



Visión Integral para el Desarrollo Asistencial

STAFF MANUAL FOR VIDA BOARD

IN THIS MANUAL, "STAFF" ARE:

1. *Permanent Staff, Special Permanent Staff, and Board Officers.*
2. *Short Term Staff and Volunteers*
3. *Student Workers*



PHONE:
504 98931874
504 89742495

Contact us at :
honduranministries@gmail.com
www.vida-internacional.org



LIVING AREAS, PUBLIC PLACES, AND RESPONSIBILITIES

Paul describes the church as “many members, but one body.” (1 Corinthians 12:20) Each body part cooperates with and supports the rest. VIDA staff must likewise work together so everyone can thrive.

Stewardship is a call to take care of others. We use the same buildings, eat the same meals, and interact with the same people. By taking care of VIDA property and staff, we bless ourselves and others with a clean campus and a happy social life. More than this, stewardship proves to Jesus that He can trust us. “Well done, good and faithful servant. You have been faithful over a few things, I will set you over many things. Enter into the joy of your lord.” (Matthew 25:21) In this way, life at VIDA trains us to live happily with Jesus in heaven.

Specific Policies

Personal Living Space

- Keep clean at all times, especially when shared with others.
- You may have personal food in sealed containers. Food outside of a sealed container can rot and produce a stench, attract ants, etc.
- No staff are allowed to take breakfast or lunch food from the dining area for future meals unless given permission by kitchen staff.
- Knock on doors or ask permission before entering someone else’s living space.

Dormitories, Apartments, and Houses

- Dorms and porches of dorms are separated by gender. Men should respect and avoid ladies’ areas and vice versa.
- If someone of a different gender is visiting a staff house or apartment on personal business, there must be a third person present.
- All residents in a dorm have weekly shared duties to keep the dorm clean.

Public Areas

- Public areas such as classrooms, the dining area, Campos Blancos, etc. are open to everyone.
- When using a public area, please keep it clean and orderly.
- Weekly campus cleaning tasks may be assigned as needed.
- Extra duties may be assigned as needed, such as kitchen help.



- To prevent damage and loss, ask permission from the department head before using campus equipment such as tools, kitchen equipment, vehicles, chairs, etc.
- To allow others to sleep, quiet time on campus is from 8:30 PM – 4:30 AM.
- All staff are expected to return to campus by 9:00 PM.

Work

- A change in work is good for the mind and body. For this reason, we encourage all staff to work 4 hours of practical work and 4 hours of outreach every week if possible.
- If you have commitments outside of VIDA, such as a business, ask your supervisor about fulfilling both commitments.
- In case of sickness, each person should notify their supervisor about their condition.

Flammable Objects

- Leaving burning candles and oil lamps unattended is prohibited.
- Flammable objects should be stored in locations that would not present a fire hazard.
- VIDA is not responsible for damaged personal items.

RELATIONSHIPS

Relationships are both a blessing to mankind and a challenge to handle well. For this reason, Paul asked Timothy: “Flee also youthful lusts; but pursue righteousness, faith, love, peace with those who call on the Lord out of a pure heart.” (2 Timothy 2:22) Done well, relationships increase “righteousness, faith, love, peace”. In contrast, “youthful lusts” can blind us to problems in a relationship and distract those around us.

By following principles given in the Bible and Spirit of Prophecy, our relationships can fulfill Paul’s command: “Abstain from all appearance of evil.” (1 Thessalonians 5:22). To promote healthy relationships, VIDA has agreed on some basic policies to protect both those in a relationship and other staff on campus.

Specific Policies

- VIDA allows relationships between Permanent Staff, Special Permanent Staff, and Board Officers only. Because of their brief stay, relationships are discouraged between Short-Term Staff, Volunteers, and Student Workers.



- Relationships greatly affect campus life. Therefore, staff who want to begin a relationship must submit their request to the Executive Committee for review. The Executive Committee evaluates potential relationships by the following guidelines:
 - They have sufficient education, training, and/or practical experience in their chosen field to support themselves and others.
 - They have taken time to learn each other's character.
 - They relate well to authority and listen to guidance.
 - They are faithful in their current responsibilities and would not be seriously affected by the demands of a relationship.
 - They are old enough to make mature decisions.
- If approved, the Executive Committee will arrange for continuing guidance to the couple.
- To avoid late nights, approved staff couples may not meet from 8:30 PM – 4:30 AM (quiet time).
- To prevent the appearance of evil, approved staff couples must meet outside of each other's personal rooms.
- Approved staff couples should have only friendly physical contact. Engaged staff couples should be modest about their physical contact.
- No sexual harassment, either verbal or physical, will be tolerated.

ATTIRE

Paul told the Corinthians, "You are our letter, written in our hearts, known and read by all men..." (2 Corinthians 3:2) What is in our hearts is seen by others in our acts, words, etc. Since we are "read by all men", how we present ourselves can make an impression for or against Christ in others' minds. Modest clothing helps others see true beauty: "...the hidden person of the heart, with the incorruptible beauty of a gentle and quiet spirit..." (1 Peter 3:4) Immodest clothing directs a person to focus on the outside, leading to lust. Clothing that does not protect a person properly, such as with construction or in bad weather, can lead to injury and disease.

VIDA has a policy on dress to give a consistent Christian witness to the world. The hope is that this policy will promote health, modesty, and reverence for our Lord Jesus Christ.



Specific Policies

- Men
 - Work: Slacks, jeans, or shorts to the knee; button-down, polo, or t-shirt with sleeves.
 - Evangelism/Church: Slacks; buttoned or polo shirts; business casual shoes.
 - Swim attire: Shorts to the knee; sleeved shirt.
- Women
 - Work: Skirts below the knee or loose pants/jeans; loose-fitting and long button-down, polo, or t-shirt with sleeves.
 - Town: Because of the attention that some clothing can draw, women are asked to wear skirts when they are in El Suyatal and surrounding villages, unless work requires otherwise.
 - Evangelism/Church: Skirt or loose-fitting sleeved dress below the knee; button-down or polo shirt with sleeves.
 - Swim attire: Shorts to the knee; loose-fitting sleeved shirt.
 - Make-up: Unnoticeable.
- Both:
 - Jewelry: engagement and wedding rings only.
 - Avoid tight, constrictive clothing.
 - Avoid large logos and writing on Evangelism/Church attire.
 - To properly represent VIDA, staff should wear their department uniform, if they have one, while working off campus.
 - If you are unable to come up to the standard due to finances, weather, etc., do the best that you can out of respect for God and others.

MEDIA

“The lamp of the body is the eye. If therefore your eye is good, your whole body will be full of light. But if your eye is bad, your whole body will be full of darkness.” (Matthew 6:22-23) What we look at affects who we are. We become more like God by focusing on spiritually uplifting themes. We become more like the world by focusing on the world. This makes media a very powerful tool to either help or hurt our walk with God.



Because of its power, we want to encourage good media and avoid the bad. The following guidelines aim to fulfill the command given in Colossians 3:1-2: "If then you were raised together with Christ, seek the things that are above, where Christ is, seated on the right hand of God. Set your mind on the things that are above, not on the things that are on the earth."

Specific Policies

- All media use (cell phones, computers, literature, etc.) should represent Christian principles.
- All media use should be educational and spiritually uplifting.
- Because of a beat's scientifically proven effects on the body and mind, avoid music driven more by beat than by melody.
- If others have an issue with media played out loud, even acceptable media, it must be played at a volume where others cannot hear it.

SPIRITUAL LIFE

Our connection with God is our greatest blessing. "A man can receive nothing unless it has been given to him from heaven." (John 3:27) God must give us everything: strength for our work, resistance against temptation, wisdom to help others, mercy for the erring, and much more. No VIDA staff member can do good work without a healthy, growing relationship with God.

All staff will benefit from daily personal devotional time with God. Beyond this, Hebrews 10:24-25 encourages us to "consider how to provoke one another to love and good works, not forsaking our own assembling together, as the custom of some is, but exhorting one another; and so much the more, as you see the Day approaching." As Christ's coming comes closer, it becomes more important to worship together.

Specific Policies

- IBC devotions take place Monday through Friday at 6:30 – 7 AM. All are welcome to attend.
- Friday is Preparation Day for the Sabbath. To guard the sanctity of the Sabbath, all personal cleaning and preparation should be finished before sunset.
- The Seventh-day Adventist church in El Suyatal is located near the center of the village and is the official church of VIDA.
 - Sabbath School begins at 8:45 AM.



- Divine Service begins at 10:45 AM.
- Staff are encouraged to transfer their church membership to El Suyatal if they expect to serve at VIDA for 6 months or more.
- There are several religious services during the week.
 - Thursday: Prayer Meeting at the church at 6:45 PM.
 - Friday: Vespers at VIDA at 6:00PM.
 - Sunday: Vespers at the church at 6:45 PM.
- Staff are expected to attend all weekly religious services.
- God has given us gifts and knowledge to bless others. Therefore, we ask all staff to participate in religious services (sermon, song service, etc.) as much as possible. You may be assigned responsibilities to fill church needs.

DIET AND FOOD

Food was made to be enjoyed. "It is good and fitting for one to eat and drink, and to enjoy the good of all his labor in which he toils under the sun all the days of his life which God gives him". (Ecclesiastes 5:18) We enjoy it not only because it tastes good, but also because it gives physical and mental strength. Proper eating empowers us to work hard, while uncontrolled eating weakens the body and mind. Therefore, it is important that all VIDA staff care for their bodies with tasty, healthy food.

Specific Policies

- The kitchen provides a vegan diet for all staff and visitors.
- When possible, all staff are expected to follow a vegetarian diet on and off campus.
- Breakfast is served at 7:00 AM, lunch at 1:00 PM, and supper at 6:00 PM
- For health reasons, only kitchen staff may be in the kitchen unless given permission.

SEPARATION OF TRASH

Hygiene prevents disease. In the Bible, lepers were kept separate from large communities because of their deadly condition. Israeli soldiers were commanded to use latrines outside of the camp to keep the camp clean. Because of VIDA's rural location, we too must maintain good hygiene by disposing of trash properly.



Specific Policies

- All trash should be separated into two categories:
 - Organic: all items that decompose easily and may be used as fertilizer.
 - Inorganic: all items that do not decompose easily, such as metal and plastic.
- Place organic/inorganic trash into designated trash containers.
- When emptying trash containers, trash should be disposed of properly:
 - Organic: place contents on the compost pile.
 - Inorganic: place contents into a bag or box, take the bag/box to the burn pile, and promptly burn the trash.
- Do not place aerosol cans into the burn pile, as they will explode.

PUBLIC TRANSPORTATION

Public transportation provides daily services from El Suyatal to Tegucigalpa for any staff needing to shop, travel, etc.

GUESTS

"...love the foreigner; for you were foreigners in the land of Egypt." (Deuteronomy 10:19) Guests are expected and encouraged to stay at VIDA. We praise God for the opportunity to be a blessing and a witness to others. To ensure that guests have the best experience possible, there are some simple guidelines to follow:

Specific Policies

- Prior to the arrival of any guest on campus, an oral request must be presented to the immediate supervisor. This includes the person's name, purpose of visit, and arrival/departure times. This allows VIDA to prepare accommodations for the guest.
- If the guest is approved for a visit, please notify the kitchen.
- All visitors are expected to follow staff policies.
- Guests are expected to pay for their food and lodging.

FINANCES

Money is a tool to do God's work. We use it to pay our living expenses and to bless the less fortunate. Too much or too little can be dangerous: "Give me neither poverty nor riches – feed me with the food



allotted to me; lest I be full and deny You, and say, 'Who is the LORD?' Or lest I be poor and steal, and profane the name of my God." (Proverbs 30:8-9) To keep VIDA running while providing for our staff's needs, VIDA gives stipends or requires payment based on a person's length of stay and area of service.

Specific Policies

- Staff serving for less than 1 year and without a specific call are expected to pay \$200/month for room and board.
- Staff serving for less than 1 year in response to a specific call will receive 1000L/month plus free room and board.
- Long-term staff (more than 1 year) serving in response to a specific call will receive 1000L/month plus free room and board initially. Their monthly stipend will be increased to 4000L/month as quickly as possible.
- International staff will need a residential visa for 1 to 5 years, depending on how long they plan to stay. Contact VIDA for current visa costs.
- Monthly stipends will be paid as finances allow and may not be consistent.
- Each person is responsible for providing for their own medical costs. Medical care in Honduras is very affordable compared to a developed country. There are also many free remedies on campus which keep medical costs low.