



**Title: Mission Trips**

**Policy #: 35**

**EXPIRES: When Replaced**

**ISSUED BY: Church Council**

**SIGNED:**

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## 1 History

VERSION	DATE APPROVED	UPDATED BY	PURPOSE FOR CREATION/UPDATE
1.0	UNKNOWN	J. DIENER	TO SET GUIDELINES FOR PARTICIPANTS
2.0	4/19/16	N. DOLLEVOET	UPDATE POLICY TO CURRENT PRACTICE
3.0	5/15/18	M. JANZEN	TO ADJUST THE POLICY TO SUIT ALL TYPES OF MISSION TRIPS, NOT JUST YOUTH. IT ALSO ENCOMPASSES THE ENTIRE PROCESS, NOT JUST THE PAYMENT PORTION.
4.0		N. DOLLEVOET	TO PROVIDE MORE FLEXIBILITY TO THE CHAPERONE OUT OF POCKET COSTS

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## 2 Scope

This policy is part of St. Paul Lutheran Church's organizational policies. This policy applies to anyone leading or attending a mission trip.

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## 3 Policy

Approval for all mission trips sponsored by St. Paul Lutheran Church must be approved by the Associate Pastor, Director of Care Ministry and the Church Council prior to any advertising or announcement of the trip.

Participants attending a mission trip are responsible for paying a minimum of 25% of their cost out of pocket. This is non-refundable, unless the trip is canceled.

Chaperones attending a mission trip are responsible for paying a minimum of 10% of their cost out of pocket, which is also non-refundable, unless the trip is canceled.

Scholarships are available if an individual or family has a financial hardship. They need to talk with the Director of Youth & Family or a Pastor. They will be asked to fund whatever they are able and the remaining expense will come from the scholarship account. No proof of financial

hardship is required.

If staff are part of the leadership team, their costs are covered by St. Paul through the budgeted Mission Trip Account.

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## **4 Procedure**

1. A Mission Trip Initial Request form (X130) is submitted to the Associate Pastor, Director of Care Ministry for discussion and approval, 6-12 months prior to the trip.
2. After Associate Pastor signs form x130, it is then sent to the Church Council for approval.
3. Once approved, the mission trip, along with the cost, is announced by the trip leader, along with the requested down payment. The trip cannot be formally announced until all approvals are in place.
4. Down payments are turned into an office drop box. The trip leader is then notified of payments and follows up to ensure all payments are made on a timely basis.
5. Fundraisers occur throughout the year, which participants are strongly encouraged to participate in. Actual funds raised go into one fund to be divided equally amongst participants, regardless of their participation.
6. Money is also placed into the mission trip fund from other sources, such as the St. Paul operating budget, Mission Partner Scrip, Endowment, Home Missions and donations.
7. 1-3 months prior to the trip, the Director will calculate how much money is necessary to fund the trip for all participants, in comparison to how much is collected. The shortage is split equally amongst the participants. The Director notifies each participant of how much money is still due.
8. The Director ensures that all participants have paid for their necessary portion of the trip and that all necessary forms, training and background checks have been completed
9. At least 30 days prior to the trip, the Follow Up Mission Trip Form (X131) must be submitted to the Associate Pastor, Director of Care Ministry for final approval.

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## **5 Forms**

X130 Mission Trip Initial Request  
X131 Mission Trip Follow Up Form