

# **Volunteer Handbook**

## **Salt Ministries**

**Wat Preah Yesu, Sombua Commune, Siem Reap**

**Phone:** 855 12804017

**Email Address:** [info@saltmin.org](mailto:info@saltmin.org)

## **SALT MINISTRIES**

### **Who We Are**

---

Salt Ministries is situated in Sombua Commune, just outside Siem Reap, Cambodia. Our primary focus is on strengthening the work of God's remnant people in Cambodia. We believe that the Gospel message transforms people's lives. So SALT Ministries exists to help Cambodian people experience that transformation as they abide in the presence of God. We are committed to cooperative support of the Mission of the Seventh-day Adventist Church in Cambodia, while choosing by faith to operate financially independent of the Cambodia Seventh-day Adventist Mission.

### **What We Do**

---

Salt Ministries is involved in a number of exciting projects helping to advance God's kingdom in Cambodia.

1. Wat Preah Yesu – An orphanage that houses over 150 children from many different parts of Cambodia.
2. Cambodia Adventist School – Kantrok started as a literacy school to help poor children in the community. It has now grown to a school with over 320 children, 12 grades and several classrooms. Salt ministries is dedicated to developing a school that is based on 'True Education'<sup>1</sup>, to enable young people to experience the harmonious and holistic development of moral, physical, mental and spiritual powers.
3. SALTCAM Media – Studio project has a vision of empowering all members of the Cambodian Seventh-day Adventist church to develop a closer spiritual walk with Christ and share their faith.
4. Bible Worker Training – We conduct short courses in Khmer and English to prepare people for God's service

## Where We Are (and Contact Information)

---

### Village Address:

Wat Preah Yesu, Sombua Commune, Siem Reap Town  
(6 km southwest of town on the Build Bright University Road)

### Postal Address:

P.O. Box 93007  
Siem Reap,  
Cambodia

### Email Address:

[info@saltmin.org](mailto:info@saltmin.org) or [tim@saltmin.org](mailto:tim@saltmin.org) or [wendy@saltmin.org](mailto:wendy@saltmin.org)

### Skype Address:

terence.maddocks

### Website Addresses:

[www.saltmin.org](http://www.saltmin.org) , [www.saltcamtv.org](http://www.saltcamtv.org)

### Phone Numbers

Tim	012804017	intl.: 855 12804017
Wendy	012734102	intl.: 855 12734102
School	0636998111	
Boys Dormitory	0630363320	
Girls Dormitory	0636587733	

### Nearest International Airport:

Siem Reap Garden International Airport is located 9 km from Wat Preah Yesu.

### Maps

Site Map: See Appendix A

Siem Reap Town: See Appendix B

Country Map: See Appendix C

## **General Information**

---

### **Internet Access:**

Free internet access is available in a number of locations, at Wat Preah Yesu through wireless connection.

A 3G USB modem can be purchased in town, which will provide users with their personal internet connection if desired.

Numerous Internet Cafes are located in Siem Reap Town and offer faster download and upload speeds.

### **Power Supply:**

Siem Reap operates on 220 volts. Wat Preah Yesu is connected to the town grid. The site uses flat 2 pronged and universal sockets.

As there can be power surges from time to time, it is advised that you use a power surge protector for your laptop.

### **Photocopier/Printer/Scanner:**

A Black and white photocopier is located in the school, together with computer and B&W laser printer for staff use. A Colour photocopier is located in the Media Studio office at Wat Preah Yesu (this copier is much more expensive to operate than the B&W in the school and volunteers are asked to use the copier in the school whenever possible.)

NB: Copying is an expense, so be careful only to do essential printing

### **Security**

Please be aware that the site is open to passers by. Be careful with your belongings and keeping your accommodation locked at all times.

### **Shopping on Campus:**

A small dry goods store opens Sunday through Friday from 4:30-5:30 pm. It is located in the yellow building in front of the mechanics workshop.

### **Water**

Wat Preah Yesu is blessed with underground water year round. This is accessed from pump or ring wells. For drinking, filtered UV treated water is available from the filtration site located in the two-story green building between the school and orphanage.

You may find that in the morning, that the pump will need priming in order to work. Simply put one or more scoops of water into the hole at the top, until water starts coming out of the tap, then pump vigorously in order for the pump to start producing water again.

**Transportation to Siem Reap Town:**

- Walking to town will take you about 40 minutes
- Riding a bicycle about 20 minutes. (If using a bicycle be sure to lock it up or keep it at a bicycle security parking place.)
- Motor Bike will take 10 minutes. (Volunteers may use the volunteers motorbike if they are willing to contribute to its upkeep and refueling.)
- Tuk Tuk – there are a number of Tuk Tuks operated by members of our local church community or family of church members. You can enquire with local staff for contact numbers or ask the owners personally. The Tuk Tuk costs approximately US\$7 to town and back.
- Wat Preah Yesu Trucks (see below for market trips schedule)

**Finance**

With regard to money, ATM's in town give out US\$.

Most people get by here on less than US\$100 per month.

Most other currencies can easily be exchanged at a moneychanger. The exchange rates are better with moneychangers than in the banks.

**Visas**

On arrival to the country, you should apply for a business visa (\$25 for one month. Only one month is granted on arrival). Business Visas can be renewed through a travel agent in Siem Reap town. Try to place your passport and the required fee with the travel agent at least 1 week before the Visa expiry date. It takes about 1 week before the passport comes back.

**Places to Walk**

The property here is 19 hectares (42 acres) of open and forested land. We have an ever-increasing population of birds who serenade us throughout the day with their songs. In the evenings birds fly in from the surrounds to roost in our trees. You can expect to have anything up to 500 birds sleeping in the trees immediately around your house. We also have many varieties of frogs, snakes and other wildlife living on the property. (Please note that except where animals are likely to cause harm, we do our best to protect them. Volunteers can help in this by confiscating sling shots and asking people to leave the property if they are catching or killing wildlife.) It is a great and safe place to walk with many places pleasant for quiet meditation. Many people comment on how peaceful it is here and we believe that is because of God's presence. You can also walk in the villages. Each morning the year 11s and 12s go out into the villages on foot to do door to door evangelism.

**Places to Swim**

There are a number of ponds at Wat Preah Yesu, one of which is suitable for swimming. Alternatively, swimming pools are available at tourist hotels in Siem Reap town.

## Daily & Weekly Schedules

---

### Timetables

<b>Studio (Monday-Friday)</b>		
Staff Worship	08:00	
Lunchtime starts	12:00	
Lunchtime ends	13:00	
Work day ends	17:00	The last person to leave ensures the air conditioning and lights are switched off.

<b>School (Monday-Friday)</b>		
Staff Worship	07:10	
First period begins	07:30	
Lunch-time begins	11:35	
Sixth Period begins	13:00	
End of school day	15:25	(teachers are expected to remain until the students have finished cleaning the class-room, then the teacher can lock windows and the door)
5 minute breaks between 45 minute periods		

### **Dormitory Cafeteria Mealtimes** (Orphanage homes eat at similar times)

Many of the volunteers choose to eat two meals a day in the dorm cafeteria. The price is \$0.50 per meal. Food is vegetarian.

<b>Mealtimes</b>	
Breakfast	06:00-06:45
Lunch	11:40-12:30
Dinner	17:30-18:00

(Please note that during holiday breaks the cafeteria may be closed).

## **Shopping Schedule**

<b>Market Trips by WPY Trucks</b>	Note: goes to local markets not supermarkets	
Sunday morning	Psah Krowm Market	07:00 - 09:30
Tuesday morning	Psah Krowm Market	07:00 - 09:30
Tuesday Afternoon	Psah Ler Market	15:30 - 17:30
Thursday Afternoon	Psah Ler Market	15:30 - 17:30
Friday morning	Psah Krowm Market	07:00 - 09:30

## **Games Schedule**

Games are not encouraged but condoned during the scheduled time.  
Games are to be purely for exercise and fun. Competition is discouraged.

<b>Games/Volleyball</b>	
Sunday	15:30 - 17:30
Monday – Thursday	16:45 - 17:30

## **Saturday Night Floodlit Games** (Two venues- Orphanage and Dormitory)

Begins 6:30 – 7:00 pm depending on sunset times, after Closing Sabbath worship until 8:30PM

## **Spiritual Events Schedule**

### **Bible Study Groups**

Wednesday 7:00PM– 8:00PM (Khmer language in Church)  
Other times as arranged by volunteers in English

### **Friday Night Vespers** (Church)

Sundown – 7:30PM

### **Church** Divine Service

Saturday 8:00AM – Finish

Main Service in Khmer (Church)

Youth Service in Khmer (Dormitory)

### **Sabbath School Lesson Classes** (Church, Sala Chann, School)

After Divine service

English speaking class held in the Library at the school.

### **Sabbath Fellowship Lunch** (under Mango tree at Maddocks residence)

Saturday 12:00PM

### **A.Y. Programmes**

Saturday Afternoon 2:30PM Organized by volunteers

**Saturday Evening Vespers Programme**\_(At the Cross (see site map) or in Sala Chann if raining)

Saturday 5:30PM until dark – Informal praise and sharing time

### **Pathfinders**

Second, third and fourth Sundays of the month    2:00PM – 4:00PM

*We welcome our volunteers to get involved in as many activities as they can handle.*

### **Spiritual Activities**

---

To enable an inspiring and diverse spiritual programme, volunteers are invited to take their turn at teaching Sabbath School at the English speaking class, Morning Staff Worship, and other spiritual activities such as 10 days of prayer, AY programmes, Evangelism and outreach. We find many volunteers deepen their own spiritual relationship with Christ as they have the opportunity to participate in delivering the programme. It is expected that volunteers will regularly participate in one of our Divine services and Sabbath School. As a volunteer you are looked up to by our staff and students and they look to you to set them a Christ-like example to follow.

### **Annual Events**

---

#### **School Annual Events**

September 8, 2014 – School Year begins

December 23 – Jan. 4 – School Holiday, including Christmas and New Years Day.

February 2 – 7, 2015 - Camp Meeting (to be convened at Wat Preah Yesu)

February 25 – 27 – 1<sup>st</sup> Semester Exams

April 4 - 19 – School Holiday – includes Khmer New Year holidays

July 22 - 24 – 2<sup>nd</sup> Semester Exams

July 30 – End of School Year

(subject to change to fit in with other activities)

#### **Other Events**

Orphanage Birthday Party April 15

Public Holidays as designated on the School Calendar

(Note: where public holidays fall on a Saturday or Sunday, additional days are not taken to make up for the loss of the holiday.)



## **Insurance**

---

SALT Ministries does not have any form of insurance cover. Personal insurance including accident, personal effects and medical insurance are the responsibility of the volunteer if desired.

## **What We Provide**

---

We will provide bedding; including sheets, pillow and mattresses

## **What should you bring**

## **Staff Directory**

---

<b>Principal</b>	Tim Maddocks	<b>School Nurse</b>	Wendy Maddocks
<b>Vice Principal</b>	Chov Nak	<b>Administrative Secretary/Cashier</b>	Vacant
<b>Head of Primary School</b>	Vacant	<b>Girls Dormitory Dean</b>	Laura Caulkins Kathleen Johnson
<b>Head of High School</b>	Vacant	<b>Boys Dormitory Dean</b>	Thomas Frick Wowie
<b>Head of Evangelism Programme</b>	Donna Rodriguez	<b>Farm Manager</b>	Wowie
<b>Technical Support</b>	Caleb Maddocks	<b>School Chaplain</b>	Leslie King
<b>Medical Missionary</b>	Donna Rodriguez		

## **Volunteer And Visitor Code Of Conduct**

---

We seek to honour God in our ministry. Therefore we ask volunteers and visitors to exhibit Christian behaviour of a high moral standard at all times, bearing in mind the following guidelines.

- Avoid being alone with a member of the opposite sex inside your house at any time.
- We expect relationships between staff and students and between all volunteers to be appropriate to Khmer culture and to Christian principles and standards.
- Your presence and participation is desired at all church related activities wherever possible.
- No alcoholic drinks, no smoking, and no firearms on WPY property.
- No pornographic images on WPY property.
- Romantic relationships between teachers and students are not allowed.
- Music listened to, has lyrics that are consistent with positive Christian living and doctrinally correct. Rhythms need to be void of syncopated and rock beats.

## **Dress Code**

---

### **Teaching Attire**

#### *Male*

- Long pants or trousers unless activity requires jeans
- A neat, button-up shirt or stretch-knit shirt with collar that is not too form fitting.

#### *Female*

- Skirts that fall below the knees, unless the activity requires pants/jeans.
- A blouse or stretch-knit shirt with a collar.
- Shoulders need to be covered
- The midriff must be covered, at all times.
- Pants/jeans not too form fitting.

### **Work & Recreation Attire**

#### *Male*

- Trousers, jeans or shorts that are modest
- T-shirt or shirt

#### *Female*

- Slacks, jeans or knee length shorts that are modest
- T-shirt or sleeved shirt

### **Swimming Attire**

#### *Male*

- Knee length shorts

#### *Female*

- Knee length shorts with a dark sleeved shirt

We request modest dress for all volunteers – dress appropriately for the activity or occasion.

### **Jewelry**

We ask that no jewelry be worn except for wedding rings and wristwatches. Jewelry includes metal (gold/silver), beaded, or leather styles. (If a nose-ring cannot be removed it needs to be covered with a small piece of skin colored plaster – this exemption is given only to short term volunteers who are not Seventh-day Adventist. Long term volunteers should dispense with all forms of jewelry prior to embarkation).

### **Tattoos**

If you have tattoos please try to cover them as much as possible. Tattooing while here is frowned upon.

## **Procedure For Leaving Wat Preah Yesu**

---

If you are leaving WPY for overnight or an extended length of time please attend to the following:

1. Let Tim or Wendy know your departure and arrival dates.
2. Clean your room/house before you leave. Example: dispose of food and food scraps, remove rubbish, sweep and clean and close the windows.
3. Leave your key/s with housemate/s or with Tim or Wendy.

## **Health and Safety**

---

- There is no high risk of malaria here at WPY.
- There is an annual risk of Dengue Fever around the beginning of the rainy season. The dengue mosquito bites can bite throughout the day, so put on mosquito repellent or light mosquito coils if you are going to be sitting or lying still without a mosquito net during the day.
- If you become ill or injure yourself and you don't have your own appropriate medication or treatments please let Tim or Wendy know, so we can help you.
- If you have a serious medical emergency we will take you to the Provincial Hospital (Government) or to a private hospital or clinic.
- Small wounds can get infected and ulcerate quickly in the tropics, so take care of all small wounds and/or bites. Eg. mosquito bites.
- Heat rash is very common (and uncomfortable) for some people with sensitive skin types. Try not to scratch. Use cooling powder after showering, and wear light cotton shirts, skirts and underwear to minimize the discomfort.
- Tropical high fevers with no warning and seemingly no cause are common, so don't worry too much.

## **Feedback**

---

We welcome feedback from our volunteers regarding this handbook. If you have any suggestions how the handbook can be more useful for you, please let us know.