



VOLUNTARY SERVICE IN THE SALESIAN MISSION

SALESIANS OF DON BOSCO WEST AFRICA SOUTH PROVINCE

Cooperation Requirements and Conditions

1.0. General Information (1st party):

The Salesians of Don Bosco West Africa South Province is comprised of Ghana, Ivory Coast, Liberia, Sierra Leone and Togo, and this newly constituted province was created in FEBRUARY 2022 to pursue various developmental Projects towards the development of Young people. This mission fully coincides with the goals of the International Cooperation for Development.

2.0. General Information (2nd party):

Here the 2nd party is strictly the SALESIAN PROVINCE in the PARTNER COUNTRY. So give brief information about SDB being the (2nd-party) in this cooperation.....

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.....

3.0. General Information (3rd party):

Here the 3rd party is the cooperation partner (Name of organisation and its aim and objectives, mission, vision, etc.).....

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4.0. Voluntary Service in the Salesian Context:

It is noted that in the Salesian context voluntary service has developed considerably in the recent decade, so much so that some Salesian works begun in the last 25 years would not be what they are without the valuable service of the volunteers.

The Salesian Congregation, in its more recent General Chapters, devoted particular attention to the experience of voluntary service, integrating in its own mission, and considering it as appropriate means of the all-round formation of the young.

Therefore, the parties *INVOLVE* in this mission (***VOLUNTARY SERVICE IN THE SALESIAN MISSION***), ***the AOS PROVINCE andname of partner organisation*** agreed to observe and adopt the following ***Guidelines of the Provincial Chapters*** in the common interest of the development and empowerment of the underprivileged in society.

- 4.1. The **GC21**, without mentioning voluntary service explicitly, speaks about the direct participation of the lay people in the mission.
- 4.2. The **GC22**, requested the establishment of “youth and Salesian voluntary service in conjunction with the activities of youth ministry”.
- 4.3. The **GC23**, dealt with voluntary service in the context of Salesian youth spirituality as “civil and missionary volunteer work collaborating with other organisations for human advancement and gratuitous service among the very poor as volunteers” in the context of vocational guidance of the young.
- 4.4. But it is especially GC24 that devotee special attention to voluntary service;
 - 4.4.1. *It carried out an assessment, recognising its development and its different forms, its significant vocational and formation impact and the positive effect on the Saesian communities themselves that host the volunteers.*
 - 4.4.2. *It is also mentioning some problems, noting those especially which are experienced by the volunteers on returning from voluntary service.*
 - 4.4.3. *It’s proposed to local communities and provinces some working guidelines to encourage the use and the development of voluntary service in the Salesian mission, the welcome offered, the formation and accompaniment of the volunteers especially on their return.*

5.0. Voluntary Service Within the Context of the Salesian Youth Ministry Process:

Salesian Youth Ministry is the practical expression of the charism and mission of Don Bosco, that is, the implementation today of his educational and evangelising mission, according to the Preventive System and animated by the dynamism of Salesian Spirituality.

It has as its aim the all-round development of the individual as a human being and in his vocation as a son of God (citizen and Christian).

This process towards all-round development, promoted by Salesian Youth Ministry through various specific formation agenda, develops and help bring to maturity in the young the values and attitudes of voluntary service. In practical terms this process strengthens;

- 5.1. The active and responsible involvement in social-cultural, economic and political fields in order to transform them,
- 5.2. An attitude of service and solidarity in society and in the church,
- 5.3. The development of the religious aspect, which opens a person to the transcendent and to the “discovery of God”,
- 5.4. The significant experience of Christian life that leads to a meeting with Jesus Christ and a possible vocational option for life according to the Gospel.

Clearly, YM does not exist simply for the purpose of voluntary service, since it is not limited to the all-round development of the individual. Nonetheless, voluntary service is an effective sign of the success of YM. After the formation process provided by YM, a young person becoming involved in voluntary service indicates that, the values listed above have been personally taken aboard.

It can also be seen that hundreds of young people and many adults who have not followed the YM process offer themselves for voluntary services in the Salesian context when in the verity of ways, especially through the internet; they become aware of the Salesian world.

For these, whether young people or adults, it is necessary to organise a period of suitable formation that gives them the possibility of undertaken this process of all-round development in the Salesian style in order to acquire the values needed for Salesian voluntary service. Welcoming and forming these people, especially the young people, is a new and important challenge for Salesian Youth Ministry today.

6.0. Roles and Responsibilities at Provincial Level:

The Provincials, with the Provincial Councils, are the ones primarily responsible for the Youth Ministry and Missionary Promotion in the Province, and therefore also for Salesian Voluntary Service. Under the guidance of the Provincials, each Province or parties involve outlines the purpose and scope of the voluntary service.

The Memorandum of Understanding (MoU) shall engage provinces and other parties involve by means of signing an **Undertaking/Mutual Agreement/MoU** (see annex) clearly describing the agreed roles and responsibilities of each party, organization or agency to ensure project success and continuity. The roles and responsibilities should align with project goals, objectives and target output.

7.0. Requirement for Positive Relationship and Collaboration:

To establish a positive relationship of fraternity, sharing and collaboration between volunteers and the Salesian communities, the following requirements and scope of work are very important for the parties' INVOLVE (AOS PROVINCE,.....Name of partner organisation.....).

- 7.1. **Knowing each other-** the ability to welcome and be open in sharing the mission. To offer disinterested service on the part of the volunteer correspond generosity in the welcome afford by the community, which provides for an exchange of information the communication, regular times for being together and the sharing of life and faith.
- 7.2. **Recognition and acceptance of the diversity of the volunteers (age, life choice, country of origin, etc.** and the diversity of the Salesian communities and of the educative-pastoral communities.
- 7.3. **Sharing of the project of voluntary service on the part of the Salesian community and the Educative-Pastoral community (EPC) and on the part of the volunteer of the Salesian Educative-Pastoral Project (SEPP).** This demand a recognition of the role of the laity in the EPC, clarity in determining the responsibilities and tasks of the volunteer, periodic meetings for planning and evaluation together with the Salesian community and the Educative-pastoral community.
- 7.4. **Educational approach on the part of SDB in their dealings with the volunteers:**
 - 7.4.1. *the recognition of the pastoral vocation of each volunteer,*
 - 7.4.2. *awareness of their journey towards human and religious maturity,*
 - 7.4.3. *attention to their formation assimilation of Salesian pedagogy and spirituality,*
 - 7.4.4. *the availability of an SDB to be responsible for and to accompany the volunteers,*
 - 7.4.5. *readiness for reciprocal collaboration to foster and promote the development of the local voluntary service,*
 - 7.4.6. *a better and more fruitful relationship between SDA, FMA and other groups of the Salesian Family , which would allow for the enrichment of the relationship with the volunteers.*

8.0. The Purpose of this Memorandum of Understanding (MoU):

This MoU is intended to:

- 8.1. Offer the fundamental criteria common to the whole Congregation regarding the practice of voluntary service in the Salesian mission; it's identify, the formation for and animation of Salesian voluntary service.
- 8.2. Promotes voluntary service in the Provinces, as the results of the formation process developed by Salesians Youth Ministry, to foster in the young an attitude of service to the poor and needy , offering them experiences of social missionary commitment, which help them to develop a vocational option.
- 8.3. Identify the essential criteria for a Salesian, ecclesial and social evaluation of the volunteer and of the activities of voluntary service.

In over all, this MoU aims at all those who have the task of promoting voluntary service in the Provinces. In particular it is offered to those directly involved in Youth Ministry, to missionary promoters, to Salesian PDO, NGO/organisations that promotes the various kinds of voluntary services, so that in their work of education and evangelisation they may take into account voluntary service as an experience to be proposed in a special way to the overall process of human and Christian/religious development that is proper to the Salesian educational-pastoral proposal.

MEMORANDUM OF UNDERSTANDING (MoU)

This Memorandum of Understanding (MOU) is entered into this day; **31ST JULY 2022** between **SALESIANS OF DON BOSCO WEST AFRICA SOUTH PROVINCE P. O. BOX 776, ASHAIMAN-GHANA** represented by **REV. FR KRZYSZTOF NIZNIAK (Provincial Economist & Project Director)**,.....*Name of partner organisation**represented Mr/Mrs**(Director)* and the **THIRD PARTY (Name of 3rd party;**.....*)* represented by **REV. FR**..... *(Provincial/Provincial Economist / Project Director)*.

1.0. TIMEFRAME, this MOU will commence on/will be in effect on **2022** and will dissolve at the end of **2023**.

2.0. CONFIDENTIALITY, in order to ensure the safety and the right of volunteers, all parties to the Memorandum of Understanding agree to adhere to the confidentiality expectations of the Provinces involve.

3.0. REPORTING REQUIREMENTS, the host Province shall provide all parties half term (*progress report*) and end of service reports (*End of service/activity report*) and make copies available to all parties and stakeholders for filing.

4.0. WHEREAS, the parties involve desire to enter into an agreement for **VOLUNTARY MISSION, SERVICE AND EXCHANGE PROGRAMMES**.

5.0. The participating parties/parties involve agrees as follows;

5.1. The parties involve shall work together in a cooperative and collaborative effort so as to bring about the achievement and the fulfillment of the purpose of the MoU.

5.2. The office of.....*Name of 2nd party*..... accepts full responsibility for the performance of volunteers, effective collaboration between organizations/agencies involve and above all shall be responsible for costs of travels, health-care and any other resources needed by the volunteers being it material, finance or legal representation in case of any law/legal suit.

5.3. The office of*Name of 2nd party*.....shall pay **flight travels** as well as insurance costs for the volunteers. **SALESIANS OF DON BOSCO (AOS PROVINCE, Ashaiman-Ghana)** shall organise **local transportation** for the volunteers from the airport to the Don Bosco Children Centre. The office of.....*Name of 2nd party*..... shall pay the costs of the local transportation.

6.0. The SALESIANS OF DON BOSCO (AOS PROVINCE, Ashaiman-Ghana) and the representative/partner organisation.....*Name of 2nd party*..... shall provide in-kind supports contributing to the smooth delivery of services and stay of the volunteers.

7.0. The *Name of 2nd party*..... shall be responsible to offer general training and guidelines, knowledge in Human Right Base Approach, etc. to ensure project success and the performance/delivery of service and activities of the volunteers.

8.0. The **SALESIANS OF DON BOSCO (AOS PROVINCE, Ashaiman-Ghana)** shall be responsible for the provisions of a decent accommodation and meal for the period of stay of the volunteers. *Name of 2nd party*..... shall pay the cost of the meal on request against invoice with a maximum of *.....amount.....GHS/day/volunteer*.

9.0. The **SALESIANS OF DON BOSCO (AOS PROVINCE, Ashaiman-Ghana)** shall be responsible to provide orientation in general knowledge, the culture and traditions of the country of host or of stay (*being it in Ghana or other countries of the Province*) immediately upon arrival of a volunteer.

10.0. **CONFIDENTIALITY:** The **SALESIAN PROVINCES** and the *.....Name of 2nd party*..... involve as parties to this MoU are all governed by different confidentiality policies. As a results, all parties involve will continually define and clarify confidentiality issues that arises as a result of this collaboration.

11.0. **This MOU is signed by all parties officially authorized to sign on behalf of the agencies involve and include title and agency name.**

AGENCY A (1st party): SALESIANS OF DON BOSCO, WEST AFRICA SOUTH PROVINCE (AOS).	
Authorized Official: _____	Fr. Krzysztof NIZNIAK, SDB (Provincial Economer) Printed Name and Title
Signature	
Address: P.O.BOX 776. ASHAIMAN-GHANA (WEST AFRICA)	
Telephone(s): _____	
E-Mail Address: _____	
AGENCY B (2nd party): <i>complete with name and details of 2nd party as requested below</i>	
Authorized Official: _____	_____
Signature	Printed Name and Title
Address: _____	
Telephone(s): _____	
E-Mail Address: _____	
AGENCY C (3rd party): <i>complete with name and details of 3rd party (partner organisation as requested below</i>	
Authorized Official: _____	(Director)
Signature:	
Printed Name and Title:	
Address:	
Telephone(s):	
E-Mail Address:	

Missionary/Volunteer Details & Ministry Description

General Information: 001

Name of Volunteer	
Age	
Sex	
Country of Origin	
Profession & Qualification	
Name of Programme/Ministry	
Country Address and Contact Details	
Country Telephone Number	
Contact Address and Details of Next of King	
Contact Address and Details of Programme Director	
Brief Description of the area in which the lay missionary/volunteer would like to work (<i>rural, urban, child protection, primary / Basic / Secondary / TVET Edu., Youth Ctr., Oratory, Prison Service, etc.</i>)	
Ideal Period of Voluntary Service (<i>state beginning and ending dates</i>)...	
Any other comments or information relevant for the performance and service of the volunteer	

General Information: 002

Name of Volunteer	
Age	
Sex	
Country of Origin	
Profession & Qualification	
Name of Programme/Ministry	
Country Address and Contact Details	
Country Telephone Number	
Contact Address and Details of Next of King	
Contact Address and Details of Programme Director	
Brief Description of the area in which the lay missionary/volunteer would like to work (rural, urban, child protection, primary / Basic / Secondary / TVET Edu., Youth Ctr., Oratory, Prison Service, etc.)	
Ideal Period of Voluntary Service (state beginning and ending dates)...	
Any other comments or information relevant for the performance and service of the volunteer	

General Information: 003

Name of Volunteer	
Age	
Sex	
Country of Origin	
Profession & Qualification	
Name of Programme/Ministry	
Country Address and Contact Details	
Country Telephone Number	
Contact Address and Details of Next of King	
Contact Address and Details of Programme Director	
Brief Description of the area in which the lay missionary/volunteer would like to work (<i>rural, urban, child protection, primary / Basic / Secondary / TVET Edu., Youth Ctr., Oratory, Prison Service, etc.</i>)	
Ideal Period of Voluntary Service (<i>state beginning and ending dates</i>)...	
Any other comments or information relevant for the performance and service of the volunteer	

General Information: 004

Name of Volunteer	
Age	
Sex	
Country of Origin	
Profession & Qualification	
Name of Programme/Ministry	
Country Address and Contact Details	
Country Telephone Number	
Contact Address and Details of Next of King	
Contact Address and Details of Programme Director	
Brief Description of the area in which the lay missionary/volunteer would like to work (<i>rural, urban, child protection, primary / Basic / Secondary / TVET Edu., Youth Ctr., Oratory, Prison Service, etc.</i>)	
Ideal Period of Voluntary Service (<i>state beginning and ending dates</i>)...	
Any other comments or information relevant for the performance and service of the volunteer	