



A G R E E M E N T

**on a voluntary service „MaZ (MissionarIn auf Zeit = temporary missionary)“ subsidized
by the German governmental program „weltwärts“**

The following agreement is reached between:

the program „MaZ (MissionarIn auf Zeit) der Salvator-Missionen, München“

Address: Agnes-Bernauer-Str. 181, 80331 München

Legal representatives: P. Georg Fichtl SDS, Missionsdirektor

the partner organisation receiving the volunteer:

Legal title:

Address:

Person in charge:

Mentor for the volunteer:

and the volunteer:

Last name: first name:

Date of birth: place of birth:

Parents' address:

Phone: E-Mail:

The service starts on: _____; it ends on: _____

Designated place of service:

1. Preparation

- a) **Preparatory seminars:** The volunteer attends all the seminars of the preparation program.
- b) **Language skills:** He/She commits herself to independently acquiring the language skills needed.
- c) **Health Care:** The volunteer commits himself/herself to take care of all necessary medical precautions for a stay in the respective host country.
- d) **Insurance:** The ones in charge of the volunteer program take out the required insurances in agreement with the volunteer (overseas health insurance, accident and third party liability insurance). The volunteer has to ensure that the German health insurance is covered without interruption after the return home.

2. Arrangements about expenses and finance

The local community is responsible for:

- Accommodation and food in the host country.

The Salvator-Missionen in Germany are responsible for the following costs:

- Formation programme before leaving and after the return
- Travel to and from host country
- Overseas health insurance, accident insurance and third party liability insurance
- Pocket-money (at the moment, 40 €/per month; 60 €/per month will be given as start-up capital after the return)
- Costs for a MaZ-seminar in the country of service

Some of these costs are covered with the help of governmental subsidies of the German programme “weltwärts”.

The MaZ is responsible for :

- Health precautions and check after the return
- Expenses for Visa / Residence Permit
- A language course, if taken
- Fees for social insurance (pension, nursing insurance) if necessary

The MaZ builds a solidarity-group that helps to cover parts of the costs of the voluntary programme.

3. Agreements for the time of voluntary service

- a) The volunteer undertakes to respect the aims and guidelines of the volunteer program as specified during the preparation program. He/She also undertakes to respect all legal and other requirements for staying in the host country. He/She is, furthermore, willing to respect cultural customs and share the life of the local community.
- b) The volunteer agrees to a voluntary service free of charge. The concrete way of working with the community and project depends on local circumstances (up to 40 hours a week). Times of work and holidays are agreed with the MaZ-team in Germany and the partner organisation. The volunteer is entitled to up to 4 weeks of holidays.
- c) During the stay in the host country, the volunteer keeps contact with the MaZ-team through letters, telephone or Internet. Person in charge:
Name:
Address:
Phone: _____ E-Mail: _____
- d) The volunteer will inform the MaZ-team in Germany immediately when important changes in his/her personal situation arise (e.g. serious sickness, hospitalisation etc). He/she always carries the fid-emergency card.
- e) The volunteer’s mentor takes care of the volunteer throughout his/her stay; the mentor takes the necessary steps especially in moments of crisis or emergency.
- f) Alternative arrangements (longer or shorter time of service) are only possible if agreed to by the MaZ-team and the partner organisation.
- g) The volunteer undertakes to observe the rules of confidentiality by remaining silent about any personal and confidential matters as well as about the internal affairs of the congregation. This applies especially to the publication of thoughts and photos.

- h) Further agreement: The MaZ is expected to receive visitors from home only once and only at the end of the stay and during holidays. The visit has to be agreed with the community. The feasibility and advisability of visitors coming earlier must be discussed with the community, the workplace and the Salvator-Missionen.

4. Evaluation of the MaZ-Service

- a) The volunteer regularly reflects on his/her experiences. At least every third months, he/she sends a written evaluation to the MaZ-team and a final report at the end of his/her stay.
- b) Before the end of the volunteer-service, the mentor and the volunteer meet to make an evaluation.
- c) The returned volunteer is welcome for a personal talk and evaluation with the MaZ-team's person in charge of him/her.
- d) The seminars for returned volunteers are obligatory.

5. Conflicts and early termination of the MaZ-service

- a) The volunteer, the partner organisation and the MaZ-team undertake to work towards an amicable solution in case of conflict or basic disagreement.
- b) They can agree that in extreme cases and for serious reasons the agreement for the volunteer service may be terminated early. The volunteer service can be terminated early:
- if serious (mental) health problems render a volunteer service irresponsible, or if staying in the host country has become a threat to the volunteer's physical or psychological wellbeing;
 - if the aims and the method of the volunteer-project are not respected by the host country;
 - if agreements have been broken;
 - if the partner organisation or the government of the host country demand the recall of the volunteer and if his/her working or living elsewhere in the host country is not acceptable or possible;
 - if the volunteer behaves in a way that puts at risk the reputation of the home country, the congregation, the MaZ-program, the place of work or friendly relations to the host country.
- c) Before an early ending of the volunteer service, there must be thorough discussions between those concerned in the host-country and the MaZ-team in Germany. If an amicable solution cannot be found for any of the above mentioned reasons, an early termination of the volunteer service by one of the partners is possible.
This requires a written notice.

I have informed myself about the situation in my host country. I am willing to solely carry the responsibility for my stay there. I am aware of the arrangements for the volunteer service and declare myself ready to abide by them.

Place, date

signature of the volunteer

Place, date

signature of the Missionarydirector in Germany

Place, date

signature of the representative of the partner organisation