



EXODUS TEAMS EXPLAINED



exodus





www.exodusonline.org.uk

Lisburn Centre
02892 661220

Coleraine Centre
02870 344563

copyright@exodus 2015

Exodus Trust is a company registered in Northern Ireland (Company No. NI065788) and a registered charity (Charity Number XR 18717), registered office: 36 Long Commons, Coleraine, Co Londonderry, BT52 1LH





WELCOME

Exodus is a **Christian Youth organisation** that started in 1997. We provide a range of opportunities for young people and youth leaders through our centres in **Coleraine, Lisburn** and **Sutor** in Romania

CONTENTS

Our Teams.....Page 4

Finance.....Page 5

Parents & Guardians.....Page 6

Dates For Your Diary.....Page 7

Booking Conditions.....Page 8

OUR TEAMS

Exodus teams give young people the opportunity for **personal and spiritual development** as well as the **opportunity to serve others**. Teams prepare by meeting weekly to follow one of four courses in a small group.

This includes five months of team building, discussion, planning, fundraising and a 2 night residential. In the summer teams take part in a **10-14 day placement** with one of our international partners.

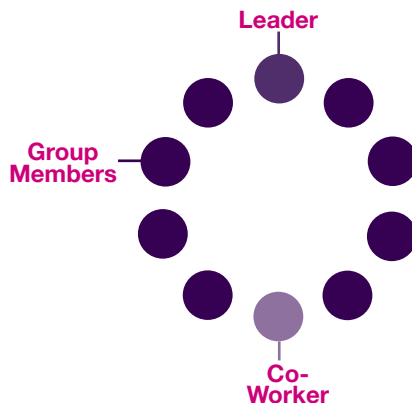


LEADERS & CO-WORKERS

Exodus teams each have a **leader** and a **co-worker**. These are generally volunteers although some teams are led by full-time Exodus staff members.

Team Leaders & Co-workers are interviewed and attend **3 training events** covering issues around managing a team, fundraising, finance, **child protection** and **good practice** on placement.

Leaders receive **direct support** from the Exodus full-time staff and additional support from a **trained mentor**.



4 | TEAMS EXPLAINED

FINANCE

The cost of team covers preparation costs for **training** and **materials** as well as **transport, food** and **accommodation, insurance, support** and **project costs**. It also includes a contribution towards the Exodus staff costs of running the teams.

This amount doesn't cover the team residential or any vaccinations.

Team finance is broken down into two parts:

PC Personal Contribution

e.g. £450 The amount each team member must pay to secure a place on the team. We ask for a **40% deposit by 15th February** with the **final balance to be paid by 24th April**.

FR Fundraising

e.g. £300 Team members are expected to get involved in **personal and group activities** with the aim of trying to raise **£300-£400** per person.

HOW TO PAY

Payments & donations can be made on an individual team page through the **Exodus website**. They are processed by **PayPal** but only require a credit/debit card not a PayPal account. Payments can also be made by cash/cheque made payable to "Exodus" and given to the team leader.





TEAM MEMBERS

All team members are expected to attend weekly team meetings and fully support the teams fundraising efforts and agree to abide by the **Team Lifestyle Agreement** which is summarised below:

Whilst at an **Exodus event** which includes team meetings, the residential, fundraisers, social nights and the summer placement I will:

- Respect those in leadership over me and **accept their authority**.
- Build **positive and inclusive** relationships with all team members.
- Endeavour to make a **positive contribution** to the team and with whom the team has contact.
- Refrain from consuming alcohol and illegal drugs.
- Refrain from attending night clubs.
- Adopt a **modest dress** code.

PARENTS/GUARDIANS

We welcome parental encouragement, practical support and feedback in the team process. We ask parents to **keep Exodus informed** of any celebrations, concerns or changes to medical or contact details.

Exodus wants to see every young person **reach their full potential**. We take seriously the responsibilities we have and strive to **work alongside parents and guardians** to best support the young people involved.

Parents should feel free to talk to leaders or staff at any point but **specific opportunities** for connection or involvement include:

- **Meet Team Leaders** informally after the 4th team meeting.
- **Information Night** in June to give **full details** of the placement such as transport, accommodation and daily programme.

More info at
exodusonline.org.uk/parents-guardians/

6 | TEAMS EXPLAINED





DATES FOR THE DIARY

15th FEBRUARY:

First 40% of Personal Contribution is due
Bring leaders 2 passport photocopies & consent forms (U18s)

24th APRIL:

Final 60% of Personal Contribution is due
Check vaccination requirements and apply for EHIC (EU travellers)

MID JUNE: Info Night

Full team itinerary available. Each team will have their own night for team members and parents/guardians

20th JUNE: Commissioning Service

Wellington Presbyterian Church, Ballymena - 7.15pm
Team members, families and supporters

JULY/AUGUST: Placement

A 10-14 day service project in partnership with an Exodus host.

29th AUGUST: Recommissioning Service

7.15pm
Celebration of highlights for teams, families & supporters.



BOOKING CONDITIONS

Booking conditions can also be found on the Exodus website
(exodusonline.org.uk/young-people/teams-2/team-faqs/)

Please read the following booking conditions carefully, as they set out the terms and conditions of any contract between you and Exodus Trust (“We, us, and our”).

An Exodus Team Placement is our official terminology for an Exodus Team. It exists if you book at the same time a combination of two or more package components which are offered for sale, or sold at, an inclusive price by us. When you buy an Exodus Team Placement, you will receive a confirmation invoice from us confirming your arrangements and in accordance with “The Package Travel, Package Packages and Package Tours Regulations 1992” all passengers booking are fully protected for the initial deposit and subsequently the balance of all monies

paid to us, including repatriation if required, arising from cancellation or curtailment of your travel arrangements due to our insolvency.

1. Contract:

The contract is between Exodus Trust, registered charity no. XR18717, company limited by guarantee no. NI065788 and the Team Member (or the Team Member’s Parent or Guardian for under 18s) as shown on the Confirmation & Invoice. Note that the following booking conditions do not affect your statutory rights. No contract will come into force between you and Exodus until Exodus has all the information needed to

process your application, has received your Personal Contribution and has confirmed your place in writing.

A booking is made with us when

- you complete the online application form
- you accept our verbal or written quotation
- the deposit for the Personal Contribution is paid

A binding contract will come into existence as soon as we have issued you with a booking confirmation. These booking conditions form the entire agreement between us. The contract will not exist between us until we issue a confirmation invoice even though we may have taken and issued a receipt for payment.

2. Our obligations:

o Receipt

We accept your booking and payment on the basis that you wish to participate in an Exodus Team Placement and that upon giving us this information you are agreeing to purchase the trip under the Terms of this Contract. We may not process your payment for sometime or may encounter failure to collect the payment based upon information given, but this does not relieve you of liabilities under this Contract to make payments.

o Confirmation

We reserve your flight seats, car hire and accommodation, etc. We will then issue either by post or email to the Team Member or where appropriate the Team Member’s Parent or Guardian, our Confirmation & Invoice which will show the total Personal Contribution required and the due date, if any, by which payment must be received in our office.

o Exodus Team Placement price

The Personal Contribution shown on your Confirmation and Invoice is fixed unless you seek to amend your team arrangements in any way or there are changes to Government imposed taxes or charges prior to completion of your team. The prices shown on our website may change at anytime.

o Changes to your Exodus Team Placement

Occasionally the travel dates of the Exodus Team Placement published online or in the brochure may change by up to 3 days in response to circumstances beyond the control of Exodus. Team Members are strongly advised to keep the days before and after the published dates free.

We are unable to make any payment if changes are made as a result of force majeure. This includes but is not limited to acts of God, acts of threat of war; government action, strike, civil unrest, fire, failure of public utilities, medical emergency, natural, including weather threat or disaster, nuclear threat or disaster, terrorist threat or action, or airport closure. Force majeure also includes any recommendation by the foreign & commonwealth office travel advice unit. You are advised to check this information on the internet at www.fc.o.uk.

o Cancellation by us

Exodus Trust reserves the right to cancel or change the publicised Exodus Team Placement in any circumstances. If this happens Exodus Trust will endeavour to organise a new placement. If this is not possible then full refunds on receipted Personal Contributions will be made to those who made the payments.

o Our liabilities to you

Exodus accepts liability for acts and/or omissions of our employees, agents and suppliers while acting in the course of their employment with us. We accept responsibility for deficiencies in the service we are contracted to supply except in the case of force majeure as defined above. Our liability will be limited to twice the cost of the team. We are not responsible for the death, injury or illness of anyone who booked with us unless when caused by negligent acts or omissions by employees or agents acting within the course of employment with us. We will, however, offer assistance to anyone booked with us who suffers injury or illness arising from activities outside the scope of their team arrangements. This will be limited to £5000 per booking and in the event that a successful claim is made against any insurance, will be recoverable to you.

3. Your obligations:

o Application

Application forms must be fully completed by the Team Member before being accepted for a team.

For summer placements:

- Leadership applications should be completed where possible by the final Friday of November.



BOOKING CONDITIONS

b. Team Member Applications should be completed by the final Wednesday in January of the year of travel. Team Members submitting applications after this date may experience availability problems.

c. Applications to teams will be closed at the discretion of the Exodus Leadership.

Please note that a completed application form does not guarantee a place on a first team of preference.

However, we will endeavour to place people in an appropriate team. If any of the information given on the application form is found not to be correct or is incomplete, then the Team Member can be asked to leave the team.

o Contract

Your place on the Exodus Team Placement is confirmed when we issue your Confirmation & Invoice by email or post. Please advise us if you have not received this within 14 days of team meetings starting. On the receipt of your Confirmation & Invoice, PLEASE CHECK it carefully, particularly with regard to spelling of names which must agree with that in your passport, as any errors may incur administration charges.

o Team Lifestyle Agreement

All team members are expected to attend weekly team meetings and fully support the team's fundraising efforts. We ask all team members including leaders and co-workers to agree to abide by the Team Lifestyle Agreement which is summarised below:

Whilst at Exodus events including team meetings, the residential, fundraisers, social nights and the summer placement I will:

- Respect those in leadership over me and accept their authority.
- Build positive and inclusive relationships with all team members
- Endeavour to make a positive contribution to the team and with whom the team has contact.
- Refrain from consuming alcohol and illegal drugs.
- Refrain from attending nightclubs.
- Adopt a modest dress code.

o Attendance at weekly meetings

Team Members must attend at least 75% of weekly team meetings. If a Team Member's attendance is not adequate this may result in not being part of the Exodus Team Placement.

o Fundraising

All Team Members will be required to put in significant effort in raising the appropriate funds to make the project happen.

o The average fundraising per person is £350 for European destinations and £450 for others.

o Team members must not use team fundraising events to raise money towards their Personal Contribution.

o Amendments to your team arrangements

We will consider any requests from the Team Member and or the Team Member's Parent to change your team arrangements and will use our best efforts to assist you. We may need to make a charge for this and will advise you prior to accepting your instructions. In some circumstances, it may be necessary to treat the change as cancellation. We can only accept changes that are notified in writing by email, by fax or by post.

o Cancellation by you

If there are any changes in the medical circumstances of the Team Member throughout the programme the Team Member or the Team Member's Parent or Guardian must inform Exodus without delay. If a team member falls sick or is injured prior to departure and cannot travel then, if possible, Exodus will claim back what was paid on travel expenses from the Insurance Policy. This may not cover the full amount of the Personal Contribution. Exodus holds the right to retain the administrative fee, insurance and material costs. The individual will then receive what is left to the value to which has been contributed toward the team at that moment in

o Changes to your team arrangements after departure

If you decide to change your arrangements whilst overseas you will be breaking this contract. All remaining accommodation will automatically be cancelled and we shall be unable to accept any liability for any loss, damage or other claim resulting from your placement.

o Airline check-in times

You must present yourself for check-in at least 2 hours prior to the scheduled departure of your aircraft.

4. Interviews

New leaders, or anyone Exodus deem necessary, will be requested to attend an informal interview. Interviews for Team Members, where necessary, will be held from the final Saturday of January.

5. Age Limitations

a. Leaders and Co-workers must be 18+ on or the 31st January of the year of travel.

b. Applicants to teams using the Ex-plore and Ex-change courses must have turned 15 on or before the 30th June of the year of travel. (4th year +).

c. Applicants to teams using the Ex-press course must have turned 17 on or before the 30th June of the year of travel (Lower 6th+) OR have previously completed the Ex-change course.

d. Applicants to teams using the Ex-tend course must have turned 18 on or before the 30th June of the year of travel (Upper 6th+).

6. Police reports

Exodus maintains the right to carry out Police checks on all team members, as per Child Protection Policy

7. Payment

We will notify you of the payment schedule on your Confirmation & Invoice. Failure to ensure that we receive final payment on the due date will result in your placement being cancelled.

Payments can be paid by;

- Cash or Cheque payable to "Exodus" please allow 14 days passing to team leader for cheque payments to clear
- Online via your team page

8. Bursary

Exodus offers a bursary to those requiring assistance with their Personal Contribution.

- This is not full payment but rather assistance with.
- Bursary Application Forms can be obtained from the team leader. Closing date for application is 15th March of the year of travel.

BOOKING CONDITIONS

c. Team Members will have to attend an interview and complete a short report after the project

d. Bursaries will not be granted to Team Members choosing a team where a destination with a lower personal contribution was available.

9. Contact Address:

Please note that we shall address all correspondence and deliver travel documents to the Team Member (or the Team Member's Parent or Guardian for under 18s) on the Confirmation & Invoice who is responsible for all payments and ensuring others named on the Confirmation and Invoice accept the conditions also. Exodus will not make any cancellation or amendments or enter into correspondence regarding the reservation with any other party other than the Team Member or the Team Member's Parent or Guardian.

We cannot accept any responsibility for any matters arising due to inaccurate postal or email addresses given or failure to advise us of updates to the same.

10. Passports and Visas

All Team Members must hold a passport with a date of expiry 6 months beyond the date of return travel. If a Team Member does not comply with this requirement and consequently cannot travel, they (or the Team Member's Parent Guardian for under 18s) will be responsible for the financial difference between whatever expenses have been incurred on the Team Member's behalf and what has been paid in Personal Contributions. No refund on Personal Contributions paid will be given.

For team members travelling to destinations requiring visas, passports may be collected as early as March of the year of travel. Passports that are required for personal trips during the visa application period will be processed on a case-by-case basis. Team Members may need to get a temporary Passport for other trips. The personal contribution will cover Visa costs. Where necessary we will advise you of any necessary vaccinations required to gain entry to any country you are visiting. Organising and payment for vaccinations associated with the Exodus Team Placement is the responsibility of the Team Member not Exodus Airlines will not permit passengers to travel who do not have proper documentation and comply with regulations.

All passengers must be carrying a valid passport in the same name as their airline ticket. PLEASE visit FAQ entry and immigration requirements if you are in doubt about your ability to comply with the immigration requirements of the countries.

11. Insurance

Exodus Travel Insurance Policy covers an individual's luggage to the value of £1,000, Cash to £500, and Medical Expenses to £2,500,000. The excess on this policy is £100 per category per claim. Exodus insurance will only cover personal items deemed essential for the team. Team members planning to take equipment away that is not deemed essential for the team are responsible for making appropriate arrangements to insure such items. We also have Public Liability cover to the value of £5,000,000 per incident.

The excess on this policy is £250 per claim. Specimen policy wordings can be obtained through our Admin team in the Coleraine office.

12. What to expect

Infrastructure in some countries in relation to travel and accommodation may be substantially lower than what the Team Member would expect in the UK. Exodus Trust will however be responsible to provide nutritious food, safe transport and accommodation

13. Medical Emergencies

In the event of illness or accident requiring emergency treatment, the team leader or co-worker will sign on behalf any written form or consent required by the hospital authorities, if the delay required to obtain the named parent/guardian is considered inadvisable by the doctor or surgeon concerned.

14. Travel itinerary – final arrangements

We aim to issue the Team Member (or the Team Member's Parent or Guardian for under 18s) with team travel and information documents at least 14 days prior to your departure. If we are unable to meet this target, we will notify you by email of any delays. Please note that some teams, we may issue these documents significantly in advance of this target.

15. Exodus Team Placement information

We have done everything possible to ensure that the information we have given you on our website including that about events is correct and up to date. We update our website frequently to reflect those changes that we know about but we do not have control over them. Consequently, should events not take place, we can accept no liability and the placement arrangements confirmed will stand. Please note, also, that we have no control over the websites with which we link. Advertised facilities on these and our own websites do change and we can accept no responsibility for these changes.

16. Overbooking

It's a common fact of modern travel that hotels and airlines seek to maximise their occupancy by taking more bookings than there is space available in order to compensate for no-shows. We monitor our suppliers very closely to avoid potential disruption to your placement. Consequently, if we feel there is a chance you may be inconvenienced, we will contact you as soon as we are aware of the possibility and propose alternative arrangements.

17. General information

a) Joint services:

Please note that two airlines may share the same services, therefore a flight may not be operated by the airline whose designated code is shown on your itinerary and ticket.

b) Taxes:

Your Personal Contribution includes all mandatory taxes including any departure taxes which have to be paid locally.

c) Tipping:

Your arrangement does not include tips. However in some parts of the world, tipping is a major part of employees income and we give guidance as to the level expected. Please do follow this advice for the benefit of future travels.



BOOKING CONDITIONS

18. Complaints

Should you have cause for dissatisfaction with any of arrangements made by Exodus Trust, on your behalf, you should immediately contact your team leader explaining your dissatisfaction and seeking resolution. Complaints can usually be resolved far more quickly and to your satisfaction while away. If after this procedure you remain dissatisfied, please notify an Exodus staff member in writing and call our 24 hour help-line. We will then do our utmost to resolve the matter. Please note that we must be notified within 24 hours if we are to be able to resolve matters quickly and that without a written report there is nothing we can do either immediately or subsequently. Should you continue to remain dissatisfied with our handling of the matter, please write to our Coleraine office. We will investigate further and reply fully within 28 days. If this is not possible, we will send you an interim letter advising of our progress.

19. Suppliers conditions

Our third parties have their own booking conditions and conditions of carriage, and you will be bound by these, so far as the relevant supplier is concerned. Our suppliers' conditions will also apply to your contract with us, and in the event of any conflict between the suppliers' conditions and our conditions, the suppliers will prevail, save to the extent that any term in the suppliers' conditions is deemed to be invalid or unenforceable, in which event our conditions will prevail. Some of our suppliers' conditions may limit or exclude liability on the part of the relevant supplier, and, by virtue of their application to your contract with us, may also limit or exclude our liability to you, and they are often subject to international conventions. Where, relevant, copies of such conditions may be available for inspection at the office of the relevant supplier.

20. Special Requests

If you have a special request for anything that is not automatically part of the arrangement booked please advise us and we will pass this information on to the companies we work with. Our note of your request on your invoice/receipt confirms we have received it and does not guarantee that we, or the relevant supplier, can meet with your request. Where possible they will try and help you, but we cannot guarantee any request unless it is noted on your invoice/receipt and we also confirm the request separately in writing. We must emphasise that, verbal confirmations of special requests cannot be taken as a guarantee that they will be met e.g. special meal types on flights.

21. Information accuracy

Sometimes activities we describe will be withdrawn for reasons such as maintenance, bad weather or changes in circumstance. If possible, we will tell you about withdrawal of any significant activity as soon as possible.

22. Personal information

We are committed to maintaining the confidentiality and security of your personal details. We will provide your personal information, as well as any personal information you provide in relation to those other persons who form your booking party, to suppliers and carriers who might be located outside the UK and/ or EU, to enable the operation of the services requested by you. If you make special requests, which include, but are not limited to, special dietary, religious or disability-related requirements, which constitute sensitive information, the relevant data will also be passed to relevant suppliers and carriers to enable provision of services to you. Your information will not be released to any third party without your explicit consent.

23. Behaviour and Cancellation by us

Following a breach of the team lifestyle agreement, or insufficient commitment to team meetings and/or fundraising or false or incomplete information on any application then the Team Member may be removed from the team. In this case team member (parent/ guardian for under 18s) will be responsible for the financial difference between whatever expenses have been incurred on the Team Member's behalf and what has been paid in Personal Contributions. No refund of Personal Contributions will be made. Whilst on the Exodus Team Placement, if in the opinion of Exodus, or of another person in authority, the Team Member is behaving in such a manner as to cause danger, distress or annoyance to others or cause damage to property, or they are not following the 'Team Lifestyle Agreement', arrangements for the Team Member to be sent home will be made. In such an event, we shall have no liability to you and will not be responsible for making any refunds, paying any compensation or meeting any costs or expenses you incur as a result. Furthermore, you must meet any expenses you incur as a result of your behaviour. Accommodation management, airline or airport personnel can also take such action. If you damage your accommodation or cause delay or diversion to your flight, you agree to indemnify us against any claim including costs made against us.

24. Photography

Photography (which may include the Team Member) taken during team activities at home or the Placement may be used in future publicity or other materials or events by Exodus Trust. Use of photos falls under the Exodus Good Practice Guidelines.

25. Law and Jurisdiction

By completing the application and/or signing a Parent or Guardian consent, the Team Member and Team Member's Parent or Guardian accept the authority and decisions of those in Leadership with Exodus Trust. Your contract will be governed by N. Ireland law and any disputes will be dealt with in the courts of N. Ireland.



exodus



DISCIPLES

MAKING

DISCIPLES

TODAY



36 Long Commons | 29 Railway Street
Coleraine | Lisburn
Co. Londonderry | Co. Antrim

www.exodusonline.org.uk
twitter: @exodusdisciples