



Capernwray
Australia



Volunteer Information File

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GENERAL VOLUNTEER INFORMATION

IMMIGRATION: You will be required to apply for a visa to cover your time here in Australia. There are a number of different options available to you. See Applying for a Visa on page 7.

TRAVELLING: When you are ready to travel to Capernwray from Sydney, you will be able to catch a train from the airport or the Central Railway Station in downtown Sydney, to Moss Vale via Campbelltown. When you arrive at Moss Vale Station, please ring us on 0432 376 701 and we will come to pick you up. Visit <https://transportnsw.info/> for train timetables and prices. Please note, you do not need to pre-purchase tickets and/or reserve seats. When catching the train in New South Wales you either need to get an Opal Card <https://www.opal.com.au/> or you will need to have contactless payment on your credit card indicated

by this symbol . You will need to tap your opal or credit card when you get on the train and when you get off.

If you are traveling by car, Capernwray Australia is situated 130 kms from Sydney, about 5 kms south of Bowral on Moss Vale Road and 4 kms north of Moss Vale. It is signposted Capernwray Torchbearers Australia on the left coming from Sydney and is directly opposite the Briar's Inn Motel. The main driveway will take you past a private house on the left. Continue a further 100m to the Main House which is a large three-story building with a circular driveway.

BANKING: If you would like to open a bank account in Australia, we recommend the ANZ bank, you can open the account before you leave home and when you arrive in Australia you will just need to go into any ANZ bank and prove identity. If you would like to open an account use the following link. <https://www.anz.com.au/personal/bank-accounts/moving-to-australia/en/> you can also look at Westpac Bank <https://www.westpac.com.au/personal-banking/bank-accounts/transaction/choice/migrants/> It is completely up to you if you want to open an Australian bank account. We find that those students staying for 6 months to a year are more likely to open an account and it really depends on what fees and charges your bank from home will charge you to use your card in Australia. If you choose to use your card from home please note that it must be a visa or mastercard a regular bank card will not work in most places overseas. Also make sure you tell your bank that you will be travelling and using your card in Australia.

ACCOMMODATION: All sleeping accommodation is on a shared basis and no single rooms are available. All bedding, including bed linen and blankets are provided. Please bring your own towels and toiletry items. As storage is limited, luggage should be kept to a minimum.

WORK EXPECTATIONS: During your time here, you have agreed to volunteer your time for no monetary gain. Generally (can differ from role to role), most volunteers are required to work 5-6 days per week with work hours varying depending on the role. For example, catering volunteers may work shifts with time off during the middle of the day and property volunteers may work from 8am – 4pm daily. Your supervising staff member will be responsible for rostering your volunteer time. Day/s off will be provided and may vary, but generally we aim to give Sunday's off and it is expected that you will attend a local church of your choice.

CLOTHING: Please choose your wardrobe carefully, as we are serious about the standard of clothing which is worn. The emphasis is on neat but casual wear. There are occasions when more formal wear may be appropriate.

As you will be working on the domestic, property or catering team you will need to bring practical shoes (enclosed & solid) and clothing suitable for this kind of work. Your supervising staff member will contact you directly should you require anything else.

It is important to note that the school is situated in the Southern Highlands, approximately 700m above sea level, and may be cool even in summer, with the maximum daily temperature often reaching 15 to 25 degrees Celsius and -2 to 10 degrees Celsius in winter.

It is not uncommon to have rainy days and even the odd snowfall in winter, so **BRING WARM CLOTHING**. Frequently students arrive from the Northern Hemisphere without adequate cold weather clothing. While our buildings are adequately heated according to Australian standards, they are not insulated to the same extent as those in many other countries such as Canada and the US.

LAUNDRY: The school provides washing machine and tumble dryer equipment free of charge for volunteers.

POSTAL ADDRESS: If your friends and family wish to send parcels or letters to you during your time here. Mail needs to be addressed as follows:

Volunteers Name
C/O Capernwray Australia
PO Box 210
Moss Vale NSW 2577
Australia

INTERNET ACCESS: Volunteers will receive 15GB of free internet each month if this amount is exceeded more Wi-Fi can be purchased at the office. Wireless internet access is available at all time around and in all buildings.

MOBILE SIM CARD: We find that many students/volunteers like to purchase a sim card for their phone while they are here. We do offer wifi on site for a cost but students find that their devices use data faster on wifi then on a data plan. Having a sim card will also allow you to use your phone and internet when you are offsite. If you would like to purchase a sim card please make sure that your phone is unlocked and you are able to put in a sim card for a different phone carrier. You can purchase a sim card at the airport (they seemed to have some good deals there) or you can purchase one online. Take a look at this website for more information on our mobile network and where you can purchase a sim.

<https://www.whistleout.com.au/MobilePhones/Guides/Best-phone-plans-for-travellers-in-Australia>

LAPTOP COMPUTERS: The use of laptop computers is permitted. The voltage in Australia is 240v, therefore power adaptors will be required if you have a computer wired for a different voltage.

RADIOS, I-PODS AND CD PLAYERS: These may be listened to with headphones only. Consideration must always be given to other occupants of bedrooms and public rooms and therefore the use of headphones is the most courteous method.

LECTURES: Volunteers are encouraged to sit in on night sessions.

BOOKS AND LIBRARY: You should have a Bible which is a translation not a paraphrase, ideally a good Study Bible. If English is not your primary language, a bible in your own language as well is recommended. A study library with a small reference section, including commentaries, Bible dictionaries and atlases, is available to the students.

RELATIONSHIPS: Participants are here to grow in their relationship with Jesus Christ. They will also start many new friendships with each other and staff. We do, however, strongly discourage any close personal relationships with the opposite sex. A relationship of this type will detract from concentrating on building a relationship with Christ and can make community life awkward.

VISITORS: They are welcome in our community and should check in at the office on arrival. They are invited to attend lectures. Should you wish to invite your guests to share a meal, prior arrangements must be made with the office, as well as payment. Overnight accommodation can usually be provided, however please

check with the office for availability and rates. Normally if your guests are not in a position to pay, you will be expected to cover their costs.

MEALS: The catering department endeavors to provide nutritious, well balanced meals. The school will only cater for special diets if they are for health reasons and you must provide a **medical certificate**. As a volunteer and when the kitchen is operating, you will be supplied all main meals (breakfast, lunch, dinner) and a small snack/tea/coffee at morning tea. When the kitchen is not running, each volunteer will be provided with food supplies for above meals and expected to cook their own. Usually, volunteers will create a roster and share the load of the cooking. PLEASE NOTE: Any other food requirements outside of the above, will need to be supplied by the volunteer. From time to time, volunteers may wish to 'go out' for dinner or be away for a particular meal/s. In this situation, this would be at the volunteer's expense and you would need to sign out from that meal/s with a minimum of 24hrs notice.

MEDICAL: If you require special medication, it is very important that you bring a supply for the duration of the program and inform us on arrival of prescriptions you take.

MEDICAL INSURANCE: Compulsory Medical insurance is required for overseas students when coming to Capernwray, please organize this before leaving your home country. See information on page 6.

DRIVER'S LICENCE: As an international visitor, you are able to drive in Australia with your foreign licence for three months, so long as that licence is in English. If your licence is not in English, you will need to attain an International Drivers Permit (IDP) from your home country to use in Australia.

TRANSPORT: During your volunteer period you will have regular opportunities provided to access the local shops. This will be done through 'town trips' during school time, provision of bicycles, and provision of a vehicle for small local trips on a case by case basis (note, all drivers of Capernwray Vehicles must first complete a vehicle induction). Further, from time to time there will be various outings and upon negotiation with your direct supervisor you may be able to attend some of these outings.

PURCHASING A CAR: We have a small number of students that like to by a car while they are here. If you are thinking of doing this please read this information carefully.

When buying a car in Australia it is important to know how the registration (or 'Rego' as Aussies call it) system works. In Australia it is the law that every car on the road be registered. In most states, the rego fee will also include a minimum third-party personal insurance which is compulsory in Australia. If you're buying a car that already has rego, then you will have to pay a transfer fee within 14 days of buying the car.

Third-Party Personal insurance which comes with registration only covers you for personal injury it **DOES NOT** cover any damages to your car or the car/property of the other person. As a minimum you will need to purchase Third-Party Property Insurance this will cover any damages to the other person car but not your own. To cover both your car and the other persons car you will need to purchase Comprehensive insurance.

This is important to note as we have had students in the past not covered correctly and having to pay out large sums of money. If you are looking to purchase a car while you are here please do your research first to avoid any issues.

MEDICAL INSURANCE

All students are required to have Medical Insurance that covers them for their time in Australia. Capernwray Australia requires that all students are covered for:

- Ambulance
- Accident and emergencies admission and treatment (including surgery) at a hospital
- Local Doctor (GP)
- Out of hospital prescribed medication from a local doctor or other medical practitioner
- Pathology – Blood Test
- Radiology – X-rays, scans
- If you have braces or an orthodontic plate you may want to also make sure you are covered by dental

We recommend using **Allianz Global Assistance**.

- For those students on a 408, 417 or 462 Visa look at <https://allianzassistancehealth.com.au/en/workers-visa-ovhc/compare-cover/> Standard Working Cover as a minimum
- For those on a 600, 601 or 651 visa look at <https://allianzassistancehealth.com.au/en/visitors-visa-ovhc/whats-covered/> Standard Visitors Cover as a minimum.

For those students coming from America you may also want to look at

- **Geo Blue:** <https://www.geobluetravelinsurance.com/products/single-trip/voyager-compare-plans-single.cfm>

For those students coming from Canada you can look at

- **Manulife** <https://www.manulife.ca/personal/insurance/travel-insurance/travelling-canadians.html>
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If you are covered for international travel by your parent's insurance please make sure that you are covered for the minimum required listed above. We will require a letter from your insurance provider stating that you have the appropriate cover.

PLEASE NOTE that you will always need to pay fees due upfront and then submit a claim to your insurance provider. Please make sure you know how to submit a claim if you need to do so.

WHAT YOU ARE ENTITLED TO AS A VOLUNTEER

As a volunteer you will receive the following:

Individuals:

- Free room and board
- 15gb of internet each month (if you use over this you can purchase more from the office)
- Use of the staff washer and dryer (free of charge)
- Use of the volunteer vehicle (on a case by case basis)
- One staff t-shirt per active working volunteer
- All meals
 - If the kitchen is operating all meals will be in the dining room (if for any reason you will not be in for a meal you will need to sign out)
 - If the kitchen is not operating (during term break) you will be provided with food in which you will need to prepare for yourself in the student kitchen or you will be give cash to purchase food.
 - \$7 for Lunch
 - \$10 for Dinner
 - \$5 for breakfast
 - Up to \$70 per week

Families:

If we have the space we welcome families to come as volunteers depending on who in the family is volunteering the entitlements may change.

Any adult in the family who is volunteering full time is entitled to as above. If your spouse is not volunteering they will be entitled to the same as any children that you bring in regards to meals.

- 3 weekly dinners
- 3 weekly lunches

All other meals will need to be provided by you. (Money will also not be given for Capernwray family outings if you choose to take them)

FAMILIES AND COUPLES: From time to time, we have couples and families volunteering. In these cases, specific requirements are needed and negotiated in order for them to successfully volunteer with us. If you are a family or couple, things like accommodation, food, transport etc. may be different for you. We will be in contact with you to arrange and negotiate these parameters. Should you have any concerns or questions, please don't hesitate to contact us before your arrival.

Note: Any volunteer wanting to go on optional weekend outings with the students will need to pay the same cost as the students unless you have been asked to drive the bus.

SAMPLE WEEKLY TIMETABLE: BDM 1 & 2

	Monday	Tuesday	Wednesday	Thursday	Friday
8:30 - 8:45am	Worship	Worship	Prayer In Rooms	Worship	Personal Quiet Time
8:45 - 9:30am	Peter Thomas	Testimonies	Missions	Main Lecturer	Main Lecturer
9.35 - 10.20am	Main Lecturer	Main Lecturer	Missions	Main Lecturer	Main Lecturer
10.20 - 11.00am	Student Devos & Morning Tea (MH)	Prayer Groups & Morning Tea	Staff Devo's & Morning Tea (MH)	Families & Morning Tea	Morning Tea
11.00 - 11.45am	Main Lecturer	Main Lecturer	Work Morning	Family Bible Study	Principal's Period
11:50 - 12:35pm	Ministry Prep	Bock Study	Work Morning	Family Discipleship	One to One Discipleship/PHS
1.00pm	LUNCH				
2:00 - 4:00pm	Study Period	Study Period	Work Afternoon	Study Period	Study Period
6.00pm	TEA (EVENING MEAL)				
7:30 - 8:30pm	Main Lecturer	Main Lecturer	Study Period	Families or DVD	Weekly Ministries

* Students will participate in a ministry week during BDM 1 & BDM 2.

* Volunteers are encouraged to sit in on nights lectures.

APPLYING FOR A VISA

International volunteers will be required to apply for a visa to cover your time here in Australia. There are a number of different options depending on your length of stay and country of birth.

To apply for a visa go to <https://immi.homeaffairs.gov.au/> the visa finder can help you select the best option for you.

PLEASE NOTE THAT THE LONGEST PERIOD AN INTERNATIONAL VOLUNTEER CAN STAY FOR IS 6 MONTHS DUE TO VISA RESTRICTIONS.

Volunteers staying for 3 – 6 months

To volunteer for up to 6 months you will need to comply with the requirements from one of the two visas listed below. (These are the only two visa's that are accepted for volunteers wishing to stay for 3-6 months). Unfortunately, the limitations of these visas may mean that you are unable to apply to be a volunteer for this length of time, you may want to consider a 3 month stay which required a different visa (see below).

Working Holiday Visa – (subclass 417) –

- Must be at least 18 and not yet 31 years of age- except for Canadian, French and Irish Citizens who can be 18-35 years
- Must be from one of the following countries.

Belgium	Italy
Canada	Japan
Republic of Cyprus	Republic of Korea
Denmark	Malta
Estonia	Netherlands
Finland	Norway
France	Sweden
Germany	Taiwan
Hong Kong	United Kingdom
Republic of Ireland	

Work and Holiday Visa – (subclass 462) –

- Must be at least 18 and not yet 31 years of age.
- Must be from one of the following countries.

Argentina	Poland
Austria	Portugal
Chile	San Marino
China	Singapore
Czech Republic	Slovak Republic
Ecuador	Slovenia
Hungry	Spain
Indonesia	Thailand
Israel	Turkey
Luxembourg	United States of America
Malaysia	Uruguay
Peru	Vietnam

These visas will allow you to volunteer for up to 6 months with the one organization.

Volunteers staying for a maximum of 3 months

If you are unable to apply for a working holiday visa but would still like to do some volunteer work for us you will need the following visa.

Visitor Visa (subclass 600)

- This visa lets you stay for up to three, six or 12 months.
- You can volunteer for up to 3 months with the one organisation
- This visa is open to most countries.

We recommend that you apply for your visa as early as possible as it can take 4 to 6 weeks to come through. Please do not leave it too late as there is nothing we can do to speed up the process.

If you have any questions or concerns please email the office@capernwrayaustralia.org

WHAT TO PACK FOR CAPERNWRAY

Here is a list of suggested items to bring from home

- Good study Bible (NASV, NKJV, NASB, NIV, ESV)
 - MP3 player, loaded with your favourite music
 - Warm jacket or hoodies
 - Rain jacket
 - Warm clothes (all year round)
 - Camera
 - Power adapter AND converter
 - Laptops are very advisable
 - Shoes (runners / hiking boots, dress and flip flops / sandals)
 - Work Boots (leather type... steel cap preferred, but not essential)
 - Slip-on, closed toed shoes (for around campus / kitchen)
 - Work clothes that can get dirty
 - At least one set of good clothes for church and special occasions ie. Graduation
 - Casual clothes and swim wear
 - Towels (Capernwray provides all bedding - sheets, pillows, blankets)
 - Flashlight
 - Earplugs / eye mask, especially if you are a light sleeper
 - Any special creams, toiletries, personal products as brands are different here in Aus
 - Enough prescribed medication to last your time here
 - Any other sort of medication, pain killers like Advil, Tylenol, decongestants, allergy meds (medication brands can be different here in Aus)
 - Drivers Licence
 - Small backpack
 - Musical instrument (optional)
 - Pictures from home!
 - Passport
 - A credit card or bank card with your name and signature is needed when applying for a working with children check
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- Funds – you will need money for, weekend trips, any extra food you may want to purchase