



Team Leader's Resource Guide



CHURCH OF THE NAZARENE
WORK & WITNESS

Introduction

In this Introduction section, you will find an overview of Work & Witness that includes:

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Congratulations!

You have accepted the challenge of being a Work & Witness Team Coordinator!

History

Work & Witness is one of the greatest movements in the history of the Church of the Nazarene. It began with a group of concerned laymen who wanted to do something to meet the needs they saw around them. In 1972, Dr. Paul Gamertsfelder was given the assignment to get men involved in missions. In January 1974, the first official “Men in Missions” team was organized and sent to Panama.

What began as “Men in Mission” became “Work & Witness” in 1984. Today, Work & Witness is a ministry that has changed the face of missions in the Church of the Nazarene. Churches from many different nations participate in sending and receiving teams each year. For more information about Work & Witness, explore our website: workandwitness.org.

First Step

workandwitness.org has resources and materials that will be useful as you build your team and prepare for your Work & Witness trip. A more detailed history of Work & Witness, projects, resources, and related sites are all made available to explore as you discern how to move forward in leading a Work & Witness Team.

Selecting a project begins with the Work & Witness team coordinator. Projects may be selected on the Work & Witness website after prayerful consideration of the needs on the field and finding the projects that best fits the team. Sometimes projects are selected by hearing a missionary or national leader share about the needs and responding. After hearing about a need, visit the Work & Witness website to make sure the project is listed on the field approved list. If it is not, please contact the missionary or national leader and ask them to complete the process of getting the project approved. This helps to ensure the local church, district, field, and region are all in agreement of the priority of the project.

Work & Witness projects are submitted by the local church based on the needs of that particular community of faith. The project is approved by the district where the local church project is located and then it is sent to the Work & Witness office before it is posted on the Work & Witness website. The international Work & Witness office assists the site, field, and region in needed communication. The office also helps connect teams with specific sites and projects.

International Insurance

The General Board of the Church of the Nazarene requires a medical insurance coverage to ensure the protection of anyone representing the Church of the Nazarene in all World Mission areas. The requirements for the insurance are as follows:

International Projects Require:

- Accident and Sickness Medical \$100,000
- Accidental Death and Dismemberment \$75,000
- Emergency Medical Evacuation \$100,000
- Reparation of Mortal Remains \$25,000
- General Liability
- Emergency Evacuation
- Security Evacuation
- The insurance plan through Berkley has a \$100 deductible per incident and no co-pay.
- The insurance plan is not a major-medical policy. Exclusions apply.
- The plan covers pre-existing conditions at a lower benefit. Please read the insurance brochure for more detailed information.

Domestic (U.S.) Insurance

- This policy will cover USA citizens or USA legal residents only.
- This policy applies only when a USA citizen or legal resident is traveling within the 50 United States and Canada for the duration of their registered W&W trip.
- This policy is an excess coverage policy.
- Policy Limits—provides accidental injury coverage only; no illness coverage
 - Accidental Death/Dismemberment Maximum benefit is \$75,000 USD
 - Accident Medical Expense Maximum benefit is \$75,000 USD
 - Dental benefit Maximum benefit is \$1000 USD (if medically necessary)
- No pre-existing conditions or hazardous acts are covered. Other exclusions apply.
- Claimant must have proof that initial treatment occurred during the W&W trip.
- We must receive notice of injury within 30 days.
- All claims must be filed with personal insurance(s) and with this policy. A healthcare provider can contact the W&W office with any questions.

The Project

Trip Tip:

When selecting a project, keep the skills of your team members in mind!

You may already have a good idea where your team would like to serve. If not, there are several factors your team can consider in choosing the right location and type of project. There are hundreds of approved projects to choose from on the website: workandwitness.org.

Look at possible connections in your church or district that might help to determine where you would like to go and what type of ministry you want to be involved with.



Project Selection

When selecting a project, it is recommended that you keep the skills of your team members in mind. As an example, if you do not anticipate your team will have welding skills, the ability to work with metal fabrication will be difficult.

Once a project is selected, you will find a 'contact the site coordinator' button in the upper-right-hand corner of the webpage. By clicking this button, you will be able to directly email the Site Coordinator.

When communicating with the Site Coordinator, be sure to disclose what you and your team are comfortable doing and not doing as part of the project or ministry. During your initial correspondence with the Site Coordinator, talk about anticipated travel dates, so they can coordinate your open dates with the Site Coordinator's calendar.



Team Registration

Once you have selected a project with the Site Coordinator, they will send you a link through e-mail that will allow you to register your team online. This form is used to identify your team name, district, project names, dates of your trip, and the amount of project funds your team is providing.

When choosing a team name, please do not use personal emails, the project name, your name, or random symbols, letters, and numbers. The name of your local church, youth group, or district and year is a good guide when registering a team.

Remember the name you use to register your team, because it will be needed when it is time to purchase insurance. To guarantee that the insurance is matched with the team, it is important to have the team names of both registrations match.

Once the form has been submitted and the team is registered, you will receive confirmation from the Work & Witness office.



Project Preparation

Trip Tip:

Save your team registration confirmation email! It will make purchasing insurance much easier.

Before leaving for your trip, it is important to learn as much as about the country or church you are visiting. For the most reliable information, communicate with the Site Coordinator. There are also many resources available on many different websites. The U.S department of state has created a site that has important information about countries all over the world at the link below.

Please note the State Department will make you aware of any issue in that country. Keep in mind a negative incident in that country may have taken place in a different area from where you will be traveling, so talk with the Site Coordinator with any concerns you have.

<https://travel.state.gov/content/travel/en/international-travel/International-Travel-Country-Information-Pages.html>

Once your project has been selected, you will be in periodic contact with the site coordinator of the project. They will work with you in detail as you prepare for your trip and the project you will be working on.

Ministry

Trip Tip:

Bring a journal to document all the things you experience on the trip!

Many Work & Witness trips focus on meeting a physical need, such as a building to worship in. Meeting a need like this is relatively easy to plan for and can be the central focus of the trip. A building project can be vital to the continued ministry already happening in that area, however, the focus of the trip should be about the people the team is there to serve alongside. It will take intentional effort to build relationships with the host culture. In order to prepare for an encounter with people from another culture, it is important to prepare your team before arriving. This includes spiritual preparation, team building, and involving the entire church.



Spiritual Preparation

As you prepare to go, it is easy to see the need prepare your travel documents, clothes, tools, etc. But, it is just as necessary to prepare your heart and lead your team in doing the same. Each team member needs to be ready to receive as well as give. Prayer is essential in preparing your hearts for the experiences about to be encountered. Some teams have implemented the following ideas:

- Team members praying for one another
- Prayer partners can be formed between two team members or a team member and someone else from their local church who is not able to go
- Sending churches or districts praying for the team members
- Praying for missionary and church leaders, and others that the team will be working with while on the field
- Use a team devotional or scripture reading plan



Team Building

Trip Tip:

Have team members set an alarm to pray for the trip together at the same time everyday!

The better informed each team member is, the smoother the trip will go. The more time you spend together before going, the easier it will be to serve effectively on the field. Relationships and communication take time.

Communication is the key to building a strong team and keeping everyone informed. There are a number of creative ways to form strong bonds as a team before your trip.

- Organize a Sunday School Class—this allows the team to meet without adding another activity to the calendar
- Plan a weekend retreat or a Saturday training
- Plan to have regular meetings, meals, and/or parties before departure
- Utilize social media platforms that allow for information to be shared freely as questions arise

Involving Others

Sometimes, it is easy to become so focused on the trip that we forget to include others who are not going, or the only support others are able to provide is through fund-raising. Find ways to encourage those who are not going on the trip and help them feel connected to the team. Here are some ideas for connecting with others:

- Communicate team needs to church families, relatives, and business associates
- Invite others to team gatherings
- Ask for participation before, during, and after the trip
- Ask Sunday school classes or other groups to help with shopping or gathering needed supplies
- Recruit those with specific skills to help with planning or training
- During the trip, send testimonies, stories, and reflections back home through email and various other platforms

Giving and Receiving

Many times, it is easier to give when visiting another culture, but receiving is just as important. We can all learn something from the people we encounter. All people have something they can give. Receiving can feel vulnerable, but in that vulnerability, we see God's faithfulness to all people.

There are many ways to receive from those who are hosting your team. One of the easiest and best ways is through sharing a meal with those who are hosting you. While you may not always speak the same language. Please remember the reactions you have to what they are giving to you speaks much louder than any words ever could. Receiving from others requires a humble spirit that accepts with gratitude the sacrifice they have made. Worshipping together is another place where a posture of receiving is needed. Every church and culture around the world conducts worship differently. The question that needs to be asked is "What can we learn from the culture of worship here?"

Giving is often an unspoken requirement when signing up for a mission trip. Teams give of their time, labor, skills, and funds to help projects move toward completion. This is incredibly important. Being generous with your resources is one of the main tenants of the Gospel. It is always good to give with glad and sincere hearts, but, when giving you need to be very aware of the cultural practices of the area you are visiting. Communicating with the missionary or site coordinator on the field is something that should always be done before giving gifts to individuals and churches.

Ministry Ideas for Your Trip

It will be important for you to find tangible ways for your team to engage in ministry during your trip. Below are a few ideas, but try to find areas of interest from your team members. Perhaps someone is passionate about sports, crafts, teaching, medical needs, evangelism or compassionate ministries. The goal is for your team to connect with the people in the community you are going to serve. Be sure and ask the missionary or site coordinator their ideas for possible ministries your team can be involved in.

- JESUS film showing
- Children's activities such as a Vacation Bible School
- Child Sponsorship
- Medical clinics
- Sports events
- Visiting people's homes
- Ask the host church to teach your team something significant
- Community projects (i.e. Cleaning a public park, building playground equipment)

Personal Growth

Trip Tip:

Make sure to take pictures of the most beautiful parts of your trip, not the saddest. Focus on the way God moved in your heart, and how you plan to continue

As we step out of our comfort zone and into the experience of Work & Witness, we begin to realize things about ourselves and God that we may not have noticed before. This is a key part of each missions trip, and it is a process that should be nurtured. Plan times for the team to debrief their experiences during and after the trip.

Some ways to foster sharing are:

- Provide and/or encourage the use of journals
- Plan a time for team devotions that includes an opportunity for reflection and sharing
- Utilize meal times for sharing
- Plan a team gathering after the trip for a time to share and reflect
- Invite team family members and others in the church who were involved in sending the team

Sharing the Experience

Ministry does not stop when you arrive back home. As a matter of fact, that is the time when your experience can be used to minister to family, friends, people at work or school, or people you encounter during your day. Knowing what to say is very important. Sorting through all of the experiences and putting them into words that will accurately relay your thoughts requires effort, but the ability to communicate what God has done in your life through this trip can make the most impact. This is where journaling while on your trip and after you return, as well as sharing with your team will be helpful.

Some ways to share what you experienced are:

- Schedule a time to share in your church and possibly in other churches in the area
- Be willing to share with Sunday school classes or other smaller groups
- Take lots of pictures and videos to use while sharing what happened
- Write a blog-post for your church website or on your social media profiles
- Be prepared to share a quick (one minute) response when people ask about your trip so they will capture how the trip has made a difference in your life

Finances

In this Finance section, you will find an overview that includes:

Budget

Raising Funds

Project Funds

Trip Expenditures

Work & Witness is all about developing the Church of the Nazarene at home and around the world. We also understand it takes finances to travel and complete projects that are needed for ministry. This section is designed to help the Team Coordinator manage the team and projects funds, so the team has sufficient funds for the trip, and the field has the appropriate funds when materials are needed to be purchased.

Trip Tip:

Make sure to have your project funds submitted 3 months before your departure date to guarantee its arrival to the field before you arrive.

Early in the process, the team leader will need to establish a budget. The sooner you can give your team an estimate, the sooner they can begin to plan for their expenses. It is always recommended that a local church or district treasurer handle the funds. This allows for accurate accountability and receipts from a charitable organization. For tax questions, please contact a local tax preparer. You will want your budget to include travel to and from the site and travel at the site, W&W travel insurance, lodging, food, visa/passport costs, costs for the site coordinator and excursions.



Raising Funds

Funding a construction or ministry project with thousands of dollars can be a challenge. There are many ways for a local church or district to raise the requested projects funds. Keep in mind, it is not just about raising the set goal, it can be most rewarding when this process involves many people from your church(es). Raising project funds can also be a confirmation of the Lord's leading to get involved in making a difference outside of your local context.



Raising Funds

Trip Tip:

When raising funds, don't be afraid to get creative and use the skills of your team to create a fundraiser that is unique and fun for those involved.

Here are a few ideas of what other teams have done to raise funds:

1. Ask each individual team member to be responsible for raising a set amount in addition to their travel expenses. For a team of 20 people and a Project Fund amount of \$10,000, that would be \$500 each.
2. Add the Project Fund amount into the annual Faith Promise or Missions goal to be raised by the whole congregation.
3. As a congregation, hold several fund-raising events i.e. garage sales, auctions, bake sales etc. One inventive team member sold items on Ebay and the proceeds raised went for their project. Another team coordinator took an advance trip and returned with inexpensive items. These were auctioned off at an all-church fund-raiser and they met their goal for the Project Funds. If you have additional fund-raising ideas, we invite you to share what worked with your team.

Project Funds

Trip Tip:

Most of your trip can be counted toward your churches 10% giving goal, however, excursions cannot be included as a trip expenditure.

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Trip Expenditures

After you return from your trip, you can calculate the cost of the following expenses for 10% Missions Giving Credit: transportation/airfare, lodging, meals and insurance.

Ineligible items for 10% Credit are gifts/money to individuals or sight-seeing costs. Make sure that the Project Funds are not listed again, since these were already applied to 10% Missions Giving Credit for your local church or district.



Safety and Travel

In the excitement of stepping out in faith to make disciples of all nations, we can easily overlook the details of taking a group of people who trust you in the unknown. Some of the most crucial details to the success of the trip are the travel plans. Safety and security need to take center stage in making sure all the bases are covered.

You may have several who have never travelled internationally before. Feeling safe in a group that is organized and well-planned can put most people at ease. There are two very important words that may be the difference between everything running smoothly and disaster.



Trip Tip:

In order to keep your team safe, it is best to avoid overly-large crowds and isolated areas.

Awareness

Being aware of your surroundings is a key to staying safe. It will also be one of the biggest deterrents to thieves thinking you are an easy target. When travelling, always be looking to see who is watching you.

While on a construction site or sightseeing, be aware of where you are walking and what you are climbing on.

Avoidance

As people travel, some have the tendency to take on the “Indiana Jones Syndrome”. Meaning that since they are on a mission trip, God will protect them from all harm. God does protect us, but not necessarily from our own bad judgment.

You and your team should avoid situations you would not normally put yourself in.

Trip Itinerary

Trip Tip:

Let family members know who the primary contact is, and how they can be reached during your trip.

It is important for you to designate an individual that is not travelling on this trip as a primary contact person. They should be given a detailed team list (complete with names, addresses, and contact information) as well as a full itinerary.

The detailed team list will allow the primary contact person to quickly relay the information to the whole group. It also allows them to easily reach family members in the event that a team member becomes ill. By having this person, he or she can also relay emergency information from home to your team.

You will need to provide your travel agent with a complete list of team members (official names), passport numbers, passport expiration dates, and dates of birth. We suggest you and the primary contact person take copies of these documents with you to the mission site.

Personal Precautions

Coat pockets, handbags, and hip pockets are particularly susceptible to theft. To prevent a potential theft, women may want to carry bags that are easy to wear on the shoulder and tuck under the arm. Men may want to use their inside coat/front pocket. When in crowded areas it is always good to be mindful of what is happening around you.

Fanny packs are the easiest for thieves to access. Instead of fanny packs, most travel stores have specialty units that can hang around a person's neck. These should be inside your shirt or blouse. Another variety can be strapped around your calf. These types of storage need to be concealed.



Passport and Valuables

Trip Tip:

Every culture has different values when it comes to what is appropriate to wear. What is appropriate in your culture may not be appropriate in another. The missionary and the Field Coordinator will guide you in these matters as you prepare to travel to the mission field.

Passport

Your passport is the most valuable document you will carry abroad. It confirms that you are an American citizen. Guard it carefully. Keep a copy of the picture page in a separate, but safe place in case your passport is lost or stolen. Leave an additional copy at home in a safe place. Immediately report the loss or theft of your passport to the nearest U.S. embassy or consulate.

Valuables

Due to the risk of loss, valuables such as jewelry, family photographs, or objects having sentimental value should not be taken abroad. This includes watches and wedding bands.

Taking objects of value with you is at your own risk.

The General Church accepts no responsibility if they are stolen. If you feel you must take valuables, then you should secure insurance for them before departure.

Money and Medical Care

Money

Usually, the missionary or Field Coordinator will help in exchanging your personal and team funds. If that is not available, local banks generally offer better rates of exchange than hotels, restaurants, or stores. Rates are often posted in windows. Above all, avoid private currency transactions in which you risk being swindled or stuck with counterfeit currency. Learn and obey all local currency laws.

Medical Care and Medications

If you need to take medications with you, you should carry a doctor's prescription. Leave all medicines in their original labeled containers. These precautions will make going through customs easier. If you have allergies, reactions to certain medicines, or other unique medical problems, consider wearing a medical alert bracelet or carrying a similar warning in your wallet or purse.



Customs

A copy and instructions for the U.S. Customs form are included in the information to be given to team members. Many individuals are uncomfortable when entering a foreign country for the first time. If possible, try to secure a copy of the Customs and Immigrations forms for the country to which you are traveling. Many are not available in English, so you may have to have the information translated for you.

Clearing customs is one of the necessary chores that travelers need to think about BEFORE leaving home. To help travelers complete customs and other federal inspections, the U.S. Customs Service offers these tips:

- Articles acquired abroad should be packed in one suitcase with the sales slips, if possible.
- Articles acquired abroad are subject to duty and must be declared to customs.
- Articles acquired abroad and shipped home are subject to duty and taxes.
- Only articles accompanying you at the time of your return may be included in your exemption.
- All fruits and vegetables, plants, seeds, flowers, meats, and pets entering the country must meet U.S. Department of Agriculture or Public Health Service requirements. The best policy is to not attempt to bring any of these items back into the country.

Personal recommendations:

Remember to be professional and courteous to all customs agents. Do not joke around with them and only answer the question you have been asked. If you do not understand the question or do not believe you have heard the entire question, ask for it to be repeated. It is courtesy to say “Good morning” or “Good afternoon” to the customs agent.

Food and Water

Take precautions for your health and safety. In many places water will be your worst enemy; don't drink any water that is not boiled or otherwise purified, unless you have been advised that it is safe. Bottled purified water is generally available in countries in which you are unable to drink the water. Either avoid fresh salad or be certain it has been carefully washed. Yet, you don't want to offend a national host family by being too picky. Sometimes you will have to be courteous and hope for the best!

Tourists sometimes develop diarrhea, commonly nicknamed "Montezuma's Revenge." One must realize that traveler's diarrhea can be caused by several factors and can occur anywhere in the world. Overeating and over-drinking are two reasons; over exertion at high altitudes is another. However, drinking impure water is the main cause of diarrhea. So be sure to ask for purified water at hotels, motels, and restaurants. Do not eat from street carts and sidewalk vendors.

If you follow these simple rules and adhere to the same eating and drinking habits observed at home, the possibility of getting sick will be minimal. Many teams find they will save money by taking some food items with them. This could include prepared mixes of all kinds, powdered milk, canned foods, peanut butter, puddings, or any other items that the missionaries might suggest. It is wise to plan a menu before departure.

Legal Issues

Trip Tip:

If for some reason the team or an individual member of the team must depart early from the field for reasons other than need of medical attention, and additional costs are charged by the airline, the extra cost will be the responsibility of the affected team member.

When you are in a foreign country, you are subject to its laws. Avoid areas of unrest and disturbance. Deal only with authorized outlets when you exchange money or buy airline tickets and travelers checks. Do not deliver packages for anyone unless you are certain they do not contain drugs or other contraband. Become familiar with local regulations before you arrive.

IMPORTANT: DO NOT EVER take pictures of airports, customs, or immigration areas in foreign airports. Government buildings, border crossings, military installations, bridges, or oil refineries. If you do, there is potential that you could be fined and/or placed in jail.

Pictures and Communications

Pictures

It is second nature to document our lives now that we carry a camera with us everywhere we go. With this ability comes the responsibility to document the country and place you are visiting respectfully. Try to capture the people from the country you are visiting and not only the poverty and stark differences between their culture and yours. Show people in their best setting rather than their worst. Let the radiant spirit of those you encounter. Show the scenes you would want shown if it were your country.

Communications

Communications while on the field may be difficult. You may have limited phone service and there could be extensive fees for using data overseas. Speak with your phone company for details of fees and charges for using a phone outside the United States.



Things to take on a W&W Trip

Personal Items

Passport
Bible
Sun Glasses
Personal Snacks
Toilet Paper
Camera (plenty of film or cards)
Water Bottle
Sunscreen
Insect repellent
Hand Sanitizer
Flashlight (extra batteries)
Towels & washcloths
Soap
Toothbrush & toothpaste
Shampoo
Anti-diarrhea medication
Pain reliever
Tissues
Cough Syrup
Mouthwash/mints
Sheets (ask missionary)
Pillow (ask missionary)
Clothesline/pins
Band-Aids
Other Personal Toiletries
Medications in original container
Vitamins
Small games
Personal cash
Journal/notebook/pen

Clothing

Work socks
Work shoes or boots
Work clothes
Casual clothes (for church too)
Casual shoes
Hat
Swim suit
Flip-flops

Work Items

Rubber gloves
Leather work gloves
Tape Measure
Welding Gear (if needed)

Things for Children's Workers

Hard candy
Gum
Suckers
Balloons
Marbles
Pencils

Things to NOT take on a W&W Trip

Do NOT Bring

Excessive amounts of money
Expensive watch
Expensive jewelry

Portable electronics, games,
or things that are easily
left behind or stolen

***Do Not pack pocket knives, drill bits, or screwdrivers
in a CARRY-ON piece of luggage***

**Do Not try to air-ship any tool that is gas powered and has had
gas in it at any time...many come from the manufacturer after they
were tested with fuel. The airline will not accept them.**

Insurance

The Work & Witness insurance provides coverage when medical assistance, emergency evacuations, and even repatriation of remains are needed. There is also a liability portion that protects the Church of the Nazarene. This insurance is offered for purchase at a reasonable cost to teams registered through Work & Witness.

To assure that each team member is covered with adequate benefits for the trip, the Work & Witness insurance is required, even if they have individual insurance. We are unable to review individual policies of team members to assure that an individual's policy is sufficient and current.

Insurance coverage is needed from the departure day through the return date.



Purchasing Insurance

Trip Tip:

There is a \$100 deductible for each claim submitted to the insurance during your Work & Witness trip.

The site coordinator, who oversees the project, will email a team invitation to the team leader. Within this invitation is a link to register for an approved Work & Witness project (4 to 6 months before departure) and a second link to purchase the insurance online with a credit card (1 month before departure).



Medical Attention

For additional questions, please call the Work & Witness Office at the Global Ministry Center at: 913.577.2963
Emergency calls only: 816.699.5420

As soon as the team member arrives at the doctor's office or hospital, the insurance company needs to be called. The company will ask for the policy number. Both the policy number and the collect phone number are located on the insurance card that each team member needs to carry in his/her wallet. It can be printed out from the link in the International Forms section on the workandwitness.org website.

This is a reimbursable policy, meaning that the cost of the treatment is paid up front and is then reimbursed to the team member.

In some cases, especially when a hospital stay is required, the insurance company will immediately arrange for payment when the initial phone call is made at the facility.

The insurance company requires that the team member have proof of diagnosis while on the trip, even if it is a situation where surgery or other treatment is given after the team member returns home.

The domestic Work & Witness insurance is secondary to the team member's individual insurance. If the team member doesn't have individual insurance, the Work & Witness insurance becomes the primary insurance. The global Work & Witness insurance is primary.

Continued Treatment After the Trip

The Global policy will remain the primary coverage for the injury/sickness that occurred during your trip (no pre-existing conditions are covered) once you return home. This policy will stay in effect until the limits are reached or for 26 weeks after the initial date of injury, whichever comes first. The domestic policy is secondary coverage and will pay only after receipt of the Explanation of Benefits from any primary carrier.

The insurance carrier may request medical records to rule out a pre-existing condition. If a doctor's office does not return the requested records, claim payment will be delayed until the records are received by the insurance carrier.



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