# start-up timeline and objectives

# (phase I)

*Refij San Danje*

Raiz Ministry has created a timeline and specific objectives to assist with the process, fundraising, and milestones of starting operations for *Rafij San Dange* in Dominican Republic in 2021.

“Through relationship, humility, and compassion we strive to break the barrier of religion and bring light into dark places. Our hope is to RAIZ up and empower children and local leaders in their own communities and grow the kingdom of God.”

## Board, nonprofit formation, bi-laws, mission statement

 Our organization is registered as a nonprofit organization through The State of Texas. Registered 2019.

* Start-up Board is made up of 4 members.
* Bi-laws and mission statement are completed.
* 501c3 Application is in process.
* Raiz will be sponsored by a 501c3 organization as a *re-grant model* until their 501c3 is completed.

## branding, Website, social media

Logo, social media page, and website are completed.

* Raizministry.org
* Facebook
* There is a monthly fee for hosting the website and a yearly fee for the domain.

## budget

A budget was drawn by a cost and pricing research conducted by the directors in the Dominican Republic in June 2019. The projected budget is for the start-up costs, purchase of land, purchase of team vehicle, and a year of operations. This budget is subject to amendment by the Directors as needed as more details and research are submitted. Final draft will be approved by the Board. An itemized budget is available.

## Posting of staff positions (team of 6 members)

Staff positions were posted June 2020 on our website. We are currently interviewing volunteer staff for *Refij San Dange* Project in the Dominican Republic.

Each staff position is a 14-month commitment and will begin January 10,2020. January and February will be used for culture and trauma training and fundraising in the US. Target date for staff in the field is March 2021. Each position requires a strong relationship with Christ, a minimum of 2 years of experience in their field, ministry experience preferred, and 3 strong work/ministry references. We would prefer that one of the outreach team members be fluent in Spanish. Each staff applicant will have a background check to ensure the safety of our children.

Each applicant is to email a detailed resume including education, work/ministry experience, and 3 work/ministry references with detailed contact information. If resume is approved, a video or in-person interview will be arranged.

\*\*Each staff member will be responsible for a monthly room & board fee (including food & ministry transportation) of $750. Couple fee will be $1200. The fee will cover the 10 months in the field. The total fee for the 12 months will be due in full by January 1, 2021. The fee may be divided into two equal payments if necessary. The first payment due January 1 and the second payment due July 1 of 2021. Each staff member is expected to raise/ save a minimum of $200 per month for personal expenses including personal items, eating out, weekend activities, excursions, personal transportation, etc.

Positions Posted:

* Trauma Counselor
* Videographer/ Photographer/ Journalist
* Elementary Teacher
* Field/ Outreach Team Leader
* Worship Leader/ Outreach Team Member
* Sports Coordinator/ Outreach Team Member

## fundraising and partnerships

Founders / Directors will be traveling and speaking with churches, business, and individuals to share the issues of *“Restaveks*” and the efforts of the organization to rescue these children in hope of financial gifts or partnerships. They will also be recruiting for the *A TEAM* – 2021 staff.

* Start-up funds are needed immediately
* Half of yearly budget for 2021 is needed by February 2021
* Remaining half of yearly budget needed by June 2021
* Building project and budget will be presented in early 2021 by Construction Team Leader
* Partnerships are on-going funding by churches, businesses, organizations, and individuals. These partners will be listed on the website (unless they have requested to remain anonymous).
* Financial gifts are one-time gifts. These can go to the general funds or earmarked for specific projects.

## trauma counseling training and certifications

Trauma counseling training will be mandatory for every staff member, including Dominican and Haitian staff. Our organization will receive a certification through an appointed program by the Directors and the Board. This is to ensure that our staff is properly equipped, and the children get the best care possible by our organization.

* The Directors will go through training Fall 2020
* The Directors will go through the process of certification
* A mandatory Trauma Training Weekend for all staff will be mid-January 2021

## Dominican Republic NGO registration

Directors will be traveling to Dominican Republic in November 2020 to register the project and organization with the Dominican Republic Government as an NGO (non-governmental organization).

* RAIZ will hire a local Lawyer in DR to fill out the proper paperwork and ensure that our project is safe from discrimination and corruption from locals and the local government.
* Most likely, the Directors will be required to fly to Santo Domingo to file and pay fees in person.

## Securing a rental property & Purchasing Land

The Directors will secure a rental property for the team and safe house for the first year while they are in Dominican Republic in November 2020. The Directors will also work with their connections to find land for sale at a local price. They plan to be able to purchase the land as a cash purchase.

* The lease will be from February 2020 – February 2021
* Raiz will only lease a property from an established rental company.
* A local lawyer will review the lease contract and be present for the signing of the agreement.
* Our Lawyer will draw up and be present for the signing of the property purchase. The Lawyer will also file the proper paperwork with the local government agency.

## staff interviews & onboarding

Staff will be interviewed first round via video interview by the Directors. If applicant is selected, a second interview via video will be conducted by appointed Board members.

* The Directors will send orientation materials and information to each new staff member for preparation for their position.
* Staff will be expected to raise/ save funds for their room/ board and personal spending money while in the field for 12 months.
* A mandatory staff training will be held in January 2021 for culture, missions, and trauma training.
* Staff will be welcomed to Dominican Republic in March 2021. They will serve in DR until March 10, 2022.
* If approved by the Directors, staff will have the option to apply for a second term.

## Directors arrive in dominican republic

The Directors will arrive in DR February 1, 2021 to prepare the staff and safe house for ministry.

* They will be purchasing furniture, appliances, and kitchen ware for housing 15 people
* The Directors will be meeting with government officials and other organizations for preparation for the team.
* They will be purchasing a used team vehicle.
* Directors will be placing insurance on the vehicle through a local, credible insurance company.

## Construction Team

A construction team will join the Directors in the Dominican Republic in November 2020.

* The dates for this team are February 19 – 28
* This team will be 6 – 8 members, consisting of primarily construction members. Ministry team members will also be welcome during this mission.
* The goals for this team are as follows:
	+ To prepare the team/ safe house for the arrival of staff in March; including building bunkbeds, fixing issues in the home, electrical, plumbing, painting, etc.
	+ Buying mattresses in the city and helping deliver them to the home.
	+ Bringing linens from the US to fit staff beds.
	+ Ministry in the local churches, schools, and communities.
* The cost per team member will be ($100/ 10 days) $1,000 for room and board, food, and transportation. Plus the cost of their flight.
* Each team will be encouraged to help raise money for the construction projects and ministry outreach during this mission.

## Staff Arrival in dominican republic & Field outreach

The full-time staff will be welcomed to their new home in Dominican Republic in March 2021. They will have an appointed date to arrive in Puerto Plata. The Directors will be waiting at the POP airport for each member to arrive and will provide transportation to the staff house.

* Each team member is responsible for the cost of their flight and the flight arrangements to (POP) Puerto Plata Airport. (No other airports are acceptable.) Flier miles from friends and family are great ways to support the staff in their mission.
* Staff Onboarding and training will begin immediately when arriving in the field.
* Field Outreach – all team members will be working in the field to establish relationships with local churches and schools through street ministry, woman’s conferences, English camps, VBS for churches, sports camp, etc.
* This first phase of outreach for this mission in Dominican Republic will be from March through June.

## First children welcomed

This Is What We’ve Been Working So Hard For!!!

This is the most challenging task ahead, yet the most rewarding. We get to *love the forgotten*, *heal the broken*, and *empower the weak*.

* We will open the safe house – *Refij San Dange* – to our first children July 2021.
* We will open our safe home to girls only for the first phase.
* Each child will have a different story and their care will be individually centered around their specific needs.
* We will provide a loving home including health care, counseling, school, healthy meals, field trips, sports, music & art, church. As their guardians we will provide security, parental guidance, protection, brothers & sisters, a family.