



**Mission Team  
Member Application**

2016

**Application Instructions:**

Complete the following application.

Bring your completed application, your check or cash deposit (\$300) for your trip, and turn them into Shirley Bentley in the Global Missions Department at the church office.

If you have questions or need additional information regarding the application process contact:

**Shirley Bentley**

(270) 534-1400 x210

[Shirley@heartlandworship.com](mailto:Shirley@heartlandworship.com)

**\*Please note that if you have any previous mission trip debt due to Heartland Worship Center, you will not be allowed to travel with any other trips until that debt is accounted for.**

Application Date: \_\_\_\_\_ Location and Dates of trip: \_\_\_\_\_

**Personal Information**

Name: \_\_\_\_\_  
Last First Middle

Street Address \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: (\_\_\_\_)\_\_\_\_ - \_\_\_\_\_ Cell Phone: (\_\_\_\_)\_\_\_\_ - \_\_\_\_\_

Email: \_\_\_\_\_ Gender: ( ) Male ( ) Female

Date of Birth: \_\_\_\_\_

Marital Status: Single Engaged Married Widowed Separated Divorced

If Married, Spouse's Name: \_\_\_\_\_

If you have children,

Children's Name(s)	Age	Gender
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Occupation: \_\_\_\_\_

**Relationship to Heartland Worship Center**

Check one and complete the requested information.

- Member since \_\_\_\_\_ (month/yr) and have attended since \_\_\_\_\_ (month/yr).
- Member of a church other than Heartland Worship Center. Specify church \_\_\_\_\_
- Do you regularly attend a Sunday school? ( ) Yes ( ) No

Please give the name of small group leader and how long you have attended: \_\_\_\_\_

Please list any other ministries you are actively serving in:

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**Passport Information**

Do you have a passport? ( ) Yes ( ) No ( ) Applying

Name (as it appears on your passport): \_\_\_\_\_

Passport Number/Issue Date: \_\_\_\_\_

Nationality/Place of Issue: \_\_\_\_\_

Passport Expiration Date: \_\_\_\_\_

**Personal Abilities & Skills**

Do you have any special skills or gifts? (Sing, Dance, Paint, Construction, Sewing, Crafts, etc.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List languages other than English that you speak and to what extent you can speak them.

\_\_\_\_\_  
\_\_\_\_\_

Have you been on any other mission trips?  No  Yes If yes, where?

\_\_\_\_\_  
\_\_\_\_\_

What impact did it have on you?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **Personal Spiritual Information**

Why do you feel God is calling you to serve in this way? (Why do you want to go?)

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Describe your personal relationship with Jesus Christ:

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What expectations do you have for this trip?

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## **A completed application packet includes the following:**

- This completed application.
- \$300 non-refundable, non-transferable deposit. (If in the case you are denied travel status with this specific team you will receive your deposit back.)
- Two color copies of your passport. (This may be submitted upon receipt of your passport if you are in the process of applying for one.)
- If you will need financial assistance, please also turn in the Scholarship Application attached to this packet.
- Lastly, if you are **under the age of 18**, you will need to also attach two letters of recommendation. These letters will serve as references to your spiritual maturity, personal development, and community service experience. We ask that one letter come from a HWC Pastor and the other letter come from another type of leader in your life. This includes school teachers, youth leaders, sport coaches, etc.

## **Registration**

Registration is complete for a participant only when BOTH a \$300 non-refundable, non-transferable deposit and Mission Team Member Application Packet are turned in to the Global Missions department.

## **Payment Schedule**

All payments for Global Missions or approved trips should be turned in to a Global Missions department and be made out to Heartland Worship Center. Further details can be found in the Short-Term Mission Team Financial Policy document included in this packet.

- \$300 non-refundable, non-transferable deposit.
- 50% of the trip cost (or cost of plane ticket, whichever is greater) is due on date appointed by Team Leader.
- 75% of the trip cost is due on date appointed by Team Leader
- 100% of the cost of the trip is due no later than 45 days prior to departure.

**Note: No refunds will be given for excess funds given.**

## **Disclaimer**

Please initial in the space provided as an indication of understanding and agreement of the statements.

\_\_\_ Heartland Worship Center will **not** be responsible for extra trip expense (i.e., airline or hotel fare changes). Should these occur, they will be passed along to the traveler.

\_\_\_ I will agree to return home at my own expense if the Team Leader in conjunction with the Global Missions department determines my behavior is/has been inappropriate and therefore jeopardizing the short and/or long-term ministry.

\_\_\_ I understand that my involvement on this trip can be denied prior to travel in the event that I do not participate in the full preparation of the trip (i.e., Team Meetings, Fundraising, etc.) and as a result could compromise the effectiveness of the trip.

## **In submitting this application:**

- I am expressing my agreement with Heartland Worship Center's Vision, Mission, Goal, Values, and Beliefs.
- I am willing to work under the direction of the Global Mission department, Team Leader, and Field Partners to accept and to perform any and all assignments with a God-honoring attitude.
- I am willing to participate in team activities including working at the World Café, fundraising opportunities, and any other outreach opportunities.
- I agree to be subject to a background check.
- I am confirming that I have the time and energy to devote to the pre-, mid-, and post-trip responsibilities.
- I agree to participate in the Short-Term Team Member Meetings arranged by the Team Leader and complete all requirements for the trip.
- I have read and agree to the above deposit and payment information along with the financial guidelines described in Heartland Worship Center's Mission Trip Financial Policies.

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Signature

## **Heartland Worship Center's Global Missions Financial Policy**

It is the desire of the Global Disciple-Making Staff to be good stewards of the finances we have been entrusted with. These policies were developed with that desire in mind. Mission Team Leaders are responsible for communicating these policies to team members and ensuring that all team members adhere to the payment schedule.

### **Payment Options:**

- All checks should be made payable to **Heartland Worship Center**. All checks must include, “**appealed by (team member's name, trip location and date)**”, in the memo line. Any checks received not including this information *in this way* is considered non-tax deductible.
- Personal checks *from* the actual team member may be mailed to Heartland Worship Center, Attn: Shirley Bentley, 4777 Alben Barkley Drive, Paducah, KY 42001.
- Support checks **must** be mailed to the team member appealing for that assistance. The team member can either give those checks to the team leader or send them to the name and address above. (Please do **not** put these checks into the offering plate or offering box.)
- You may deliver your checks in person to the Global Mission department during office hours (M-F 8:30-4:30).
- You may also bring checks to your team meetings, if your team leader chooses. Checks will then be collected and turned into the Global Mission department in the church office.

### **Deposits and Registration:**

- Your registration is not confirmed until we receive your deposit.
- Deposits are non-refundable and non-transferable. (If in the case you are denied travel status with this specific team you will receive your deposit back. Please note deposits are also non-tax deductible.)
- Registration for each trip will be closed by the registration deadline listed. If you turn your application and deposit in after the advertised deadline, you will immediately be put on the waiting list.

### **Payment Schedule:**

- 50% of the cost of your trip (or the cost of your plane ticket, whichever is greater) is due to the Global Missions department office **by the first payment deadline**.
- An additional 25% of the cost of your trip is due to the Global Missions department office **by the second payment deadline**.
- The remaining balance is due to the Global Missions department office **by the third payment deadline**.
- Contributions will not be accepted toward a trip past 30 days prior to departure. Any outstanding balances will need to be handled through your team leader after this time.

- Personal fund raising for trip support should begin immediately **after** the first team meeting. The following language should be included in support letters:

**“Please make checks payable to Heartland Worship Center and mail directly to me. The memo line on your check should include, “appealed by (team member’s name, trip location and date).” Your check will provide HWC with all necessary information for them to send you a receipt for your tax records after the end of the year. They request that you send all donations by, (insert date of first payment deadline). HWC is registered with the IRS as a 501(c)3 non-profit organization. Donors will receive receipts for their gifts with the understanding that the disbursement of those gifts lies completely at the discretion of HWC and that the gifts are non-refundable and non-transferable, per IRS regulations. If you have questions concerning this process please contact HWC Global Missions Department at 270-534-1400.”**

- Any amount received in excess of the cost of the trip will be used for other team expenses or transferred to the Global Missions offering. **No refunds will be given.**

#### **Expenses:**

- **Expenses will not be paid unless there are adequate funds in your trip account. (I.e., we will not pay for airline tickets unless you have adequate funds to do so.)**
- Any changes in expenses must be communicated with the Global Missions department staff immediately. The cost of the trip will be adjusted accordingly if necessary.
- Additional expenses incurred while on the trip will not be covered by Heartland Worship Center. All team members are encouraged to take an additional \$200 for emergency purposes.
- Airline tickets will be purchased **after the first payment deadline**. Tickets are non-refundable and non-transferable.

#### **Changes and Cancellations:**

- Changes or cancellations to your registration should be communicated to the Global Missions department through your team leader.
- Payments for expenses that have already been paid are non-refundable and non-transferable between trips.

**By signing below, you are stating that you understand and will adhere to Heartland Worship Center’s Financial Policies concerning any and all mission trips. You are also giving permission to for the Missions Council to be aware of your financial standing and if necessary to determine your travel status if any of these policies are not met.**

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**Applicant Signature**

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**Date**

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**Team Leader Signature**

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**Date**



## Mission Trip Financial Scholarship Application

**Please Remember:**

- Assistance can only be given based upon availability of Heartland Worship Center designated funds.
- A person can only request funds **once per year**.
- After the application is received and processed, Heartland Worship Center will contact you.

Application Date \_\_\_\_\_

Name \_\_\_\_\_ Sex:  Male  Female

Address \_\_\_\_\_ Age \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

**Membership Information**

Do you currently attend Heartland? \_\_\_\_\_ If not, where do you attend? \_\_\_\_\_

How long have you been attending Heartland? \_\_\_\_\_

How are you currently serving in ministry through Heartland? \_\_\_\_\_

**Trip Information**

Trip Destination \_\_\_\_\_ Trip Dates \_\_\_\_\_

Are you going on a Heartland Worship Center sponsored mission trip?  Yes  No

If not, what organization are you going with? \_\_\_\_\_

If not, why do you think God has called you to go on this mission trip? \_\_\_\_\_

Have you participated in a mission trip with Heartland or another organization previously?

Yes  No

If yes, where did you go, when, and with what organization? \_\_\_\_\_

Have you received a scholarship from Heartland before?  Yes  No

If yes, when? \_\_\_\_\_

What is the total amount you are trying to raise? \_\_\_\_\_

Please indicate whether you have sent fundraising/support letters to family and friends to help offset the trip cost:

Yes  No If yes, how many letters were mailed? \_\_\_\_\_

### **Hardship Information**

Please give a brief overview of circumstances that make it difficult for you to cover the full cost of the trip. Check any that apply, and write whatever explanation you feel comfortable providing.

- Current income level doesn't support such travel
- Must take time off work without pay due to lack of available paid vacation
- Single parent
- Single income
- Child(ren) in college. Please list name(s) of child and school.
- Seeking to take multiple family members on trip and unable to cover cost for all.
- Other: \_\_\_\_\_

Explanation(s): \_\_\_\_\_

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I, \_\_\_\_\_, would like to submit this application for financial assistance for mission purposes.

All of my answers are honest and true, and I understand all of the policies set forth by HWC.

Signature \_\_\_\_\_ Date \_\_\_\_\_