

Bega Kwa Bega

Saint Paul Area Synod
Evangelical Lutheran Church in America

Iringa Diocese
Evangelical Lutheran Church in Tanzania

Policies and Procedures

Adopted November 2008

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Guide to Abbreviations

BKB	Bega Kwa Bega
CCC.....	Companion Congregation Coordinator
ELCA.....	Evangelical Lutheran Church in America
ELCT	Evangelical Lutheran Church in Tanzania
GOWGOL.....	Gift of Water Gift of Life
IRD or DIRA.....	Iringa Diocese
SPAS.....	Saint Paul Area Synod

Mission, Vision and Values

November 2008

God has granted the people of the Saint Paul Area Synod of the Evangelical Lutheran Church in America and the people of the Iringa Diocese of the Evangelical Lutheran Church in Tanzania a partnership founded in the Christian mandate of witnessing, fellowship and unity, mutuality in service and equitable sharing in stewardship and God-given gifts.

In Jesus Christ we have been bound together with the chords of love. As brothers and sisters we walk together, not ahead or behind, but side by side, shoulder to shoulder, hence entrusting ourselves to the *Bega Kwa Bega* philosophy in which we believe that we will always and only be successful in being in need with each other to fulfill our desire of being together in God's mission.

Together we will strive to coordinate exchange programs that will be at the levels of church to church, congregation to congregation, institution to institution, and people to people. We will encourage connections and travels through which people can meet face to face and faith to faith. We seek to maintain clear and regular communication between partners and we value the diversity of gifts with which the Holy Spirit has blessed us as the Body of Christ. Above all else we seek the guidance of the Spirit for the sake of God's mission and the promotion of the common good.

Mission: *(Why we are here)*

Bega Kwa Bega is a joint ministry representing communities of faith whose core purpose is to proclaim the Gospel of Jesus Christ, extend Christian hospitality, and promote healthy interpersonal relationships through prayer, worship, and service.

Vision: *(Where we are headed)*

Led by the Spirit for the sake of relationship, we pledge to promote growth in faith and life and preserve the unity and diversity of God's mission among us.

Values: *(Reflections of who we are at our best, the core beliefs that guide our actions)*

- Integrity: openness and honesty are the hallmarks of our words and actions
- Respect: aware of our cultural differences and bearing in mind that people from both sides become guests of each other at given and varied times, we embrace and value diversity
- Interdependence: we seek to strengthen local ministries and leadership on both sides by helping the local communities to achieve their goals
- Sustainability: we encourage a spirit of Biblical stewardship, the spirit of self reliance and the ownership of any rendered service by the local communities
- Compliance: we adhere to principles and systems mutually agreed upon in order to protect and sustain this relationship, continually remembering that whoever participates in the exchange of visits, for whatever purpose, bears the identity of these two bodies—the ELCT-Iringa Diocese and the ELCA-Saint Paul Area Synod—and is seen as their representative

Notion and Perception of Our Relationship: August 2007

The following document was written by The Reverend Dr. Owdenburg Mdegella, Bishop, ELCT-IRD, was received by the ELCA-SPAS Companion Synod Iringa Task Force, and remains part of a continuing dialogue between partners.

ELCT Iringa Diocese and ELCA Saint Paul Area Synod have related to each other for twenty years now. A lot has been learned through this relationship on the basis of three “P’s,” namely:

- Prayer (mutual exchange of prayers)
- Presence (exchange of programs, exchange visits and volunteering for exposure and cultural familiarization)
- Presents (exchange of gifts in cash and in kind)

Prayer

- We shall always pray for one another and the Sunday of Rogate should be the day when the whole ELCT-IRD and ELCA-SPAS are praying for one another. Both parties should suggest concerns for prayer.
- Congregations in companionship should formulate their own ways of communicating issues of common prayers on a regular basis.

Presence

- More than one hundred and fifty members of Iringa Diocese, clergy and laity, have visited SPAS.
- More than three thousand three hundred and forty (3340) members of SPAS have visited Iringa, without counting those who have repeated visits.
- Records show that fifty four companion congregations from SPAS have visited at least once their fellow congregations in Iringa. Thirty-eight congregations of the fifty-four have visited multiple times.
- Leaders from both churches have visited each other on special occasions and assemblies.
- It is vivid that we have to put more effort in enabling more people from both ends to visit one another with less exchange programs. This is a point to discuss.

Presents

- Gifts in kind and the gift of learning from one another have taken place on both ends.
- Financial support for the projects and programs of ELCT-IRD has brought forth a lot of achievement. Here are a few mentioned:

Establishment of Tumaini University at Iringa

1. Dormitory space of 420 students
2. The library block

3. Two assembly halls
4. Four lecture halls
5. Three big office blocks
6. One block for storage and construction offices
7. Ten classrooms
8. Play grounds
9. Availing reliable water, e-mail and internet access, electricity and other required infrastructure
10. Paying for Theology students
11. Supporting other non-theological scholarships
12. Support for the Wandering Shepherds crash program and many others

Congregational Support

1. More than two hundred and ten preaching points have been supported in the basic construction and roofing
2. More than fifty-six motor cycles have been given to congregational pastors
3. More than five hundred bicycles have been given to evangelists and other church workers in the congregations
4. More than three thousand students have been given secondary school scholarships
5. All congregations in companionship have received not less than \$1,000 each year to meet their strategic plans
6. The Heifer Project has benefited most of the members and clergy
7. Support for projects such as the youth center at Kihesa, Guest House at Mlandege, Tungamalenga, Kidamali, and Kindergartens such as that of Mkwawa; companion congregations have supported their fellow companions in Iringa in the construction of secondary schools in Image, Ipalamwa, Bomalang'ombe, and Idete
8. Mdeke Primary School has been constructed through the companion relationship at Ng'ang'ange
9. Clean water has been provided in many congregations and immediate communities
10. The Food Distributions; SPAS provided over \$60,000 to purchase maize and distributed food in cooperation with local governments
11. Many other successes as might be named; i.e., radio station and the onset of microfinance programs

ELCT-IRD Office Support

1. Communication support
2. Support for workers' children scholarships
3. Support for retired pastors and widows in pension monthly support, in scholarships for their children or grandchildren and in housing
4. One vehicle
5. Support for TEE, Women, Youth and office equipment

New Avenues have arisen as enumerated hereafter

- Construction and extension of Ilula Hospital and the establishment of a nursing school, Clinton Foundation HIV/AIDS program at Ilula Hospital
- A major stride in completing and improving our secondary schools

- Extension and improvement of Pommern Dispensary to a Health Center with a dental clinic (through Global Volunteers)
- Making Pommern a model school (through Global Volunteers)
- Improving the secondary school student scholarships (through the common basket)
- Construction of the chapel at Tumaini University
- Support for the Agricultural Institute at Tumaini University
- Efforts of GOWGOL to provide clean water
- Master of Theology Program at Tumaini University at Iringa
- Microfinance and Community Empowerment Program
- After church construction the support to companion congregations to focus at Tumaini University dormitory construction

It will be extremely unwise and myopic for any leader in the ELCT-IRD and/or the SPAS to stand at risk and tamper with the kind of relationship that has achieved tremendously in God's Mission or keep silent to any kind of tampering that might arise.

Deficiencies, Weak Points, and Impending Dangers

- Congregational support is exposed to becoming wild on the ELCT-IRD end due to non-communicated direct links and paternalistic approaches from ELCA-SPAS companion congregations. We call for common endeavors to establish immediate control mechanisms and seek the cooperation of SPAS companion congregations
- ELCT-IRD, with its institution of Tumaini University, has not yet fully voiced out deliberately and conversely by chance that they are the legal owners of the new projects and programs so that any individual, institution, agency or group that supports us has these views:
 1. The Iringa Diocese and Tumaini University are helped to achieve their goals.
 2. All our supporters have to bear with us for the fact that development is intrinsic.
 3. Transformation is cultural and contextual. No transformation can take place and no project can succeed all around the globe without the proper perception of what is happening through the local leadership and local people in their cultural context. A Swahili proverb says, *Huwezi kumlazimisha punda kunywa maji* (you cannot force a donkey to drink water). It means you can take the donkey to the river or even fetch water for it but the donkey will drink only when thirsty and wants to drink the water.
 4. The local people must either give or own the strategic plan and follow the action plan in transparency and proper accountability.
 5. Any support must at the same time create ways of self-reliance and not increased dependency.
 6. Our benefactors need to be aware of the historical background of the institutions they support as well as the Diocesan organizational chart and decision making bodies of the diocese and avoid any unnecessary prejudice or any misconception.

Way Forward

- We have come to develop a simple, spiritual and short statement concerning the notion and perception of the major items of our relationship.

- We have come to add nails and cement our commitment to the Bega Kwa Bega relational program and develop some few inevitable procedures and policies that keep the relationship healthy to all of us.
- We will suggest control mechanisms with the wish that they can be mutually agreed upon and put into action with immediate effect.
- We want to iron out all wrinkles and avoid any conflict of interest to any of us in the BKB office, DIRA and SPAS offices and officers.
- We want GOWGOL to be revamped to become either an associate program (departmental) or an autonomous program within the constitutional framework of ELCT-IRD (Memorandum of Understanding).
- We want to commit ourselves to work with all congregations without any exception through BKB.
- We want to be clear that we have worked with North Americans for over twenty years with two approaches; namely amicably with Global Volunteers and SPAS, and we want to continue that way.

Our View of Companionship: August 2007

This statement was written by Rev. Dr. Owdenburg Mdegella, Bishop, ELCT-IRD, and Rev. Jeanne Markquart of the St. Paul Area Synod Iringa Task Force as a summary statement after consultation with the SPAS Iringa Task Force and selected members of Bishop Mdegella's staff. The purpose of this document is to express a common understanding of how we are linked as partners as well as our mutual and individual responsibilities when we participate in this companion relationship.

We have decided to become companions in order to have global perspective of the church, and specifically of the Lutheran Confession. Within that perspective we want to do God's mission as our special calling which is centered in and around the love of God that is revealed in Jesus Christ. God's mission requires service, mutual exchange of prayer and gifts, and being present. These will be our core values. We will also promote the spirit of biblical stewardship as our common endeavor and the backbone of how we will strengthen the local church.

As we go forward, it is important to continually remember that whoever participates in the exchange of visits, for whatever purpose, bears the identity of these two bodies—the ELCT-Iringa Diocese and the ELCA-Saint Paul Area Synod—and is seen as their representative.

We strive to strengthen the local church over and against dependency and we seek to preserve the integrity, unity and diversity of God's mission in diverse cultures and economic backgrounds.

We want to preserve the integrity of the local people and their leaders. We want to insure that there is a common agreement in what we do together. The IRD will be the prime mover and the owner of the strategic plan, functions and programs which they want to achieve in working together with the SPAS. Likewise SPAS will be the prime movers of the programs and initiatives which they want to embrace and accomplish with the IRD (i.e. initiatives that benefit the people of the SPAS—opportunities to grow in faith through service and relationships).

Means of Coordinating our Efforts

Both Saint Paul Area Synod (SPAS) and the Iringa Diocese (IRD) shall have a group charged with coordinating the activities that relate to our common endeavors in God's mission. Currently the Iringa Task Force bears these responsibilities for SPAS.

The Task Force and the decision making bodies of the two companion churches will from time to time evaluate their common goals and make suggestions of the best ways in which both of them can achieve those goals. The Iringa Diocese will advise SPAS as to the best ways they (IRD) want to relate to SPAS. Likewise SPAS will advise IRD as to the best ways in which they (SPAS) would want to relate to one another.

The Bega Kwa Bega philosophy and office will be identified together with the two task forces as an office that is coordinating and promoting the life and health of the people in the Iringa Diocese. Ancillary organizations whose intention is to promote life and health of the people in Tanzania and who intend to work with the congregations in the SPAS and IRD shall respect the spirit of this companionship.

New ideas are welcome on both ends and must always be examined and explored in light of the mission and how it works with the strategic plan and desires and goals of the local church.

Logistics relating to the support of partnerships and to the exchange of visits between congregations, institutions, leaders, and laity shall be coordinated through the Task Force and the Bega Kwa Bega office (which includes those serving as Companion Congregation Coordinators). This should be coordinated through Bega Kwa Bega so that all the parties are informed and are willing to perform their responsibilities as required. Logistics relating to travel, lodging, food, and similar issues shall be organized by the respective groups in communication with the Bega Kwa Bega office.

The Iringa Diocese shall take full responsibility in the areas of relating to financial accountability, donations in kind, legal and procedural issues relating to taxation, security, safety, and will advise groups and individuals on the right approach to issues relating to health and culture. Similarly, SPAS shall take full responsibility in these same areas and for the same purposes during exchange visits.

Companionship

Sample Covenant

Between

SHEPHERD OF THE VALLEY LUTHERAN CHURCH - ELCA
Saint Paul Area Synod Congregation

AND

TUNGAMALENGA LUTHERAN CHURCH - ELCT
Iringa Diocese Congregation

In order to give shape and direction to our journey as partners in the mission of God as revealed in Jesus Christ, we accept and will support the following covenantal agreements:

1. We agree to learn more about the congregation, city, state and country in which our partner congregation lives and serves.
2. We will help each other in this covenant relationship by exchanging information and suggestions for learning through letters, newspaper clippings, photographs or any other means available.
3. Individual-to-individual relationships must be the foundation of our mutual learning. We will explore every possibility to foster such relationships. Examples of this might be visits and conversations between pastors, between church leaders, councils, teams and committees, and between men's, women's, and youth groups.
4. We agree to pray for each other at every opportunity, especially as a part of our regularly scheduled worship services.
5. We will keep each other informed of projects currently underway and envisioned. We agree to invite mutual participation in our common mission.
6. We will give of ourselves to each other even as Christ has first given himself to us.
7. We agree to exchange visits by members of our congregations as frequently as possible.

To the glory of God!

Signed _____
Iringa Diocese Congregation

_____ Date

Signed _____
Saint Paul Area Synod Congregation

_____ Date

Sample Covenant in Kiswahili

MKATABA WA MAKUBALIANO KATI YA

Kanisa la Kilutheri la Shepherd of the Valley - KKKA

Usharika wa Sinodi ya St. Paulo

NA

Kanisa la Kilutheri la Tungamalenga– KKKT

Usharika wa Dayosisi ya Iringa

Ili kuonyesha sura na mwelekeo katika safari yetu kama marafiki ndani ya utume wa Mungu kama ulivyofunuliwa katika Yesu Kristo; sisi tunakubali na tutasaidia katika mkataba wenye makubaliano yafuatayo.

1. Sisi tunakubaliana katika kujifunza zaidi kuhusu, usharika, mji, mkoa, [jimbo] na nchi ambamo usharika ulio rafiki unaishi na kutumikia.
2. Tutasaidiana ndani ya mkataba huu wa uhusiano kwa njia ya kubadilishana habari na mashauri ili kujifunza kwa njia ya barua, vipande vya magazeti, picha au kwa namna nyingine ye yote.
3. Uhusiano wa mtu kwa mtu lazima uwe ndio msingi wa watu katika kujifunza. Tutatafuta kila uwezekano wenye kukuza uhusiano wa aina hiyo. Mfano wa jambo hilo unaweza ukawa ni katika kutembeleana na kuwa na mazungumzo baina ya wachungaji, viongozi wa kanisa, mikutano, baraza la wazee, makundi na kamati mbalimbali, baina ya wanaume, wanawake, na makundi ya vijana.
4. Tunakubali kuombeana kila penye uwezekano, zaidi sana iwe sehemu ndani ya taratibu za ibada za kila mara.
5. Tutataarifiana juu ya miradi ambayo inaendelea kwa wakati huu na ile inayotarajiwa. Tunakubali kukaribisha ushiriki wa kirafiki katika kazi ya utume wetu wa kawaida.
6. Tutajitoa kila mmoja kwa mwenzake kama vile ambavyo Kristo alivyojitoa kwanza yeye binafsi kwa ajili yetu.
7. Tunakubali kutembeleana miongoni mwa washarika wetu na kuwe ni kwa mara kwa mara ikla inapowezekana.

Kwa Utukufu wa Mungu!

Imetiwa sahihi na _____
Usharika wa Dayosisi ya Iringa

Tarehe

Imetiwa sahihi na _____
Usharika wa Sinodi ya St. Paulo

Tarehe

Becoming a Companion Congregation

1. Pray—is this God’s call for us?
2. Hold conversations with your pastor and other congregational leaders
3. Contact Bega Kwa Bega Companion Congregation Coordinator
4. Discuss options with congregation and BKB
5. Obtain a copy of partnership guidelines
6. Take information back to congregational leadership
7. Obtain Council and congregational approval
8. Accept partnership guidelines
9. Contact Bega Kwa Bega for final approval
10. Proceed with guidelines and criteria
11. Plan a visit to your Tanzanian partner parish and to the Iringa Diocese
12. Feel free to contact any BKB leader with questions or information gathering

Companion Congregations

Saint Paul Area Synod	Iringa Diocese
<u>1. Abiding Savior, Mounds View</u>	<u>Makungu, East District</u>
<u>2. All Saints, Cottage Grove</u>	<u>Kipaduka, Northeast District</u>
<u>3. All Saints, Eagan</u>	<u>Kipanga, South District</u>
<u>4. Amazing Grace, Inver Grove Heights</u>	<u>Magulilwa, Southwest District</u>
<u>5. Arlington Hills, St. Paul</u>	<u>Ilegenda, Southeast District</u>
<u>6. Augustana, West St. Paul</u>	<u>Ipogoro, Southwest District</u>
<u>7. Beaver Lake/Holy Cross, Mplwd/Oakdale</u>	<u>Ikengeza, North District</u>
<u>8. Bethel, Hudson, WI (NW Synod)</u>	<u>Cathedral, Western District</u>
<u>9. Bethlehem, Bayport</u>	<u>Image, Northeast District</u>
<u>10. Chisago Lake, Center City</u>	<u>Ilula, Northeast District</u>
<u>11. Christ, Lake Elmo</u>	<u>Lulanzi, East District</u>
<u>12. Christ Lutheran (Hill), St. Paul</u>	<u>Masimike, Southwest District</u>
<u>13. Christ, Marine on St. Croix</u>	<u>Ugesa, South District</u>
<u>14. Christ the King, New Brighton</u>	<u>Nduli, North District</u>
<u>15. Christ the King, White Bear Lake</u>	<u>Masisiwe, South District</u>
<u>16. Christiania, Lakeville</u>	<u>Ihemi, Southwest District</u>
<u>17. Christus Victor, Apple Valley</u>	<u>Mlowa, Western District</u>
<u>18. Church of Peace, Maplewood</u>	<u>Kising'a, East District</u>
<u>19. Como Park, St. Paul</u>	<u>Itungi, Northeast District</u>
<u>20. Easter, Eagan</u>	<u>Nyanzwa, Northeast District</u>
<u>21. Elert Family, Stillwater/Hudson</u>	<u>Head Office, Iringa Diocese</u>
<u>22. Elim, Scandia</u>	<u>Kivalamo, Southeast District</u>
<u>23. Faith, Forest Lake</u>	<u>Kidabaga, Southeast District</u>
<u>24. Family of Christ, Lakeville</u>	<u>Usokami, South District</u>
<u>25. Farmington Lutheran, Farmington</u>	<u>Idete, Southeast District</u>
<u>26. Fish Lake, Harris</u>	<u>Wasa, Southwest District</u>
<u>27. First, Rush City</u>	<u>Kitowo, South District</u>
<u>28. First Lutheran, St. Paul</u>	<u>Usolanga, North District</u>
<u>29. Galilee, St. Paul</u>	<u>Uhominyi, Northeast District</u>

30. Gethsemane, Maplewood	Pommern, South District
31. Gustavus Adolphus, St. Paul	Kiponzelo, Southwest District
32. Holy Trinity, New Hampshire	Isimani, North District
33. Holy Trinity, New Prague (MAS)	Mbuyuni, Northeast District
34. House of Prayer, Oakdale	Ifunda, Southwest District
35. Immanuel, Almelund	Itonya, Southeast District
36. Immanuel, St. Paul	Mkimbizi, North District
37. Incarnation, Shoreview (North Oaks)	Mkwawa, Western District
38. King of Kings, Woodbury	Kilolo, East District
39. Lord of Life, Maple Grove (MAS)	Ifuwa, East District
40. Luther Memorial, South St. Paul	Mlandege, North District
41. Lutheran Church of Dell Rapids, SD	Mtwivila, North District
42. Mt. Calvary, Eagan	Ipalamwa, East District
43. Newport Lutheran, Newport	Kimala, East District
44. Our Savior's, Stillwater	Mlafu, East District
45. Our Saviour's, Hastings	Ilambilole, North District
46. Pilgrim, St. Paul	Luganga, Northeast District
47. Prince of Peace, Burnsville	Ilambo, Northeast District
48. Prince of Peace, Roseville	Bomalang'ombe, South District
49. Richfield Lutheran, Richfield (MAS)	Mbigili, Northeast District
50. Roseville Lutheran, Roseville	Ng'ang'ange, Southeast District
51. Salem, West St. Paul	Magome, Southeast District
52. Shepherd of the Hills, Shoreview	Kidamali, Western District
53. Shepherd of the Valley, Apple Valley	Tungamalenga, Western District
54. St. James, Burnsville	Idunda, Southeast District
55. St. John's, Lakeville	Muhanga, Southeast District
56. St. John's, Stacy/St. Mark, Circle Pines	Wimbe, Southeast District
57. St. Mark's, North St. Paul	Kihesa, North District
58. St. Paul, Wyoming	Mtera, North District
59. St. Paul's, Stillwater	Mgama, Southwest District
60. St. Stephen's, West St. Paul	Ihimbo, South District
61. St. Stephen the Martyr, White Bear Lake	Lukani, South District
62. St. Timothy, St. Paul	Irindi, Northeast District
63. Trinity, North Branch	Pawaga, Western District
64. Trinity, Stillwater	Mwatasi, South District
65. University of MN, St. Paul	Tumaini University, North District

66. Zion, Cottage Grove	Kitapalimwa, Western District
67. New in '08 (Magome Parish)	Ndengivisili, Southeast District
68. New in '08 (Ifunda Parish) (Grace of God)	Kitasengwa, Southwestern District
69. New in '08 (Mlandege Parish)	Kalenga, North District
70. New in '08 (Kidamali Parish)	Magubile, Western District

Affiliated Partners

Definition

The Iringa Task Force will identify Affiliated Partners at its discretion, to include those groups who generally would have 501(c)(3) nonprofit status, who have an identifiable organization or group of people in Minnesota, who are working in tandem with the Iringa Task Force, who are connected to specific programs or entities within the Iringa Diocese (DIRA), and who are working to support life, education, health, and economic conditions within the Iringa Region of Tanzania.

Affiliated Partners agree to work with the Iringa Task Force in the following ways:

- Accept the Mission, Vision and Values statement of the Iringa Task Force
- Work within the strategic planning process set forth by DIRA
- Respect DIRA as the owner, author, and gatekeeper for strategic planning
- Keep communication lines open with BKB, particularly with regard to travel plans and new initiatives
- Function in an advisory role with respect to BKB and the Iringa Task Force
- Contribute financially to the SPAS Iringa Task Force Traveler Fund
- Consider the benefits of coordinating a schedule of fundraising events and efforts in consultation with other Affiliated Partners to avoid competition for donors

Bega Kwa Bega will support and cooperate with Affiliated Partners in the following ways:

- Wire funds from the Saint Paul Area Synod account to accounts in Iringa
- Assist communication through BKB to DIRA and other Tanzanian partners
- Provide logistical arrangements for travelers upon request
- Provide advice on cultural issues and practices; act as troubleshooter to break communication logjams
- Connect Affiliated Partners with Tanzanians who may be hired as project managers
- Coordinate public relations efforts to SPAS congregations by sharing e-mail contact lists, providing website links, newsletter space, and by including Affiliated Partners in BKB promotional materials and events

Communication with Affiliated Partners will be supported in the following ways:

- BKB will assign one Companion Congregation Coordinator (CCC) to each Affiliated Partner as their primary point of contact and liaison to the Iringa Task Force and the BKB office
- Up to 3 representatives of each Affiliated Partner will be included in meetings with the Iringa Task Force twice each year for the purpose of communication, networking, sharing, and coordinating mutual interests

- Meeting minutes will be mutually shared between Iringa Task Force and its Affiliated Partners

To obtain Affiliated Partner status, an organization may send a letter of application to the Saint Paul Area Synod Iringa Task Force, stating its intention to work within the terms of this policy. The Iringa Task Force will consider the request at its next meeting.

Cultural Awareness

When visiting our friends in Tanzania, we want to be respectful of their culture. For awareness, the following summary describes some issues.

Manners

In Tanzanian society, politeness, modesty and nonaggressive behavior are expected. It is very unusual to witness an argument or highly emotional exchange in Tanzania. Public displays of affection, such as hugs and kisses, are impolite as are demonstrations of strong emotions such as anger or sadness. Tanzanians are usually known for their warmth and friendliness. When shaking hands, they hold the hand much longer than in U.S. Women, however, usually have a limp handshake and look downward, which implies the nonaggressive personality expected of women. A proper way of addressing a new acquaintance is to use titles or last (sur) name. It is considered impolite to call persons by their first name until you know them more personally.

Conversation

In Tanzania, it is polite to inquire about the person's health and family, but only in general terms. They are not comfortable talking about pregnancy matters or a girl/boy friend relationship. Often a Tanzanian will respond positively with a "yes" to a request even though they may not understand or intend to follow through. Tanzanians will agree so as not to disappoint. As a guest it is important to accept their hospitality because "it is the way of blessing their home and family."

Meals

In Tanzania, hands are washed before the meal, often with hands held over a bowl into which water is poured by the host and wiped with a common towel or air dried. In Tanzania, the women of the family will serve and usually won't sit with the guests. Common foods in Tanzania are boiled beans (like pork and beans) and peas, white rice, sautéed cabbage with carrots and onions, meat stews, boiled eggs, boiled potatoes, French fried (chips) and fried chicken and pork. Perhaps the most staple food for our Tanzanian friends is Ugali – a cooked white corn porridge that is formed into small balls and dipped into a stew. They grow and love cashews, peanuts, bananas and other fruit. A visitor will find cooked foods and peeled fresh fruits and vegetables safe to eat. They drink hot tea, coffee, soda (soft drinks), water and juice. They do not serve ice in their beverages. Alcoholic beverages are not usually served. The local "brew" may be high in alcoholic content and the method of preparation makes it questionable for consumption.

Religion

Christian Tanzanians are very devout and worship openly and frequently. Prayer is central to their every day. Music and dance enhances their worship life.

Dress

Modesty is a value in Tanzania, except in the larger cities or on a university campus. Women wear only skirts and dresses, not slacks or shorts. Low cut or sleeveless tops are abrasive to the Tanzanian culture. It is wise to wear dresses/skirts, which hang below the knee. As visitors, women show respect by dressing accordingly. Our Tanzanian women wear little or no makeup

and very seldom nail polish. They enjoy jewelry, but rarely wear any. Men wear typical western type clothing (casual shirts, nice pants) but not shorts. They might wear shirt and tie for formal or special gatherings. It is important to dress modestly to discourage misunderstanding of a nonverbal message.

Gender roles

Women in Tanzania usually are much more subservient than in America. Tanzania is a male dominated society. A number of women have been appointed to government positions; women in business are becoming more common. Family issues often involve the extended family and sometimes others from their tribe (ethnic group). The involvement of women in resolving family disputes is usually discouraged, at least publicly.

Male/Female interaction

Tanzanians do not “date” as Americans do. Tanzanian girls are usually not seen alone with a boy. If a girl shows any interest or attention to a boy, it may indicate to the boy an interest in a more intimate relationship even before marriage. American girls tend to be comfortable “flirting” with the opposite sex with no intention of any further commitment. This behavior is confusing for Tanzanian boys/men. Even the way an American girl dresses (low cut tops, low hung slacks, displaying tattoos and piercings) sends a message that is hard for a Tanzanian boy to understand.

Time

Arriving on time or starting on time is not a valued concept for Tanzanians. Usually, they do not wear watches. As visitors, we need to respect their time and patiently wait.

Personal hygiene

Generally speaking, Tanzanians are more relaxed about personal hygiene than Americans. The opportunity for personal bathing and clothes washing is not readily available. The same clothes are often worn several days. Deodorant is not commonly used, due to expense and custom.

For additional information, see *Africans and Americans, Embracing Cultural Differences*, by Joseph L. Mbele; Africonexion, Northfield, Minnesota, 2005.

Travel Planning Guide

Timeline

1. Contact Companion Congregation Coordinator(s) to develop travel plans, itinerary, and schedules at least twelve months ahead of a planned trip. CCCs coordinate arrangements for many travel groups within the Iringa region and Bega Kwa Bega asks that all groups be respectful of the impact a large number of visitors at one time will have on the resources and accommodations available; please be flexible in your plans.
2. Six to nine months prior to departure, with firm commitments from travelers, begin to access air flight tickets. Whenever possible, it is advisable that groups travel together, arriving and departing on the same flights, to streamline transportation between Iringa and Dar es Salaam. Travelers are advised to check their air carrier for the latest information on luggage restrictions.
3. Once air tickets have been obtained, work with CCCs to develop itinerary and to reserve in country lodging accommodations. CCCs will ensure that both Bega Kwa Bega as well as the Head Office of the Iringa Diocese are aware of plans.
4. Hold meetings monthly for at least six to nine months prior to departure. This is critical for group building and camaraderie, for raising cultural awareness and question and answer times. Feel free to invite experienced travelers to present various issues and to answer questions from group participants.
5. Within the group, determine responsibility roles so that the trip leader has more freedom to be available for immediate decision making. For the sake of efficiency, it is important to have one person be the designated treasurer to pay for group expenses (lodging, many meals, transportation, gifts).

Travel Documents

1. Passport must be valid for at least six months from entry into the country
2. Visa may be obtained from either of two locations in USA for visa applications. Use <http://www.tanzaniaembassy-us.org/index.html> and follow instructions for application forms.
 - United Republic of Tanzania
1232 22nd St NW
Washington, D.C. 20037
 - United Republic of Tanzania – UN
201 E. 42nd Street, Suite 1700
New York, NY 10017

- Contact Greg Triplett at Greg.Triplett@spas-elca.org to provide a letter of invitation for the group, which is required with the visa application. Use as your in country address: Don and Eunice Fultz, P.O. Box 511, Iringa, Tanzania. List the purpose of your travel as Mission. Please note that the visa application requires specific information regarding the funds available for the trip, airline ticketing information, etc.
- Visas may also be obtained at the Tanzanian port of entry. Port of entry visa access requires extra time spent at the airport upon arrival, especially for groups, prior to luggage and customs. We do not recommend this option except for individuals or very small groups.
- Cost: \$100

Health and Immunizations

Use an international health clinic or your local clinic for an evaluation and consultation. Bring your health history for verification of immunizations required on an individual basis. International health clinics always have the latest requirements regarding immunizations. The clinic will provide a yellow card with a record of immunizations; be sure to carry this with your passport during your travel.

Itinerary Development

Consult with Companion Congregation Coordinators for advice and assistance.

BKB will arrange transport, accommodations, and a sample itinerary. Recommended Iringa Diocese sites to visit include your partner parish, Diocese Head Office and Kindergarten, Tumaini University, Huruma Orphanage, Secondary Schools, Ilula Hospital, Water projects, Agricultural Institute demonstration plots, Iringa Market, Isimila Stone Age Site, Tanzanian homes for a family meal. The itinerary is tailored to each congregational group.

Expense Guidelines

- Traveler Fund Contribution: Travelers contribute \$100 per person to the Saint Paul Area Synod Companion Congregation Traveler Fund. Contributions are used to defray BKB administrative costs.
- Airfare: arranged by each group
- Ground transportation can be arranged by CCCs
 - Vehicle to/from airport and lodging in Dar if provided by FPCT/TEC: \$20 per vehicle plus \$5 tip to driver
 - Coaster/bus, accommodates 15-18, to/around Iringa: \$250 per day includes driver, via Tatanca Travel, payable in US dollars
 - Smaller van/bus, accommodates 7, to/around Iringa: \$220 per day, includes driver, via Tatanca Travel; payable in US dollars

- Gratuity for coaster/bus/van driver: \$75, to be paid at the end of the trip in US dollars; group also covers driver expenses for meals and lodging when outside of Iringa
- BKB vehicle, accommodates up to 6: \$0.15/km/person; estimate of \$150 to \$200 per person for a typical trip
- Lodging
 - Free Pentecostal Church of Tanzania Hostel (FPCT), Dar es Salaam: 25,000 TSH per person per day, includes breakfast
 - TEC Hostel, Dar es Salaam: \$20 per person, includes breakfast
 - The Lutheran Center, Iringa: \$20 per person, includes breakfast; lodging is payable in US dollars while additional meals are payable in Tanzanian Shillings
 - Village home stays: generally, \$15 per person per day, includes meals; be sure to count driver, interpreter and any other guests; money is usually disbursed to the congregation in advance to allow for the purchase of supplies
 - At certain times of the year, the large number of visitors to the Iringa area may make it necessary for some visitors to be lodged in places other than The Lutheran Center. Arrangements may be made to stay at Mlandege Guesthouse and/or the Kihesa Life Skills Center, each of which are owned by DIRA congregations, and have approximately comparable fees.
- Meals
 - Tanzanian home hosts (including BKB office or DIRA staff): \$20 - \$30 for a group of ten and under, proportionately more for larger groups; please ask BKB staff or CCCs for advice if you have questions about an appropriate amount.
 - Iringa restaurants: midday and evening meals can be obtained for a range of \$10-\$15 per person per day
 - Meals at The Lutheran Center are payable in Tanzanian Shillings
 - Be sure to include drivers, interpreters and guests
- Safari
 - Ruaha/ Mwangusi Camp: approximately \$265 per person per day includes lodging, meals, game drives, park entry fees; beverages and gratuity not included
 - Ruaha/ River Lodge: approximately \$225 per person per day includes, lodging, meals, game drives, park entry fees; a 30% down payment for reservations made 30 days in advance is required
 - Safari expenses can be paid in US dollars (preferred) or Tanzanian Shillings
 - Travel groups pay the expenses for guests from their companion congregation and for interpreter if needed

- Gratuities
 - Driver: \$75 at the end of the trip
 - Interpreter: \$50 for a 2-3 day village visit; for longer visits, please consult BKB and/or Dean Gavile for an appropriate amount
 - The Lutheran Center staff: \$5 to \$10 per person per stay; give to manager to be distributed among staff

- Monetary Gifts
 - Parish Gift: at least \$10 per group member
 - Companion Congregation Gift: individualized per congregation

Currency

Tanzanian banks are not accepting US currency dated before 2003. It is imperative that travelers carry their funds in denominations of \$50 or \$100 for best rate of exchange, and in bills printed after 2003. The lodging and safari facilities listed here will not accept US currency dated before 2003.

Additional Information

Please consult the following additional Policy and Procedure Documents for planning:

- Cultural Awareness
- Gift Guide

A focus on relationship building continues to ensure positive experiences.

Gift Guide

These suggested gifts are appropriate for Tanzanian hosts:

- potato peelers
- paring knives
- kitchen or bath towels (terrycloth)
- dress socks, dark colors for men
- coffee and tea mugs
- calendars—full year with pictures or photographs
- pens
- calculators (solar, with scientific functions)
- soccer balls, volleyballs, pumps and needles
- non-breakable thermoses
- napkins—paper or fabric
- shirts for men, blouses for women
- cash gift and card for meal reimbursement
- clergy shirts—purple for Bishop, black for clergy
- paraments, altar accessories, worship banners
- candles, candle holders
- solar lights
- shake or crank (non battery) flashlights
- reading glasses
- framed scripture verse or biblical artwork
- t-shirts or sweatshirts with partnership or congregational logo
- flash drives for university students or clergy
- school supplies
- Bibles

Guest Evaluation Form

We hope your Tanzania experience has been enjoyable and fruitful in your faith walk. In an effort to keep good communication and involvement over the months and years to come, you are encouraged to complete the form below.

Name _____

Email address _____

Congregation _____

Date _____

Highlights from your trip _____

Suggestions and comments _____

Projects of particular interest to me include:

Ilula Hospital

Tumaini University

Saint Paul Partners/ Tanzania Water Development Partners

Iringa Radio

Institute of Agriculture

Micro finance

Student scholarships

Other _____

Hosting Guests from Tanzania

The exchange of face to face visits between companion congregations is of vital importance to our partnerships. Visits promote healthy and clear communication between partners, build strong relationships, and give opportunities for partners to learn about each other, grow in faith, worship and pray together, and expand awareness of the partnership within the congregations.

When SPAS congregations host Tanzanian guests from their partner congregations, they are additionally given the opportunity to reciprocate the gift of hospitality that so many Minnesota visitors have experienced in Tanzania.

1. When a congregation is beginning to consider hosting Tanzanian guests, a conversation with the Companion Congregation Coordinators and/or representatives of the Iringa Diocese head office should be held before any invitations are made to particular individuals.
2. Guests will be selected in consultation with DIRA officials, with consideration given to cultural factors, broad representation of the congregation, health and ability to travel, gender balance, likelihood that a visa would be granted, and other factors.
3. The SPAS host congregation will assume responsibility for all guest expenses, including airfare, transportation, lodging, meals, health care coverage, and incidental expenses incurred during the visit.
 - Contact the SPAS office for advice and direction regarding temporary health care insurance coverage.
 - Ask a physician in your congregation to be available for on-call health care.
4. The SPAS host congregation will wire funds to Iringa, three to six months prior to the planned visit, to cover the expenses of guests traveling to Dar es Salaam to obtain passports and visas, and other incidental preparatory expenses. For guests who already have passports, \$300 per person is sufficient; for guests who need both passports and visas, \$600 per person is needed.
5. When scheduling the visit, please give consideration to the difficulty guests may have acclimating to Minnesota's winter weather. April through October would be preferred months for visits; hosts may need to provide comfortable outerwear.
6. The Bega Kwa Bega Office and DIRA head office will facilitate the guests' application for passports and visas, and will keep the host congregation updated on progress. Due to the uncertainty involved in the visa application process, airline tickets should not be booked until after visas have been granted.
7. The host congregation will provide a letter of invitation, which will be needed as part of the application for visas. The letter should be printed on church letterhead and include the names of individuals invited, dates of travel, purpose of the visit, and assurances that all guest expenses will be paid by the host congregation. Since the embassy is seeking evidence that the guests will indeed return to Tanzania, it is helpful to include information about the partnership and that part of the purpose of the visit is to take knowledge and information back to strengthen the Tanzanian community. Copies of this letter should be sent to the Bega Kwa Bega Office and to DIRA.
8. When guests arrive, it is appropriate to give each a monetary gift which they may either spend on gifts during their visit, or which they may wish to take home to their family. \$200 for a typical two week visit is appropriate, per person.

9. Families who host the guests in their homes should receive some preparation and guidelines before the visit. Awareness of cultural differences is essential. For some visitors, this may be their first time out of Tanzania, their first time in a home with electricity and indoor plumbing, their first experience with fast food. Things we take for granted may be new to our guests. Patience and good communication will help. Some specifics for host families:
 - Please provide private bedrooms with separate beds for guests.
 - Please provide all meals for guests.
 - For the safety of our guests and recognizing liability issues, please do not allow guests to drive any of your vehicles.
 - Telephone calls to Tanzania are very expensive and your guests will not have the resources to reimburse you if you allow them to make calls home.
 - Please limit gifts to items of a value of \$25 or less.
 - Please refer to Bega Kwa Bega document “Cultural Awareness” for more specific information about manners, conversation, meals, dress, gender roles, and time.
10. When planning your guests’ itinerary, include a balance of active and less active days. Allow time each afternoon for rest, especially if your guests include elders. When the guests arrive, share the tentative itinerary with them and make adjustments as needed.
11. Much of the guests’ itinerary will involve congregational events. Host congregations will also want to show the visitors a slice of American life. Please keep most activities low key, avoiding such venues as a water park, professional sporting event, or the Mall of America. The culture shock of visiting the US for the first time is difficult for most of us to appreciate. Some suggested outings include:
 - grocery store
 - hardware store
 - park, lake, or scenic spot
 - farm
 - elementary, middle or high school
 - science museum
 - zoo
 - church quilting group
 - musical events such as school concerts
 - high school athletic events
 - hospital
 - farmer’s market
 - garage sales or thrift shop
 - college campus
 - Luther Seminary
12. If possible, schedule a visit to the Synod office and time with the bishop, if available.
13. Provide a copy of the guests’ itinerary to the Companion Congregation Coordinators, and invite them to join you for partnership meetings and congregational events.

Suggested Congregational Support

The Companion Synod Task Force and the work of Bega Kwa Bega are funded by the Saint Paul Area Synod and by contributions to the Traveler Fund made by travelers to the Iringa area at the suggested rate of \$100 per person. This funding covers the administrative costs of maintaining an office in Iringa, and provides modest travel and living expenses for volunteer Companion Congregation Coordinators.

In recent years, as the number of congregations participating in these partnerships has increased, and the number of visitors to the Iringa area has increased, Bega Kwa Bega's administrative expenses have risen significantly as well. The 2009 support from SPAS has been reduced from \$25,000 to \$21,000 and there is a need to reimburse SPAS for the bookkeeping services provided to Bega Kwa Bega.

In order to provide the level of support to congregations that is needed and expected, congregations are being asked to consider providing annual administrative support funding for Bega Kwa Bega. Understanding that the size and level of resources available varies greatly among congregations, the following "fair share" guidelines have been developed, based on congregation size and reported operating budget.

Congregation	City	Avg Worship	Operating Budget	Fair Share
Lake Park Luth	Lake Park MN	118	\$104,000	\$100
Beaver Lake (Holy Cross-Oakdale)	Maplewood	176	\$110,000	\$100
Fish Lake	Harris	133	\$133,000	\$100
Galilee	SP	83	\$141,000	\$100
First	Rush City	180	\$173,000	\$100
Immanuel	Almelund	140	\$176,000	\$100
St John's (St Mark-Circle Pines)	Stacy	220	\$178,000	\$100
House of Prayer	Oakdale	197	\$179,000	\$100
St Mark (St. John's-Stacy)	Circle Pines	183	\$186,000	\$100
Christ Lutheran (Hill)	SP	123	\$193,000	\$100
Christ the King	WBL	207	\$202,000	\$250
Newport Lutheran	Newport	166	\$216,000	\$250
Holy Trinity	New Hampshire	240	\$224,000	\$250
Lutheran Church of Dell Rapids	So Dakota	326	\$252,000	\$250
Christ	Lake Elmo	180	\$258,000	\$250
Amazing Grace	IGH	162	\$273,000	\$250
First Lutheran	SP	115	\$284,000	\$250
Holy Trinity	New Prague	460	\$284,000	\$250
Holy Cross (Beaver Lake-Maplewood)	Oakdale	210	\$285,000	\$100
Zion	Cottage Grove	171	\$287,000	\$250
Salem	WSP	193	\$290,000	\$250
Christus Victor	Apple Valley	323	\$301,000	\$250
St Paul	Wyoming	266	\$303,000	\$250
All Saints	Cottage Grove	249	\$311,000	\$250
Church of Peace	Maplewood	246	\$314,000	\$250
Pilgrim	SP	228	\$328,000	\$250
Family of Christ	Lakeville	236	\$333,000	\$250
St. Paul's	Stillwater	189	\$334,000	\$250
Luther Memorial	SSP	194	\$343,000	\$250
Christiania	Lakeville	300	\$351,000	\$500
Christ	Marine on St Croix	258	\$376,000	\$500
Bethlehem	Bayport	145	\$378,000	\$500
St. Stephen the Martyr	WBL	399	\$379,000	\$500
Chisago Lake	Center City	252	\$383,000	\$500
St. Stephen's	WSP	262	\$395,000	\$500
Prince of Peace	Roseville	236	\$429,000	\$500
Immanuel	SP	231	\$433,000	\$500
St Timothy	SP	285	\$436,000	\$500
Richfield Lutheran	Minneapolis	198	\$455,000	\$500
Abiding Savior	Mounds View	336	\$475,000	\$500
Arlington Hills	SP	250	\$476,000	\$500
Mt Calvary	Eagan	481	\$480,000	\$500
Farmington Luth	Farmington	647	\$486,000	\$500
Elim	Scandia	379	\$491,000	\$500
St John's	Lakeville	434	\$492,000	\$500
Trinity	North Branch	458	\$532,000	\$500
Como Park	SP	318	\$570,000	\$500
Our Savior's	Stillwater	516	\$587,000	\$500
Gustavus Adolphus	SP	500	\$627,000	\$750
Bethel	Hudson	665	\$636,000	\$750
Our Saviour's	Hastings	583	\$655,000	\$750
Faith	Forest Lake	541	\$728,000	\$750
St James	Burnsville	550	\$754,000	\$750
St Mark's	No SP	630	\$849,000	\$750
Shepherd of the Hills	Shoreview	518	\$1,055,000	\$1,000
Christ the King	New Brighton	628	\$1,073,000	\$1,000
Gethsemane	Maplewood	309	\$1,104,000	\$500
Roseville Lutheran	Roseville	1100	\$1,134,000	\$1,000
King of Kings	Woodbury	1187	\$1,348,000	\$1,000
Trinity	Stillwater	1033	\$1,360,000	\$1,000
Augustana	WSP	813	\$1,534,000	\$1,500
Easter	Eagan	1122	\$1,559,000	\$1,500
Incarnation	Shoreview	1074	\$1,903,000	\$1,500
Lord of Life	Maple Grove	1925	\$2,230,000	\$1,500
Shepherd of the Valley	Apple Valley	2059	\$2,404,000	\$1,500
Prince of Peace	Burnsville	2429	\$4,461,000	\$1,500

TOTAL \$34,100

Considering and Funding Partner Congregation Requests

Official planning processes have been put in place in the Iringa Diocese, ELCT. To honor their process and to respond appropriately as a partner congregation, the following guidelines are requested:

1. Receive requests for partnership from your partner in Iringa only via the sanctioned and approved process of the Iringa Dioceses.
2. All requests coming from the Iringa Diocese need to be on their approved Partner Request Form complete with all of the appropriate signatures.
3. Feel free to either approve or disapprove any proposed project. Make your response known to your partner in writing before any funds are transferred or work begun.
4. If you, as a congregation, have priorities for projects you wish to accomplish with your partner congregation, but which are not being requested by them, communicate this to the leadership of your partner parish and with Iringa Diocese leadership in order to negotiate the most appropriate use of your mutual gifts, energies and personnel.
5. Projects that fit within the suggested \$1,000 annual gift can be negotiated directly between you and your partner.
6. Projects that require resources greater than \$1,000 and/or multiple year commitments should be negotiated not only with your partner in Tanzania, but also through Bega Kwa Bega and the Iringa Diocese. This is done to help you understand the broader impact of the request and to weigh the larger needs of the synod/diocese partnership before approving a major project.
7. For major, more expensive, longer lasting, projects beyond the scope of individual parish partnerships, e.g. Illula Hospital, dispensaries, the Agriculture Institute, secondary schools, Huruma Orphanage, Tumaini University, Iringa, these policies and procedures become the starting point. Extensive conversation between the partnering organizations in the SPAS, the Iringa Diocese, and Bega Kwa Bega should be carried out before any agreements are made. It is expected that individual partner congregation relationships will remain intact even as new larger projects are undertaken.
8. All projects approved for your partnership should be sent as information to the Iringa Diocese, SPAS, and the Bega Kwa Bega office.
9. If fundraising for a project is necessary, please contact the SPAS office so that your efforts and those of others may be better coordinated and communicated throughout the synod. (Congregational mailing lists may be obtained through the SPAS office.)
10. Project updates should be submitted to SPAS and Iringa Diocese at least twice a year.
11. It is requested that all moneys sent to the Iringa Diocese for partner congregation projects be sent through the SPAS and deposited in an account in your congregation's name with Bega Kwa Bega in Iringa. Iringa Diocese policies require all congregations to have a bank account for receiving these funds as transfers from your account. This way, no cash is given to individuals and a paper trail exists for all funds given and received. Alternatives to this process may be negotiated with Bega Kwa Bega in advance.

Information for Individuals and Organizations Outside of the Saint Paul Area Synod Wishing to Partner with Bega Kwa Bega and Initiate Projects in Iringa

1. Projects may be done in the Iringa Diocese with permission from Tanzanian government officials, in league with NGO's and/or in partnership with other Tanzanian organizations and communities.
2. If individuals and/or organizations wish to partner with Bega Kwa Bega, it is requested they begin by contacting the Saint Paul Area Synod Office. Contact information is:

Bega Kwa Bega
Saint Paul Area Synod
105 W. University Ave.
St. Paul, MN 55103-4313
651-224-5646
beth.helgen@spas-elca.org

3. Working in partnership with Bega Kwa Bega may provide advantages to individuals and/or organizations wishing to work in the Iringa area:
 - Information regarding politics, life style, project histories, demographics, food, lodging, transportation, commerce and other important details.
 - Connections to people, including church leaders, civic leaders, educational leaders, business leaders, and other individuals and organizations also working in the area.
 - In cooperation with SPAS, Bega Kwa Bega can help tell the story of your project through:
 - E-mails sent to partner congregations
 - Synod Newsletters
 - Synod / BKB websites
 - Congregation Cluster Meetings held 2-3 times annually
4. Bega Kwa Bega will not provide the following:
 - Office support
 - Financial support
 - Access to mailing lists for fundraising purposes
 - Access to congregations of the Saint Paul Area Synod
5. When projects are done in the Iringa area which involve Bega Kwa Bega even marginally, Bega Kwa Bega is assumed to be liable. Therefore, all guidelines expected of Bega Kwa Bega congregations are to be taken into consideration.
6. The individual or organization initiating the project in the Iringa area is responsible for the evaluation of that project. When done in partnership with Bega Kwa Bega, the Saint Paul Area Synod will be pleased to provide perspective for this evaluation.

Procedures for Programs and/or Projects that are outside the Congregation-to-Parish Partnerships

1. Consult with BKB – SPAS Coordinator (Don & Eunice Fultz) regarding your idea for a program or project to ascertain if it fits within the scope of the partnership between the Saint Paul Area Synod and the Iringa Diocese.
2. Share the detailed plan with the SPAS Task Force for information and feedback.
3. Communicate your plan with DIRA personnel including the Bishop, Dean General Secretary and the BKB-DIRA Coordinator. Inquire if your idea is good, supportive, helpful and wanted in the Iringa Diocese. Ask for their thoughts and response. Ask if the plan is sustainable. Ask if this plan needs approval from their Executive Council or the Church Assembly to move forward.
4. If approved by the Iringa Diocese, ask the BKB-DIRA Coordinator to describe how the program or project would fit into DIRA plans and identify the designated point person at DIRA. Ask for direction as to the best way to proceed.
5. Communicate the status and progress of the program or project to the (1) SPAS Task Force, (2) BKB-SPAS, (3) BKB-DIRA Coordinator and (4) the appointed point person on a quarterly basis.

Responding to Requests

1. The first response to any individual or group that requests a special favor or support should be, "First you must take this request to the Head Office; the Head Office will pass it on to the BKB office if approved."
2. If the Head Office denies the request, it will not go forward.
3. If the Head Office approves or modifies the request, it will be passed on to the BKB office. BKB office will then forward the revised request to the donor.
4. Donors can never be sure that additional requests are legitimate. All requests need to be approved or disapproved by the Head Office before any response of "Yes" or "No" or "Maybe" is offered. Movement of requests in this manner allows the Head Office to be the "gatekeeper" and will inform SPAS partners with the proper information.
5. It is easy for our SPAS partners to be "guilted" by aggressive recipients seeking to get more than what has been agreed upon without realizing the request(s) are inappropriate, out of line, and sometimes ridiculously outrageous. SPAS partners often feel helpless in determining the legitimacy of a request. That is why we tell the requester that they must follow the above procedure before any response will be given, positive or negative. This procedure allows the SPAS partner to be joined by others in determining the validity of a request.
6. The desire to "feel good" about helping can easily get out of control and become detrimental to other partnership folks who may be asked for similar favors.

Handling Your Gift Money

1. Money is sent to:

Saint Paul Area Synod
Attn: Greg Triplett
105 W. University Ave.
St. Paul, Minnesota 55103

Donor must provide the following information:

- Who is the donor
- Who is the recipient
- Amount of the donation

Money is wired to Tanzania, usually at the middle and end of each month. Money must be at the Synod office by the 10th and the 25th to be included in the respective wire transfers. If a transfer needs to be made more expeditiously, the party requesting the wire transfer will pay the fee for the wire transfer (currently \$50). Usually, it takes 3-5 days before the transaction is completed with the Iringa NBC Bank.

2. Recipients will come to the BKB office and Diocese Head Office. BKB determines the amount of money available in a specific fund. Request papers are prepared, reviewed and signed by two designated Head Office persons.
3. After all documents are presented and verified at BKB office, money is withdrawn from the bank; no money will be given out that is not recorded as income in the donor account. When money is available, recipient(s) sign request document; a copy is presented to the recipient (recipient counts and verifies proper amount of money); expenditure information is recorded in the account spreadsheet and the completed request document is placed in the donor file at BKB office. (If money is wire- transferred, a receipt is provided the recipient and a copy is placed in the appropriate file at BKB office.)
4. When possible, BKB or Head Office personnel will visit the location to verify that money has been used for the specified purpose.

Sponsoring Students

Congregations and individuals sponsor students either from their partner parish or a special relationship.

Secondary School Scholarships

Congregation Expectation

By November 1st Bega Kwa Bega expects to know the number of students a partnering congregation is willing to sponsor for the next school year which begins in January for secondary students.

By December 15th the congregation or sponsor sends at least half if not the total amount for school fees to the Saint Paul Area Synod to be wired to the BKB Iringa account by January. The second half of school fees are due June 15th.

The yearly school fee is \$360 beginning January 2010.

When a sponsor commits to sponsoring a student, the hope is that the student will be sponsored throughout his or her six years of secondary school.

Parish Responsibility

A parish task force discerns which student(s) meet the criteria:

- academically eligible
- orphan or strong financial need
- gender equality
- member of the parish
- students who are already sponsored remain unless they fail exams

Students are selected according to the number their partner congregation is able to support.

Names of students are submitted to the Iringa Diocese Head Office. After evaluation and approval by a committee at the Head Office, the names are given to the BKB office.

When the names arrive at the BKB office, they are entered into the computer for printing of school vouchers. If time permits, the school vouchers are given to the parish to be signed by the parish pastor for the student to take to the secondary school where student is enrolled. The school vouchers are intended for the Headmaster at the respective schools to confirm that the student is attending that school. The vouchers are returned to the BKB office by the secondary school headmaster for payment of school fees for each student.

No school fees are paid until the voucher has been returned, signed by the parish pastor and Headmaster.

Ideally, the goal is to have each student go to school with a voucher, so that the school and parish will know who is sponsoring the student. It is critical to receive the numbers from the congregations so that the parishes have this time to complete their part.

Post Secondary School Scholarships

All students selected for post secondary school sponsorships must be approved by the diocese Head Office.

Before any school fees are paid, the BKB office needs information about the student's name and school (name and address) and request for money: school fees, stationery expenses, room and board, etc. Included in the information will be the method of payment: bank, bank account name and number.

School expenses will be paid directly to the school.

Once the amount for expenses is established, there will be no more payments made within that school year.

All Scholarship Recipients

In order for students to continue to be sponsored, we expect a student photograph and thank you letter from each student at least once a year.

All school fees are paid directly to the school.

Money for scholarships is sent to:

Saint Paul Area Synod
Attn: Greg Triplett
105 W. University Ave.
St. Paul, Minnesota 55103

Donor must provide the following information:

- Who is the donor
- Who is the recipient (name of student, if applicable)
- Amount of the donation

Financial Accountability

Reports from BKB to SPAS congregations and individuals by CCCs at cluster meetings one to two times per year will include:

- Financial report of funds donated by the SPAS companion congregations and how money was used by their partner congregation
- Summary report (high level view) of income/expenditures for cluster group.
- Information, such as human-interest stories or current information for congregation's bulletins/newsletters as well as for SPAS publications (weekly e-mail update, Faith Link, Metro Lutheran, SPAS website)
- Reminder that the Tanzanian bank charges a 1% fee for all banking services; charged to each congregational fund.
- Any new or modified policies from SPAS or DIRA will be explained/discussed at a cluster meeting

Public reporting of information in the US may include:

- News article highlighting a specific gift
- Human interest story about a student, individual or parish
- Emphasis that 100% of donated money is used for designated purpose; there are no overhead expenses
- Names of Iringa Diocese secondary schools

An annual audit of BKB accounting is performed by the Iringa Diocese accounting office, as per all organizations within the diocese annually.

Reports to parishes/Head Office in Iringa Diocese will be provided by the BKB office/SPAS Task to the Tanzania Iringa Task Force and will include:

- New systems and information as agreed with the Head Office
- Sharing any information that may affect our relationship/partnership

Individual Iringa Diocese Companion Parishes will share information through the Iringa Diocese Head Office, and District Pastors, especially including:

- The exact number of students which the SPAS partner congregation will sponsor
- The correct information concerning students (name, school, form for the current year and yearly fees) before the student begins school.

Current Programs

Companion Congregations

There are 70 partner parishes/entities in the Iringa Diocese (DIRA) and 68 have partners from Saint Paul Area Synod (SPAS) congregations (although 7 are from outside SPAS; 3-Minneapolis Area Synod, 1-Northwestern Wisconsin, 1-South Dakota, 1-New Hampshire, 1-Northwestern Minnesota). As parishes in DIRA expand, there will be a need for more SPAS congregations to be involved. In 1987 there were 40 parishes with 20,000 members; in 2008 there are 70 parishes with 80,000 members.

Water Project

There is a team of people from SPAS called St. Paul Partners who are actively involved in drilling wells to provide safe drinking water for villages/communities in DIRA, performed in conjunction with an Iringa nongovernmental organization, Gift of Water/Gift of Life (GOWGOL). Local people take ownership and responsibility for the maintenance of the well once the project has been completed. There is also sanitation and hygiene training provided to each community. Currently 100 safe drinking water wells have been dug. The organization now has three (3) drilling rigs including one that will drill through rock. Contact Bo Skillman at bskillman@frontiernet.net; or Ken Smith at klsmith@mmm.com.

Ilula Hospital

A team of people from SPAS have assisted in an upgrade of the Ilula Health Center to become a District Hospital (Kilolo District), now called the Ilula Lutheran Hospital. Buildings have been constructed, medical equipment provided and a physician in charge hired. There is an Ilula Task Force in SPAS and an Ilula Task Force in Ilula (working with DIRA, Evangelical Lutheran Church in Tanzania). In April 2006, the Minnesota based task force incorporated as a 501(c)(3) nonprofit organization, Shoulder to Shoulder. Some major donors are providing over half a million dollars for brick and mortar construction. There are plans to develop a major Medical Education Facility (train nurses, medical techs, even medical doctors and dental facilities as well) connected to the hospital complex. The Clinton Foundation is currently operating an HIV/AIDS program from the Ilula facility. Plans are for this facility to become the Southern Zone equivalent to KCMC in northern Tanzania. Contact Bill van Essendelft at billvanesse@msn.com, Randy Hurley at rkea.hurley@gmail.com or Gary Moody at gsmoody@att.net or go to www.ilulahealth.org.

Tumaini University, Iringa

In the 2004-05 school year the enrollment was about 650 students. In the 2005-06 academic year nearly 1300 students were enrolled. In the 2006-07 academic year nearly 2100 students were enrolled, and in 2007-2008 almost 2600 students. The government has recently made student loans available causing a dramatic increase in the number of students. The specific concern of the SPAS is providing theological scholarships for ten diploma students and five degree students per year for the next four years (at least). Over these years 60 scholarships will be provided. Students can attend Tumaini-Makumira for less expense, but students at Tumaini-Iringa must pay full school fees therefore the need to provide scholarships to keep the current program viable. Contact Gary Langness at gcljambo@comcast.net.

Agricultural Institute

DIRA has received a large, fertile piece of land a significant distance from Iringa. The land is close to rail transportation, in the Ulanga-Kilombero region. Tumaini is also the owner of a 540 acre parcel of land at Mgongo. A farm plot has been established at Lulanzi. With Provost Bangu's

connections with Sokoine University (Morogoro) the effort is afoot to utilize the research from Sokoine in applying the research techniques in these experimental locations. A member of SPAS is beginning a program at Tumaini to utilize the research techniques in planting crops as well as continue additional research. This project is in its beginning stages. A Task Force has been established in St. Paul, including many agriculture experts and University of Minnesota faculty. Contact Roger Blomquist at roger_bloomquist@comcast.net.

Orphanages

There are two orphanages in DIRA, one sponsored by an outside group and the Huruma Center which is owned and operated by DIRA. The Huruma Center receives a great deal of support from SPAS. The orphanage in the Ipogoro area of DIRA also has been the recipient of SPAS support. Currently the Huruma Center has about 45 children. Most of the Huruma orphans have individual sponsors and receive a primary school education in preparation for secondary or technical schooling.

Secondary School Scholarships

Over 1500 students are being sponsored by individuals or congregations in SPAS (and the other supporting synods). Most of these students are attending DIRA owned/operated secondary schools (six in number currently). The same donor for the Ilula Medical Training facility is assisting Image Secondary School in completing that campus.

Companion Congregation Coordinator

Pastor Don & Eunice Fultz have been serving in this volunteer position since April 2000. This position is critical to the Companion Synod program as they facilitate communication between congregations in DIRA as well as SPAS. They assist congregations sending visitors to Tanzania and in getting the visitors from SPAS to their companion parish and work with congregations in SPAS as they seek to grow their partnership with their companion parish. They serve as volunteers being paid \$1.00 per year plus healthcare, travel and living expenses while in Tanzania. Currently all partner congregations have been placed into one of six cluster groups with volunteer coordinators assigned to each cluster.

Vehicle for the Companion Congregation Coordinator

The first vehicle was a gift, but will need to be replaced in the next year or two.

Apartments

SPAS provides the apartment for the Companion Coordinators and one other apartment for other volunteers from SPAS such as the Pastor/Teacher position. Given the increasing number of people volunteering and traveling to Iringa there may be a need for more apartments. These apartments are located in the Gangilonga NSSF complex.

The Lutheran Center

This guesthouse and restaurant, owned by the Iringa Diocese, has been renovated and is managed by BKB with some profits designated to fund pastor salaries; guests have been delighted by the facility since it reopened January 1, 2008.

Pastor Teacher Exchange

SPAS has recruited pastors from SPAS congregations to spend three months teaching in the theology department at Tumaini University-Iringa. Originally this position was funded by funds provided by a SPAS financial campaign called MAKING WAVES. These funds are now depleted and this program is currently being funded out of the budget of the Companion Synod Task Force.

Retired Pastors and Widows Pension Fund

Currently there are 14 retired pastors or their widows in DIRA. It is the responsibility of DIRA to provide a pension for these people. Due to limited funds the amount received is almost nothing. Funds are now being provided by donor gifts of \$25.00 per person per month. The opportunity to provide the needed \$300 per year for this ongoing support is now being funded by congregations and members of SPAS. Contact Gary Langness at gcljambo@comcast.net.

Mwangaza

This is a teacher exchange program developed by Dr. Shoonie Hartwig. This program provides for teachers from Tanzania and the USA to visit each other's country and to help teachers become more effective in their profession. Curricula are being developed by participants. While this program is not sponsored by SPAS alone, we have participated both financially as well as hosting guest teachers from Tanzania and sending some of our teachers to Tanzania. This office is located in Arusha (in the Ilboru suburb).

Companion Synod Foundation

The Companion Synod Task Force discussed a need to look into the possibility of developing a Foundation to support the ongoing work in DIRA. The thought process was that it is only a matter of time that a significant gift might be given to the work in Tanzania; therefore a foundation has been established under the umbrella of SPAS.

ESL at Tumaini University, Iringa

All classes at the university are taught in the English medium. Many students have not mastered English whether it is in speaking, reading or writing. A member of SPAS has spoken to leaders in DIRA and at Tumaini University-Iringa about providing ESL classes for those students needing to further their skills in English. The next step is for a Task Force to be established to provide this learning opportunity.

Compatible Technology International

This organization of retired engineers is seeking to provide hand grinders to many parish locations in DIRA. The many congregational visitors who come to Iringa from SPAS will transport these grinders. A team of people in the DIRA Head Office will organize, train, and distribute these grinders to the various selected parishes. There will be, among that DIRA team, persons who will monitor their use and inspire various productions of items that will benefit the people of the Iringa Region. Juli Skillman at bskillman@frontiernet.net serves as the SPAS contact person.

Food Distributions

Due to the significant drought in the Iringa area (for almost three years) there was a severe food shortage in 2006-07. With a strong response from SPAS congregations/individuals, over \$60,000 has been donated to provide for food distribution. This distribution has been coordinated with government districts so that all needy people in Iringa Urban, Iringa Rural, and Kilolo Districts will be provided with maize distribution. Government collaboration assures that no locations were missed or that some locations did not receive a double distribution. Church and government officials were present at all distribution points for accurate accounting and registration of families.

Iringa Hope Microfinance Development Project

Iringa is often affected by a food famine but is constantly affected by a capital famine. There are only seven countries in the world with lower per capita income. Thus Iringa Hope will develop microfinance banks in partnerships with the Iringa Diocese Parishes. Four SACCOS (Savings and Credit Cooperative Societies) have already been established with loans between \$50 and \$300 being distributed to qualified people. Members of the SACCOS must form a group of 3-5 families

with each responsible for the other's loans in case of default. Only three times the amount of their savings can be borrowed and payment schedules are enforced. A goal is to have ten SACCOS by the end of 2008, and 70 by the end of 2009. It costs \$1500 to establish a local SACCOS (administration and training) and \$4000 for capital. A webpage is planned for each SACCOS where people can learn and contribute to their partner congregation's SACCOS. Volunteers are needed with expertise in banking and accounting, web dexterity, fundraising ability and visionary skills. Please contact Pastor Paul Harris at paulharris@aol.com or 651-587-1999 to volunteer, give, or seek more information.

Radio Furaha (Radio Joy)

The Iringa Region currently has Islamic, Catholic and secular radio stations, and now a Lutheran voice. Radio Furaha, a station in Iringa, is owned by the Iringa Diocese-ELCT. Radio Furaha touches a population of approximately two million people, from Iringa town to the outskirts of Morogoro, Dodoma, and Njombe. Programming includes broadcasts in Kihehe and Maasai, health and economic education along with a central core of Christian music and teaching. Volunteers with expertise in radio technology, programming and fundraising are needed. Please contact Pastor Paul Harris at paulharris@aol.com or 651-587-1999 for more information.

Task Force Composition

Saint Paul Area Synod Companion Synod Task Force – Iringa

Task Force membership is comprised of

- Bishop or designee as an ex-officio member
- 9 standing members, appointed by the bishop, including
 - Chair
 - Lead Companion Congregation Coordinators (2)
 - 6 additional appointed members
- 6 Cluster Representatives will be elected
 - one representative from each congregational cluster
 - 3 year terms, staggered so that two new representatives are elected each year
 - each cluster will meet during the last quarter of the calendar year for elections
 - term of office begins January 1st of the new year
- 6 Companion Congregation Coordinators (CCCs) will serve as Advisory Members to the Task Force

Criteria for Task Force membership

- Task Force members shall have traveled to the Iringa Diocese at least once
- Task Force members shall be involved with the companion congregation partnership or with one of the Affiliated Partners for at least two years
- For the sake of broad representation and diversity of gifts, task force appointees and representatives shall be chosen with a preference for a balance of gender, age, and clergy/lay status
- While there are no term limits, the Task Force and our partnerships benefit from a mix of experienced and newly energized leaders; task force members—particularly standing members—are encouraged to use a process of discernment on a regular basis for self assessment in determining continued participation

Executive Committee

- The Task Force Chair, Lead Companion Congregation Coordinators, and the Task Force Secretary shall comprise the Executive Committee
- The Executive Committee will conduct the business of the Task Force between meetings of the Task Force

- The Chair and Secretary shall be elected by the Task Force for a two year term at a meeting of the Task Force during the last quarter of each calendar year, to take office in January of the following year

Criteria for selection of Companion Congregation Coordinators

- CCCs are chosen by invitation of the Executive Committee and affirmed by a vote of the Iringa Task Force, based on a variety of factors, including but not limited to
 - depth of experience with BKB partnership
 - leadership qualities
 - cross cultural sensitivity
 - communication abilities
 - collaborative organizational and managerial capabilities
 - commitment to building strong partnerships between SPAS congregations and Iringa Diocese congregations
- While in Iringa, CCCs are called to visit partner congregations, share fellowship, build community, and preach the Gospel in those places.

Bega Kwa Bega Cluster Development and Cluster List

As of January 2008, the Bega Kwa Bega (BKB) program includes nearly 70 parishes in the Iringa Diocese and this means that nearly as many congregations in the Saint Paul Area Synod (SPAS) have partnerships with parishes in Iringa. It is impossible for one Companion Congregation Coordinator (CCC) to fully inform all these partnerships; therefore a "cluster design" was developed to include several individuals/couples who are willing to serve as Associate Companion Congregation Coordinators.

In consultation with these CCC Associates, a clustering of congregations with/for each associate was carefully established. Clusters were developed with geographical proximity in mind; some cluster inclusions were also based upon acquaintance as well as experience with the associates.

Six clusters were established with six individuals/couples willing to serve in this cluster development. Each has agreed to be the contact persons for all BKB related activities in their assigned cluster.

The plan calls for each cluster to have congregational representatives meet at least twice a year to share information, gather information about trip and Iringa parish activities, conduct whatever business the Synod Task Force asks of them, and in general share any/all information with all other clusters. Clusters can better assist these partnerships in developing an equitable, non-dependency, and mission-minded focus that helps our brothers/sisters in Christ on both sides of the ocean grow the Kingdom effectively.

The current Associate Cluster leaders are:

- Don & Eunice Fultz, Lead CCC
- Tom & Beth Hansen, Associate CCC
- Lamont & Becky Koerner, Associate CCC
- Tom & JoAnn Nielsen, Associate CCC
- Ken & Birdie Olson, Associate CCC
- Bo & Juli Skillman, Associate CCC

Please note the cluster leaders and clustered congregations are assigned as follows:

TOM & BETH HANSEN

Beaver Lake/Holy Cross - Maplewood/Oakdale	Iringa - Ikengeza
Bethlehem - Bayport	Iringa - Image
Christ - Lake Elmo	Iringa - Lulanzi
Christ - Marine on St. Croix	Iringa - Ugesa
Christ the King - White Bear Lake	Iringa - Masisiwe
Gethsemane - Maplewood	Iringa - Pommern
House of Prayer - Oakdale	Iringa - Ifunda
Our Savior's - Stillwater	Iringa - Mlafu
St. Paul - Stillwater	Iringa - Mgama
St. Mark - North St. Paul	Iringa - Kihesa

TOM NIELSEN

Arlington Hills - St. Paul
Chisago Lake Lutheran - Center City
Elim - Scandia
Faith - Forest Lake
First - Rush City
Fish Lake - Harris
Immanuel - Almelund
St. John's/St. Mark's - Stacy/Circle Pines
St. Paul's - Wyoming
St. Stephen's - White Bear Lake
Trinity - North Branch

Iringa - Idegenda
Iringa - Ilula
Iringa - Kivalamo
Iringa - Kidabaga
Iringa - Kitowo
Iringa - Wasa
Iringa - Itonya
Iringa - Wimbe
Iringa - Mtera
Iringa - Lukani
Iringa - Pawaga

LAMONT KOERNER

All Saints - Cottage Grove
Amazing Grace - Inver Grove Heights
Christ (Hill) - St. Paul
Galilee - St. Paul
Immanuel - St. Paul
Pilgrim - St. Paul
Newport Lutheran - Newport
Our Saviour's - Hastings
Richfield Lutheran - Richfield
Trinity - Stillwater
University of Minnesota - St. Paul
Zion - Cottage Grove

Iringa - Kipaduka
Iringa - Magulilwa
Iringa - Masimike
Iringa - Uhominyi
Iringa - Mikimizi
Iringa - Luganga
Iringa - Kimala
Iringa - Ilambilole
Iringa - Mbigili
Iringa - Mwatasi
Iringa - Tumaini
Iringa - Kitapalimwa

KEN & BIRDIE OLSON

Abiding Savior - Moundsview
Augustana - West St. Paul
Easter - Eagan
First - St. Paul
Gustavus Adolphus - St. Paul
King of Kings - Woodbury
Luther Memorial - South St. Paul
Lutheran Church of Peace - Maplewood
Mt. Calvary - Eagan
Roseville Lutheran - Roseville
St. Timothy - St. Paul

Iringa - Makungu
Iringa - Ipogoro
Iringa - Nyanzwa
Iringa - Usolanga
Iringa - Kiponzelo
Iringa - Kilolo
Iringa - Mlandege
Iringa - Kising'a
Iringa - Ipalamwa
Iringa - N'gan'gange
Iringa - Irindi

BO & JULI SKILLMAN

Christiania - Lakeville
Christus Victor - Apple Valley
Family of Christ - Lakeville
Farmington Lutheran - Farmington
Salem - West St. Paul
Shepherd of the Valley - Apple Valley

St. James, Burnsville

Iringa - Ihemi
Iringa - Mlowa
Iringa - Usokami
Iringa - Idete
Iringa - Magome
Iringa -
Tungamalenga
Iringa - Idunda

St. John's - Lakeville
St. Stephen's - West St. Paul

Iringa - Muhanga
Iringa - Ihimbo

DON & EUNICE FULTZ

Bethel - Hudson, Wisconsin
Christ the King - New Brighton
Como Park - St. Paul
Elert Family - Stillwater/Hudson
Holy Trinity - Newington, New Hampshire
Holy Trinity - New Prague

Incarnation - Shoreview
Lake Park Lutheran - Lake Park
Lord of Life - Maple Grove
Lutheran Church of Dell Rapids - South Dakota
Prince of Peace - Burnsville
Prince of Peace - Roseville

Shepherd of the Hills - Shoreview

Iringa - Cathedral
Iringa - Nduli
Iringa - Itungi
Iringa - Head Office
Iringa - Isimani
Iringa - Ruaha
Mbuyuni
Iringa - Mkwawa
Iringa - Kipanga
Iringa - Ifuwa
Iringa - Mtwivila
Iringa - Ilambo
Iringa -
Bomalang'ombe
Iringa - Kidamali

Bega Kwa Bega Office Policy

Procedures for Money Disbursement

- Request by Parish/Head Office personnel (forms available for use detail how the money is to be used)
- Signed by Parish (3 people) and Head Office (2 people)
- Check to make sure there is money in the congregational account (CCC Financial on the computer)
- Go to bank to check the exchange rate; checks are written in US Dollars so the correct amount of shillings can be determined
- Write check in US Dollars
- In the side ledger make sure it is filled out with Parish/Congregation and dollar amount and date
- Give the amount to at least 3 persons from the parish (pastor/treasurer/elder); they must count the money in front of you, date and sign the request form
- Record on computer, using the same date as on request form when parish has received the money; in the lower right hand corner write the date when entered and initial who did it
- File the completed request form in the folder of congregation/parish so it is the latest form in the folder toward the front

Note: CCC Financial Account is used for any construction expenses, gifts to the parish, bicycles, motor bikes and motor bike repair, plus secondary school construction, Ilula Hospital, Huruma, and apartment expenses, to name a few. Scholarship account is used for school fees and expenses.

Filing System in the Office

8 drawers; 2 drawers across and 4 down

Left side (going down)

- Drawer 1 & 2 – files that are not partnership or school fee related (Ilula Health Center, Magulilwa Secondary School, construction for Diocese Secondary Schools, etc)
- Drawer 3 – locked most of the time; store check books and any money for partnership business (be sure to label each packet)
- Drawer 4 – folders with files related to Apt #3 & #5 expenses

Right side (going down)

- Drawer 1 & 2 – congregation/parish partnership files, alphabetically by congregation
- Drawer 3 & 4 – information on secondary schools for which school Fees have been paid; each file has information as to bank and account, receipt of amount/date of payments, and copy of student names paid alphabetically by school name

CCC Financial Account

- No disbursement without signatures of parish (3) and Head Office (2)
- Money is given ONLY if it is in the congregation account and not designated for something else
- This program (CCC Financial) has folders for several other “accounts” such as Huruma Center, ELCA Secondary Schools (for construction only), Ilula Health Center, Food program, etc.
- At this time Ilula Hospital and St. Paul Partners have their own accounts and therefore very little money transaction occurs.

Common Basket in CCC Financial

Money for the Diocese to use as they have proper request forms (2 signatures) and in agreement with BKB office; any money designated in Common Basket account must be used only for the stated purpose.

Retired Pastors and Widows

This is used only to pay monthly salaries/benefits for retired pastors and widows (\$25/month); that money is taken out at the beginning of the month and taken to the treasurer's office and that office distributes the money to the correct people (get a receipt form from the treasurer). There are 14 retired pastors/widows at the present time.

Maguilwa Secondary School

This money is sent through SPAS (either Chris Becker, Amazing Grace, Inver Grove Heights or Evaristo Sanga); Myrna wires and designates. When money is wired, 2 men (Todi & Kasike) come to the office and place that money in their school account; they do NOT get Head Office signatures on their request form but both must sign the request form and it stays in the BKB office.

Ilula Hospital

Money for construction and tuition/school expenses for Yunfa Sovelo attending medical school in Dar (GHM provides this money).

Scholarship Account

Accounts are alphabetical by congregation/parish. There are three additional: Maasai Girls' Fund, Skillman, and Common Basket.

We pay up to \$350 per secondary student. If the school costs more, the student or family or parish must make up the difference unless the school agrees to waive the additional amount. All diocese secondary school Headmasters have received a letter from Richard Lubawa indicating that neither BKB nor sponsor will pay that difference.

We pay school fees ONLY for those on the student list; the list comes from the parish to the Head Office.

If a student fails or does not pass an advancement exam, they are not allowed to repeat but are taken off the list and the parish places another student in that position. Repeats are not allowed unless there is valid health or family circumstances to justify repeating. This decision is made by the Head Office and BKB.

School fees are paid directly to the school; never to a parish or a family or a student unless the student is out of the diocese and there is no way to forward fees to that school. In such cases, paper trail documentation is required and necessary.

All ELCT-Iringa Diocese Secondary Schools and Maguilwa fees are paid half in January and February and half in June and July.

Any school fee payments are filed under the school name after recorded with proper sponsor fund on the computer.

Note: It is the general policy that one makes a copy of each request form and gives it to the recipient party plus keep the original request form in the office for recording and filing. As of late the schools are asking for the original deposit receipt. Make a colored copy for the BKB files.

Banking Information

There are two accounts at the NBC Bank: (1) CCC Financial (Saint Paul Companion Congregation) and (2) Iringa Scholarships.

A limited number of names will be listed on the check signing document. Dennis or Benjamin Ngede have authorization to sign checks. Additional checks might be signed by Dennis or Benjamin to use in an emergency, so it will be important to meet and get to know the bank personnel dealing with Foreign Currency Accounts.

All money wired from SPAS goes into the CCC Financial Account. According to the wiring e-mail from Greg Triplett, scholarship money needs to be transferred to the Iringa Scholarship Account.

All money from NBC Bank comes out in Tanzanian Shillings unless needed in dollars.

If large amounts of money are needed, the bank will give you an envelope and privacy if you ask.

Always lock the car doors as soon as you get in the vehicle. Go directly to the BKB office or Head Office; it's good to vary your route to these locations. Find a quiet, private place to recount the money. Dennis helps if available.

Computer Use

The BKB Office has a policy of restricting use of the BKB computer for only official BKB business. The BKB computer contains critical material for the ongoing business of our companion relationship. It is essential to maintain availability to office personnel, minimize virus exposure and memory overload.

Iringa now has ample internet café availability and SPAS guests are encouraged to utilize these facilities for computer connections. Thank you for your understanding.

Companion Congregation Coordinator Position Description

Position Title: Companion Congregation Coordinator (CCC)

Purpose: Coordination of congregation to congregation partnerships established within the Companion Synod relationship between the Iringa Diocese of the ELCT and the Saint Paul Area Synod of the ELCA

Responsibility: The Volunteer CCC is responsible to the Companion Synod Task Force of the Saint Paul Area Synod

Position Description: The Companion Congregation Coordinator

1. is responsible for the yearly monitoring and coordinating of the Saint Paul Area Synod – Iringa Diocese Companion Congregation to Congregation Partnerships;
2. will provide leadership to, and work with, the Task Forces of both companion churches;
3. is responsible for hosting and hospitality of all groups exchanging visits between the two churches;
4. is responsible for travel plans and documents required of each group making exchange visits;
5. will provide cultural and educational training for all visitors, working with the talented leaders of both Task Forces;
6. will provide oversight and distribution of any money exchanged in the relationships;
7. is responsible for communication and clarification within all companion partnerships, including the involvement of bishops from both churches.

Position Financials: As this is an unpaid, volunteer position of the Saint Paul Area Synod, it is the synod's responsibility to provide the CCC with living and transportation expenses yearly.

Contact Us

Members of the Iringa Task Force

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Additional Companion Congregation Coordinators

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Bega Kwa Bega Newsletter Editor

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Appendix

Mission Statement: October 2007

Our mission is to celebrate the gift of Jesus Christ by

- establishing and nurturing personal relationships
- developing sustainable ministries and building projects

How do we live out this mission?

- We strive to strengthen the local church without creating dependency and we seek to preserve the integrity, unity and diversity of God's mission in diverse cultures and economic backgrounds.

These core values define our companion partnership:

- Mutual exchange of prayer and gifts
- Being present with each other
- Promoting the spirit of biblical stewardship
- Serving each other in the name of Jesus Christ

Understanding Our Partners

Understanding our Partnership/Companionship (Udugu) Consultation, Moshi 2004

God in Jesus Christ has graciously brought us together in this ELCT/ELCA companionship. God has blessed our partnerships and we pray that God will continue to sustain us for the sake and growth of the Gospel and God's mission in the world.

God has given us Udugu (partnership/companionship). In Jesus Christ we are bound together by chords of love. When there are difficulties, we will seek to realize the reconciliation God has accomplished through Jesus Christ in our life together. As we pursue Udugu, the following Core Values will guide us:

1. Together, we will seek the guidance of the Holy Spirit through prayer.
 - a. As our congregations, dioceses and synods gather together for worship, we lift one another up in prayer.
 - b. As companions gather together, we will provide opportunity for recalling our baptism into Christ for confession, absolution and celebration of the unity given to us in the Lord's Supper.
 - c. We will identify a Sunday, minimally annually, to lift up our Udugu.
2. Together, we will value and utilize the diversity of Gifts with which the Holy Spirit has blessed us as the Body of Christ.
 - a. Spiritual – proclaiming the Gospel of Jesus Christ by Word and Deed.
 - b. Educational (formal and informal) – at all levels.
 - c. Health – HIV/AIDS (both sides), stress, etc.
 - d. Diaconal – a ministry of Word and Service
3. Together, we will commit to maintain clear, strong communication between partners.
 - a. Regular contact between partners is encouraged.
 - b. Sharing of information relative to the Udugu is strongly encouraged.
 - c. When difficulties arise, we will seek to address them as soon as possible, speaking the truth in love.
4. Together, we will seek to develop long-term relationships of mutual support for the sake of God's Mission.
 - a. Make time to be in conversation with one another about the shared mission and ministry through regularly scheduled visits.
 - b. Intentional sharing of culturally specific knowledge and encouraging tolerance of our differences.
 - c. Seek to develop an Orientation Manual to be used by visitors and those who are new to the relationship.
5. Together, we will commit to being transparent in our Udugu.
 - a. Periodically review shared expectations for the relationship.
 - b. Intentionally share information that affects the mutual Udugu.
6. Together, we will be accountable to one another through a built-in Review process.
 - a. Commit to an annual review of the Udugu
 - b. Seek to be aware of and share information about other relationships which may affect this Udugu.

- c. Encourage the establishment of a full consultation every other year (alternating country locations) to review and set new goals for the Udugu relationships of synods and dioceses. Other partners may be invited to attend these consultations.

So let us not grow weary in doing what is right, for we will reap at harvest time, if we do not give up. So then, whenever we have an opportunity, let us work for the good of all, and especially for those of the family of faith. Galatians 6:9-10

Respectfully submitted by the writing team,
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