

# *Short-Term Missions Involvement Policy*

The following guidelines serve as the official policy for Colonial Baptist Church's short-term missions trips. These guidelines are intended to maximize the impact of each mission project on the participant and partner ministries. Each participant serving on Colonial's missions teams acknowledges this policy as governing their participation.

## **Basic Requirements**

- Participants are required to be a Christian, an active member serving the body at Colonial, willing to share your faith with others, and fulfill requirements outlined below.

## **Application & Interview**

- Each participant is required to complete an application packet (official form or online). An application fee is required for acceptance (\$35 or \$50). Application deadline will be announced at least one month in advance. Late applications (after deadline) will be considered case by case.
- Each participant will meet with the Trip Director and/or team leader of the selected trip for a personal interview. Where it is possible, the interview should include the applicant's parent (students) or spouse (adults).

## **Participants' Selection**

- Each Trip Director and Pastor of Outreach Ministries will make final selections for each team. Student designated trips will involve Pastors of Student Ministries.
- Trip Directors will notify each applicant regarding selection to the mission team. Final selections will be made prior to the Orientation Training.

- If an applicant is not selected to the team of choice, he/she may inquire to be considered for a different trip. Same application will be used.
- Upon selection to a team, the application fee is applied to the participant's trip support (and is non-refundable). If an applicant is not accepted to a trip, the application fee will be refunded.

## **Orientation Training**

- Prior to individual team meetings, all participants will attend the Orientation Training designed to prepare for the team training experience, support raising, and clarify service expectations.

## **Team Training**

- Participants are required to attend Team Training as set forth by the Trip Director. Expected absences must be worked out in advance with the Trip Director. Assignments or materials missed should be caught up as soon as possible. Failure to attend an adequate number of training meetings will jeopardize the team member's participation on the trip.

## **Insurance & Liability**

- Participants are required to sign a liability waiver to Colonial and (where requested) to the host ministry. We request each team member complete and sign a medical consent in case of medical emergency on the trip.

## Financial Matters

### → OVERVIEW:

- Participants cover their own trip costs
  - All trips costs are paid prior to trip
  - Tax-deductible funds may be raised
  - Excess funds used for Colonial's STM
1. The trip cost per team member is set at the beginning of the team training. All participants are required to cover their own expenses for the missions trip. Covering the trip costs can be done by combining self-funding and raising funds through family and friends.
  2. Partial funding is due prior to the purchase of airline tickets (the date set by Trip Director) equal to ticket cost. Full funding is due prior to departure on the trip (the date set by Trip Director). Participants not fully-funded prior to the departure date will not go on the trip.
  3. Participants are requested to develop a support team (financial and prayer) during the training process. The support team may consist of family and friends who are willing to financially give to the trip's cost and commit to pray & encourage the participant. Instructions, materials and guidance are offered to each team member to assist in developing this support team.
  4. Participants may not send letters at-large using the church's membership directory. Contacts within Colonial should be well-acquainted friends.
  5. All gifts to teams are tax-deductible, including self-funding gifts.
  6. All gifts in excess of trip costs are kept and maintained by Colonial Baptist. Any team's excess funds will be used specifically for short-term missions trips. These funds will be used at the discretion of the Outreach office.
  7. All funds in excess of team expenses will be transferred to a central account for use with other short-term missions trips or projects. Funds are used for covering unexpected expenses for trip, special projects associated with the trip, survey trips, and other associated ministries. Funds are disbursed by the approval of Outreach Ministries.
  8. If a participant is dismissed from the team or drops off the team, the funds remain with the project unless other arrangements are agreed upon.
  9. In the event, the trip is postponed or cancelled the donations received to date cannot be refunded due to IRS regulations. These funds will remain in the trip account for future trips. Outreach Ministries will determine the future use of these funds.

Any comments or questions for clarification should be directed to the office staff of Colonial's Outreach Ministries.