

Volunteer
Handbook



2020

Westminster Cambodia

WELCOME TO WESTMINSTER CAMBODIA!

We appreciate your willingness to devote yourself to this work as an instructor, teacher, a helper, or whatever duty you are assigned. It is our desire that your time with us be useful and rewarding, and bring you to a greater understanding of the life that our heavenly Father, through Jesus, has to offer. Thank you for coming! Welcome!

WESTMINSTER CONTACT INFORMATION

- Mailing Address:
88 Phlov Lum, Sangkat Snor, Khan Kamboul
Phnom Penh, Cambodia
- Cyber Address:
info@westminstercambodia.org
www.westminstercambodia.org
- Telephone Numbers:
092-620-021 (Khmer/ English)
017-450-042 (Korean/ English)

A MATTER OF COMMON SENSE

Not About You

Obedience and hard work define the life of Jesus, and they are good standards to apply to your time with us whether it is short or long. We cannot attain His perfection but, by His grace, we can walk in His Spirit rather than in our flesh. Please consider doing His work in His way. Make yourself available and even inconvenienced when necessary. It's not about you. This is not the place for focusing on meditation, or finding yourself, or doing what you think best, or meeting your own needs and agenda. This is a place where you can find the truth of Jesus' words: "If anyone would come after Me, let him deny himself, and take up his cross daily, and follow Me... (also) whoever loses his life for My sake shall find it."

Much of it is a matter of common sense, but it isn't always what comes naturally, especially in another culture. When you are here with us, please continually think of

yourself as a representative of Jesus at another person's home. We cannot list every common-sense thing, but here are some that you need to heed:

Your Valuables

We would like you to limit valuable items to only what is essential. They may cause unnecessary temptations for the students who hardly ever see these things. If you want to have your valuables kept in a secure place, we will assign you a locker with a key. If you lose the key, you have to report it to the Administrator immediately and request the school to make a new key for you. You will be charged \$5.00 for the new one

Gifts, Treats, Monetary Helps, etc.

It is natural that the students are curious about you and what you have to offer. It's only natural for you to want to shower the students with items you take for granted that they may rarely see and with whatever you can afford.

It is important to remember that while it might seem like a great and generous thing to do, gift giving in certain communities with scarce resources, may create feelings and have an impact that you were not expecting, especially when others are aware of your actions.

To remove the possibility of anyone developing a sense of expectation (or entitlement), and to avoid the possibility of developing any negative consequences in the school afterward, check in with the school or the program director before you give gifts. The school may advise against it or help you to handle the situation with prudence.

Be Punctual

WTCS strives to train the students to be punctual and expects everyone on campus to be in step with the school. Everyone on campus is expected be punctual for all sessions scheduled. It is not acceptable for students to take "self-appointed breaks" from a class session to go to the restroom, to see a visitor, or answer a mobile phone. The instructors are to be good examples for students.

Mobile Phones

Mobile phone use is not permitted during the class sessions, and phones must be switched off in the classroom. You should turn your phone to silent mode in the library, and not answer calls in the library.

Internet Access on Campus

There is no wifi in the classrooms. Wifi is available for the administrative staff in the office, for the faculty in the faculty room and in the faculty housing, and for the students in the library. However, it is not as powerful as you are used to at your home.

Devotional Life

Daily chapel is a special time for worship. Chapel is part of life in the Westminster community, and all students are expected to attend it faithfully. In addition to chapel, all students are expected to attend the morning and evening devotions during the semester through which they will learn and share the burdens and blessings in their lives, admonishing and encouraging one another. Devotions are conducted in English during the semester, and in both Khmer and English during the SEA program. Non-Khmer speaking volunteers may attend the English evening devotions but may attend the Khmer ones as an encouragement to the students.

Church Life

Over the weekend the faculty and staff, including short term volunteer instructors and helpers, are expected to join the Lord's Day worship service. It is not only for you but also for the local congregation and its pastoral leaders. It will be a way to express your support of His Church in every sense and every possible manner.

Those who would like to attend a Khmer-speaking church are advised to join Cambodian Reformed Presbyterian Church (CRPC, Rev. Pheak Ny), those who would like the Lord's Day service in English are to join Westminster Presbyterian Church (WPC, Rev. Sarath Sous). Both churches are located near the school campus.

Dormitory Life

All visiting instructors, teachers, and helpers are to live on campus. Everyone is required to follow Dormitory Guidelines faithfully if you are housed in the dormitory. There is also a resident staffer (Dormitory Chief) for additional guidance and assistance in the dormitory.

1. You are expected to respect and honor fellow residents. Make sure that you do not make others feel uncomfortable.
2. Be concerned with the sleep and rest of others. You may study in the office or in the library. Loud talking and noise (including singing, playing mp3, computer work, playing a musical instrument, etc.) is not to occur after 9 pm in the dormitory.
3. The dormitories for females and males are separated from each other. No off-campus or on-campus visitors of the opposite sex are allowed in the dormitory rooms at any time for any reason. No visitor should stay overnight in the dormitories for any reason.
4. You are not to step out of your dormitory or walk around it in your sleepwear.
5. Student-residents are to divide up cleaning responsibilities and are to work together for the common good. Remember their hard work and be thankful. You are to maintain the dorms, lounges, classrooms, and the restrooms clean and neat as you use them.

- 1) NO food, NO drinks, NO snacks, and NO fruits in the dorm rooms. They invite unwanted insects and animals into the dorm.
- 2) If you happen to take anything out of the dining hall (cups, utensils, bowls, plates, etc.), return them as soon as possible, and if you happen to use the kitchen, make sure to clean the mess you made. Don't cook anything at night.
- 3) Do not open the screen windows and keep them positioned correctly - The side with pinfeather is to stay in the middle. It will keep insects out of your room.
- 4) Check and clean up the drains of sinks and the floor drains in bathrooms after each use. Keep the top cover of the floor drains in its place always.
- 5) No sanitary napkins in toilets.
6. Handle with care all the furniture, office equipment, appliances, supplies, etc. When you notice any of these are not in order, report it to the office.
7. Pay attention to the building fixtures and facilities, and report when you notice any leaks, damage, electrical, plumbing or other problems on campus.
8. Use electric power sparingly. Turn off lights, fans, or the air-conditioner (especially) after use. Unplug irons, hair driers, and shavers immediately after use.
9. Use water sparingly.
10. Washing clothes should be done according to the laundry schedule, and you must clean the filter of the washer right after taking out your laundry. The laundry schedule is posted on the bulletin board. Dry your clothes on designated clothes lines.

Meal Policy

Meals are prepared by the school cook and served seven days a week throughout the year. Meals usually are prepared in the local Cambodian style.

1. Meal times are normally 7 am for breakfast, 11:30 am for lunch, and 5 pm for dinner. Meals are usually served for an hour. Late eating is not allowed.
2. When you join the table in the dining hall, notice that all students are supposed to recite the assigned Bible verse(s) around the table before each meal. The Verse chart is posted on the bulletin board. It will be a positive example if you recite the verse with them.
3. No guest from outside is allowed to have a meal with the students in the school dining hall without permission. If you have a guest from outside, let us know in advance. If you eat out, notify the cook (or the Administrator) in advance.
4. Thank the LORD who provides us every meal.

Closed Campus Policy

When you travel abroad, you are to exercise normal precautions wherever you are. In Phnom Penh you are advised to be aware of the fact that foreigners are an easy target for criminal activities such as cash robbery or especially phone and bag snatchings.

The vicinity of the school is relatively safe. However, traffic accidents are frequent in this area because of unexpected fast vehicles. When you wander around the campus, be alert of the unexpected vehicles, keep yourself off the grass field to be safe from the snakes or poisonous insects, and return to the campus for your safety before it gets dark.

It is the goal of WTCS to provide and maintain a safe and orderly environment at all times. Therefore, only those who are involved with the school program including students enrolled at a particular program are permitted on campus during the instructional hours, and all visitors must report first to the office.

1. You are advised not to leave the campus at any time while the instructional class are in session. Remember that "self-study" is considered to be a part of class. When an emergency happens, or you have an absolute need to go out, you may leave campus with permission from the person you are accountable to (Academic Dean, the Director of the program, or the Administrator). Remember that no "self-appointed" outing is advised.
2. Before you go out, you are required to stop by the office to log in the book details about your outing: date, time, reason, expected time to return and actual time you returned, who authorized your outing, etc. This will help the school to trace your route when an unexpected situation happens. You are encouraged to return to campus from the outing before sunset.
3. The campus gate is locked up at 7:30 pm and re-opens at 7:00 am for security reasons. You may not come in or go from the campus between 7:30 pm and 7:00 am. To open the locked gate, you must call the school.

Medical Care and Expenses

Westminster Cambodia is committed to providing the best environment for you to carry out your duty with no major obstruction. When an injury or illness occurs to you while on duty at Westminster, the school will provide an immediate and urgent care through a visit to a medical facility. If the impact of the injury or illness requires longer term care, the school will send you back home for appropriate care.

Unfortunately, medical care and treatment are not advanced in Cambodia. Should you require more sophisticated procedures, there are not many options available, and you may have to fly elsewhere for more advanced medical care.

CODE OF CONDUCT

Westminster Cambodia is a Christian community and expects not only its students but also all on campus (including visiting instructors, teachers, helpers) to follow a godly lifestyle as set forth in Scripture and in the historical Reformed confessions.

Godly behavior comes from a good state of the heart, the product of regeneration by God's Holy Spirit. We cannot see others' hearts; and we cannot judge the internal thoughts and attitudes, either, which produce good or wicked actions. But we can and must take account of a person's outward actions which Scripture praises or condemns. Those whose actions violate these biblical and confessional standards may be subject to discipline, and the violator may be requested to leave the program, especially in case of unrepentant and repeated violations.

The following rules and guidelines apply to both students and visiting personnel whether on- or off-campus, while they are in the program at Westminster Cambodia:

1. Drinking of alcohol, smoking and illegal drugs are not permitted.
2. Pornography, immoral literature and music are not permitted at Westminster. Also, the watching of immoral movies, TV shows, or the use of the internet for immoral purposes are prohibited.
3. Dress Codes:
 - 1) Your dress and personal appearance should be a positive example to the students. All volunteers, both men and women, are expected to dress conservatively while in the classrooms and in other school activities on campus.
 - 2) It is not allowed to take shirts off in public. T-shirts with inappropriate designs or writings, transparent clothing, excessively high slits in skirts, shorts above your knees, tight dresses, low cut and spaghetti strap blouses and tees, blouses exposing the midriff, and going "bra-less" are inappropriate dress on campus or while representing Westminster Cambodia. Do not be offended when the school asks you to change your outfit when deemed improper.
 - 3) We encourage our volunteers to honor Christ, to avoid conformity to the world and to steer clear of causing others to stumble in all things, including dress (1 Cor 10:31; Rom 12:1-2; 14:16-21; 1 Cor 8).

Relationships between Men and Women and Sexual Conduct

Christians are to be different than the world. Sexual morality is a very important expression of holiness and of our commitment to honoring our Lord Christ. All who are engaged in the school program, including students, program assistants, administrative staff, visiting instructors and teachers, and helpers are expected to keep sexual purity in all relationships whether on-campus or off-campus.

As a Christian community we bear a witness to one another, to the neighborhood where Westminster is located, and to the city and country in which we live. The following guidelines apply to all those mentioned above wherever they are.

1. No off-campus or on-campus visitors of the opposite sex are allowed in the dormitories at any time for any reason. This applies to groups or individuals. Individuals and groups of students of the opposite sex may meet at places open to the public. This is to avoid “every appearance of evil” (1 Thess 5:22) and for the safety of all involved.
2. No one in the Westminster community, either on-campus or off-campus, is to engage in vulgar or sexually explicit language. Sexual immorality is not to be made light of, nor is it appropriate to make sexual comments and evaluations of others or to discuss sexual experiences in a casual, boastful or bragging manner.
3. Each person participating in the school program is expected to guard, watch over and preserve his/ her own sexual chastity, purity, modesty, and abstention from unlawful sexual activity in thought, word, and action; and to guard, protect and preserve the purity of others as well.
4. Westminster Cambodia does not accept any romantic involvement among students or any visiting volunteer and a student on-campus. (DO NOT do anything that our students or people in the community may interpret as a romantic or sexual advance. Such behavior as an outing with a boy/ girl alone, or being with a boy/ girl alone on campus is often considered to be a date for Cambodian young people and it will encourage romantic relationships.) It is a bylaw implemented with much discretion and prudence (not a command from Scripture) so that Satan may not tempt you and others because of lack of self-control.
5. Couples who are engaged with both families’ blessing are allowed to serve in the program together at Westminster campus. But they are expected to demonstrate proper and exemplary conduct in public and private, on-campus and off-campus. Sexual intimacy before marriage is not an acceptable behavior and violates God’s explicit commands against fornication and sexual immorality (1 Thess 4:3-8; Ex 20:14).
6. Anyone involved in immoral and impure sexual activities such as prostitution, adultery, fornication, homosexuality, sexual assault, rape, and defilement while serving as a volunteer will face immediate dismissal from the program.

DISCIPLINE

These rules and guidelines ought not to be viewed as a form of legalism, rather as an application of Scriptural commands and instructions that pertain to all believers and as a calling of all believers to gospel-based and gospel-driven evangelical obedience. As those brought out of darkness to now live in the light, all believers, the redeemed children of the King, are to live holy lives.

The Westminster faculty has the authority and responsibility not only for administrative and academic affairs but also for the discipline of all those who are on any school program. The goal of discipline is repentance, forgiveness, and restoration. Refusal to repent of sin and the violation of the rules, regulations, and guidelines may lead to

further discipline. In some case the presence of even sincere repentance does not remove the necessity of discipline.

Since Westminster Cambodia is not a church, the types of discipline are limited and are connected with Westminster Cambodia as an educational institution. The discipline of volunteers includes private confrontation, witnessed confrontation, suspension from service, and dismissal from the program.

TOWARDS A LONG-TERM FOCUS

There certainly is room for improvement in many areas. Everyone might have an opinion about some aspects of any work. There may be a difference of opinion about some issues, the ways to handle them, or practical applications. However, we would like to see unity among visiting volunteers and the school. Instead of being critical, grumpy, or complaining, to the detriment of the students, we advise you to be willing to wait patiently for an opportunity to discuss things with the staff of the school. Please realize that sometimes you cannot find immediate answers to certain issues.

We are working towards a long-term focus, an eternal harvest. Temporary inconvenience often is a small price to pay for being a part of God's work.

Thank you.

✂-----

Volunteer Affirmation

I have read this **Volunteer Instructor Handbook** completely and I agree to abide by all the policies, rules, and guidelines written in it while I am doing my duty at Westminster Theological College and Seminary Cambodia.

Signature:
Your name in print:
Date: