

# Lost and Found International



Thank you for considering serving as a Lost and Found International missionary. Please feel free to contact us with any questions at [woods@lostandfoundint.net](mailto:woods@lostandfoundint.net) or 011-52-966-662-2635.

As you look over the information, I don't want to discourage you in any way, but need to present a realistic picture for you. Being a missionary at Lost and Found International will very likely mean: hard work, long hours, no pay and perhaps little recognition, praise or thanks. It may seem that you are expected to "walk on water." Your life will be carefully watched by many children and some adults around you, to see if you really are someone sent by The Lord.

While you are here, you will probably go through trials and tribulations. You will find many times that working with children will be frustrating, tiring and disappointing. You may find that the other workers and missionaries are not always as spiritual as you may have expected them to be. You have to realize that living together with many other tired people, who are working under the same challenging conditions, can sometimes catch us at less than our very best.

If you wish to join us and are willing to serve wherever you are needed, then your help will be greatly welcomed. Our expectation is that you will be strong, cheerful and uplifting to the rest of those around you.

Please assess yourself carefully: if this sounds overwhelming, then perhaps God is calling you to a different ministry. We understand that God has given a variety of gifts to his people – a blessing indeed! Regardless of your decision, we thank you for your consideration. If this does sound like the kind of challenge to which God is calling you, we welcome you with open arms. Your life and service will be a great blessing to all of us here.

Hid in Him  
William and Tammy Woods  
Directors

# VOLUNTEER CHRISTIAN MISSIONARY APPLICATION

**(Please include recent photo.)**

1. Name \_\_\_\_\_
2. E-mail \_\_\_\_\_ Home Address \_\_\_\_\_
3. Telephone \_\_\_\_\_ Social Security No. \_\_\_\_\_
4. Birth Date \_\_\_\_\_ Birthplace \_\_\_\_\_
5. Occupation \_\_\_\_\_ Height \_\_\_\_\_ Weight \_\_\_\_\_
6. Marital Status \_\_\_\_\_ Living Together? \_\_\_\_\_
7. Full name of spouse \_\_\_\_\_ Birth Date \_\_\_\_\_
8. Full name of each child, if applicable (add sheet if necessary).  
Name \_\_\_\_\_ Birth Date \_\_\_\_\_  
Name \_\_\_\_\_ Birth Date \_\_\_\_\_  
Name \_\_\_\_\_ Birth Date \_\_\_\_\_
9. In case of emergency notify the following relative or friend:  
Name \_\_\_\_\_ Relationship \_\_\_\_\_  
Address \_\_\_\_\_ Telephone \_\_\_\_\_
10. Home Church \_\_\_\_\_  
Address \_\_\_\_\_ Telephone \_\_\_\_\_  
Pastor's Name \_\_\_\_\_
11. Present Employer \_\_\_\_\_  
Address \_\_\_\_\_ Telephone \_\_\_\_\_
12. Previous Employer \_\_\_\_\_

13. Name, Address and Phone Number of three personal References:

1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

14. Educational Information: High School, College or Bible School

1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

Highest Degree or Certificate Received: \_\_\_\_\_

Year Received \_\_\_\_\_ Major Field of Study \_\_\_\_\_

15. What training or practical experience have you had that might help you while volunteering at L&F?

16. On a separate sheet of paper list 1) countries you have visited and how long you were there 2) What ministry you did in each country

17. How well do you speak Spanish? \_\_\_\_\_

Read Spanish? \_\_\_\_\_ Write Spanish? \_\_\_\_\_

18. Personal Health Information:

1) How is your health? Excellent \_\_\_\_\_ Good \_\_\_\_\_ Fair \_\_\_\_\_ Poor \_\_\_\_\_

2) Do you have any major physical ailments? Please describe: \_\_\_\_\_

\_\_\_\_\_

3) Do you require special medical or dental services or medication? Describe: \_\_\_\_\_

\_\_\_\_\_

4) Do you have any physical disabilities? Please describe: \_\_\_\_\_

19. Personal and Spiritual Information

On a separate sheet of paper, type or print the responses to the following:

- 1) Describe your conversion experience (your born again experience).
- 2) Describe your present relationship with the Lord.
- 3) Where do you currently attend church and what affiliation is it?
- 4) How long have you been part of this fellowship and how often do you attend church?
- 5) Do you serve in a ministry in your church? If so, what do you do?
- 6) Do you serve in a ministry outside of your church? If so, what do you do?
- 7) What experience have you had in Christian service?
- 8) Do you have special talents or abilities to offer in Christian service? (i.e., music, art, mechanics, typing, teaching, etc.)
- 9) What area of ministry or work do you desire to serve in?
- 10) What religious books and Christian periodicals have influenced you the most?
- 11) What are your strengths? Weaknesses? Spiritual Gifts?
- 12) Do you have any financial obligations or debts?
- 13) Do you have any source of income for your support while serving in Mexico? Please list your sources and amounts of anticipated support, e.g.:

<u>Source</u>	<u>Amount</u>
Personal	_____
Family	_____
Friends	_____
Church	_____
Others _____	_____

Is there anything else that we should consider in reviewing your application for volunteer work?

20. When would you like to begin serving if you were accepted?

If accepted, I would like to serve beginning (date) \_\_\_\_\_

For (what period of time) \_\_\_\_\_

21. Print Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

# VOLUNTEER EXPECTATIONS

A Volunteer at Lost & Found Int. carries important responsibilities. You are an Ambassador for Christ and a representative of the work to everyone you come in contact with. The impression you give people is a reflection on the ministry. We care about how you conduct yourself at all times.

Here are some guidelines to help you set a godly example to others:

## Work Expectations

Job assignments will be made according to need, volunteer ability. Flexibility is essential. Hours will vary according to the job for that day/week. Some responsibilities require 24 hours “on call” availability.

Each staff member has his/her particular responsibilities. Staff that has 24-hour assignments will naturally have some “free time” during the day. Other staff members will be expected to work after devotions to 6:00 PM, depending on the assigned task(s).

Please keep in mind that not everyone has the same methods or priorities, and please respect others job area ministries.

## Conduct

It is important to be aware of the impression we are making. Loud and boisterous demonstrations of exuberance which are characteristic of youth groups in America are inappropriate in Mexico.

Cultural practices pertaining to courtship and romance provide one of the most noticeable differences between cultures. Hand holding, kissing, or other public displays of affection, or physical contact for non-married couples are NOT acceptable in the Mexican Christian community.

## Grievances

It is very important to resolve any differences you may have with other persons at L&F as quickly as possible. If you have a problem, talk to the specific person first to resolve the difference, before discussing the problem with any other individual. This is the Biblical approach and tends to prevent problems from escalating out of proportion.

If the difference is not resolved, contact Bill or Tammy. As we are a family, we endeavor to solve all problems as they occur. Also, to show respect for everyone, “family” business (including information on the children’s personal lives or other L&F residents or L&F policies) is not to be discussed with those outside L&F. You can refer anyone with questions to the office and we can offer appropriate information.

## Dress Code

As a general rule, dress should avoid a sloppy appearance and be governed by a sense of modesty.

Women should NOT wear tight or suggestive clothing. This includes short shorts, tube tops, halters, half or midriff revealing shirts and bathing suits. Jeans or walking shorts may be worn on workdays.

Men MUST wear shirts at all times. Mid-thigh length shorts may be worn on work projects. Unusual hair styles, long hair for men, excessive jewelry, or any wild or fad clothing is not permitted, as this can be offensive to the Mexican people. This is also a poor example to the children who must live by the Christian standards of their country, not ours.

## Living Quarters

Living conditions are always changing as the ministry grows so this topic will be addressed at the time you submit your application to serve at L&F.

## Meals

L&F provides three meals a day on a regular schedule. Dorm supervisors are asked to sit at the table with the children of their rooms and monitor their conduct. It is their responsibility to see that the children eat a reasonable portion of their meal and stack their plates and glasses before they all leave together.

Other staff members may need to help serve the tables at the afternoon and evening meals.

No personal preparation of food in L&F's kitchen is permitted except on your day off and with your own supplies. (You may check with the kitchen staff to see what is the best time for you to use the kitchen.) Meals are not served to those who come late, unless they were occupied with L&F business.

Unless it is your day off, you are expected to eat and help serve meals in the dining area.

## Medical Responsibilities

At this time, Lost & Found Int. cannot be responsible for any medical or dental expenses for the staff or their children. But we will do everything in our power to make sure that when needed you will get the best care possible.

## Expenses

You should come prepared to meet your basic living expenses, i.e., food for your residence (if desired), gas, insurance, school costs (if you have minor children), and other personal items or clothing not available at L&F. (Paid Mexican volunteers should budget for personal expenses.)

## Financial Accountability

It is important that your finances are in order when you consider work on the mission field. If you have outstanding indebtedness, you will need to devise a plan to meet these obligations before entering the mission field. You must raise your own support.

### Days Off

Our weekly policy is as follows: Every staff member will get least one day off a week sometimes two depending on the desire of the volunteer and the needs of L&F, your time off will be scheduled by the person in charge of the staff or job area. Exceptions may be arranged with the Director if your request is made sufficiently in advance.

### Church Attendance

We expect all L&F staff to attend Church with the children on Sunday morning and Wednesday evening at L&F, unless otherwise scheduled. Also, all Lost & Found Int .staff is required to attend all scheduled staff devotions.

### Minor Children

Minor children of staff (or all children living with their parents at L&F) are expected to adhere to all regulations and rules enforced for L&F children. Some examples are:

- Devotions and Church attendance
- Male/Female relationships
- Conduct
- Job responsibilities
- Dress code
- Curfew
- Scheduled homework/study/reading hour

Discipline is the responsibility of the parent. It may be necessary for the Director to discipline in cases of repetitive offenses.

Staff children have the same restrictions as do L&F children as to “off limits” areas, which include:

- Kitchen, when not scheduled for dishes
- Volunteer and Staff Housing
- Dorms
- Bodegas
- Pharmacy
- Office

The restrictions apply whether children are accompanied by their parent or not.

### Use of Vehicles

You may want to bring your vehicle with you. If you do, you are required to have Mexican insurance and U.S. insurance if you plan to cross the border.

### Offers of Assistance

If any visitor or other person asks you how they can assist the orphanage, materially or financially, always refer the person to the Directors who knows L&F's specific needs. Also, never ask visitors for any specific thing for you, personally, or for your ministry area.

### Evaluations

All staff members are evaluated quarterly for their effectiveness in the Lost & Found Int. ministry. After the first six months of service is completed, the Director determines the appropriateness of the volunteer remaining at this mission.

### Liability

I will not hold Lost & Found Int. nor its Administrator or Board of Directors responsible for any accident or for any other reason. Complete the Release Form on page 9.

**SAVE THIS FOR YOUR FUTURE REFERENCE**



**RETURN THIS WITH YOUR APPLICATION**

I have read the preceding Volunteer Expectations and will do my best to adhere to them during my stay at Lost and Found International.

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Print Name

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Signature

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Date

# Lost & Found International

## MEDICAL AND LIABILITY RELEASE

NAME \_\_\_\_\_ TELEPHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_

INSURANCE COMPANY \_\_\_\_\_

POLICY NUMBER \_\_\_\_\_

PERSONAL DOCTOR'S NAME \_\_\_\_\_

PERSON TO CONTACT IN CASE OF EMERGENCY \_\_\_\_\_

RELATIONSHIP \_\_\_\_\_ PHONE \_\_\_\_\_

### PLEASE READ AND SIGN BELOW.

#### MEDICAL RELEASE

I hereby give Lost & Found Int. staff or their designated representatives permission to obtain any medical aid necessary in the event of an emergency. This would include doctor's care, injection(s), and /or surgery, as deemed necessary by the attending doctor. By signing below, I give this medical release. I have no medical or accident insurance, and I agree to pay any and all medical and/or dental expenses directly or indirectly related to my participation in the ministry and its related activities, including during the transportation to and from the event(s).

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

List any medication or prescriptions used on a regular basis: \_\_\_\_\_

\_\_\_\_\_

List any current or ongoing physical or health problems: \_\_\_\_\_

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

#### LIABILITY RELEASE

I agree not to hold Lost & Found Int. or their designated representatives liable for damages, losses, or injuries to the person or the property of the above-named person. I will assume full responsibility for any medical expenses incurred while I am volunteering at L&F. By signing below, I agree with this statement and give this liability release.

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

Please have your Pastor or Home Fellowship Leader complete the attached Letter of Reference form.

## Lost & Found International VOLUNTEER APPLICANT – LETTER OF REFERENCE

**\*Please note that if letter of reference is not received, application cannot be considered**

LETTER OF REFERENCE FOR \_\_\_\_\_  
Print Name

REFERRED BY \_\_\_\_\_

TITLE/POSITION \_\_\_\_\_

ADDRESS \_\_\_\_\_

RELATIONSHIP TO APPLICANT \_\_\_\_\_

LENGTH OF TIME YOU HAVE KNOWN APPLICANT \_\_\_\_\_

HOW LONG HAS APPLICANT BEEN AN ACTIVE CHRISTIAN? \_\_\_\_\_

ON A SEPARATE SHEET OF PAPER PLEASE DESCRIBE 1) THE EVIDENCE YOU SEE IN THE APPLICANTS LIFE OF HIS/HER COMMITMENT TO FOLLOW CHRIST AND 2) WHAT GIFTS OR MINISTRIES YOU FEEL GOD HAS GIVEN THE APPLICANT

PLACE AN “X” AT THE APPROPRIATE PLACE ON EACH SCALE. MARK THE “?” IF YOU FEEL YOUR KNOWLEDGE OF THE APPLICANT IS INSUFFICIENT IN THAT PARTICULAR AREA

		LOW		AVERAGE		HIGH		
<b>Responsibility</b>	?	1      2      3      4      5      6      7						
Ability to assume & carry out obligations		1	2	3	4	5	6	7
		Not Responsible		Somewhat Responsible		Responsible		Very Responsible

<b>Adaptability</b>	?	1      2      3      4      5      6      7						
Ability to adjust to changes in circumstances		1	2	3	4	5	6	7
		Much Difficulty	Moderate	Ability To Adapt	Adapts Well		Very Adaptable	

<b>Perseverance</b>	?	1      2      3      4      5      6      7						
Ability to move ahead in the face of adversity		1	2	3	4	5	6	7
		Does Not Persevere		Sometimes Perseveres		Usually		Almost Always

<b>Appearance &amp; Manner</b>	?	1      2      3      4      5      6      7						
		1	2	3	4	5	6	7
		Careless		Fair		Good		Very Good

<b>Social Poise</b>	?	1      2      3      4      5      6      7						
Social demeanor or Confidence		1	2	3	4	5	6	7
		Lacking		Limited Confidence		Confident		Very Poised

**Cooperation/  
Teamwork**

\_\_\_\_\_

?	1	2	3	4	5	6	7
	Almost Unable To Work		Some Difficulty		Works Well		Extremely Effective

**Communication**

Ability to present Thoughts \_\_\_\_\_

?	1	2	3	4	5	6	7
	Poor Communicator		Fair Ability		Good Ability		Outstanding Ability

**Spiritual Maturity**

Demonstrates maturity & consistency \_\_\_\_\_

?	1	2	3	4	5	6	7
	Very Immature		Somewhat Immature		Mature		Very Mature

**Church Involvement**

Relationship to local church \_\_\_\_\_

?	1	2	3	4	5	6	7
	Very Infrequent		Somewhat Involved		Active		Deep Involvement

**Emotional Stability**

Response to stressful situations \_\_\_\_\_

?	1	2	3	4	5	6	7
	Much Difficulty		Some Difficulty		Handles Well		Exceptionally Well

**Personal Ministry**

Active, positive influence On others for Christ \_\_\_\_\_

?	1	2	3	4	5	6	7
	Does Not Conduct		Limited Ability		Active		Exceptional Ability

**Leadership (evident)**

Concrete evidence of ability To direct, guide others to Jesus \_\_\_\_\_

?	1	2	3	4	5	6	7
	Almost Never Leads		Leads On Occasion		Leads Often		Exceptional Leadership

**Leadership (potential)**

Concrete evidence of ability To direct & guide \_\_\_\_\_

?	1	2	3	4	5	6	7
	Low Potential		Some Potential		Good Potential		Exceptional Potential

HAVE YOU DISCUSSED YOUR COMMENTS WITH APPLICANT?

YES \_\_\_\_\_ NO \_\_\_\_\_

HAS THE APPLICANT SEEN THE COMPLETED REFERENCE?

YES \_\_\_\_\_ NO \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Please mail to: Lost & Found Int., P.O. Box 84, Stillwater, OK 74076, or give to the applicant in a sealed envelope. Thank You.

# STATEMENT OF FAITH

In your own words, please comment on each of the following:

GOD, THE FATHER \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

JESUS CHRIST \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

THE HOLY SPIRIT \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

VIRGIN BIRTH \_\_\_\_\_  
\_\_\_\_\_

SECOND COMING OF JESUS CHRIST \_\_\_\_\_  
\_\_\_\_\_

THE CHURCH AND ITS PURPOSE \_\_\_\_\_  
\_\_\_\_\_

HEAVEN AND HELL \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

# **LOST & FOUND INT. POLICY FOR VOLUNTEER SUPPORT**

Lost & Found Int. will provide each volunteer with food, electricity, and water at minimum cost of \$100.00 per person per month. Any amount given toward this cost is appreciated, but not mandatory. Money given above this will go to the general fund.

Due to limited facilities, housing needs are to be pre-arranged with the administrator of Lost & Found Int.

It is the policy of Lost & Found Int. to not involve itself in financial matters beyond those mentioned above. This frees Lost & Found Int. from the handling of additional financial responsibilities and accounting.

All other areas of financial needs (such as medical insurance, clothing, transportation, etc.) as well as various taxes, deductions and other legal requirements are the responsibility of the volunteer and those providing support.

In an effort to establish accountability on the part of all parties, spiritually and legally, Lost & Found Int. requires a home church or support organization to oversee the financial matters of each volunteer. These matters are strictly between the volunteer and those providing support.

It is the responsibility of the volunteer to provide this information to those providing support.

Please initial:

\_\_\_\_\_  
\_\_\_\_\_