

## NEW ARRIVAL CHECKLIST

For use by new workers, supervisors and Local Coordinators  
May 9, 2008 Modification

This document applies to regularly appointed workers & Luke 10 workers. It is a listing of specific tasks that should be attended to by new arrivals to Japan and verified by supervisors and Local Coordinators. Other than those tasks required by the agency, it is expected only that the Local Coordinator verify the tasks have been accomplished. Due to geographical constraints it is expected that the immediate supervisor will assist new workers in these tasks.

### Pre-Arrival Checklist

- Communicate with candidates assigned to you.
- As needed, in conjunction with field leader and home office staff, assist local agencies & newly appointed workers with information and documents necessary for obtaining visas.
- Verify that appropriate housing arrangements have been made by the supervising agency.
- Special medical concerns: High potential for hemorrhoids and allergies. Counsel the person to bring a good supply of high fiber cereals and supplements. People with a high risk of allergic reactions should stock up on medicine and arrange for future.

### First Month Checklist

- Check that expense recording and saving of receipts is understood
- Local discount stores, food stores.
- Register address with post office.
- Postal & bank accounts.
- Discuss health condition, especially hemorrhoids and allergies.
- Local clinic or other medical facility.
- Knows local team and other key people.
- Worker visit to city hall and obtaining of Alien Registration card.
- Registration with national health insurance (may depend upon worker coverage and city policies).
- If available, copy of English guide to local community services. (usually provided by City Hall).
- Registration of residence in Japan at home country consulate.
- Re-entry permit stamp in passport from Japanese immigration (especially if new arrival has sick family members back home).
- Copies of visas, passports & other significant documents kept in a second location.
- Language study plan.
- Identify and understand payment method for electricity, phone, water, gas and other regular bills.

- Commit to regular fellowship times with Local Coordinator and primary work team.
- Familiar with local and if necessary, regional transportation systems
- Make an Inkan (Hanko) for stamping documents.
- Explain that first year Japan Evangelical Missionary Association (JEMA) directory and Japan Harvest is paid for by our agency.
- Introduce new worker to local Christian bookstores.
- Verify health issues.

#### Month Three Checklist

- Understands Japanese taxes and health insurance payment methods.
- Aware of local community services (libraries, health centers, etc).
- New arrival has adequate contact with field leader & home office
- Aware of recreational opportunities including good day trips. Take a trip with the Local Coordinator.
- Aware of fellowship opportunities such as local worker gatherings, JEMA conferences, professional seminars, etc.
- Possession of JEMA directory (2006 field conference authorized use of field funds to purchase directory and quarterly magazine the first year a new worker is on the field).
- Verify spiritual and physical health.

#### One Year Checklist

- Worker retirement options are understood (home office has primary responsibility.)
- Physical, emotional, spiritual, language study, recreational and material needs are being met in a reasonable fashion.
- Health of relationship with local supervisor. Local Coordinator should communicate directly with supervisor.
- Japanese tax payment system understood
- Level of satisfaction with quality/quantity of worker/LC fellowship opportunities. Adjust as needed.
- Language learning accomplishment and goals.
- Leadership development and personal vision.