



...

equipping people to exalt Jesus, encounter His goodness and extend

His Kingdom ACROSS NATIONS

## **Encounter Manual**

**...for short term volunteer encounters that may change your life...**



Formerly Western Indian Ministries, Inc., ACROSS NATIONS is a non-profit ministry dedicated to carrying on the vision and mission of Howard A. Clark and the founders since 1938.



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## INTRODUCTION

Welcome to ACROSS NATIONS /formerly Western Indian Ministries' volunteer Encounter Manual. Thank you for your willingness to visit us in Navajo country and to walk as Jesus walked.

This manual is written to help you understand a little about ACROSS NATIONS (AN), the culture where we live, and our volunteer work program. We have included a suggested reading list, things to prepare before you embark on this journey and the requirements that AN short-term missionaries must agree to, in order to serve here.

We want your mission experience to be a positive one and your interaction with the Navajo people to be the very best in Christian fellowship. Most of all, we want to see Jesus lifted up and all men to come to Him. Please feel free, after reading this manual, to call us with any questions you might have.

***“ So then, just as you received Jesus Christ as Lord, continue to live your lives in Him, rooted and built up in Him, strengthened in the faith as you were taught, and overflowing with thankfulness.” Colossians 2:6-7***

## SOME HISTORY

The Reverend Howard A. Clark established Western Indian Ministries in 1938. Originally the mission was called Navajo Bible School and Mission, but as times and ministry needs changed, the name was changed in 1983. Again in 2019, the mission name changed, to ACROSS NATIONS to recognize that Native believers are partners in this endeavor to take the Gospel to all nations.

**Our Mission** ... *Bringing the Gospel of Jesus Christ to Native People and the World*

*We intentionally —*

*Connect and Respond*

*Build a Christ-centered community*

*Cultivate and serve the Church*

*Mobilize the next generation*

*for hope and transformation!*

**Our Vision** ... *equipping people to exalt Jesus, encounter His goodness and extend His Kingdom ACROSS NATIONS.*

## OUR MINISTRIES

Hilltop Christian School ministers to Native American students on the Navajo reservation. Our goal is to bring God's light and God's love to all of our students who come with deep needs that can only be met through a changed life in Jesus. We endeavor to provide a solid educational foundation, strong Biblical values, and hope for the future, that will lead to a successful life of serving Jesus and others.

AN includes a network of three radio stations reaching most of northern Arizona and New Mexico with the gospel message of Jesus, 24 hours a day, seven days per week. KWIM (104.9 FM) and KHAC (880 AM) are headquartered in Window Rock, AZ. KTBA (1050 AM) is located in Tuba City, AZ, on the western side of the Navajo Nation. An application has been approved to add FM capacity to the western station in order to boost our signal further into the reservation.

Our Church Development department works to bring pastors together for prayer, encouragement and training. Through the years our mission has planted many churches that are functioning independently today. Our desire is to build and serve the Church, much like a chapter house on the reservation serves the community.

Community Outreach is our department that includes such diverse ministries as jail outreach, police chaplaincy, and family/individual counseling.

Lastly, Christ for Native Youth develops youth ministry on area reservations and assists churches by training youth leaders, praying for them, linking them with needed resources and encouraging them to *keep on* in their difficult ministry. We are better and stronger together.

## ACROSS NATIONS/ WESTERN INDIAN MINISTRIES' DOCTRINAL STATEMENT

(approved April 18, 2016)

*Article I:* We believe the Bible, consisting of the Old and New Testaments only, is verbally inspired by the Holy Spirit, is inerrant in the original manuscripts, and is the infallible and authoritative word of God. (Psalms 12:6-7; II Tim. 3:16; II Peter 1:20-21)

*Article II:* We believe that the one triune God exists eternally in three persons: Father, Son, and Holy Spirit. (Duet. 6:4; Matt. 28:19; John 1:1, 14; Acts 5:3-4; II Corinthians 13:14)

*Article III:* We believe that Adam, created in the image of God, was tempted by Satan, the god of this world, and fell. Because of Adam's sin, all men have guilt imputed, are totally depraved, and need to be regenerated by the Holy Spirit for salvation. (Gen. 1:27; 3:5-6; Rom. 5:12)

*Article IV:* We believe that Jesus Christ is God, was born of a virgin, died vicariously, shed His blood as man's substitutionary sacrifice, rose bodily, and ascended to heaven, where He is presently exalted to the Father's right hand. (Isaiah 7:14; 53:5,8; Matt. 1:18, 21-23; John 1:1-2, 14; Eph. 1:20)

*Article V:* We believe that salvation consists of the remission of sins, the imputation of Christ's righteousness, and the gift of eternal life received by faith alone, apart from works. (Acts 4:12; Rom. 3:23-24; Eph. 2:8-10; Heb. 9:22; II Cor. 5:21; I Peter 1:18-19)

*Article VI:* We believe that the return of Jesus Christ is imminent, and that it will be visible and personal. (Zech. 14:4; John 14:1-3; Acts 1:11; I Cor. 15:51-53; I Thess. 4:13-18; Phil. 3:20-21; Rev. 1:7; 19:11-16; 22:20)

*Article VII:* We believe that the saved will be raised to everlasting life and blessedness in heaven, and that the unsaved will be raised to everlasting and conscious punishment in hell. (Matt. 13:42, 25:34, 41-46; Mark 9:43-48; Luke 16:19-26; John 5:28-29; 11:25-26; II Thess. 1:7-9; Rev. 20:11-15)

*Article VIII:* We believe that believers comprise the Church and are one Body, having Christ as their Lord, God's glory as their aim, and making disciples as Jesus commanded as their mission. This Body is manifested in local congregations that seek to represent His spiritual Body, the universal church, with baptism, teaching, fellowship, prayer, discipline, and the Lord's Supper. We believe that Christ commanded the church to go into all the world and preach the gospel to every creature, baptizing and teaching those who believe to observe everything our Lord commanded His disciples. (Matt. 28:18-20; II Tim. 2:2)

*Article IX:* We believe that the Holy Spirit baptizes every believer once, at the moment of salvation, and indwells the believer thereafter. We believe that believers are filled with the Holy Spirit, as they yield control of their lives to Christ. We believe that the Christ-controlled life is the evidence of the presence and power of the Holy Spirit in one's life. (Deut 4:2; Rev 22:18-19, Acts 1:21; I Corinthians 15:7-9; John 3:5; Galatians 5:22-23; Acts 1:8; Isaiah 8:19-20; I Corinthians 14:37)

*Article X:* We believe God's plan for human sexuality is to be expressed only within the context of marriage, that God created man and woman as unique biological persons made to complete each other. God instituted monogamous marriage between male and female as the foundation of the family and the basic structure of human society. For this reason, we believe that marriage is exclusively the union of one male and one female. (Gen. 2:24; Matt. 19:5-6; Mark 10:6-9; Rom. 1:26-27; 1 Cor. 6:9)

*Article XI:* We believe that human life is sacred from conception to its natural end; and that we must have concern for the physical and spiritual needs of our fellow men. (Psalm 139:13; Prov. 31:8-9; Isaiah 49:1; Jer. 1:5; Matt. 22:37-39; Rom. 12:20-21; Gal. 6:10)

## **THE ENCOUNTER PROGRAM**

The Encounter program is designed to help you:

- encounter Christ through service
- encounter Culture to learn what makes the Dine' unique and beautiful people
- encounter Missions that could change your life

Much of the time during the day is spent on work projects in the community, on AN grounds or a local church. Evenings and weekends could be sight-seeing, enjoying worship in the Navajo language, visiting local sights like the Navajo Nation Zoo, Museum, the Window Rock Park, the Navajo Nation's tribal headquarters, including the Tribal Council Chambers. Amazing canyons are nearby like Canyon de Chelly, which is just about an hour from AN, and has some easy and fascinating hiking and Native ruins.

We also want to give you a cultural orientation when you arrive! There is much to learn about the Navajo traditions and beliefs. The Dine' are a proud and generous people, with rich stories of their heritage and their descendants that survived the Long Walk, early believers and today's Christian Church. As a short-term missionary your contribution is very important to the entire operation of the mission. Full-time missionaries, including the maintenance staff, simply do not

have the time or the funds to complete all the projects that are needed to maintain this mission. When you contribute your time, talents, and financial support, you are making an eternal investment in God's work here at AN.

### **MAKE UP OF A MISSIONARY**

Missionaries at ACROSS NATIONS are a diverse group and include people from all cultures and walks of life. At the mission you will find full-time supported missionaries (ones who get their financial support from churches and individuals like you), part time volunteer missionaries, part and full-time paid employees, short-term missionaries, and volunteers. The really amazing thing is that God gets His work done through all types of peoples with different abilities and different levels of commitment.

Missionaries are human. They are just like other Christians and face the same temptations and triumphs as those who labor for the Lord at home. If you cannot serve God at home, you will not want to serve Him under the difficult conditions of missionary life. Missionaries often spend much of their time doing physical work and only a very small portion of their work doing spiritual ministry. This is probably how your mission experience will be. Missionary work requires years of planting seeds, clearing the land, preparing the soil, and watering, before significant fruit is seen.

### **THE INDIGENOUS CHURCH PRINCIPLE**

From the earliest days of Christianity, the Church has encouraged the indigenous people to lead their own churches and propagate the faith in their local area and then throughout the world. ACROSS NATIONS is committed to this principle. For this reason, any ministry work that you (or any AN missionary) undertakes should be done with a heart sensitive to encouraging and training up local people to do that work. The full-time staff at the mission are involved in this process and can be an excellent source for questions you might have about this process.

***"For you were called to freedom, brethren: only do not turn your freedom into an opportunity for the flesh, but through love serve one another." Gal. 5:13***

### **CULTURAL ISSUES**

The Navajo (Dine') are a proud and generous people, often very independent and reserved. Many will not disagree with you verbally, even though they may not be in agreement with something you are asking them to do. So be a good listener and hear more than words. Let people take their time to respond. Cross-cultural communications can always be a challenge, so remember to watch and notice how people act in a group, or in a quiet conversation.

Showing affection is very personal and private. Consider that many people need to have a safe

space around them. If you are an affectionate person, consider waiting for someone to reach out to you first before you initiate any contact. Touch is particularly personal in cross-gender interaction, so please listen and learn.

***"Be diligent to present yourself approved to God as a workman who does not need to be ashamed, handling accurately the word of truth." 2 Tim. 2:15***

## **SPIRITUAL PREPAREDNESS**

We don't expect you to be a theologian, but there are certain standards we uphold since often missionaries are setting an example of who Jesus is and how He acted.

As an Encounter team member, you must be committed to serving God, obeying His word, and willing to listen to His voice. Each person should be prepared "to give an answer to everyone who asks you to give the reason for the hope that you have." (1 Peter 3:15) On the mission field you may have the opportunity to share your testimony. Some preparation for sharing would be appropriate before coming. In addition, a good habit of daily Scripture reading, meditation and prayer are good preparation for the mission field.

## **SUGGESTED READING**

Here are a few suggested books to help you prepare for your trip:

1. Hillerman, Tony. Any of his novels. These are secular books but are easy reading and give some real insight into the area and the cultural beliefs.
2. Taylor, Dr. and Mrs. Howard. *Hudson Taylor's Spiritual Secret*, Moody Press, Chicago, IL. 1932.
3. Corbett, Steve and Fikkert, Brian, *When Helping Hurts: Alleviating the Poverty Without Hurting the Poor...And Yourself*, Moody Publishers, 2014.
4. Pasternak, Judy, *Yellow Dirt: A Poisoned Land and the Betrayal of the Navajos*, Simon and Schuster, 2010.
5. Sides, Hampton, *Blood and Thunder: An Epic of the American West*, Doubleday, 2006.

In addition to this list, you may visit your local library for books written on Native American culture and religion. We encourage all teams to research the military history of the Navajo, specifically that of the Code Talkers.



## PHYSICAL PREPAREDNESS

The time spent here will involve strenuous physical work, so prepare yourself with exercise and healthy food. We are at 6,850' in elevation and the change in elevation may adversely affect even the most fit individual. It is very important that everyone drink at least 40 oz of water daily and receive adequate rest. Everyone under the age of 18 needs to bring a medical release form signed by their parents and *proof of insurance coverage*.

Because of our elevation many people from lower elevations will need time to adjust. Light-headedness, headaches, tiredness, and shortness of breath are all symptoms that may bother you. Most people do adjust with little or no discomfort, but people with high blood pressure or a weight problem will need to be extra careful. If you have a medical condition that affects your breathing, heart, or in some other way may be affected by the altitude, we encourage you to check with a doctor before coming.

## CLIMATE OF WINDOW ROCK

Window Rock, Arizona is a semi-arid high desert. You may find that you become thirsty more and perspire less. The sun is intense, and you may burn easily. We recommend that you bring individual water bottles and make sure each individual drinks plenty of water (at least 40 oz per day). We also recommend you bring sunscreen—even for those who don't normally burn.

Although the temperature in the day may reach 80-90 degrees, the temperature at night may drop by as much as 50 degrees. It can also be windy, causing sand or dirt to blow in your eyes. For this reason, contact wearers should also bring glasses.

The area around the mission compound is "open range," which means that horses, cattle, and sheep roam freely wherever they wish, which includes the roadways. Care should be taken when driving to avoid livestock—especially at night!

Because we live in a semi-arid climate there are cactus, tumbleweeds, and other plants that can prick or irritate the skin. Care should be taken when walking to avoid these. Stay on trails when hiking.

Be aware of rattlesnakes, scorpions, black widows and tarantulas. Usually they don't bother you, but a bite could cause serious pain, infection and other complications. Check google to see what they look like.

You also need to be aware of hantavirus which is passed through the urine or droppings of mice. This is often fatal but is avoidable. If you see mice and/or mice droppings do not go into the area until you put on a mask and spray the area with Lysol disinfectant or a bleach and water mixture. Stay away for at least 30 minutes. Be familiar with symptoms of hantavirus.

*"Whatever you do, do your work heartily, as for the Lord, rather than for men." Col. 3:23*

## **GUIDELINES FOR ENCOUNTER WORKERS**

- You must be in good physical health.
- You must be prepared to share your testimony with others.
- You must agree with and be committed to *ACROSS NATIONS* doctrinal statement and mission statement.
- You must have a willing and humble heart. You must be prepared to take direction from your leaders and those in the mission and be prepared to serve the Lord in any way He requires of you.
- You must respect Native Americans and have a true concern for their salvation.
- Respect the advice of resident missionaries with regard to personal conduct and work assignments. These experienced staff members know the Navajos and will be caring for their spiritual welfare.
- Stay with your group or at your assigned work area. Tell your chaperone when you go anywhere and be back on time.
- Check with your leader before climbing on sandstone cliffs. Stay on the trails.
- No smoking, drinking of intoxicating beverages, or use of illegal drugs.
- There will be no dating or physical displays of affection between unmarried couples.
- Be considerate of the resident missionaries' schedule and observe a 10:00 p.m. noise curfew.

*ACROSS NATIONS* reserves the right and responsibility to ask any Encounter worker to leave the mission field if his or her behavior is seen to be detrimental to the well-being of the growing Navajo Church.

## **FOOD, LODGING, MONEY, AND MEDICINE**

Encounter participants will be responsible for purchasing and preparing their own food, unless you have made previous arrangements. There are stores in Window Rock where you can purchase all of the necessities. Local prices will be similar to what you pay at home.

Lodging will be provided by *AN*. Our facilities are not plush, but they are livable. A two-story dormitory is used for large groups. One of your first jobs will be to freshen up the quarters where you will be living. And you will be asked to leave things clean when you leave. There will be a checklist to assist you in the checkout procedure.

You may want to bring additional spending money for souvenirs. Be very careful about buying jewelry or other expensive items. Authentic Navajo crafts are very expensive. If you find a good price, you may also have found nickel or aluminum instead of silver. If you bring money to invest in Navajo arts and crafts, we can assist you in purchasing them.

Medical facilities are nearby for emergencies. For minor problems we travel to Gallup, New

Mexico about 30 miles away. Be prepared to pay for those medical expenses not covered by your insurance. Your church or organization will be responsible for liability and medical insurance for your group.

## WHAT TO BRING

### 1. CLOTHING

For women: T-shirts, closed toed work shoes, sweatshirt, work pants or shorts and indoor shoes. Please **DO NOT WEAR** short shorts, **DO NOT WEAR** sleeveless tops, and **DO NOT WEAR** skin tight clothing (leggings, tight shirts, any form fitting clothing, etc). **Knee length** shorts are acceptable for work projects. Clean casual clothing is acceptable for worship services.

For men: T-shirts, closed toed work shoes, sweatshirt, work pants or shorts and indoor shoes. No short shorts and please **DO NOT** plan on going shirtless, even if you're working on a hot roof. Casual clothes including neat jeans are acceptable for worship services. Heavy hiking shoes are not necessary.

Leaders and Teams – please adhere to these clothing guidelines to show respect for the Native culture you are visiting.

### 2. COOKING EQUIPMENT

There is a supply of pots, pans, coffeepots, mugs, potholders, knives and cooking utensils in the dorm for your use. We also have coolers for water for your group while they are outside working. You may want to bring paper goods, plasticware, and/or light plastic plates that you can wash and reuse.

### 3. CLEANING SUPPLIES

There is a stock of cleaning supplies available in the dorm. We ask that you replenish these as you go, as well as restocking paper supplies your group may have used.

### 4. PERSONAL SUPPLIES

Bring a sleeping bag (or bedroll made from a sheet), pillow, towel, toothbrush, toothpaste, soap, toiletries, lotion for dryness, sunscreen, chapstick for burnt lips, hat, sunglasses, and bug spray are highly recommended.

### 5. WORK EQUIPMENT AND SUPPLIES

Please bring personal safety equipment for each member of your team: face mask, safety goggles, work gloves. You may also bring work equipment such as shovel, pickaxe, wheelbarrow as these may be limited with larger teams.

Lost and Found items can be shipped to you at your cost. If you are missing something, please contact our main office at (505) 371-5749.

## AMENITIES

In Window Rock there are two grocery stores, a post office, several gas stations, a zoo with animals indigenous to the area, Navajo Nation Museum and several fast food restaurants. A newly remodeled shower house with 6 showers and 3 sets of washers and dryers has been completed for your use on campus, at a minimal cost.

In case someone cannot reach you by cell phone the mission office is (505) 371-5749. Gallup is the largest town nearby, about 25 miles away, and has drug stores, a Super Walmart, many restaurants, hotels, a public swimming pool, and a hospital.

## WORK PROJECTS

There are always maintenance projects at the school, radio/admin building, mission buildings, and in our community. We are so grateful for our visiting volunteers to help us get those done. We also will be in major demolition of four buildings and rebuilding for the next few years, so skilled work teams may be able to take on a specific project. We will create a general timeline and send that out to our regular volunteer teams, as soon as it is available.

Part of the funds brought by each Encounter group will provide the supplies necessary to complete projects. We request that you send your check or money order at least two weeks ahead of your arrival date, since some items may have to be special ordered. The first morning of your first work day will be spent preparing materials and tools and organizing your week. Teams are encouraged to arrive on Saturday so that you can experience a Sunday Service at a church in the community, hike the prayer trail, visit Canyon de Chelly, and prepare for your week.

This is an example of what a day might look like while working on an Encounter team:

6:30am	Wake up and devotionals
7:30am	Breakfast, includes prep and cleanup
8:00am	Safety Circle prep and project
12:00pm	Lunch
12:45pm	Project and cleanup
5:30pm	Supper
	Evening Activity
8:30pm	Team time
10:30pm	Lights Out

## **MINISTRY OPPORTUNITIES**

Because of the nature of the work we do at this mission, and the fact that sometimes it takes years of ministry to have any real affect, we do not have as many direct ministry opportunities as we do work opportunities. Remember it's all God's work! With prior arrangement, you can arrange to spend a day, or half days, involved in direct ministry such as delivering food and firewood to families, outreach at the flea market, or other ministries that can be arranged by your leaders and the Encounter coordinator.

When working with community churches please keep the indigenous church principle in mind. A VBS or other outreach is the local church's responsibility and we are there to help. Please show respect for the local leaders, elders and pastors, and follow their lead.

## **RECREATION AND SIGHTSEEING**

Usually one day will be set aside for recreation and sightseeing. The agenda for that day is up to your group but could include a backpacking trip, a tour of Indian cliff dwellings, a trip to the Grand Canyon, Monument Valley, Canyon de Chelly, or a camping trip.

In addition to one of these trips, you may spend your evenings in the community playing ultimate frisbee, having worship at the Window Rock, making a bonfire and just hanging out with the youth and young adults in the community.

## **SHORT-TERM MISSIONARIES AND INTERNS**

Those who apply for short-term mission service (for six months or more) must fill out the same application forms as do regular missionaries. Because their salary (support) will probably have to be raised, a support scale will be supplied by the mission and the application processed by the personnel director.

Interns are expected to have the recommendation of and a sanction from a recognized and acceptable Bible school, college, or seminary. They should be pursuing a course of study in school that is directly associated with missions, or which can be aided directly by the practical experience gained in this program. Details on the internship can be managed between the Encounter Coordinator and the intern's college or church.

Please contact *ACROSS NATIONS* if you or someone you would recommend is interested in experiencing the ministry for a longer period of time, with or without college credit.

## PHOTO & LIABILITY RELEASE

Please ask each member of your team to complete the following release form, turn it in to your leader, and ask your leader to bring it to the Encounter Coordinator at ACROSS NATIONS when you arrive on campus.

Encounter Team Member

Your Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Your Group/ Church: \_\_\_\_\_

Home Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: (\_\_\_\_) \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_

Emergency Phone Number: (\_\_\_\_) \_\_\_\_\_

**IMPORTANT: ALL REGISTRANTS MUST SIGN BELOW. STUDENTS UNDER 18 MUST HAVE A PARENT/LEGAL GUARDIAN'S SIGNATURE.**

"I/we hereby consent to allow any medical treatment necessary to be administered to myself or my minor son/daughter while traveling to and from, or during this mission trip to ACROSS NATIONS/Western Indian Ministries. I/we assume full medical, financial, and legal responsibilities for any costs involved in treatment, and release all members of "ACROSS NATIONS /Western Indian Ministries" from liability for any accidental injury or death. I also give ACROSS NATIONS permission to take and use photos of me, during the mission trip, to use in their publications and/or Web site and/or videos. I understand that my name may, in some cases, be used with my picture. I agree that I will not be compensated for such usage.

PLEASE SIGN \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian: (If under 18) \_\_\_\_\_ Date: \_\_\_\_\_

ACROSS NATIONS / formerly Western Indian Ministries  
PO Box 9090 Window Rock, AZ 86515  
(505) 371-5749  
[www.acrossnations.cc](http://www.acrossnations.cc)

## Background Checks

Encounter Missions requires a background check on all participants aged eighteen and older, including volunteer leaders and church staff. Background checks help us to ensure a safe and healthy environment for all participants and the communities that we serve. Encounter Missions' background check prerequisite involves a national or multi-state criminal background check and sex-offender registry check and the company you are using should comply with this request. Your state or county check is NOT sufficient. Finger printing is NOT necessary. Encounter Missions does not need a copy of the actual background check, so please keep them on file with your group's records.

**We ask** that once completed, your group leader writes and signs a letter acknowledging all adult participants have had their background checks and are approved to work with children, youth and adults. This written acknowledgment is vital as it attests that all adult participants have been approved by the church leadership to work with children and are not at risk offenders. Please explain any situations we may need to know about to ensure the safety of all involved.

### **Where to get a background check completed:**

Check with your denomination or church for recommendations. Your church may already use a company to complete background checks on personnel and volunteers. If none, here are some vendors that you can explore:

Presidiums: [www.praesidiuminc.com](http://www.praesidiuminc.com)

ChurchStaffing.com: [www.churchstaffing.com/Store/BackgroundCheck.aspx](http://www.churchstaffing.com/Store/BackgroundCheck.aspx)

Safe Church: [www.safechurch.com/Pages/Default.aspx](http://www.safechurch.com/Pages/Default.aspx)

Safe Hiring Solutions: [www.safehiringsolutions.com](http://www.safehiringsolutions.com)

Protect My Ministry: [www.mobilizemyministry.com](http://www.mobilizemyministry.com) (recommended)

### **When to run a new background check:**

We recommend a current background check. However, if one has been completed within the last year, by your organization, there is no need to run a new background check. Encounter Missions desires that the team leader personally examine the completed background checks and approve eligibility for each adult participant to attend this mission trip.

In sum, you may keep all background check results in your own confidential file and submit a letter of acknowledgment attesting the clearance of all adult team members. Please email the letter to [cindy.harper@acrossnations.cc](mailto:cindy.harper@acrossnations.cc) or hand deliver the letter with your pastor or team leader's legible signature. We prefer to have this letter on file prior to your team's arrival, if at all possible.

The following is a **SAMPLE** "Authorization for a Background Check", one that we use at AN.



## AUTHORIZATION FOR BACKGROUND CHECKS

I authorize investigation of all statements contained in the application for employment as may be necessary in arriving at an employment decision. I give my permission to Western Indian Ministries (WIM) and its agents (Hilltop Christian School, radio stations KHAC, KTBA, KWIM) to contact all of the references, and obtain information about (but not limited to) credit, criminal background and driver's record. I release WIM and its agents from liability for relying on any information received during the application and interviewing process. I also release all employers and individuals from liability for furnishing the information about me.

I understand and acknowledge that any employment relationship with the organization is of an "at will" nature per New Mexico state law, which means that the employee may resign at any time and the employer may discharge the employee at any time with or without cause. It is further understood that this "at will" employment may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

I agree that for so long as I am employed, my conduct will conform to the policies, guidelines and rules of the organization.

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Social Security number

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Today's Date

\_\_\_\_\_  
Street Address / PO Box #

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
City, State, Zip code

\_\_\_\_\_  
Telephone number

\_\_\_\_\_  
Driver's License number, State of Issue

\_\_\_\_\_  
Expiration Date

***Western Indian Ministries – P.O. Box 9090 – Window Rock, AZ 86515***



**COMMITTED TO GIVE, PRAY & GO**

Please ask each member of your group to sign this form. Leaders, please return this form to the mission office prior to your trip.

I have read the Encounter Manual and will commit to it heartily.

NAME:

EMAIL:

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## Team Leader Checklist

Please be sure all leaders and team members have read this manual and copies have been given to each one (digitally or in print).

In addition to reviewing the manual, please be sure all tasks and paperwork are complete:

- \_\_\_ 1. Cleared, recent background checks on file for all adult members of the team.
- \_\_\_ 2. Medical release forms signed, copies of all insurance information and medical needs.
- \_\_\_ 3. Photo/Liability waivers signed, be sure to bring these forms with you and keep them on hand.
- \_\_\_ 4. Registration Form completed, signed and returned to AN.
- \_\_\_ 5. Registration check mailed to ACROSS NATIONS.
- \_\_\_ 6. All team members sign Committed to Give, Pray & Go form.