

GENERAL POLICY & PROCEDURES MANUAL		
Approvals	Lifeline Malawi	SECTION 9.1
Date 09-02-26	Short Term Missions Philosophy and Guidelines	Page No. Page 1 of 3

1. PHILOSOPHY

For Lifeline Malawi (LM) to fulfill its vision of “Leading the way in bringing life transforming hope and healing to Africa”, partnerships with many different stakeholders shall be required.

For Lifeline Malawi (LM) to fulfill its mission of “Providing excellence and leadership in health care...without discrimination and motivated by Christian love”, these partnerships may be with various short term volunteers and/or with groups of volunteers (i.e. short term mission’s teams. (STMs).

LM believes that the medical, emotional and spiritual care for people within the Malawian communities that we serve can be provided with the assistance of formal and informal partnerships with diverse segments of society, such as healthcare institutions, other corporations, overseas relief and development organizations, government agencies, the medical community and the general public. Healthcare professionals and the general public are encouraged to become engaged in the work of LM by participating in a Short Term Missions experience.

2. GENERAL GUIDELINES

- a) All volunteers shall be required to sign various documents prior to participating in a short term mission experience:
 - i. Participant Profile (refer Policy 9.2)
 - ii. Code of Conduct (refer Policy 6.7)
 - iii. Waiver Release (refer Policy 9.3)
 - iv. Medical Information (refer Policy 9.4)

- b) All volunteers shall be:
 - i. Recommended minimum of 18 years of age
 - ii. In excellent health (all pre-existing medical conditions must be declared on the Medical Information Form - 9.4)
 - iii. Hold a Passport which is valid at least 6 months beyond the date of the team members return from Malawi.
 - iv. Take all recommended immunizations which have been advised by the travel clinic. Antimalarial medication is required.
 - v. Depending on the type of STM and its focus or project, each team member must have the Technical or Professional or Ministerial competencies to contribute to the specific project outcomes (Medical, Construction, Evangelism)
 - vi. In order to fulfill the requirements for The Medical Council of Malawi, all medical professional must submit a current CV and a copy of a certificate of good standing (License to practice) to the Canadian office of LM at least six (6) weeks in advance of the STM departure.

GENERAL POLICY & PROCEDURES MANUAL		
Approvals	<i>Lifeline Malawi</i>	SECTION 9.1
Date 09-02-26	Short Term Missions Philosophy and Guidelines	Page No. Page 2 of 3

3. GUIDELINES – Individual Volunteers

- a) LM encourages individuals to volunteer for short periods of time at one of our clinics in Malawi. LM requires these individuals to become members of a short term mission team (STM). This ensures the continued effectiveness of LM's clinical operations as well as allows for positive experiences for those who travel to Malawi as volunteers. However, from time to time LM may accept individual volunteers who fit the following categories:
 - i. Practicing licensed medical doctor
 - ii. Persons with specific skills, as identified by LM
 - iii. Persons representing future partnerships with LM
- b) Under normal circumstances, LM shall not accept volunteers, who are travelling as individuals, who are:
 - i. Nurses
 - ii. Medical students
 - iii. Interns
 - iv. Non medical doctors (i.e. dentists, chiropractors, etc.)
- c) EXCEPTION: From time to time LM shall encourage a non-medical person to volunteer in Malawi on an individual basis to fulfill the objectives of a particular project. i.e.
 - i. Professional development of LM staff
 - ii. Project management
 - iii. Risk management
 - iv. Financial management and/or audit

4. GUIDELINES - Short Term Missions Teams

- a) Before teams are approved to come to Malawi under the auspices of LM's STM program, each team leader shall be interviewed by the LM STM Coordinator to ensure that there is a good alignment between the goals and objectives of the specific short term mission team focus and/or project and the capabilities, experience and expectations of each team member. In general and considering the cross- cultural context of LM's operations, LM shall be looking for mature and experienced STM leaders and team members, ideally sourced from those organizations who have already partnered with LM in support of our vision.
- b) The number one requirement of all STM team leaders and participants is a ***servant's heart***. Each team member is coming to help the LM field team accomplish their mission to the people of Malawi, and be blessed in the process.
- c) To ensure that the STM is successful and that each participant enjoys the best possible experience, the STM Team Leader shall ensure that the team

GENERAL POLICY & PROCEDURES MANUAL		
Approvals	<i>Lifeline Malawi</i>	SECTION 9.1
Date 09-02-26	Short Term Missions Philosophy and Guidelines	Page No. Page 3 of 3

members have been adequately trained and briefed in the following before arrival in Malawi:

- i. Team dynamics
 - ii. Conflict resolution
 - iii. Cross-cultural situations
 - iv. Comprehensive destination study
- d) Partners and their respective leaders shall:
- i. Adhere to and administer the Short Term Mission guidelines provided in the STM Manual by LM
 - ii. Utilize the STM Manual to train their respective team members

5. GUIDELINES – Lifeline Malawi

- a) Request to volunteer for short term missions shall be processed by the Canadian office
- b) All short term mission volunteers shall be supplied with applicable orientation related information (which is contained in the STM Manual) by the Canadian office.
- c) The Canadian office shall provide the Short Term Missions Administrator (Malawi) with the relevant details (bios) of each short term mission volunteer travelling to Malawi.
- d) The Canadian office shall ensure that an evaluation form is completed at the end of the mission trip, with a copy forwarded to the Malawi office.