



Mission Team Guidelines

Application

- As soon as you know that you would like to participate in a mission trip, please complete a "Short-Team Application Form" and return it to the church office.
- At the time you turn in your application, please provide a copy of the first page of your passport or bring your passport to us and we will make a copy.
- Because an international mission trip requires participants to be spiritually prepared and physically able and sometimes with specific skill sets in order to accomplish the mission, your application will be reviewed a missions team before you will be approved to be part of the team.
- For some trips, minors under the age of 18 are not allowed at all. For other trips, minors, age 15 and under, must be accompanied by a parent on the mission trip. For students, age 16-17, a limited number *may* be allowed to participate with approval from the leadership team and if an adult of the same gender is willing to assume responsibility and oversight. No one under the age of 12 will be allowed. Please consult with the team leader or trip details information sheet to find out about age requirements for each given mission trip.
- Should any of the information you provided in your application change from the time you complete the application until your departure on a trip, please inform the church office so that we may update your information.
- In the event information provided in the application should be found to be untrue, it may result in the forfeiture of your right to participate in the trip.

Field Behavior

- As a representative of Jesus Christ, of ChristWay Community Church, and of the field host, each participant is to be above reproach in his/her behavior.
- Participants must submit to the authority of the team leader and of the field host.
- The use of abusive and/or foul language, illegal drugs, alcohol and smoking are prohibited.
- Attire must be modest at all times. Modesty differs from culture to culture; appropriate attire for the trip will be discussed.
- Each participant is asked to surrender to the Holy Spirit in such a way that the unity of the Spirit will be preserved among the team.
- Due to cultural differences, some behaviors that are acceptable in some societies are taboo in others. The team leader will inform participants of appropriate and inappropriate behavior specific to their field of destination, and participants must abide by these guidelines.
- Because of political instability and anti-American sentiment throughout the world, ChristWay Community Church asks that participants refrain from expressing their political views while on a short-term trip.
- If the behavior of a participant proves to be unacceptable, the team leader and the field host have the authority to ask the participant to return home. Any additional costs incurred as a result of this action will be at the participant's expense.

Insurance

- Short-term team insurance will be required for all team members. Coverage for each trip generally includes accidental death, short-term secondary medical coverage, emergency medical transportation, and property loss. The cost of this insurance will be included in the cost of the trip.
- ChristWay Community Church does not assume financial responsibility for replacing lost, stolen, or damaged items during the course of a short-term trip unless such items were being used, upon the authority of the team leader, for team ministry at the time of loss or damage.
- Any expenses incurred on a trip that are not covered by the short-term insurance are the responsibility of the short-term participant.
- For medical attention, you are generally required to pay at the time services are rendered and then file a claim with both your primary carrier and the short-term insurance provider. A deductible will apply.

Financial Policies

- Each team member is responsible for raising all the funds he/she will need to participate in a given short-term trip.
- ChristWay Community Church will receive funds for those individual who are participating in ChristWay Community Church sponsored short-term trips only.
- A non-refundable deposit of \$100 ensures an individual a spot on the team. This deposit may be refunded only if the leadership team determines that you cannot be approved to participate.
- Payment deadlines—deposits, airfare, and final payment—are set to ensure that we have the cash on hand to meet our financial obligations. Promptness in meeting these deadlines is critical.
- If you miss a payment deadline or are fairly certain that you will be unable to make a payment, please contact the team leader and inform him/her immediately.
- Unless other arrangements have been made, we must receive payment in full for a trip before departure.
- If raising financial support, ask for support from individuals with whom you have an established relationship. Do not do a mass mailing to people who do not know you. Because ChristWay Church sends out so many people on mission trips, please do not solicit funds from within the church.
- IRS regulations for a donor state that checks made payable to individuals are not tax deductible.
- All money is donated solely to ChristWay Community Church and will be treated as gifts to the church, not the individual.
- ChristWay Community Church has full control of the donated funds and discretion for their use. Effort will be made to carry out their intended functions and purposes, as it relates to the overall mission of ChristWay.
- ChristWay Community Church shall have the power to modify any restriction or condition on the distribution of funds for any specified charitable purposes or to specified organizations if, in the sole judgment of the elder board (without the approval of any trustee, custodian, or agent), such restriction or condition becomes, in effect, unnecessary, incapable of fulfillment, or inconsistent with the charitable needs of the community or area served. ChristWay Community Church shall have the variance power as set forth in tax regulations 1.170A-9(f)(11)(V)(B), (C), and (D).
- In order to be tax exempt, contributions for trips are to be payable to ChristWay Community Church, not the participant. For bookkeeping purposes, we ask that the trip be designated on the check, but not the participant's name.
- If you desire to receive a tax deduction statement from ChristWay Community Church, the name of the team member should not appear anywhere on the check. A tax deduction may be denied if the name of the team member appears on the check.
- Receipts will be mailed to donors in January of the following year.
- A participant is responsible for their individual trip expenses and all funds raised by an individual for his/her trip will be applied to the team as a whole and ChristWay's evangelistic ministry.
- If, after raising funds, an individual is unable to participate in the trip, his/her funds will be left in the team account and applied to fixed expenses and future short-term mission trips sponsored by ChristWay Community Church.
- Should a team member decide to leave early of his/her own volition, or leaves in the event of an emergency for reasons not covered under team insurance, he/she will bear responsibility for all expenses incurred in this process.
- In limited events where a team member may need to make a purchase in association with the mission as a whole, a receipt must accompany any request by a short-term team member for reimbursement. Prior approval by the team leader is required before reimbursement is eligible.

Crisis Protocol

- The safety of our short-term teams is of paramount importance to ChristWay Community Church and its leadership team. Some parts of the world are more volatile than others. The team leader of a given trip will monitor State Department travel advisories before departure in order to ascertain its assessment of travel to the target field.
- Isolated incidents of violence or political unrest within a country do not automatically constitute just cause to bring a team back home.
- In the event of the outbreak of war involving a host country, a team will be called back home.
- A team member always has the right to return home of his/her own volition during a crisis, be it perceived or real. All expenses incurred in the return will be born by the individual returning.
- Should a crisis develop in the host country, official pronouncements from the State Department, not unofficial pronouncements, will serve as guidelines for the ChristWay Community Church mission team.
- Each team member will be financially responsible for all expenses incurred in his/her return home due to crisis, including airfare.