is no extra charge ,if they stay at one of the guest houses the charge will be \$ 15.00 per person.**

Visitors may not stay overnight unless permission has been obtained from management prior to arrival.

When inviting visitors to come and view any of the Kondanani facilities or projects please inform the Executive Director or her Assistant beforehand and upon their arrival.

Visitors of the opposite sex are not allowed in homes unaccompanied, so as to avoid the appearance of evil 1 Thes 5:22.

12. **Visas/work permits;** All visa's and working permits whilst you are in Malawi are processed and handled by our head office administration staff. If you have any enquires regarding these please contact them. 50% of Temporary Employment Permit is for the account of the Missionary.
13. **Theft/Loss/Damage;** Kondanani will not be held responsible for any theft/loss/damage of personal possessions. Keep passports/money and valuables locked away at all times.
14. **Obtaining Prescription Medication;** Please refrain from using Kondanani's name to obtain medication without a prescription for yourself. This will be regarded as misrepresentation and will be dealt with very strictly.
15. **Medical Costs;** Kondanani will not be held responsible for any medical costs, due to injury or sickness contracted during your stay. Please make sure to arrange Medical Insurance before your arrival or become a member of a medical Insurance fund in Malawi. Please feel free to ask for advice and recommendation of doctors/dentists
16. **Security;** Kondanani, Madalo Villages and Caring Hands Infant Home have electric fences, have alarms, and watchmen. Each watchmen and missionary has a remote control button for the alarms .  
  
**Kondanani Watchmen reserve the right to refuse visitors entry to the premises if they feel it is necessary. In that case, it will be reported to Management who will investigate the matter further.**
17. **Walking in Blantyre;** When walking to town, make sure to walk during daylight only. *Never* carry large amounts of money. Please take our details with you, phone number ,physical address , if you do encounter problems you can call us.
18. **Telephone Calls;** We recommend that missionaries bring a GSM mobile phone and get a local number to be contactable by their families .
19. **E-mail/Internet;** There are numerous Internet Café's in Blantyre, which we will point out to you. Please be sure to set up an e-mail address where contacts can forward your mail. All mail that comes to Kondanani will be forwarded to your mailbox for your retrieval.  
We recommend that missionaries bring their own laptop, as computers at Kondanani are not available for private use.

20. **Transport:**

For the missionaries who attend weekly church meetings transport to church is free .

If a Kondanani car is required for any other private purposes, payment will be made per kilometer at the rate set by management at that particular time.

21. **Staff:**

*(Staff at all departments)*

We would ask, that you do not hand out food and medication to the local staff. Please ask Management to explain the reasons why.

Be professional in your dealings with staff at all times. Some forms of behaviour that are acceptable in your culture may not be within the African culture. For instance familiarity, in the African culture, does not produce respect.

*Please do not hesitate to consult Management about any problems you might encounter/observe with the local staff.*

22. **Administering of Medication to children in Kondanani's care.**

**No missionary is allowed to prescribe medicines to the children unless she/he is authorised by the Executive Director**

Only the Matron, her Deputy, or our clinic staff are allowed to administer ,not prescribe , medication to our children. Missionaries are only allowed to assist with this when asked to do so.

23. **Fund Raising:** Please ensure that all fund raising activities are approved of by the Executive Director prior to the commencement of such activities. Written permission to fundraise has to be obtained from the Executive Director. **Refrain** from using your own account if a donor wants to donate money,at all times give the bank details of Kondanani.

24. **Press Interviews:** Only the Executive Director or her nominee may have contact with the Press. If the Press approaches you on any matter concerning Kondanani, please refer them to the Director or in her absence to the Executive Assistant.

25. **Goods Donated to Kondanani;** All goods donated to Kondanani have to be reported to Management. Where goods are donated through Volunteer contact with individuals or an outside organization, such goods are not to be removed from Kondanani premises.

26. **Confidentially:** Kondanani Missionaries must observe the highest standard of confidentiality. No one is to discuss the nature or extent of Kondanani business at any time, except with fellow missionaries in the normal course of business if necessary.

## **CODE OF MORAL CONDUCT**

Please remember Kondanani is a Christian Ministry, and the following guidelines are essential to be followed whilst on and off duty so that God has an opportunity to be glorified in everything that we do.

### **Dress Code:**

When you come to Kondanani, please make sure to dress appropriately at all times. T-shirts with inappropriate motifs or words, tight t-shirts, low necklines, midriffs or low slung trousers, bikinis, short shorts and short skirts are not allowed for ladies. This includes tight jeans, trousers etc. Please err on the side of conservative. Loose fitting items of clothing are much more appropriate. Skirts must be below the knee. For those working at the primary or nursery school, dresses or skirts are required. If not you are requested to wear a chitenge (sarong over your trousers or jeans. ) The Malawian Culture is very sensitive to dress code, for ladies in particular. Please be aware that to show that we respect our bodies, we must dress accordingly. Glorify God in your body. If we feel that your clothing is inappropriate someone will point that out to you and ask you to put something else on.

27. **Use of Alcohol and other substances:** As a Christian Organisation, Kondanani does not allow the use of alcohol, cigarettes or any illegal substances on its premises. Anyone found disobeying this policy will be dealt with in a strict manner.
28. **Entertainment:** Please do not frequent places of entertainment, which fall far below the standard of where a Christian should go. We should at all times be happy to meet Jesus wherever we go, without being embarrassed at His arrival.
29. **Dating:** It is not acceptable as a missionary, working within Kondanani to be found dating anyone who is **not** a born again believer. Should he or she persist in dating such a person they will be asked to leave .
30. **Moral Purity:** It is not tolerable for Kondanani Missionaries to be found taking part in anyway, in immoral behaviour (sexual purity must be maintained), if you are found guilty of this behaviour your contract will be terminated, and your pastoral contacts will also be informed of the matter. God has ordained the covenant of marriage and any sexual behaviour outside of that covenant is not acceptable in God's eyes.

31. **Other ministries:** No involvement in any way, in other ministries is allowed. This result is , divide loyalty, which is unproductive.
  
32. **Fellowship:** Each missionary is required to attend early morning prayers during weekdays from 6am to 7am. Church is to be attended weekly. Tea and coffee is served on week afternoons at 17.00 hours ,you are expected to attend for a short while to discuss the day’s events ,the victories and the difficulties, to encourage one another. Wednesdays we have lunch together with the Malawian management team. Every Saturday morning at 9 am a big cooked breakfast is provided for the purpose of team building.
  
33. **Submitting to the authority appointed by Kondanani;** Where persons are placed in authority above you, please submit to their leadership and guidance. (Hebrews 13:7 “Remember those who rule over you, who have spoken the word of God to you, whose faith follow, considering the outcome of their conduct.”)

**The above guidelines will serve you well if followed. Where we find a Missionary does not adhere to them, Management will take measures to address the situation.**

**Thank you for your kind co-operation. Please do not hesitate to ask if you have any questions.**

**After reading the above thoroughly, please indicate that you agree to adhere to the guidelines, by signing/detaching the following section and returning it to Head Office.**

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### ACCEPTANCE OF GUIDELINES AND CONDITIONS

**I, \_\_\_\_\_ agree to adhere the above guidelines and conditions.**

**Signed: \_\_\_\_\_ Date: \_\_\_\_\_**

**Rental**

Due Date: .....

Amount: .....

Deposit: \$50 .....

**KONDANANI CH / KCV**

MISSION HOUSE MAINTENANCE REQUEST

NAME:

.....DATE:.....

FAULT:.....

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LOCATION:.....

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**KONDANANI CH / KCV**

MISSION HOUSE MAINTENANCE REQUEST

NAME:

.....DATE:.....

FAULT:.....

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LOCATION:.....

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1. \_\_\_\_\_  
\_\_\_\_\_

**KONDANANI CH / KCV**

MISSION HOUSES BREAKAGE REPORT

NAME: .....DATE:  
.....

BROKEN ITEM:  
.....

FOR OFFICE USE:  
REPLACEMENT VALUE:  
MK.....\$US.....

REPLACED:..... DEPOSIT  
BALANCE:.....

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**KONDANANI CH / KCV**

MISSION HOUSES BREAKAGE REPORT

NAME: .....DATE:  
.....

BROKEN ITEM:  
.....

FOR OFFICE USE:  
REPLACEMENT VALUE:  
MK.....\$US.....

REPLACED:..... DEPOSIT  
BALANCE:.....

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## **LIST OF FURNISHINGS AND FITTINGS FOR MISSIONARY HOUSES**

Kondanani will provide the following furniture:

### **Living/Dining area**

Dining room suite  
Lounge suite  
Coffee tables  
Lampshades  
Cupboard/Bookcase/Chest of Drawers (1 option)

### **Main Bedroom**

Single/Double bed  
Bedside Table(s)  
Mattress to suit  
Lampshade(s)  
Dressing table and stool  
Chair

### **Dressing room**

All shelves provides as fittings

### **2<sup>nd</sup> Bedroom**

Same as main bedroom

### **Kitchen**

Kettle  
Toaster  
Fridge  
Stove  
Cookware: 1 set saucepans, 1 set cooking utensils, knives  
Cutlery: 6 knives, 6 forks, 6 dessertspoons, 6 teaspoons  
Crockery: 6 dinner plates, 6 side plates, 6 porridge/pudding bowls, 6 cups & saucers  
6 drinking glasses  
6 cups and saucers/mugs  
Breadboard  
Dustbin

### **Bathroom**

Toilet cleaning brush  
Shower curtain  
Stool

Kondanani will provide full curtaining/fittings throughout. All other moveable pieces to be provided by Missionaries themselves, including bedding, locks etc.