

Grace Bible Church  
164 Laurel Lane  
Hollidaysburg, Pa 16648

# SHORT TERM MISSIONS POLICY



REVISED 4/14/10

## SHORT TERM MISSION TRIP POLICY

The following is the policy of Grace Bible Church for organizing Short Term Missions Projects. As we formulate these Projects we need to consider several things:

- What will be our Project(s)? (In principle, this should be decided at least a year in advance. Information on overseas or stateside projects can be obtained from any approved mission agency, or any supported missionary on the field. We could also partner with another church on a project.)
- When will it be?
- How long will it be?
- How much will it cost?  
(The project cost may include any of the following: transportation, lodging, meals, mailing expenses, donation to missionary, and whatever else is deemed necessary.)
- How will it be funded?
- Who can go?
- How many people are needed for the Project?

After a project is decided, information needs to be printed and distributed, such as:

PROJECT	DATES	COST	DESCRIPTION	REQUIREMENTS
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### REQUIRMENTS

(The requirements may be different depending on whether the applicant is in Junior High, Senior High, or an Adult.)

- Have made a personal commitment to Jesus Christ
- Provide written testimony
- Are faithful attendees at Grace Bible Church
- Personally pay 15% of the project cost (age 18 & over)
- Personally pay 10% of the project cost (under age 18)
- Attend and participate in training sessions and all team meetings when required.
- Complete an evaluation of your trip upon return
- Give a report to the church of your experience
- Some ministry participation in your local church or previous missions trip
- Passport may be required for some trips.
- Provide a written essay entitled "Why I want to participate in this missions trip"

## WHAT IS THE PURPOSE OF SHORT TERM TRIPS?

- Provide individuals the opportunity to increase his/her sensitivity and vision regarding missions ministry
- Adequately train and prepare individuals for their ministry situation so that they might minister more effectively
- Minister and encourage missionaries and national believers through testimonies, practical involvement, encouragement, etc.
- Provide opportunity for individuals to utilize and further develop their spiritual gifts and deepen their walk with the Lord
- Edify the faith of the congregation by having teams or individuals present their short term experience to the church

## LEADERSHIP

After a project is decided, one of the first things needed is a Team Leader. This can be the Youth leader (if it is a youth project) or someone assigned for this position.

## APPLICATION

Any Junior/Senior High School student interested in participating must fill out an application and submit it to the Youth Leader who will then refer it to the Missions Board. Senior High students or adults going overseas must fill out the short-term application form. The Missions Board will then interview them.

In some instances a Reference Form may be required, which will help assess the suitability of an applicant for an overseas project, especially if they have had no previous ministry or mission experience.

## SHORT TERM LEADER'S GUIDELINES

As a leader of a Short Term Missions Team, you have the privilege of leading your team. It will be the leader's responsibility to meet with the team members at least monthly for prayer, to provide information, and also to help in the process of soliciting funds. These meetings will help to form team unity and build relationships. To better help you understand your responsibilities, these guidelines will guide you in the process.

1. After the members have been approved, you should determine how often your team will meet and how to raise funds for the project. It will be important to talk with each of the members of the team regarding their expectations. The Constitution and By-Laws of Grace Bible Church prohibit sales of any kind to raise money.

2. Each team member is responsible to provide 10% to 15% of the total amount from their personal funds. These personal funds will need to be paid in advance of the trip, preferably with their application, and before any other funds are raised.
3. Funds will be raised as follows by the team:
  - a. Each team member is responsible for compiling a list of names to whom he or she wants to send letters. The team is then responsible for collating name lists, addressing letters, and sending them out to these individuals. Mailing expenses can be taken out of the team account.
  - b. You will want to write a *team letter* to send to the church mailing list, signed by members of the team. You should include information about the country and/or project, description of what the team will be doing, the cost of the trip, how you would like the reader to be involved (prayer or financial), and clear instructions on how the contributors are to respond. You should also include a personal note along with the form letter to give a more personal touch.
    1. Checks should be payable to the church, specifically noted for the project
    2. Checks should be sent to an appointed person
  - c. Individuals on the team should then write *personal letters* to friends and relatives including the same information as the team letter, as stated above, with one exception: checks should be payable to the church, specifically noted for the individual.
4. A member of the Missions Board, serving as trip coordinator, should be appointed “financial director” for each project. This person must be good at keeping track of finances in an orderly manner. All incoming money should be directed to this individual who will designate it to the team or proper team member’s account. This director will then give all money received to the Church Financial Secretary. It is recommended that the congregation be encouraged to give their donation in this manner so accurate records can be kept of monies received.
5. All checks must be payable to Grace Bible Church. The Church Financial Secretary should also keep a record of all monies received for Short Term Missions Projects/Trips so all receipts and expenses can be reconciled from this account. Any excess money received should be kept in a Short-Term Missions Project account to go toward the next missions project.
6. The financial director will provide each team member the amount of money received for their personal account and the team account. Each member of the team will be given a financial account worksheet to be able to keep track of the money they received and the amount they still need.

- a. Team monies received from the *team form letters* should be evenly divided among the team members so that each member receives an equal share.
  - b. Funds received from personal friends and relatives should be credited to the individual specified on the donation.
7. One month prior to the departure date, each team member must determine how much money they still need for the trip. They may then fill out a Financial Aid Application to request help from the Missions Board. The financial director should collect the forms from each member needing assistance, then submit the team total to the Missions Board indicating the overall team need. The amount each individual requests must not exceed 25% of the total expenses.
  - a. If the funds are not sufficient, then the team must decide how to make up the deficit. In some cases it might be appropriate to have the individual wait for another project and save some money if funds are far short of expenses.
  - b. All money raised by team members, which is over and above the amount needed, should be given to the general missions fund.
8. After all needed funds are distributed to each team member, any extra funds should be credited back into the short-term missions project account for the next trip/project. Additional funds cannot be given directly to the individual for personal expenses.
9. Each team member should keep a list of supporting individuals and send a letter of appreciation at the conclusion of the trip.
10. Anyone with a sincere desire to serve the Lord on a short-term missions project will not be denied the opportunity because of an inability to pay personal funds. All means will be explored and every effort made to accommodate such a need through prayer and counsel provided by the Pastor, Deacons and the Missions Board.
11. A team meeting should be scheduled within two weeks of the return trip. The Questionnaire for Returning Short Term Missionary should be given to each team member upon return. The Questionnaire should be completed prior to the team meeting so any concerns can be discussed and resolved at the meeting.

## SHORT TERM MISSIONS TRIPS NOT SPONSORED BY GRACE BIBLE CHURCH

Members of Grace Bible Church who desire to go on a Short Term Missions Trip not sponsored by the church must complete the “Application for Support” form. They must be interviewed by the Missions Board if they are seeking financial aid or permission to raise funds.

After the interview, the Missions Board will then make a recommendation to the Deacons for financial support.

## SHORT TERM MISSIONS APPLICATION

Name \_\_\_\_\_ Age \_\_\_\_\_ Marital Status \_\_\_\_\_

Address \_\_\_\_\_

Phone (home) \_\_\_\_\_ (work) \_\_\_\_\_ (cell) \_\_\_\_\_

With what short-term mission project would you like to be involved?

**Testimony** *Please provide a testimony that includes your salvation experience and your major goals as a Christian (Use the reverse side or additional paper if needed)*

How would you explain the plan of salvation to an unsaved person?

**Grace Bible Church** *Please state the number of years in attendance and share your ministry involvement.*

**Mission Ministry** *Describe events that have caused your interest in missions.*

**Prior Short Term Missions Ministry**

**Personal Strengths** *Please share the strengths you will bring to this experience.*

**Personal Weaknesses** *Please list any weakness that could hinder your effectiveness on this project.*

**Medical Information** *Do you have any physical limitations or health issues we should be aware of?*

**Skills and Gifts** *Do you have any specific skills (e.g. construction, teaching, music) or gifts that can be used in this project?*

**Personal Goals** *Share your expectations of this missionary experience and how you would like it to impact your life.*

**How often and for what amount of time do you usually spend in personal time with God?**

**Bible reading** \_\_\_\_\_

**Prayer** \_\_\_\_\_

**Witnessing** \_\_\_\_\_

## MISSIONS TRIP APPLICATION FOR SUPPORT

(For Church Members going on a Short Term Missions Trip NOT sponsored by Grace Bible Church)

Name \_\_\_\_\_ Age \_\_\_\_\_ Marital Status \_\_\_\_\_

Address \_\_\_\_\_

Phone(Home) \_\_\_\_\_ (Work) \_\_\_\_\_ School \_\_\_\_\_

1. Trip Sponsor (*Church, organization, school, etc.*)
2. Who is the trip leader?
3. Name & Location of the project you will be involved with
4. Dates of the trip
5. How many people are involved in this project?
6. Nature of the trip – what will you do doing?
7. What is the cost of the trip?
8. How much money have you paid from your personal funds? Raised from other sources?
9. Why do you want to go on this trip? (Use reverse side or additional paper if necessary)
10. Are you willing to give a report to the church after your return?

## SHORT TERM MISSIONS TEAMS

### Financial Aid Application

Grace Bible Church is glad to be able to encourage you regarding missions by helping, when able, to support you on your short-term project. We consider ourselves to be working with you as a team in raising the money needed for your project. As a result of this team approach, we have made two decisions.

First, we want to encourage you to pursue as many other avenues of support as possible before you apply for financial aid. This is not meant to hold you back from the team; instead, it is designed to prevent the attitude that the projects are "given" to us by the Missions Board or the people who have donated funds. We know from experience that the harder you work for the ability to go on this team, the more you will grow.

Second, we would like to offer a maximum of 25% of your total need. This does not mean that you are guaranteed 25%, but rather as funds permit in the missionary budget for short term projects. We believe that God will show Himself faithful as you pray for the money to be provided.

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Project: \_\_\_\_\_ Age: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

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

#### FINANCIAL DETAILS:

- |  |          |
|--|----------|
| 1. Individual cost of the project                  | \$ _____ |
| 2. 10-15% of the total (1) you will provide        | \$ _____ |
| 3. Amount you have raised                          | \$ _____ |
| 4. Amount for which you are applying (1 minus 2&3) | \$ _____ |

I have reviewed this application (with my parents, if applicable) and I agree to fulfill the requirements stated. All of my answers are truthful and accurate to the best of my knowledge.

Signed: \_\_\_\_\_

Date \_\_\_\_\_