

International Program
Volunteer Handbook
2019



JESUIT VOLUNTEER CORPS

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Baltimore, MD 21202
410.244.1733
Emergency Phone Number: 1.202.957.5845
jesuitvolunteers.org

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1. JVC Office Information

A. International Program (IP) Contact Information:

Mailing Address: Jesuit Volunteer Corps, 801 St. Paul Street, Baltimore, MD 21202

Email: intlstaff@jesuitvolunteers.org

JVC Office Phone: 410-244-1733; **JVC Emergency Phone:** 202-957-5845

GeoBlue Global Health & Safety: 610-254-8772 (accepts international collect calls and/or returns calls)

B. JVC International Staff

<u>Name</u>	<u>Role</u>	<u>Email</u>	<u>Focus Area</u>
Laura Strubeck	Program Director	lstrubeck@jesuitvolunteers.org	Domestic & International Program
William Poling	IP Manager	wpoling@jesuitvolunteers.org	All International Communities & Tanzania
Brooke Silvas	IP Coordinator	bsilvas@jesuitvolunteers.org	All International Communities & Peru
Emily Ferron	Country Coordinator	eferron@jesuitvolunteers.org	Micronesia Communities
Kristen Schenk	Country Coordinator	kschenk@jesuitvolunteers.org	Belize Communities
Megan Sheehan	Country Coordinator	msheehan@jesuitvolunteers.org	Chile Community
Pam Donahue	Program Operations Coordinator	pdonahue@jesuitvolunteers.org	Logistical and Program Requests
Deb Schecter	Finance Associate	dschecter@jesuitvolunteers.org	International Community Budgets
Ugaunda Hopkins	Human Resources Manager	uhopkins@jesuitvolunteers.org	GeoBlue Health Insurance
Maria Gaughan	Director Partnerships, FJV Engagement	mgaughan@jesuitvolunteers.org	Domestic & International Program Partnerships & FJVs

C. Channels of Communication

<u>Volunteer Concern</u>	<u>Recommended Channel</u>
Community Budget & Funds Requests	Contact Deb Schecter and JVC Coordinator
GeoBlue – Health Insurance	Contact Ugaunda Hopkins and JVC Coordinator
Office Requests & Logistics (proof of service, ticket home, etc.)	Contact Pam Donahue and JVC Coordinator
Significant decisions (elective travel, romantic relationships, etc.)	Discern with JVC community and ICC and JVC Coordinator
Emergency – Health	Follow Emergency Protocol ; contact GeoBlue , ICC and JVC Coordinator

Emergency – Safety	Follow Emergency Protocol ; contact ICC and JVC Coordinator
Worksite challenges	Consult Supervisor or ICC or Apostolate group and JVC Coordinator
Check in conversations and all other concerns	Contact or include JVC Coordinator
Requests and Ideas when closing service and becoming an FJV	Contact Maria Gaughan and JVC Coordinator
General IP Feedback, Ideas, Complaints	Contact William Poling, Brooke Silvas and/or Laura Strubeck

2. Introduction

Welcome to the Jesuit Volunteer Corps! By saying yes to JVC, you are joining hundreds of other men and women serving throughout the United States and around the globe, as well as the thousands who have come before you. Like them, you have opened yourself up to being transformed by your experiences at your service site, in your community, on retreat, and in your neighborhood. As with all things in life, you get out of your experiences what you put into them. We encourage you to enter fully into the challenges and graces of the next two years—to participate actively in your community; to form relationships with the women, men, and children with whom you work and serve; to challenge each other and our society to live more simply; and to trust that in all things, God is present and alive.

The purpose of this handbook is to provide volunteers with an overview of the JVC organization and its policies. The policies in this handbook are in no way intended to create an employment relationship or a guarantee of continued service between JVC and its volunteers. JVC reserves the right, at its sole discretion, to amend its policies, programs and/or guidelines, including the contents of this Handbook, at any time with or without prior notice. JVC has attempted to include all pertinent information in this handbook; however, the policies set forth in this handbook cannot address every circumstance that may arise during the course of a volunteer’s participation with JVC.

The following pages contain important information and provide clarity regarding what you may anticipate as a Jesuit Volunteer. You are responsible for knowing and upholding the policies outlined within this handbook and for ensuring that your communities are working together to live out the mission and values of the Jesuit Volunteer Corps.

A. **JVC’s Mission Statement**

Aspiring to create a more just and hopeful world, the Jesuit Volunteer Corps engages passionate young people in vital service within poor communities, fostering the growth of leaders committed to faith in action.

B. **Our Jesuit Connections**

Jesuit Volunteers work in collaboration with—and at the invitation of—Jesuits in each host country. Although JVs are not Jesuits, we share a common Ignatian vision. We encourage you to be proactive in cultivating relationships with local Jesuits and continually consider how your presence supports and reflects their overall mission. Because JVC operates abroad at the invitation of the Jesuits, the In-Country Coordinators (ICC) and local supports are often Jesuits. The ICC and/or the Jesuits serve as the official conduit between JVs, the JVC office, and the host country worksites.

C. A Brief History of JVC's International Program

The seeds of the Jesuit Volunteer Corps took root in 1956, when a small group of college students began serving the native people of Alaska's Copper Valley. Around the same time, several US Jesuit Provinces enacted lay volunteer programs to assist in their international missions. U.S. volunteers in Iraq, Jamaica, Micronesia, Chile, Zambia, Brazil, Korea and other countries lived and worked with Jesuits, following their daily routines and assisting in the schools, as well as in pastoral and social service projects.

In the early 1980s, interest in international volunteer programs mushroomed with inquiries beginning to pour into the Jesuit Mission and campus ministry offices across the U.S. In response to this, the Board of Jesuit Missions, Inc. in Washington, D.C. established Jesuit International Volunteers in November 1983. Fr. Ted Dziak, SJ, was the first Program Director.

Jesuit International Volunteers (JIV) was later renamed Jesuit Volunteers International (JVI) as a result of growing collaboration with five domestic regions of the Jesuit Volunteer Corps. For that same reason, JVI joined JVC East, JVC Midwest, JVC South and JVC Southwest and merged into unified organization – the Jesuit Volunteer Corps, in 2009. Our organization now consists of over 200 volunteers serving throughout the United States and the globe, all with shared history, values and mission. JVC has a network of over 10,000 Former Jesuit Volunteers.

D. Commitment to Our Four Values

JVC's emphasis on our four values allows us to put our *faith into action*. The challenge to commit oneself to the four values is radical; we have been shaped by a society marked by individualism and consumerism. The people and cultures we approach can authentically minister to us and allow us to re-examine the attitudes we may have unknowingly assimilated.

As Jesuit Volunteers, we continually redefine, both individually and collectively, the meaning of the four values in order to engage them more deeply within our service placements. The four values inspire an internal intentionality from which emerges our outer expressions of living simply, witnessing faith, doing justice, and building community. Without reflection, living simply becomes legalism; community becomes housemates randomly living together; witnessing faith becomes privatized ritual; and doing justice takes the form of an individualistic crusade.

Spirituality

Core to being a Jesuit Volunteer is open engagement with spirituality and faith. JVC facilitates prayer, retreats, and other activities grounded in the Catholic, Ignatian tradition. JVC creates opportunities for volunteers to reflect on their commitment to find God in all things and put their faith into action. JVC fosters retreats, workshops, spiritual direction, and other opportunities for volunteers to draw insights from their work and communities and deepen their understanding of the program's values.

Simple Living

JVC's structure creates valuable opportunities for volunteers to live a simple, practical life. With basic needs met, volunteers separate needs from desires and gain freedom from the material. Volunteers live a modest lifestyle that does not exceed the limits of personal and communal stipends. As part of a supportive community, JVs learn to prioritize, put people before things, and make deliberate, intentional decisions about how to use their time, money, and talents. Living simply is also an

opportunity to reflect on God's creation as a gift, and consider how we care for that gift with a spirit of respect and gratitude.

Community

JVC fosters intentional communities that help people broaden their perspectives and confront boundaries. During their service, Jesuit Volunteers join peer communities that foster spiritual growth and engagement. Volunteers share meals, reflect and pray together, live among the people they serve, and seek to be attentive to the lives of their companions. As apostolic communities, volunteers challenge and support one another, gain new insight into the realities of poverty and injustice, and commit to a lifetime of advocacy and service. Concern for all community members needs to be a priority when building and maintaining a healthy community.

Social Justice

JVC makes an impact by increasing the capacities of local organizations and leaders. JVC places volunteers alongside the disenfranchised so that volunteers may better understand the poverty and injustices faced throughout the world. Through relationship and reflection, volunteers transform. Graced with a global perspective, volunteers advocate for compassion, fair treatment, and the structural changes that will address the root causes of injustice.

3. JVC Formation Program

A. Orientation/Training

Orientation to the JVC's formation program begins even before a volunteer is accepted. This Pre-Orientation includes the entire application process: the experience of responding to application questions, of discerning with family and friends, of engaging with JVC staff via interviews and Discernment Calls. Following volunteer acceptance, Orientation for all international JVs is held in the summertime within the United States. Summer Orientation addresses themes such as crossing cultures, identity and perception, theology of mission, relationships and self-care, professional development, and a more intensive exploration of the JVC program's values.

B. In-Country Orientation

After Summer Orientation, volunteers experience the second stage of orientation in their new host countries: In-Country Orientation (ICO). Second year JVs take the lead on this aspect of your formation, with support from the In-Country Coordinator and other local resource people, and provide you with an important foundation and introduction to life in the host country. Part of ICO may also involve language training and staying with a local host family in order to gain further insight into the local culture and those you are serving. It is then up to you to cultivate such relationships throughout your service.

C. Retreats, ReOrientation/DisOrientation

Retreats: During each year of your service, you and your community-mates plan two to four retreats, depending on time availability and community budget. These retreats are in addition to ICO and ReO/DisO. While the planning and facilitation of the retreats are your community's responsibility, you can look for assistance from the In-Country Coordinator and/or support people.

Retreats serve as spaces to process the four values and challenges and graces from volunteers' service, and provide time for togetherness and relaxation. JVs should avoid scheduling retreats on work days. If and when retreat scheduling affects JVs' work schedule, JVs should advise their worksite supervisors and JVC Coordinator weeks in advance so that volunteers will not negatively impact their worksite relationships. Retreat days do not count against your yearly vacation time allowance and, therefore, should be carried out with sincerity.

ReOrientation/DisOrientation: Near the conclusion of each program year, JVC staff, with logistical support from you and your community-mates, facilitates a longer retreat held in the host country. JVs evaluate the past year looking at the lived expression of the four values. There are also breakout sessions that address the concerns of 1st year JVs preparing for their 2nd year (ReO), and 2nd year JVs soon to be concluding their service (DisO).

Time away from Worksite due to Retreat Attendance: While Volunteers are required to participate in all JVC formation activities, each volunteer may miss no more than seven days of work, combined, over one calendar year due to attendance at retreats, whether self-led retreats or JVC staff-led ReO/DisO retreat. Retreat days are in addition to the volunteer's yearly PTO allotment from the partner worksite. If a volunteer anticipates surpassing the seven days allotted for retreat attendance within one calendar year, that volunteer must proactively discuss necessary adjustments with his or her worksite supervisor.

D. Spirituality Nights

Weekly spirituality nights bring community members together to explore and share faith. You and your JV community-mates share the responsibility for planning and facilitating spirituality nights. Activities might include reading a scripture passage and reflecting together on its meaning, sharing personal faith journeys, carrying out an Examen, or exploring music, art, or poetry that has spiritual meaning to that night's facilitator. You may design your own reflection materials, reach out to other JVs for ideas, or use reflection materials from your ICC, the JVC office, and other sources.

E. Community Nights

Weekly community nights allow JVs to examine the four values more deeply in light of their experiences at work and in their communities. You and your community-mates plan activities enabling all of you to gather, to challenge each other, to develop conflict resolution skills, and to support growth. Community night ideas could include sharing life stories, discussing current events, playing games, volunteering together, walking around the neighborhood, setting goals as a community, discussing gender/sexuality, hosting a talent night, or discussing self-care and handling stress.

F. Spiritual Direction

JVC encourages volunteers to inquire with their In-Country Coordinator about local spiritual direction opportunities. Volunteers may also reach out to their JVC Coordinator regarding spiritual direction options. We encourage you to integrate your active life with prayer, and a spiritual director can be an invaluable companion in this journey. A spiritual director can also help 2nd year volunteers in discerning the question of what comes after JVC. The spiritual director is not a counselor, confessor, or mediator between you and God. Rather, the spiritual director can assist in terms of offering material for prayer, helping a JV observe patterns or themes in the spiritual life, actively listening, and encouraging a continued commitment to prayer.

4. Volunteer Support

A. JVC Office

JVC's International Program (IP) team includes one full-time Program Manager and one full-time Program Coordinator who support all international volunteers, along with three part-time Country Coordinators who primarily focus on specific international communities. The JVC Program Director, who oversees both domestic and international programming, supports the IP Team. While each JV community will communicate primarily with a designated Coordinator, all members of the JVC staff work as a team and update each other several times per month on the highlights of all international communities. General programmatic tasks of the International Program team include the following: volunteer selection; training and orientation of volunteers; exploration of new sites and assessment of our presence in existing sites; volunteer support and formation in the field; collaboration with the domestic JVC program; and other administrative duties related to your service.

In case of an health or security emergency, volunteers follow their community's Emergency Protocol plan which includes contacting local authorities and supports, the In-Country Coordinator, the JVC office, and/or GeoBlue's Global Health and Security team. Volunteers may call the JVC office **1-410-244-1733** during business hours (9am-5pm EST Monday- Friday) and/or the emergency phone at any time. The emergency phone number is **1-202-957-5845**. If there is no immediate answer, volunteers should leave a detailed message describing the emergency and indicating how to best reach the volunteer(s). When possible, volunteers should send an email detailing the situation with the word "Urgent" in the email's subject line.

B. JV Community-Mates

Community-mates are a volunteer's first line of support when it comes to working through a difficult decision, processing everyday challenges, and recognizing when one's security or health is in danger. This is what makes the community component of JVC so powerful: it challenges volunteers to embrace the four pillars, but it also holds and protects volunteers while far from home. Being so reliant on community-mates requires volunteers to discern decisions that may affect community-mates directly or indirectly. While JVC expects volunteers to discern decisions such as elective travel, hosting visitors, romantic relationships, and health issues with their designated JVC Program Coordinator, the Coordinator will ultimately ask, "Have you discerned this with your community-mates and others?" and "How do they feel about it?" Please reference *Appendix L: One Method of Communal Discernment*.

C. In-Country Coordinator, Support People and Jesuit Relationships

The In-Country Coordinator (ICC), normally a Jesuit, is a facilitator, resource person, and companion. Your ICC helps coordinate housing, worksites, arranges country visas, and serves as a liaison among the volunteer, JVC, and site supervisors. In addition, your ICC may join the community for community nights, spirituality nights, or retreats. Beyond logistics, the role of the ICC is that of *cura personalis*, individual and pastoral care of the volunteer.

JVC encourages you to be proactive in engaging with the ICC and other local support personnel, while simultaneously recognizing that these individuals generously contribute their time amid an already over-extended schedule. It is important to both make the Jesuits feel welcome in the JV home and to learn what level of volunteer presence is appropriate at Jesuit communities, as this will vary by site.

D. Worksite Supervisor/Director

A volunteer's Worksite Supervisor is the person directly responsible for the volunteer at the worksite. JVC coordinates with the Worksite Supervisor and/or Director and the ICC in order to arrange and evaluate the volunteer placement and promote regular communication among all parties.

The Worksite Supervisor is someone to whom volunteers should go for professional feedback and general support. While the Worksite Director and the Site Supervisor are sometimes the same person, it is also common to have different people in these roles. You are always encouraged to take initiative in building a positive relationship with your Worksite Supervisor and/or Worksite Director. Volunteers should promptly communicate any changes in these roles to the JVC office.

5. Living as a Jesuit Volunteer

A. Commitment to Program Ideals, Apostolic Availability & Flexibility

Throughout JVC's lengthy application process, it is not only JVC that selects the volunteer, but also the volunteer that selects JVC amidst several other service and career options. Therefore, when an invitation to become a volunteer is extended and accepted, there is a reciprocity implied: the volunteer is not solely a receiver, following JVC's "rules", but an active agent in shaping JVC, assuming its responsibilities, and living out its values.

Beginning with the application process and continuing throughout service, we ask potential volunteers to reflect on and embody the notion of *apostolic availability*, an Ignatian charism used by the Jesuits. It refers to a person's openness to service where the need best matches one's gifts and talents. JVC asks JVs to be open to the variety of possible placements. This means that we listen to the needs and desires of all people involved in making a decision, including that of the applicant. The program staff desires trust from the JV that we have his/her best intentions at heart as well as the larger picture of the needs of the program and the people we serve.

During the placement process and Orientation volunteers may experience vagueness in their job description and their lives as JVs in country. The reality is that there can be unforeseen changes in the months and weeks prior to arrival and throughout the two years of service. Neither the worksite supervisor nor the JVC office is able to guarantee an exact assignment months before arrival, and the daily life of JV communities change from year to year. Therefore, a healthy sense of flexibility and realistic expectations (e.g. not replicating a previous international experience, being open to various interpretations of the four values, etc.) are essential. Volunteers will be invited constantly to learn and re-learn throughout their time as a JV, and their experiences will certainly play out differently than initially anticipated.

B. Behavioral Expectations, Cultural Sensitivity & Accompaniment

As guests in a new country, we are privileged to walk with those who have invited us. Through their hospitality, we are given an opportunity for growth and respect. We also recognize that a JV's two-year experience is part of a much longer history of Jesuit Volunteer presence – those who have come before and those who will come after. Our choices shape the reputation, positively or negatively, of all JVs. In this sense, community extends beyond those a volunteer lives with during two years.

The old model of missionary was one who went out to "convert." This posture presumes superiority; that "my" ways are best and "they" need to change. Contemporary theology recognizes that the real

conversion in cross-cultural experiences is in the one attempting to render service. For such a conversion to occur, JVs recognize that they are in the position of learner, and thereby remain open to their experiences and reserve opinions and observations for a forum where they might be properly processed. JVs are to be attentive not only to the cultures they are preparing to enter, but also acknowledge the way they've been shaped by the cultures they are leaving. This includes the social influences of family, work/service experiences, religious traditions, university life, and educational opportunities.

Another implicit component is that of accompaniment. As JVs we are not bringing something to "these people" which they do not already have. Rather, we walk together as companions, and through that association, both the JVs and members of the host country are offered personal and spiritual enrichment. JVs are invited to participate, not to impose change on their worksites. JVs plant seeds, which in the larger scheme may bear fruit, long after a volunteer's presence has faded. With this acknowledgment, JVs appreciate the more immediately felt change – that is, the change within volunteers themselves.

C. What Volunteers May Expect from the JVC Office

- **Housing.** JVC provides housing for JV communities, often in collaboration with the local Jesuits and partner worksites. Payment of rent, utilities, and maintenance needs vary among communities. JVC provides the appropriate budgeted funding for housing requirements and needs.
- **Country Visas.** JVC and ICCs provide parameters to volunteers regarding visas and permits to live and serve in a particular country; however, it is the responsibility of volunteers to provide appropriate documentation necessary for visa procurement. Once volunteers are in country, JVC pays for processing fees associated with visa procurement.
- **Stipend & Budget.** JVC provides a budget for each JV community to cover the finances needed for items such as rent, utilities, food, and retreats. The community budget outlines the amount designated to a community each month and helps guide the community, providing parameters in their life of simplicity and solidarity. Volunteers receive a monthly personal stipend equivalent to \$60.00 USD in the local currency to cover personal needs and entertainment.
- **Health Insurance.** International volunteers receive a comprehensive worldwide insurance policy that includes medical evacuation in the case of an emergency. Volunteers should carry insurance cards with them at all times and file a copy in a safe location. Health insurance coverage begins the first day of the first month of service and ends the last day of the last month of service. All JVs should register on the insurance carrier's website. For more information on JVC health insurance, see *Appendix C: GeoBlue Coverage & FAQs*.

Volunteers are covered on the JVC policy through the last day of the final month of their JV worksite employment. In the event that volunteers terminate/are terminated before the end of the two-year commitment, coverage will continue until the last day of that month. Several months before the end of a volunteer's term, JVC will begin discussions regarding health insurance options for coverage after ending service with JVC.

- **Transportation.** JVC covers the costs of travel to the host country at the beginning of service and then home after the completion of the term of service. If a volunteer chooses to travel at the end of their term of service, JVC will reimburse the volunteer up to the amount that a direct flight home would have cost from that volunteer's site of service. We define "home" as a volunteer's

permanent address on file. At least three months prior to the end of service term, volunteers must let JVC staff know their departure plans and any updates to their permanent address. For airline travel paid for by JVC, JVC will pay the fees for up to, but no more than, two check bags (of standard size and weight).

- **Vacation.** JVs receive two weeks of vacation per year of service. These weeks may not necessarily follow in succession. Many JV schedules depend upon the school year. These JVs often align personal vacation with the designated school vacation and/or holiday breaks. We encourage volunteers with an extended break to participate in a secondary project. Volunteers should solidify this secondary placement in accordance with the needs that volunteers and their ICC identify. For volunteers working a schedule other than the school year, we strongly suggest trying to arrange vacation during quieter times at work, with both input and permission from site supervisors.
- **Third Year.** JVC offers the possibility of serving as a JV for a third year of service. If interested, a second-year volunteer would complete a thorough discernment in coordination with the JVC office. Decisions about a third year extension unfold on a case-by-case basis, with the input from that volunteer's Supervisor, In-Country Coordinator, and JVC Program Coordinator. We recommend that volunteers process such the decision with family, community-mates, a spiritual director and/or other local supports.
- **Loan Deferrals.** It is the responsibility of the JV to obtain all necessary information for deferring their loan for up to two years before beginning JVC service. By request, the JVC office is willing and able to provide supporting documentation to validate the deferment of the loan. JVC cannot guarantee that a loan will be successfully deferred as that is ultimately the decision of the loan provider. In the event that a loan cannot be deferred for the entire time of service, the JV must designate a person or plan to handle the loan.

D. What the JVC Office Expects from Volunteers

- **Travel.** Volunteers shall remain in their assigned host regions for the two years of service without returning to the United States or traveling outside of their host regions. If a volunteer is considering an exception to this commitment, he or she must advise his or her community-mates, In-Country Coordinator, and JVC Program Coordinator to initiate mutual discernment **before making an ultimate decision**. If the volunteer elects to travel outside of their host region without prior discernment and/or without JVC's knowledge and approval, JVC reserves the right to remove that volunteer from the JVC program.

In the event of a death of an immediate family member, JVC is open to a volunteer's return home and invites conversation between the volunteer and staff to determine the best course of action. While it is understandable to desire a return home for events such as a graduation, wedding, birth, reunion, or some other social visit, JVC does not consider such events as acceptable reason for travel outside of the host region. For the rationale behind this travel policy and resources for discernment, please reference *Appendix I: Travel Policy – Rationale and Resources for Discernment*.

- **Host Region Travel.** JVs should refrain from elective travel within their host region during the first six months of service in country. JVC considers a "host region" as the destinations located within a volunteer's host country as well as the territories neighboring that host country. Identifying a host region does not suggest that JVC endorses significant volunteer travel during the term of service. Volunteers should use restraint when discerning any elective travel. We ask that the same level of discernment and discussion of solidarity with the poor apply to regional travel in the same way it

would apply to any other significant decision. If a volunteer is considering crossing international borders within the host region, he or she must advise his or her community-mates, In-Country Coordinator and JVC Program Coordinator to begin mutual discernment **before making an ultimate decision**. If the volunteer elects to travel outside of their host country without prior discernment and/or without JVC's knowledge and approval, JVC reserves the right to remove that volunteer from the JVC program, even if that territory or country lies within the volunteer's host region.

In the early stages of elective travel discernment, volunteers should consult their In-Country Coordinator, intentional community, and the JVC staff to consider travel plans and contact information. In an emergency, the JVC office must be able to contact volunteers. It is also important to for the volunteer to confirm that GeoBlue provides health coverage while travelling.

- **Formation & Retreats.** JVC's extensive formation program (Summer Orientation, In-Country Orientation, all JV-led retreats throughout each year, and one annual JVC staff-led retreat) will be an integral part of the JVC experience and personal growth. JVC expects all JVs to participate in all formation activities. While obligations at a worksite may seem more pressing in a given moment, intentional time for reflection, analysis and prayer as a community are at the core of the JV formation experience. Both volunteers and partner worksites indicate their willingness to cooperate with JVC formation activities in the Program Agreement (*Appendix B*).
- **Visitors.** JVC asks incoming volunteers to refrain from hosting visitors during their first 6 months in country. Indeed, all JVs should refrain from hosting visitors during the incoming volunteers' initial weeks in country, as well as during In-Country Orientation, the JVC staff site visit, or ReO-DisO. For security reasons, local visitors cannot stay overnight in a JV house. Hosting visitors as the intentional community takes shape, as well as hosting frequent visitors throughout the service term, can become burdensome for both the local community and your intentional JVC community. With any visit, there is a disruption to the living space, community schedules, and reflection times. The JV community can be overwhelmed with visitors, so much so that the community essentially disbands over such periods. If volunteers are considering an exception to this commitment, they must advise community-mates, the In-Country Coordinator, and their JVC Program Coordinator as soon as possible to begin mutual discernment.
- **Email communication.** JVs receive a dedicated email address upon becoming a volunteer. This email address is the primary mode of communication between the JVC staff and JVs. We expect all of you to check this email address at least once per week.
- **Alcohol use.** We expect volunteers to consume alcohol appropriately. JVs should strive for solidarity with the powerless, including victims of abuse perpetuated by alcohol. JV's should also be aware that one's attitudes toward alcohol are culturally conditioned. In the United States, alcohol is portrayed as the means to relaxation and companionship. Drinking alcohol, and where and with whom you drink it, can mean something very different in other cultures. While there may be appropriate times to drink moderately, if you are unsure, err on the side of abstinence.
- **Illegal drug use.** We expect you to refrain from any illegal drug usage as characterized by both U.S. law and the host nation law. Any JV who participates in illegal activity may be terminated from the program immediately.
- **Relationships.** JVC discourages JVs from cultivating romantic relationships throughout their term of service. If a romantic relationship is under consideration, we expect that community mates, the JVC office, and the In-Country Coordinator will be informed as a relationship develops. Such

transparency is necessary for the safety of the volunteer, their community-mates, and the commitment necessary for the JVC program. In some cases, a serious relationship can become an obstacle to someone living in an intentional community. It is a difficult balance to whole-heartedly dedicate oneself to both a serious romantic relationship and the JVC program. Within time, the volunteer may need to elect between the exclusive relationship or the commitment outlined in the JVC covenant. Please refer to *Appendix J* for an extended discussion of the JVC relationship policy and discernment guidelines.

- **Personal Behavior.** We expect volunteers to refrain from any behavior that endangers oneself, one's community, or the reputation of JVC. Any contrary action or behavior that is not consistent with the spirit of this Handbook and its appendices may result in termination from the program.
- **Finances.** Each JV community is responsible for submitting monthly expenditure reports in a timely manner on a monthly basis and for being responsible stewards of finance. JVC gives each community a yearly budget (July-June) based on previous expense reports. It is the community's responsibility to discuss financial needs and communal spending with the JVC office, requesting budget increases or decreases as necessary. The budget allows communities to regularly evaluate the way they spend money and to ask questions which can lead to a more profound experience of solidarity. We expect volunteers to treat all funds received from worksites, including bonuses, as contributions to JVC, and report and deposit such funds into the community account.

Bookkeepers and Expense Reports

Each community of JVs will have two designated bookkeepers, one 1st year JV and one 2nd year JV. Bookkeepers are responsible for recording the actual funds spent each month by the community in an expense report form and submitting it to the JVC office. Your household should keep a ledger to record all actual funds spent each month in order to generate the monthly expense report.

Bank Accounts and Wire Transfers

Depending on the community, international volunteers withdraw money either from a local ATM or from one of the local partner worksites, which act as guardians of JVC community funds. Volunteers should withdraw cash on a periodic and strategic basis in order to avoid having excessive cash within the volunteer home.

When funds in the community's bank account approaches \$1,200.00 USD, the bookkeeper(s) submit a funds request to JVC office with at least two weeks' notice, so that the office may transfer the additional funding. Those international communities with Wells Fargo bank cards should only use such cards to withdraw cash, and not treat the cards as debit cards.

- **Communications.** Many JVs set up blogs and maintain social media accounts; this is a wonderful way to share stories. We ask volunteers to be intentional and responsible with the information shared with the public, even in "private" platforms. Volunteers should avoid posting personal contact information that may adversely affect the volunteer and the rest of the JV community. Additionally, we ask volunteers not to publicly denounce local leadership or institutions. Volunteers should carefully consider everything they post online related to the host culture; a JV's position of power and privilege will inherently influence the way such communications are (mis)interpreted.
- **Technology Use.** JVs should weigh the time- and energy-saving benefits associated with certain conveniences (computers, Internet, e-mail, cell phones, etc.) with the social and environmental impacts these may have. All JV placements have some degree of access to internet. This will be

useful for keeping in contact with family, friends, the JVC office, and other JV communities. If internet is already present in the JV home, we ask JVs to be intentional with its usage. For further discussion regarding technology use, please see *Appendix K: Guidelines for Living Simply with Technology*.

Appendix A: JVC Covenant

JESUIT VOLUNTEER CORPS COVENANT

Aspiring to create a more just and hopeful world, the Jesuit Volunteer Corps engages passionate young people in vital service within poor communities, fostering the growth of leaders committed to faith in action.

The Jesuit Volunteer Corps (JVC) invites you to serve as a Jesuit Volunteer. By accepting this assignment, you agree to live and work as a Jesuit Volunteer for a full term of service. Commitment to this covenant signifies that not only has JVC accepted you, but that you accept and fully desire JVC.

With respect to individual freedom and growth, JVC is committed to certain common values. We are called to support and challenge one another to grow in the areas of Spirituality, Simple Living, Community, and Social Justice.

As a Jesuit Volunteer, I agree to uphold the following, to the best of my ability:

Spirituality: Spirituality is both our awareness of and reaction to God's presence in the world. JVC is rooted in the Catholic, Jesuit tradition and invites volunteers to explore and deepen their relationship with God and their spiritual lives, both individually and communally. The Ignatian emphasis on being "contemplatives in action" guides us on the journey.

- I commit to regular, personal prayer or reflection in order to grow in my relationships with God and others.
- I commit to participating in all weekly spirituality nights and other times of communal prayer or reflection by contributing my own gifts and cherishing the gifts of others.
- I commit to attending JVC retreats and formation opportunities by following all policies and procedures set in place and by being wholly present to the larger JVC community of volunteers.

Simple Living: Honoring simplicity allows us to free ourselves from that which keeps us separated from others and commit to a life focused on people, not possessions. Commitment to a simple, sustainable lifestyle contributes to the enrichment of all humanity and all of God's creation.

- I commit to living within the JVC community budget and personal stipend for all routine living expenses, demonstrating responsible financial stewardship. I will not accept funds from family and friends, work second jobs, or seek other sources to supplement this amount.
- I commit to simplicity in my use of time, technology, and resources, and thereby avoid distraction, busyness, and materialism.
- I commit to reflecting on economic privilege and the power it affords individuals in an effort to understand the impact of my actions in this world and in an attempt to lead a simpler life.
- I commit to approaching vacation time with the norms of a simple lifestyle, including minimizing leisure travel and visits to and from family and friends.

Community: Communal life allows for mutual support and encouragement of each other in our work and in living out the four values. It challenges us to be open, compassionate, and willing to grow. We learn that our lives are interconnected and that we have a mutual responsibility toward all members.

- I commit to being intentional, inclusive, and sensitive to the common good if I find myself discerning an exclusive relationship.
- I commit to discerning and consulting communities I am a part of before making decisions that impact them.
- I commit to being present and attentive to my intentional living community and the host communities in my city and country of service.

Intentional Living Community

- I commit to being open and honest with my immediate JVC community, offering my joys and struggles, and listening with care to the experiences shared by community members.
- I commit to participating fully in community activities, including but not limited to community nights, meetings, shared meals, and reflection.
- I commit to sharing and accepting responsibility for maintaining a clean, safe, and hospitable environment in the home.

Host Communities

- I commit to cultivating ever-greater awareness of myself and my own inherent biases in order to be more fully vulnerable and open in community.
- I commit to communicating my needs, concerns, and joys with JVC program staff and local formation team.

Social Justice: According to Catholic Social Teaching, faith and work for justice are inseparable and equally integral to the Christian mission. In order to work for justice we must become aware of our role in society. We are called to challenge attitudes and structures, both personal and societal, which create poverty and oppression.

- I commit to laboring in a spirit of solidarity with the poor and marginalized toward the goal of personal and structural change that promotes the dignity of all.
- I commit to being just in my thoughts, language, and actions so that my work for justice will have credibility.
- I commit to engaging in work that seeks to recognize and stop perpetuating systems of injustice.
- I commit to actively seeking to know the truth of situations, rather than relying on incomplete information, assumptions, rumor, and prejudices.
- I commit to working at the agency where I've been matched for the full term of service.
- I commit to participating in social analysis and critical reflection to better understand the structures that foster and perpetuate poverty and oppression.
- I commit to examining my own history to see how I have benefited or suffered from unjust structures, analyzing how my behaviors could interfere with my desire to do justice.
- I commit to considering the personal, social, cultural, and economic costs of drug and alcohol use and the toll these substances take on the populations served.

Additional commitments for 2-year volunteers:

- I freely enter into this intercultural experience with a desire to appreciate a culture other than my own, and I will commit to using this principle to guide my thoughts and actions.
- As a guest in the host community where I live and serve, I will hold that it is not my role to engage in social and political advocacy, nor publicly denounce local leadership. I will commit to

developing relationships with people of the local community, particularly those who are marginalized or oppressed by society.

- I will commit to attending Sunday Mass, appreciating that it may be a different experience than that with which I am familiar. I understand that it is an expectation of the local church community that has invited the presence of Jesuit Volunteers and also an opportunity for fuller immersion.

Appendix B: JVC Program Agreement

JESUIT VOLUNTEER CORPS INTERNATIONAL PROGRAM WORKSITE AGREEMENT

This agreement serves as a foundation for the partnership between the Jesuit Volunteer Corps (JVC), the local Jesuit Mission and the In-Country Coordinator (ICC), the Jesuit Volunteer (JV), and the Partner Worksite as we aspire together to create a more just and hopeful world.

Jesuit Mission (location): _____ Partner Worksite: _____

Jesuit Volunteer: _____ Term of Service: _____

Responsibilities of the JVC Office:

- A. JVC staff will communicate with volunteers, Jesuit partners, and worksites on a periodic basis to monitor both the volunteers' spiritual formation within the community and the volunteers' professional development within the worksite.
- B. JVC staff will support volunteers in additional ways, including program orientation, oversight related to local support, housing concerns, and the sharing of resources.
- C. JVC staff will make at least one annual site visit to each country. The purposes of this visit include the following: 1) facilitate the Re-O/Dis-O retreat; 2) meet with the In-Country Coordinator and other local support people; 3) meet with the Worksite Supervisor to evaluate the work of the JV in relation to the mission of the worksite and of the JVC program.
- D. JVC staff annually review worksites in relation to the JVC mission and criteria. The JVC Office retains the option to respond to the greatest need as described in our mission statement and to the criteria for the selection of JV worksites. The JVC office does not seek to foster a Partner Worksite's dependence upon Jesuit Volunteers.
- E. The JVC Office is responsible for providing funds toward a modest personal stipend, health insurance, travel to and from the site, and formation activities for each volunteer.
- F. The JVC Office will communicate with Partner Worksites regarding the process to request new Jesuit Volunteers every calendar year. The JVC Office will maintain communication with Partner Worksites and notify them of placements throughout the admissions process.
- G. The JVC Office solicits and evaluates applications from Partner Worksites on a yearly basis. Acceptance as a volunteer Worksite one year does not necessarily guarantee acceptance in subsequent years.

Responsibilities of the In-Country Coordinator and the local Jesuit Mission:

- A. The In-Country Coordinator attends to volunteer communities with pastoral care, focusing on the volunteers' formation within the context of JVC's four values.

- B. The In-Country Coordinator should meet regularly with the volunteers and assist the community to find themes and facilitators for spirituality nights, community nights, In-Country Orientation, and volunteer-led retreats.
- C. In cases of serious and urgent volunteer need, the In-Country Coordinator will address the volunteer's need and contact the JVC office.
- D. The In-Country Coordinator will maintain communication with worksite supervisors and help determine the need for future volunteers at the worksites.
- E. The In-Country Coordinator provides guidance for appropriate summer work and secondary placements.
- F. The In-Country Coordinator is the primary contact to assist the JVC Office in obtaining necessary visas and work permits.
- G. The In-Country Coordinator is the primary contact to assist the JVC Office in attaining appropriate volunteer housing during the volunteers' terms of service.

Responsibilities of the Jesuit Volunteer:

- A. The volunteer will seek to honor and live out his or her commitment to the JVC covenant (see appendix).
- B. The volunteer makes a commitment to serve the entire length of the agreed term of service. The JV will not seek to break this commitment except under extreme necessity and only after thorough discussion with the worksite supervisor, the In-Country Coordinator and the JVC office. If the volunteer leaves and/or is asked to leave the JVC program, the volunteer should not continue at the worksite as an independent volunteer or employee.
- C. The volunteer agrees to initiate or respond to communications and requests from the JVC Office in order to facilitate the volunteer's formation and service experience.
- D. The volunteer commits to fulfilling the expectations and responsibilities of a regular staff member at the Partner Worksite, and Worksite Supervisors may incorporate the volunteer into staff activities and responsibilities. The volunteer will participate in other activities that are integral to the role that may not necessarily be part of the job description (excluding managerial/disciplinary roles).
- E. All volunteers commit to participating fully in the following activities, which are essential to the volunteers' formation. While most of these activities are scheduled outside of work hours, there may be occasions when the volunteers will be absent from work to fulfill responsibilities associated with their commitment to JVC.
 - Orientation: A ten-day orientation in the United States prior to volunteer departure.
 - In-Country Orientation: Second-year volunteers, along with the ICC, support persons, and partner worksites, facilitate a local orientation for the newly arrived volunteers.
 - Weekly community meetings and weekly spirituality meetings.
 - Regular community meals and activities.
 - Retreats: 2-4 volunteer-led retreats throughout the year.
 - Re-Orientation/Dis-Orientation: A 6-day retreat for volunteers facilitated by the JVC Office.

- In any given calendar year, the volunteer shall not miss more than 7 combined days from work due to JVC Retreats (this includes volunteer-led retreats and Re-Orientation/Dis-Orientation retreat).
- F. Volunteer agrees to discuss any concerns or challenges that may arise at his or her placement directly with the Worksite Supervisor and work towards a solution. If initial efforts to resolve challenges with the Supervisor are unsuccessful, the volunteer will contact the In-Country Coordinator and/or the JVC Office who will confer with the volunteer and Supervisor to address the situation.
 - G. If the Worksite asks the volunteer to leave the JVC placement for cause, and the JVC Office finds such cause just and/or in violation of JVC policy, the volunteer agrees to work with the Partner Worksite and the JVC Office to plan a prompt and suitable timeline for departure from the Partner Worksite and the JVC Program.
 - H. If the Worksite or Volunteer seeks to end the placement agreement prematurely and the volunteer, the JVC Office, and the In-Country Coordinator deem that the volunteer shall continue within the JVC program, the volunteer assumes primary responsibility for researching and finding appropriate alternative placements in consultation with the In-Country Coordinator and JVC Office. If an alternative placement is not available, the volunteer will leave the JVC Program and the JVC Office will assist the volunteer's relocation to the United States.
 - I. If the volunteer discerns to leave the placement prematurely and voluntarily, the volunteer agrees to work with the Partner Worksite and the JVC Office to plan a suitable timeline for departure.

Responsibilities of the Partner Worksite Supervisor:

- A. The Partner Worksite shall designate a Supervisor who manages the relationship between the worksite, the volunteer, and the JVC Office and who is responsible for the service-related well-being of the volunteer and responsive to the JVC Office.
- B. The Volunteer's placement and role within the Partner Worksite reflects the original volunteer placement and role that the JVC office accepted during the Worksite application process. Significant adjustments to the placement and job description must be discussed and approved by the Worksite Supervisor, the JVC Office, and the Volunteer.
- C. It is the Worksite Supervisor's responsibility, in conversation with JVC staff and the In-Country Coordinator, to design and maintain a JV job description where direct service constitutes at least 70% of the Volunteer's work responsibilities. This agreement defines direct service as face-to-face interaction with clients and/or tasks related directly to serving the welfare of the clients.
- D. Worksite Supervisors shall not place Jesuit Volunteers in managerial positions in which they are asked to perform duties such as the delegation of tasks for coworkers, enforcing discipline upon coworkers or clients, or performing human resources functions such as timesheet and vacation approvals.
- E. The Worksite Supervisor shall oversee the volunteer's service and orient the volunteer to specific responsibilities of the placement and will provide adequate training. The Supervisor will provide an onsite orientation that includes an introduction to Worksite goals and philosophy, Worksite employees and other volunteers, the physical workplace, and the surrounding area.

- F. The Worksite Supervisor should arrange periodic supervision meetings with the volunteer and provide an annual evaluation of the volunteer. Worksite Supervisors agree to regular communication with JVC Office and the local In-Country Coordinator regarding the volunteer and the placement. The Worksite Supervisor agrees to complete all necessary paperwork or electronic submissions in a timely manner and timely notify the JVC Office and the volunteer of any changes in supervision or significant changes at the worksite itself.
- G. The Worksite Supervisor agrees to discuss any concerns or challenges related to the volunteer and/or the placement directly with the volunteer and work towards a solution. If initial efforts with the volunteer to resolve challenges are unsuccessful, the worksite will contact the In-Country Coordinator and/or the JVC Office who will confer with the volunteer to address the situation.
- H. The Worksite Supervisor will maintain periodic communication with the In-Country Coordinator and the JVC Office in fostering development, troubleshooting, and sharing professional and/or personal observations regarding the Volunteer.
- I. The Worksite Supervisor will meet with the volunteer and a JVC staff member at least once a year. This site visit will consist of a meeting lasting at least one hour and serve to evaluate the volunteer's personal and professional development as well as the suitability of the placement in the future.
- J. During the course of volunteer's full-time service the Worksite will provide the volunteer a minimum of two weeks of personal time off (PTO) for vacation, sick days, or otherwise. The Worksite will manage the volunteer's holiday hours according to the Worksite's policies and needs.
- K. In addition to the PTO, the Worksite agrees to allow the Volunteer time to attend JVC Retreats. PTO should be considered separate from JVC program requirements (*reference Rights and Responsibilities of the Jesuit Volunteer, clause E*).
- L. The JVC Office does not provide volunteer communities with vehicles, cell phones, or funding for work-related supplies. If the Worksite requires that the volunteer possess such equipment to fulfill his/her job responsibilities, the Worksite is responsible for providing these items and all related costs.
- M. The Worksite Supervisor, in coordination with the In-Country Coordinator and the JVC Office, will contribute energy and resources in securing and submitting the necessary documentation for visa and work permit requirements for the volunteer.
- N. If the Worksite Supervisor becomes aware of a personal difficulty or any threatening condition to a volunteer's health or overall well-being, he or she should contact the ICC and JVC office.

Financial Agreement between the Partner Worksite and the JVC Office:

- A. The Partner Worksite agrees to provide financial and in-kind contributions each program year to supplement JV stipends, housing, and basic living costs of the local volunteer community.
- B. The JVC Office is responsible for supplementing the Partner Worksite contributions providing funds toward health insurance, travel to and from the site, and formation activities for each volunteer.

During the terms of service, the Worksite agrees to contribute the following towards the volunteer community's collective in-country expenses:

Monetary Contribution

	Amount in USD	Frequency	Form (cash/check/deposit)
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In-Kind Contribution

Item	Frequency	Annual equivalent in USD
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Item	Frequency	Annual equivalent in USD
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Item	Frequency	Annual equivalent in USD
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We fully enter into the agreement outlined in the preceding pages:

<i>In-Country Coordinator Signature</i>	<i>Printed Name</i>	<i>Date</i>
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<i>JVC Program Coordinator Signature</i>	<i>Printed Name</i>	<i>Date</i>
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<i>Jesuit Volunteer Signature</i>	<i>Printed Name</i>	<i>Date</i>
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<i>Worksite Supervisor Signature</i>	<i>Printed Name</i>	<i>Date</i>
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Appendix C: GeoBlue Coverage & FAQs

GeoBlue is an international health insurance provider with certified medical facilities (In-Network) located around the globe. When you do need to see a doctor/health care provider outside of an approved GeoBlue facility, please pay for all charges with JV community funds and reflect them in the budget report. Submit claims directly to GeoBlue, with a copy to JVC Office. You can download claim forms from the GeoBlue website and send them, along with the original receipts, to GeoBlue.

If necessary, always feel free to call the GeoBlue Global Health Team collect (24 hours). This number can be found on your insurance card. GeoBlue will walk you through any necessary processes, contact local doctors you have seen (have his/her name and number ready), or, in the event of an emergency, authorize your transportation/evacuation.

JVC policy does not cover “High-Risk” activities (e.g. mountaineering requiring guides or ropes, deep sea diving requiring a helmet/hoses, hang-gliding, competitive racing). For expenses resulting from grossly negligent, illegal behavior, or behavior inconsistent with expectations discussed in this Guide, the volunteer will assume all financial responsibility.

I’M SICK. WHAT DO I DO?

- Logon to your GEOBLUE account at geo-blue.com. Click on “doctors and hospitals”. Click on “International destinations.” Search away. When you find a doctor, make an appointment.

HOW DO I MAKE AN APPOINTMENT?

- Call/email GeoBlue Global Health and Safety Team and ask them to do it for you (the general response time is 24-48 hours).
- Make an appointment through the GeoBlue page.
- Call the doctor’s office directly.

IT SEEMS EASIER TO CALL THE DOCTOR MYSELF. WHY WOULD I GO THROUGH GEOBLUE?

- GeoBlue will arrange for direct billing with in-network doctors/facilities eliminating the need for you to pay money or fill out a claim form.

WHAT DOES IT MEAN WHEN A DOCTOR OR FACILITY IS “IN-NETWORK?”

- Being in-network means that the doctor or facility works with GeoBlue to offer care at negotiated rates. It is a relationship. This can mean less paperwork for all parties involved and only in-network providers can be paid directly by GeoBlue so you do not have to pay out of pocket and submit a claim for reimbursement.

WHOM DO I CONTACT AND FOR WHAT REASONS?

Global Health and Safety Team

- WHY? For medical assistance/advice in arranging an appointment, for urgent care, to get feedback from a US-based MD, to find a specialist, to talk about prescriptions.
- To arrange direct payment with Provider so you do not have to pay out of pocket and submit a claim for reimbursement.
- HOW? globalhealth@geo-blue.com or 610-254-8772. GeoBlue accepts international collect calls or will call you back at any number.

Customer Service

- WHY? For claims, eligibility, benefits, billing, new plastic ID cards, etc.
- HOW? customerservice@geo-blue.com or 610-254-8769. GEOBLUE accepts international collect calls or will call you back at any number. Or, inside the U.S. 888-243-2358.

JVC Office

- WHY? To inform, for advocacy, for support.
- HOW? intlstaff@jesuitvolunteers.org 410-244-1733 or 202-957-5845 (e-phone).

HOW DO I MAKE A COLLECT CALL TO GEOBLUE?

- Varies by country...find out once you arrive in-country.

HOW DO I FIND OUT IF A DOCTOR/FACILITY IS IN THE GEOBLUE NETWORK?

- Logon to your GeoBlue account at geo-blue.com. Click on “doctors and hospitals.” Click on “International destinations.” Enter the doctor/facility and if contact information appears, then the doctor/facility is in-network.

IF THERE’S AN EMERGENCY, DO I NEED TO WORRY ABOUT WHETHER THE DOCTOR I’M ABOUT TO SEE IS IN THE GEOBLUE NETWORK?

- No. The cost difference is minimal and your immediate health is what’s most important. You can see ANY doctor; however, there will be less paperwork and out-of-pocket expenses if the doctor is in-network and you have contacted GeoBlue. Thus, if you cannot contact GeoBlue yourself because you are incapacitated, have somebody call the Global Health Team to a) determine if the doctor is in-network and 2) if the doctor is in-network to let GeoBlue know of the situation as GeoBlue can then contact the medical facility to arrange for direct billing.

I FOUND A DOCTOR WHO IS IN THE GEOBLUE NETWORK BUT WHEN I WENT I HAD TO PAY OUT OF POCKET. WHY?

- In-network providers participate in direct billing with GeoBlue, but you must contact GeoBlue first so they can provide a guarantee of payment letter. A guarantee of payment letter can be obtained by contacting Global Health and Safety via email, phone, or directly through the GeoBlue website.

THE JVs HAVE BEEN GOING TO THE SAME DOCTOR/FACILITY FOR YEARS BUT THE DOCTOR IS NOT IN THE GEOBLUE NETWORK. IT’S SUCH A PAIN TO FILL OUT A CLAIMS FORM AFTER EACH VISIT. CAN’T GEOBLUE ADD THIS DOCTOR/FACILITY TO THE NETWORK?

- In many cases, YES! GeoBlue depends in part on people like yourself to recommend good medical care. The best approach to getting a doctor or medical facility added to the network is 2-pronged. Forward your recommendation to the GeoBlue Global Health via email; provide as much information as possible: doctor/facility, contact info (website, address, phone) and to indicate any good experience you have had. Additionally, please send the same information to somebody on the JVC staff to pass along to our internal GeoBlue representatives.

I NEED TO PAY FOR MEDICAL CARE OUT OF POCKET (EITHER BECAUSE IT’S NOT AN IN-NETWORK GEOBLUE DOCTOR/FACILITY OR BECAUSE I MADE AN APPOINTMENT DIRECTLY WITH THE DOCTOR AND DID NOT INFORM GEOBLUE). HOW DO I PAY?

- Use community money when possible because when you submit the claim form, the reimbursement check gets sent to JVC.

THE DOCTOR I WANT TO SEE IS NOT IN THE GEOBLUE NETWORK? CAN I STILL MAKE AN APPOINTMENT WITH HIM/HER? HOW DO I PAY?

- Yes. Be sure to get an itemized bill to submit with your claim form.

HOW DO I SUBMIT A CLAIM?

- Submit an eclaim directly through your GeoBlue website access or Download claim form and fill it out completely. You can find forms on GeoBlue's website.
- Attach appropriate documentation.
- Send in via snail mail, fax, or—if you have access to a scanner—by email. Addresses are found on the claim form.

I'M FILLING OUT A CLAIM FORM. WHERE DO I FIND INFORMATION LIKE GROUP CERTIFICATE AND GROUP NAME?

- On your GeoBlue Medical Insurance ID card

WHAT IS I LOST MY CARD?

- You can download a PDF card and order a new plastic card online.

WHAT IS AN ITEMIZED BILL?

- An itemized bill should include name and address of provider, name of patient, date(s) of service, amount charged for each service, total charge, diagnosis and reason for treatment.

I'M FILLING OUT A CLAIM FORM...WHAT IS MY REIMBURSEMENT MAILING ADDRESS?

- The JVC main office address: 801 Saint Paul Street; Baltimore, MD 21202

Appendix D: Specific Guidelines on Health

Countries can vary in terms of viruses, water quality and overall precautions. There have been several cases in recent years when a JV has had to return home early due to illness. Most of these involved JVs' **unnecessary risky behavior** that resulted in an inability to complete the program. These unfortunate cases leave their placement short-staffed and the JV community feeling incomplete. Moreover, it is frightening to be sick and far from familiar health care. Often JVs could have prevented illnesses with a little more cautious regard for their activities and their food and water consumption. While we cannot eliminate all illness that JVs will encounter, international travel clinics have established some helpful criteria that should reduce risks with small behavior modifications.

Guidelines and Procedures:

- A. Water: In most placements, JVs will need to drink filtered and/or boiled water. Properly maintain and clean the filter in the JV house. Remember to follow this guideline when traveling.
- B. Food: Be especially attentive to food prepared by street vendors and local restaurants. Choose foods high in complex carbohydrates (fruits, vegetables, legumes, whole grains). Cooled food that has been allowed to stand for several hours can provide a medium for bacterial growth.
- C. Cleanliness: A clean home and kitchen will greatly reduce the pests associated with carrying diseases and viruses (cockroaches, mice, rats). Wash hands and shower frequently. Be attentive to food storage and preparation surfaces. All raw food is subject to contamination.
- D. Shoes: JVs may need to wear closed shoes – many viruses are found in dust and enter through the feet.
- E. Rest: Staying well-rested will help fight off illness. If you are sick, not resting will prolong or intensify the sickness. Try to eliminate or reduce the areas of your life which give rise to stress and poor sleep.
- F. Sun: Wear sunscreen and cover exposed areas. Use hats.
- G. Animals: Exercise caution with dogs (carry a few rocks if you have suspicions). Remove pigeons and bats from ceiling rafters.
- H. First Aid: Maintain a kit in each JV home. Clean and cover all small cuts.
- I. Motor Vehicle Transportation: Accidents involving cars, bikes, motorcycles are a leading cause of death and injury for international workers. While travel and commuting is necessary for work, exercise caution when traveling.
- J. General Guidelines: Keep well-hydrated and eat a balanced diet. Watch the water you choose to swim in. In East Africa, do not swim in lakes or streams.
- K. Establish Healthy Patterns: Build relaxation, humor, prayer, exercise, and walking into each day. Don't sweat small things, break large tasks into smaller ones, and let off steam. Minimize or avoid alcohol and tobacco. Eliminate unrealistic expectations of yourself and others.
- L. Finally, for Diarrhea: Remember BRAT-- Bananas, rice, applesauce, and toast. Eat bland foods and plenty of water while avoiding alcohol, black pepper and caffeine.

Appendix E: Guidelines on Personal Safety

JVC prioritizes the safety of its volunteers and makes placements considering a region's political, military, and civil instability. However, safety should be something to which all JVs are attentive. Volunteers have been physically and sexually assaulted in all countries where JVs serve. Thefts occur. The reality of living and working among the poor is facing some of the same realities they face. **DO NOT** be lulled into thinking that you or your country is exempt from risk. It is very possible to immerse fully in your host culture while exercising caution and minimizing risks. Safety risks vary greatly by country, thus guidelines should be established as a community, with the ICC, immediately upon arrival in-country.

Guidelines and Procedures:

- A. General Precautions: Whether living in a small town, a village, an island or a big city, international JVs should practice the same caution that JVC volunteers living in Detroit or New Orleans do.

JVs should avoid:

- Traveling, jogging or walking alone at night
- Idling or spending time alone in isolated, public places during the day (such as parks and beaches)
- Areas where there is known drug use and alcohol abuse
- Poorly lit areas
- Wearing valuable items or carrying large amounts of cash
- Having expensive or high profile items in your home
- Using cell phones or any electronics while walking *Establishing Good Patterns of Safety:*
- Walk purposefully attentive to where you are and where you are going
- Secure the JV house at all times (lock doors and windows) and lock bikes
- Stay informed of any recent attacks or threats
- Utilize well-traveled routes
- Avoid regions (even in groups) where there have been random attacks on public or private transportation (e.g. parts of Guatemala, El Salvador, and Kenya)

- B. Gender and Safety: It is no surprise that women have experienced more violence (especially sexual violence) than men. In addition there are the ongoing verbal and non-verbal suggestive comments. Hopefully, as a JV becomes a more familiar face, the comments will diminish. It sometimes helps to know that these crude comments are beyond our control. But JVs can control their own actions and reduce the amount of situations where women have been attacked and threatened.

For JV women we recommend:

- Avoid being alone with a local male. This includes students, neighbors, and acquaintances. If you are counseling a student, do so in a room with an open door or sitting outside a school building in an open area.
- Do not travel alone.
- Do not take a ride alone in a car with a male.
- Be especially vigilant at night.
- Do not assume that women can be platonic "friends" with males.

Concerning Clothing:

- If the norm is more conservative than the U.S., observe local dress.
- If local dress tends toward the provocative, dress **more conservatively** than local standards.

For JV men we recommend:

- Take security concerns seriously and avoid the tendency to diminish the threat JV women experience.
- Accompany women at night when they will be traveling alone.
- Find an appropriate way to challenge local gender attitudes (especially those which degrade women) and recognize your obligation to be in solidarity with JV women.
- Be aware of the messages you inadvertently send (i.e. a North American male may be assumed to have money).

Bars and Dance Clubs: These areas often tend to be high-risk areas, including for physical and sexual assaults. Alcohol has factored into the large majority of assaults on JVs, and being in an atmosphere where alcohol is consumed can increase one's exposure to risk.

Appendix F: Incident Report

JESUIT VOLUNTEER CORPS INTERNATIONAL PROGRAM INCIDENT REPORT

We require an incident report anytime there is an incident that compromises, or could have compromised, you or your community's safety. After completing the incident report, please email to your Country Coordinator.

Name of person completing report:

Country & Community:

Date of Incident:

Date of report:

Type of Incident:

- | | |
|-------------------------------------|------------------------------------|
| <input type="checkbox"/> Assault | <input type="checkbox"/> Burglary |
| <input type="checkbox"/> Robbery | <input type="checkbox"/> Vandalism |
| <input type="checkbox"/> Theft | <input type="checkbox"/> Accident |
| <input type="checkbox"/> Harassment | <input type="checkbox"/> Other: |

Location and time (hours) of Incident:

JV(s) involved:

Please describe the incident:

Who was present at the time of the incident?

If there was an assailant, what relationship, if any, does this person have with the JV(s)?

Who has been informed of this incident?

What follow up has occurred thus far in response to this incident?

Appendix G: Disaster Preparation Guidelines

1) Discuss emergency preparation with your community.

- Meet with your community members. Discuss the dangers in your area. (i.e. fire, severe weather, earthquakes, hurricanes, tsunamis, volcanic eruptions, other emergencies).
- Clarify whether each danger would specifically affect the JV house (i.e. fire) or more broadly affect the region (i.e. earthquake).
- Discuss how to respond to each disaster that could occur. For the disasters that affect the region, please include your ICC and local Jesuit communities in the conversation.
- Discuss what to do about power outages and personal injuries.
- Learn all possible escape routes from your dwelling and neighborhood.
- Learn how to turn off the water, gas, and electricity at main switches (if applicable).
- Learn local emergency response units - how and when to contact police, fire, etc, (if applicable)

2) Create a disaster prep kit. Place this kit in a safe spot in your house. It should contain the essential items necessary to live for at least 3 days. You can design it to fit your needs, but it should contain at least the following items: a) water and non-perishable food, b) first aid kit, and c) flashlights. In the event of an emergency, you will also want to bring any cash on hand, important documents and copies of them (passport, visa, driver's license, credit card, etc), and a list of important phone numbers.

3) Write a Community Emergency Protocol Plan (*see Appendix H*).

- Make 3 copies of this plan: 1 for your ICC; 1 for your PC; 1 to post in your house where everyone can easily see it. Please make sure that you discuss this plan with your ICC.
- Each community needs to call ICC if separated by disaster.
- Pick two meeting places – Inform ICC of location of rendezvous location.
 - A place near your home in case of a fire.
 - A place outside your neighborhood in case you cannot return home after a disaster.
- Update as needed and keep ICC and JVC informed of changes.

4) Register with the U.S. Embassy online. The Smart Traveler Enrollment Program (STEP) is a free service to allow U.S. citizens and nationals traveling abroad to enroll with the nearest U.S. Embassy or Consulate. You will receive information from the Embassy about safety conditions, and the U.S. Embassy will help contact you in the event of an emergency. step.state.gov/step/

Appendix H: Community Emergency Protocol

JESUIT VOLUNTEER CORPS Community Emergency Protocol

(Please hang a copy up near your phone or somewhere else convenient in your house. Thank you!)

Country:

City:

Community Members:

COMMUNICATORS:

(Communicators are expected to contact the ICC and JVC staff within 24 hours of an acute emergency and within a week of a non-acute emergency, prepared to provide the necessary information)

Primary Communicator in the case of an Emergency:

Secondary Communicator in the case of an Emergency (in case primary communicator is directly involved):

* In the case where the primary and secondary communicators are directly involved, other community-mates are expected to take on these responsibilities.

MEANS OF COMMUNICATION:

(Things to consider include: phone or email? What numbers can you reach people at? How can you make calls to the US? What needs to be in place now?)

How will you contact your ICC?

How will you contact the JVC office?

MEDICAL EMERGENCIES:

In the case of a medical emergency, what is the closest hospital?

How will JVs be transported to the hospital?

to hospital or other local emergency response:

MEETING LOCATIONS:

In the case that you cannot meet at you home, in an emergency you will meet:

Near home:

A place outside your neighborhood:

SITE SPECIFIC EMERGENCIES:

Which emergencies are unique to your region? (i.e. earthquakes, hurricanes, flooding, etc)

For each emergency unique to your region, please share specific response options that you have discussed with your community, your ICC, and the local Jesuit community (as applicable). JVC asks both the JVs and the ICCs to coordinate ahead of time on emergency protocols for natural disasters and other region-specific emergencies.

JVC Office: 410-244-1733

Emergency Phone: 202-957-5845

****Please be prepared to discuss the following points****

1. Who?
2. What?
3. When?
4. Where?
5. Are they safe?
6. Is the rest of the community safe?
7. What is being done for follow up?
8. Where is the person involved now?
9. How can we contact you/person involved?
10. Have you contacted your ICC?
11. What is your plan for contacting family members?
12. Does GeoBlue need to be contacted?

Appendix I: Travel Policy - Rationale and Resources for Discernment

Rationale:

The rationale for expecting that JVs stay in the host region for the entire two years without coming home is based on experience of JVs and staff and input from our local support people. JVs should enter the program with this stance and understanding. For those struggling with the issue, this discussion may help explain why JVC holds this position.

What kind of solidarity and with whom do we identify as we look for cues on life as a JV? It is evident that international travel has become more common over the years. Conceivably this is even true among some of the local people in our host country. This is no surprise as the world's wealth becomes more concentrated in the hands of the privileged few while the poor get poorer.

One might reason, "I am in solidarity with my family too." However, that statement presumes that physical proximity is the only way to express solidarity. Nelson Mandela was in a solitary jail cell for 30 years, but people from around the world were in solidarity with him and his cause. Is it possible for two years to maintain solidarity – and perhaps even deepen commitments to family back home – by sharing ourselves in new ways without relying on physical proximity?

What about solidarity with the JV community? The costs of travel are substantial, not only economically, but in the time and energy required. Will this option become a practice only for JVs from wealthier families who can afford their ticket? Only for JVs in the placements closest to the U.S.?

Other factors to consider:

Community: Going outside the host region will remove volunteers from their JV community and other communities that they belong to; and inevitably affect the JV, the community, and the placement. What about the mental and emotional energies that precede and follow such a trip, as well as the actual time when a JV is away?

Culture: Why apply to a cross-cultural program if our orientation and reference remains the U.S. or consumer culture rather than deeper immersion in the host culture?

Stewardship: Is it fair to our benefactors to pay for volunteers' travel and other expenses when volunteers have, within their means, the resources to travel outside of their host region? Is it misrepresentative to say we are sending volunteers to live with and serve in solidarity with the developing world for two years?

It is normal when crossing cultures to rationalize, "If I could just go home for a while, I would be refreshed in my work." While travel outside the host region may appear to be the remedy needed, it is difficult to appreciate the intensity of the rupture it will cause. The discomfort is an indication that one is becoming immersed. Long distance runners recognize this paradox, it is at that moment when the run is most painful, when they are most tempted to stop, in which real conditioning begins to occur. After breaking through this barrier, the run actually becomes easier.

This matter is complicated when volunteers receive mixed signals from their worksite supervisors, coworkers and others. Such contacts will find it understandably difficult to appreciate the commitment that you have assumed. The JVC office encourages volunteers to keep the bigger picture in mind. JVC seeks to maintain the integrity of a two-year cross-cultural program, which encourages JVs to serve generously, immerse in the culture, and intentionally commit to identification with the economically poor. This commitment extends beyond the workplace.

Historically, some applicants have removed themselves from the JVC application process when they become aware of JVC's position on elective travel. It is important for volunteers to recognize that they share this commitment with generations of former international volunteers who reference the intentionality behind JVC service and the many graces that came with it.

St. Ignatius prayed for the grace of total availability to one's mission. JVs are asked to try to give themselves without reservation to their intentional community, their host community, their worksite and the JVC values.

Discernment Resources

The JVC staff hope to be in conversation about this decision and encourage a JV to consider the decision fully by engaging the following discernment questions:

- a. How might this travel affect you in the emotional process of leaving your host country, arriving home for a brief time, leaving home again, and returning to your host country again?
- b. What opportunities for growth in personal/communal/cultural/familial development are present by a decision to stay? To go?
- c. What messages does your decision send to your host community surrounding the commitments you have made? To your work placement? To your family?
- d. What insights have you gained from discussions with community mates? How would your decision affect them?
- e. What insights have you gained from discussions with your family? How would your decision affect them?
- f. Have you been able to pray honestly about this? Where do you feel God guiding you in this decision?

Appendix J: Significant Relationships – Guidelines and Resources for Discernment

As with other aspects of JV life, your attitude about relationships during your commitment as a JV needs to be reassessed in the context of community life. Furthermore, many JVs arrive from a college subculture which holds dating as a priority. It is unrealistic to assume this desire will simply cease for two years. It is important to acknowledge one's own cultural and psychological influences, which are heightened at times when JVs feel lonely. In addition, a key to success for a JV is building cross-cultural friendships on a level deeper than a tourist could, and enter the heart of another culture. To do so, one risks falling in love. This situation places JVs in a position of vulnerability.

The love we speak of calls us to serve *many*, especially those who are suffering and poor. In contrast, a romantic relationship implies an exclusive investment in one other person. This too is a sacred investment that many people pursue at some time in their lives. Indeed, some JVs come to the program with a serious relationship already "in play." These JVs accept the risk of the outcome of this relationship after two years of distance and less frequent communication. In that sense, these JVs have relegated these relationships to a place of less importance than their response to the call to be a JV. When you committed to being a JV, you committed to being of full service to your site, and to being a fully engaged community member. Being in a significant relationship does in some way change your ability to continue to live this commitment. We ask that each JV seriously consider whether they can put this important human concern (i.e., the pursuit of exclusive relationships) in its proper place of importance and allocate their energies in favor of the service to which they are committing.

Guidelines for the individual volunteer regarding relationships:

1. A significant (exclusive/romantic) relationship is not a private issue.
2. If you feel the tendency to stay secretive about a relationship, is this a healthy sign? Does a need for secrecy reflect a life-giving relationship or indicate that something is skewed and disproportionate?
3. If you find yourself rationalizing that "this is different" or "they just don't understand" – how will you check the accuracy of these subjective declarations?
4. What is this relationship providing for me? For the other person? What needs are being met? How does it relate to my attempt to immerse myself into the culture?
5. Many people define themselves by who they date. Therefore, when they are not dating there is a feeling of lost identity. Is it possible I am craving stability in a time of insecurity or affirmation in a time of vulnerability?
6. JVs are generally "helpers." Could it be that the other person is "needy" and therefore fulfills my tendency to want to help another?
7. Where is this relationship leading me? Is this long term? How will it be played out in time?
8. How much of my time and energy is this relationship requiring?
9. Why did I come here?
10. Does my community know about the other person? What is their opinion of the relationship?
11. Have I talked with my support person, family, and the JVC office about the relationship? If so, what are their opinions? If not, why not?
12. Have I prayed about this relationship? Why / Why not? What have I found in my prayer?
13. How do I spend time with the other person? If in the JVC house, how does this affect my community? If outside the JVC house, what is the effect of my absence from community?
14. How does my being in this relationship affect my community mates on an emotional level?
15. Am I still able to share intimately with my community mates? Are they able to share with me?

16. How does my experience with this unique level of intimacy affect my community mates who do not have this opportunity?
17. Consider that in many JVC host countries, homosexuality and bisexuality are not accepted in the way that we may be used in the U.S. In some host countries, being out about one's homosexuality may threaten a JV's safety. This is a very difficult reality for some JVs to face for many reasons. If you are considering a romantic relationship that would be accepted by cultural standards, we urge you to consider your fellow JVs who may experience the lack of this openness as a painful injustice.
18. How would a significant relationship change the way you live the commitment you made to be a Jesuit Volunteer? How would it affect your willingness to invest in relationships in the local community?

Guidelines for reflection for a relationship between 2 JVs

1. A significant relationship necessarily takes investment of time and energy, and a higher level of intimate sharing. There can be a tendency once involved in a significant relationship to share joys and struggles with that person, and for there to be less of a need to share these with others. Part of being in a community is to intentionally make oneself vulnerable, and to intentionally share these highs and lows with your community mates. How would you ensure that you are truly invested in building relationships with each individual in your community, as well as the group as a whole? How would you keep the community from dividing from one group to two or more groups? How would you challenge yourselves to continue to share intimately with the others in your community?
2. In our experience in seeing relationships developing within communities, it inevitably affects the community. It is frequently the case that there aren't major objections when relationships are beginning from community-mates, but this does not mean that there are not implications later. Even if your community does not object, we hope you will recognize that if you are in a significant relationship, it will affect the community. It is a difficult responsibility to foster a life-giving environment that supports the growth of all individuals, as well as the group, when there is a new couple in the group.
3. Finally, for your own sake and that of your potential significant other, we challenge you to make sure the relationship is not only contextual—that it is not “a crutch.” In an intense, overseas setting, away from supports and people we are close to, we crave intimacy, someone with whom to share the intensity of our emotions. When we find this in community, we may attach romantic feelings to this person, as our previous experience associates this level of intensity with romance. In the moment, it can be difficult to see. It is important to be honest with yourself and each other, to avoid hurting one another, to build a strong and healthy community, and to be able to fully live your commitment as a JV (for yourselves as well as your worksites, etc.).

Guidelines for reflection for a relationship between a JV and a member of your host culture

The primary focus of this discussion is dating relationships between JVs and nationals in the host country. Looking at JVC's organizational history, there have been rare cases of happy endings, but these are few in comparison to the broken relationships, misunderstandings, and hurt feelings. Emotional entanglements can happen very quickly. By the second or third meeting, what at first may have been perceived as an interesting friendship must already be an occasion for serious reflection. For this reason, we offer the points below for consideration if you are discerning a relationship with a local person.

1. We encourage you to consider how a significant relationship with a local person will shape the lens through which you experience your host culture. In developing an exclusive relationship, you run the

risk of developing a skewed perception of the local culture, formed largely through your interactions with a specific member of the local community instead of the community as a whole. It is important to examine to what extent this is true for you. If you entered a significant relationship, would you be able to immerse yourself in the community as a whole? How do you envision yourself committing time and energy to both the local community as a whole and to the person you are in a relationship with?

2. We have found that at times when people begin to feel confident in their host culture they start to feel as though they understand the nuances and subtleties that characterize it. While this type of positive growth does occur, it is important to also remain cognizant of the fact that as foreigners we will never be able to fully grasp the complexity of another culture. This balance of fully immersing yourself and growing in confidence while simultaneously remaining humble and open to continued growth is pivotal, in our experience, to being a responsible guest in a host culture. This is magnified when considered in the light of significant relationships as culture plays a big role in how we relate to people in general, but especially when we are in significant relationships. It is important to consider how well you are maintaining that tension. Are you allowing yourself to develop an inflated sense of comfort in your host culture? Actions of course carry different implications depending on culture. Thus it is important to remain aware of how your actions may be interpreted by another, as well as how you may be interpreting their behavior, conscientious of the potential for misinterpretation.
3. Gender dynamics and cultural norms surrounding gender should also be considered. JV women are particularly vulnerable as blatant patriarchy is the norm in most of the societies in which we are present. In many cases, if a man and woman are publicly seen alone together, the presumption is that they are sexually involved with one another. Non-physical relationships between men and women are often unheard of, and to presume that one can occur is unrealistic. The good intentions of a solitary JV will not reverse a culture.

JV men are not exempt from responsibility. We do not want to perpetuate a hurtful climate that degrades women. An attitude of respect for local women and brotherly concern for JV women would be consistent with “doing justice.” Such empathy has been for many JV men a moment of growth, as they witness, and more importantly listen to, the experiences of women. It can be an opportunity to be an ally.

4. In addition to the potential for misinterpretation between parties involved in a significant relationship, there is also the larger community to consider. In U.S. culture, significant relationships are often considered private. We can usually stay anonymous – at least to a certain extent. In many of your host cultures, this is not the case. We ask that you remain attentive to what assumptions are being made, or could be made by the local community should you decide to pursue a relationship. Some outward behaviors that we consider to be very innocent carry greater meaning in our host cultures. Additionally, it is important to recognize that engaging in a significant relationship affects not only you and the reputation that you will carry for the remainder of your time in your host community, but also the reputation of the JVC program as a whole and the Jesuits with whom you are working. While it is sometimes hard to see, the actions of each JV do contribute to the collective knowledge of who JVC is and what our presence in a community means. It is our desire to accompany members of our host communities. Entering a significant relationship has the potential of hampering your ability to be an accompanier of the person you are dating, as well as limiting your capacity to accompany the community as a whole. Dating could lead to confusion in terms of what our perceived role and intention is in being present in the host community. Our actions and choices

directly affect the JVs who come after us – how they are perceived and how they will be welcomed. In a small village or island, these perceptions have a much longer collective impression than in an urban setting or a transitory university culture.

5. Among the many things we ask JVs to be aware of, we encourage volunteers to continually recognize the privilege that is inherent in the fact that we are from North America. It is important to accept the fact that your status as a U.S. American is an inflated one. Consider the image of the U.S. portrayed in media, your education and earning potential, not to mention the fact that when a JV gets seriously ill, s/he is flown where the best treatment is available. Awareness of this begs the question – with our privilege can we create a significant relationship of equals? What does it mean that as U.S. Americans we have the choice to travel to and from our host community, pursue a variety of education and career options, and even the privilege to take two years to volunteer? There is an inherent imbalance between the partners in a cross-cultural relationship, as they come from and will ultimately be living in completely different worlds. In this case, is it fair to the other person to enter a relationship that should be based on equality and commitment when these two values are so drastically challenged from the start? While we all do our best to not allow these realities to affect the way we interact with others, it is important to recognize that despite our efforts, they may be a part of the way we are perceived. Therefore we ask that you consider how investing in a vulnerable relationship, and asking another to do the same could, though unintentionally, create a situation where you are in a position of power.
6. A factor that can sometimes inhibit one's ability to assess the authenticity of these feelings is the appeal associated with dating someone who comes from a different culture. This can go both ways. At times, it is very attractive to a person from one of our host cultures to date an American. At the same time, as U.S. Americans we are sometimes curious about and intrigued by the possibility of dating someone from another culture. We ask that you carefully consider this point both when assessing your own feelings, as well as when considering what it is that attracts the other person to you.
7. Finally, we would ask that you look closely at what the long term implications of a relationship would be on the person you are considering dating. If the relationship does work out, what would this mean? Would you move to the host community? Would you ask your significant other to return to the U.S. with you? How would this affect their ties to home? What responsibilities do they have to their family and their community? If it does not work out, what would this look like for the other person? What sorts of expectations may have been riding on this relationship – spoken or unspoken? How could a perceived rejection from a U.S. American affect the other? In what ways do you see this as possibly being different from a rejection from someone from their own culture? While these sorts of “looking into the future” questions may feel difficult to answer in the early stages of a relationship, we believe they are critical to consider in our collective efforts to be conscientious guests in the communities that receive us.

Guidelines for the JVC Community-Mates of a JV who is in a relationship:

As Americans, our cultural bias towards individualism tells us that romantic relationships are private, and that therefore taking the issue of a community-mate's significant relationship to the JVC staff or the ICC is a betrayal of privacy or trust. But JVs embrace the value of community, and commit to work, prayer, and sharing our lives with others. This necessarily includes a sacrifice of autonomy, and indeed an invitation to our community members to hold us accountable to dialogue and openness. It is in this framework that we say that when a JV is not open with all parties about a significant relationship, it

becomes the responsibility of the community-mate(s) to raise the issue first with them, and then with the JVC staff and ICC, both for the health of the JV involved and for the community at large.

1. During a community meeting, acknowledge the effect a relationship has had or will have on community. Develop community rules – what is ok and what is not ok. Note: Staying the night together/housing overnight (dating) guests, in the JVC house is not compatible with the JVC program. This also applies to a JV staying overnight with a dating partner outside the JVC house. Refer to the guiding questions above and discuss the need for openness with the JVC staff and ICC, and suggest that s/he raise the issue.
2. If the person does not communicate with the JVC staff or ICC after one week, then for his/her sake, that of the person s/he is dating, as well as the community at large, you should initiate the discussion. If you need ideas or help to confront a situation of concern, do not hesitate to contact the JVC office. We leave these important matters to your good judgment because of our respect for you all.
3. Note: Some volunteers in the past have found themselves in hazardous relationships (psychologically and physically dangerous). Paradoxically, the JV involved was often blinded or perhaps in denial at the time. In this vulnerable position, the members of the community were the only people in a position to intervene. If you know that a JV is in a dangerous relationship, you are ethically obligated to inform your In-Country Coordinator and the JVC office immediately.

Appendix K: Living Simply with Technology

JVC recognizes the value that can be gained from technology, but also sees the dehumanizing effect that “conveniences” can have on an individual and community, while also increasing the disparity between people of different income levels. Therefore, JVs should weigh the time- and energy-saving benefits associated with certain conveniences (computers, Internet, e-mail, cell phones, etc.) with the social and environmental impacts these may have. When determining what technology to bring and how you will use it, consider the following:

- How does my individual use of technological conveniences add to or detract from my relationships with my community, my coworkers, my neighbors, and/or God?
- Is my community using any of these conveniences to escape relationships and/or issues rather than deal with them?
- Am I using these conveniences simply because they are there, or am I making conscientious decisions in regards to their use?
- Are these conveniences making my life simpler or more complicated?
- Is my reliance on technological conveniences interfering with opportunities to practice trust in God’s providence?
- Is my access to technology a result of my privileged status, and if so does it distance me from living in solidarity with people who do not have access to these amenities?
- Am I using technology in an intentional way to uphold past and current relationships with an awareness of the effects that my usage has on the people around me?

Internet. All JV placements have some access to the internet. Email provides quick, precise information and can be useful for communication among JV communities (e.g. retreat planning) and with the JVC office. While wireless internet is becoming increasingly accessible, international JV communities should discern when or if they incorporate Internet access in their homes.

Personal computers and tablets. Some JVs choose to bring their personal computers or tablets to their JV homes, which can be helpful tools for work, drafting emails to send home, or playing music in communal areas. Simultaneously, electronics have been a distraction and escape at times for JVs when used excessively for watching movies, playing games, or spending extensive time drafting emails and blogs. Taking personal time to retreat can be healthy, but JVs should be attentive to how much their use of electronics leads to isolation or distraction from the people in their midst.

Televisions and personal cell phones. In the spirit of simplicity, JVs should not bring televisions to their homes. In placements where there is access to TV, we encourage JVs to limit usage as a way of prioritizing relationships with coworkers, local friends, and other JVs. Additionally, JVs should discern how and when they use cellular phones while serving at their international placements. Each JV home should have a communal phone, whether a landline or cellphone, and this phone should remain in the JV home at all times, in case of emergency, and will be available to all community members in the spirit of how any other communal appliance.

Appendix L: One Method of Communal Discernment

Our Shared Objective

- In order to make a good communal decision for mission, we need to have a clear and shared understanding of the goals and objectives of the group. What is our common purpose? What is it that we desire?

Freedom & Bias

- Personal prayer and reflection will assist us to be more self aware as we enter the discernment process. Am I acting in my own interest or am I seeking the greater good?
- The group as a whole also needs to take account of its own limitations, weaknesses, and lack of awareness. Are we free enough to choose whatever will bring the greatest fruit, or are we inordinately attached to a particular option?

The Proposition

- Focus the question for the group in a declarative statement. Keep the statement simple, positive and focused on one issue. State it as though the decision has been made, e.g. "We will make the campaign against the trafficking of women and children our top priority this year."

Information

- Gather and disseminate all relevant data to those who will participate in the discernment process. Allow time for the assimilation of the data.
- Discernment is not a rejection of human knowledge.

Thought Experiment

- Each one is to imagine that they are an outsider to the group. How would an outsider choose for the greater good?

All members of the Group Take Proposition to Prayer

- You might like to begin your prayer with a piece of scripture. It is important to be as centred as possible and have the desire to come to that decision which will be for the greater glory of God.

ALL Reflect on Cons

- Ask for the light of the Spirit to show you all of the disadvantages of accepting the proposition
- Note these in your journal

ALL Reflect on Pros

- Ask for the light of the Spirit to show you all of the advantages of accepting the proposition
- Note these in your journal

Come together as a group

Identification of Cons

- Each person states all of the disadvantages of accepting the proposition. All listen respectfully. Questions of clarification may be asked but there is no discussion.
- This is not a debate or a problem solving exercise.
- Allow a period of further prayer and reflection in the group.

Identification of Pros

- The same process is repeated stating all of the advantages of accepting the proposition. Again time is allowed for further prayer and reflection.

Seeking consensus

- Each person is asked to name the consensus that has formed in their hearts and in the group. There is no debate.
- A "voting" process could be used at this point.

Testing Congruence

- Can every member of the group accept the majority position with some degree of peace? Are we ready to make this decision?
- If not, allow time for reflection and prayer before repeating the process.

Confirmation

- Allow time for each member of the group to 'sit with' the decision that has been made.
- Am I at peace with this decision? How will the decision work over time? Is this decision consistent with our guiding values and principles? Is the decision congruent with legitimate authority?

Ongoing Discernment

- We continue to reflect on the decision and its fruit.

References:

- Brackley, D., *The Call to Discernment in Troubled Times*, Crossroad, New York, 2004.
Roemer, J., et. al., *Focusing Group Energies*, ISECP, 1992.