Carmel
BAPTIST CHURCH

Carmel is committed to making disciples of those Nearest, our Neighbors and the Nations.

MISSIONAL OUTREACH

SHORT-TERM MISSION TRIP - TRIP LEADER MANUAL

TABLE OF CONTENTS

Section 1: Mission Trip Application and Approval Process

Trip and Trip Leader Approval 5
Qualifications of Trip Leaders and Assistant Trip Leaders 5
Trip Leader Funding 5
Funding the Trip 6
Trip Designations 7
Deadline Dates 7

Section 2: Pre-Trip Preparation Process

Advertising Your Trip 8
Information Meetings 8
The Registration Process 8
The Lois Bumpus Scholarship 9
Approval of Team Members 10
Travel Documents 10
Vaccinations 10
Travel Insurance 11
Available Assistance 11
Team Meetings 11
Team Preparation 11
Recommended Team Roles 12
Managing Trip Expenses 13
Payments for Team Expenses 13
Carmel Financial Policies 14
Monitoring Team Member Accounts 16
Adjusting Team Member Trip Costs 16
Team Member Cancellations 17

Section 3: On-the-Ground Responsibilities

Traveling with the Team 18
Team Safety 18
Team Meetings 19
Personal Health 19
Working with your Field Partner 19
Making Decisions On-the-Ground 20

Section 4: Post-Trip Follow-Up

Reporting Back 21
Trip Documentation 21
Unused Trip Funds 21
Follow-up Team Meeting 22
Reporting Concerns 22

Appendices:

Appendix 1: Carmel Baptist Church – Neighbors and Nations Strategy 23
Appendix 2: Short-Term Mission Trip Leader Application 24
Appendix 3: Mission Trip Leader Covenant 29
Appendix 4: Example – How to Calculate Trip Funding 30
Appendix 5: Trip Funding Worksheet 31
Appendix 6: Parental Consent Form for Minors 32
Appendix 7: Short-Term Mission Trip Participant Application 33
Appendix 8: Mission Trip Participant Covenant 35
Appendix 9: Release and Consent Form 36
Appendix 10: Screening Form for Volunteer Children and Young Adult Workers 37
Appendix 11: Background Check Authorization Form 38
Appendix 12: Short-Term Mission Trip – Team Member Manual 39
Appendix 13: Lois Bumpus Scholarship Application 53
Appendix 14: Recommended Reading List 57
Appendix 15: Bank Wire Request Form 58
Appendix 16: Check Request Form 59
Appendix 17: Reimbursement Form 60
Appendix 18: Mission Trip Advance Reconciliation Worksheet 61
Appendix 19: Example – Mission Trip Advance Reconciliation 62

CARMEL BAPTIST CHURCH
GLOBAL MISSIONS PHILOSOPHY

Carmel Baptist Church has an undying commitment to advance the Kingdom of Christ through both local and global missions and outreach. **Carmel is committed to making disciples of those Nearest, our Neighbors and the Nations** ***(Ref. Appendix 1)***. This means it is the church's responsibility to equip believers for the work of ministry and send them on mission.

We believe that every member is called to be a missionary in his or her sphere of influence. We design our missional efforts to accomplish an Acts 1:8 strategy of reaching our Jerusalem (Charlotte/Matthews), our Judea and Samaria (North Carolina and America), and the ends of the earth (Global Missions). It is the goal of the Global Outreach Committee to ensure that short-term mission trips are an integral part of that commitment. It also means that we as a church are committed to serving together to transform our community and the world with the gospel of our Lord Jesus Christ for the glory of God. Ultimately, it is our desire to be a willing instrument that the Holy Spirit uses in redeeming the world.

Carmel's primary global missions' philosophy is to support existing works of the gospel by indigenous leadership and missions partnerships on-the-ground. This is best accomplished through long range planning and multi-year partnerships with missionaries and mission partners that deepen the impact for the advancement of the Kingdom of Christ in the world. Although multi-year partnerships are not required, they are encouraged. Often times, multi-year partnerships arise out of single-year trips that have had a strong impact on-the-ground.

Carmel short-term mission trips are developed and lead from within the Carmel family. Any Carmel member desiring to lead a team to a particular region of the world to carry out the mission of Carmel Baptist Church can apply to lead a mission trip. Each trip application is thoroughly scrutinized and vetted before being accepted in order to make sure it is accomplishing Carmel's global missions' philosophy. While the vision and objectives will vary from trip to trip, each trip should provide a clear Gospel witness that result in spiritual multiplication. Members can apply to become a Trip Leader through the Global Outreach Committee's Mission Trips Sub-Team. The Sub-Team is charged with reviewing all trip applications and making recommendations to the Global Outreach Committee for approval or denial.

SECTION 1: MISSION TRIP APPLICATION AND APPROVAL PROCESS

TRIP AND TRIP LEADER APPROVAL

Completion of the Short-Term Mission Trip Leader Application ***(Ref. Appendix 2)*** and the Mission Trip Leader Covenant ***(Ref. Appendix 3)*** is the first step in the process for establishing a trip and becoming a Trip Leader. The application must be completed in its entirety with all the questions answered to the fullest extent possible.

Completed applications should be submitted to the Missional Outreach Office by the deadline date established and advertised by the Global Outreach Committee. The application will be forwarded to the Chair of the Mission Trips Sub-Team. The Sub-Team will carefully pray over, read, question, and vet all applications equally in regard to their destination, goals, budget and leadership. **Applications will not be approved for a destination without approval of a leader and that leader must be the person submitting the request.** The Sub-Team reserves the right to request additional information if necessary or to interview a potential Trip Leader prior to making a final decision related to both the approval of the Trip Leader and the approval of the trip itself.

QUALIFICATIONS FOR TRIP LEADERS, ASSISTANT LEADERS, AND/OR LEADERS IN TRAINING

A potential Trip Leader, Assistant Leader and/or Leader in Training must be:

- A member in good standing of Carmel Baptist Church (Membership in a Discipleship Community is not considered membership at Carmel Baptist Church)
- A Christ follower who can demonstrate an understanding of the gospel and share his/her personal story
- Flexible to serve rather than being served
- Willing to sacrifice personal comforts
- Willing to submit to leadership
- Actively involved in a Discipleship Community
- Familiar with or have had a past cross-cultural experience
- Willing to participate in Trip Leader training
- Committed to carrying out certain responsibilities and express agreement with Carmel's vision, mission, goals, strategy, statement of beliefs and Mission Trip Covenant
- Approved by the Mission Trips Sub-Team and the Global Outreach Committee

TRIP LEADER FUNDING

- Every Global Outreach sponsored mission trip will have one designated Trip Leader. The Global Outreach Committee will pay 100% of the standard approved Trip Leader's trip costs. Depending on the size of the anticipated trip team and the complexity of the travel arrangements, the designated Leader may require an Assistant Leader. If so and the designated Leader requests it, the Committee may at its discretion, also provide additional funding for trip costs for an Assistant Leader(s).
- If a designated Leader declines the funds for his/her trip, those funds will remain in the designated Trip Leader Funding account. Any funds for that trip authorized for Assistant Leaders or Leaders in Training trip costs will still be available.
- Priority for Trip Leader cost funding will be given to established partnerships for approval and funding commitments when allocating the Global Outreach budget.

FUNDING THE TRIP

There are two sources of revenue available to fund a mission trip at Carmel Baptist Church. The first source is funding from the Global Outreach Committee for trip activities that will be carried out by the team as they are actually on-the-ground. Dollars are budgeted each year toward this purpose and come from the tithes and offerings of the Carmel Family. The second source of revenue is the funding that comes from the individual team members to cover their trip expenses.

- **Calculating Global Outreach Committee Funding**
  These are the funds that will be used to perform the trip activities that will be carried out by the team while on-the-ground. A spreadsheet showing the breakdown of how the funds will be used must be submitted along with the Short-Term Mission Trip Leader Application. Any trip expense that is not directly related to an individual trip participant's trip cost is an acceptable use for these funds. Funds used for team activities on-the-ground should always come from this source and should not be calculated into the individual team member cost. To see an example on how to calculate trip funding go to Example - How to Calculate Trip Funding ***(Ref. Appendix 4)***. A Trip Funding Worksheet is also provided ***(Ref. Appendix 5)***.

  Once funds are approved, the Trip Leader may not allocate these funds to other areas of need without prior approval of the Missional Outreach Pastor and Mission Trips Sub-Team. Areas that can be included on the spreadsheet may include:
  - All programming expenses – includes expenses for materials and supplies, construction or medical needs
  - Contributions to partner mission organizations in direct support of trip activities
  - Food, snacks or water provided during trip activities
  - Advertising
  - Printing
  - Interpreters
  - Unexpected costs for medicine or supplies
  - Compensation or gifts to the on-the-ground ministry staff and support personnel directly associated with accomplishing the mission objectives, and activities of the mission team.

- **Calculating Individual Team Member Trip Cost**
  These funds will come from individual team members to cover their trip expenses. A spreadsheet showing the breakdown of all expenses necessary for a team member to participate on the trip must be included with the Short-Term Mission Trip Leader Application. To see an example on how to calculate team member trip cost go to Example – How to Calculate Trip Funding ***(Ref. Appendix 4)***. A Trip Funding Worksheet is also provided ***(Ref. Appendix 5)***. This is a required part of the Trip Leader Application. Expenses should be as close to the actual amount as possible. Funds needed from individual team members should only come from this source and should not be calculated into the funds needed for trip activities carried out by the team as they are actually on-the-ground

  The following are the most common expenses for mission trip participants and can be used in calculating Individual Team Member Cost. If expenses above these costs are included in the total Individual Team Member Cost, the additional amount must be clearly noted and the reason for requesting the additional amount should be clearly stated on the spreadsheet.
  - Airfare
  - Ground transportation
  - Food
  - Lodging

- Baggage fees
- Visa
- Travel insurance – budget an expense of $3.30 per person, per day.

- **Sightseeing Expenses**
  IRS guidelines prohibit Carmel Baptist from accepting charitable donations for pleasure purposes such as sightseeing events. This means that costs for sightseeing and leisure time cannot be deposited through the church and are not tax deductible. Trip Leaders must calculate sightseeing expenses separately from the Individual Team Member Trip Cost when communicating the total cost of the trip. A team member can submit donations for normal trip expenses through the church but donations given for pleasure purposes on the trip, such as sightseeing, should be given directly to the team member.

  All potential team members should be made aware that trip costs are estimates and may change due to airfare and/or ground expenses. If any of the budgeted costs change between the time of budgeting and the time of securing reservations, the trip cost will be adjusted accordingly. The Missional Outreach Pastor and the Mission Trips Sub-Team must be notified of any individual team member cost changes and the reason for the change.

TRIP DESIGNATIONS

The trip designation defines the ministry focus for the activities while on-the-ground and also describes the age and skill sets best suited or required from individual team members. The Trip Leader Application will require one or more of the following designations for your trip.

- **Student Friendly** - For students who have completed ninth grade and up and can participate on the trip without a parent. Students will be supervised by the Trip Leader. A Parental Consent Form for Minors ***(Ref. Appendix 6)*** must be completed for all students under the age of 18.
- **Family Friendly** - For all ages. Those who have not completed the ninth grade or under must be accompanied by a parent. A Parental Consent Form for Minors ***(Ref. Appendix 6)*** must be completed for all participants under the age of 18.
- **Construction** - Will require heavy lifting. Basic construction experience is required. Certain needed skills will be stated in the trip description.
- **Evangelism** - Relationship building with opportunities to share the gospel.
- **Men's/Women's Ministries** - Opportunities to encourage, teach and build relationships with adults.
- **Medical** - Medical training required. Certain needed skills will be stated in the trip description.
- **Sports Outreach** - Using sports to build relationships with the goal of sharing the gospel.

DEADLINE DATES

The dates of the actual trip should be established prior to submission of the application. Trip dates may not be changed after the Trip Leader Application approval process without prior notice to the Missional Outreach Pastor and the Mission Trips Sub-Team. See Carmel Financial Policies, page 14 for explanations regarding Application and Deposit Date, 50% Due Date and 100% Due Date.

SECTION 2: PRE-TRIP PREPARATION PROCESS

Once the Short-Term Mission Trip Leader Application is approved, the Trip Leader should begin recruiting team members as soon as possible. This will allow potential team members the maximum amount of time to pray, to begin fundraising, and to meet the Application Deadline Date set for the trip. Trip Leaders should realize that team members should be given as much time as possible to adequately fundraise and to apply for necessary travel documents such as passports.

ADVERTISING YOUR TRIP

Trips and information meetings will be advertised on the church Missions web site, in the church bulletin, through the Carmel E-news, and Facebook. To have information published, please send a short blurb about the trip or information meeting to the Missional Outreach Office. The following information should be included in any promotional communications for trips: trip dates, trip cost, information on what you'll be doing on the trip, specific skills required if needed, Trip Leader contact information, Deposit Amount, and the Application and Deposit Date. For information meetings, please include date, time and location of meeting and any other pertinent information you want to include.

INFORMATION MEETINGS

Trip Leaders should present any and all trip information to potential team members at the first meeting in order to help them make informed decisions about joining the trip team. Trip Leaders can contact the Missional Outreach Assistant to reserve a room for their meeting. It is recommended that Trip Leaders establish a calendar with all meeting dates prior to the first meeting. Those dates should be submitted to the Missional Outreach Office so meeting rooms can be reserved in advance. It is recommended that Leaders plan and reserve all meeting dates at one time so potential members will know in advance the full meeting schedule. The following are specific items that Leaders should review at information meetings:

- Basic information – trip dates, cost, purpose
- The application and registration process
- The financial policy for team members
- Lois Bumpus Scholarship information
- The Mission Trip Team Member Manual
- Team meeting schedule
- Any training or reading that will be necessary for the trip
- Passport, visa and vaccination information
- Slideshow of pictures or videos from past trips (if applicable)
- Stories/testimonies from past trip team members

THE REGISTRATION PROCESS

Trip Leaders are vital in helping potential team members understand the registration process. The Application and Deposit Date should drive the urgency for potential team members to turn in paperwork as quickly as possible. By getting the required paperwork in by the deadline date, applicants are showing their commitment upfront and demonstrating that becoming a team member is a priority.

To begin the registration process, potential team members need to complete and submit the forms listed below to the Missional Outreach Office. **Trip Leaders will be required to review the online applications of team candidates and notify the Missional Outreach Assistant when a candidate has been accepted.** Once approved by the Trip Leader, a candidate must submit all registration forms including the deposit before being added to the official trip roster and before any donations can be posted to their individual trip account.

Registration Requirements

1. **Online Application** - The Short-Term Mission Trip Participant Application ***(Ref. Appendix 7)*** is available on the Missions web site at: www.carmelbaptist.org/connect/missions-outreach/global-missions/go/how-to-register

   All participants age 13 and over must complete this application, including the Mission Trip Participant Covenant ***(Ref. Appendix 8)***. Hard copies are available through the Missional Outreach office located on the lower level in the Administration Offices area.
2. **$100 non-refundable deposit.**
3. **Release and Consent Form** ***(Ref. Appendix 9)*** - for each participant.
4. **Screening Form for Volunteer Children and Young Adult Workers** ***(Ref. Appendix 10)*** - for participants 18 years of age or older who have not previously completed the form.
5. **Background Check Authorization Form** ***(Ref. Appendix 11)*** - for those 18 years of age or older who have not previously completed the form.
6. **Parental Consent Form for Minors** ***(Ref. Appendix 6)*** - to be completed by a parent or parents who are not accompanying their child on the trip who is also under the age of 18.
7. **Review of the Team Member Mission Trip Manual** ***(Ref. Appendix 12)*** - Every person 13 years of age or older is required to read this manual as part of the application process. The manual offers practical tips on how to build a prayer support team, including sample letters, and outlines Carmel's financial policies for mission trips. Trip Leaders should be familiar with the contents of this manual.

THE LOIS BUMPUS SCHOLARSHIP

This fund was created in honor of Lois Bumpus' commitment to sharing the gospel of Jesus Christ and provides needed funds for young Christian men and women. To be eligible to submit an application ***(Ref. Appendix 13)*** a person must:

- Be a member of Carmel Baptist Church,
- Be between the ages of sixteen (16) and twenty-six (26) as of the date of the mission trip they plan to take,
- Return a completed application to the Missional Outreach Office no later than March 31 of each year and,
- Agree to complete and prepare a summary report of their trip to the Mission Trip Sub-Team no later than one month after returning from their trip.

Copies of the form can be downloaded from the Lois Bumpus Scholarship web site using the following link - www.carmelbaptist.org/connect/missions-outreach/global-missions/go/lois-bumpus-scholarship. Hard copies are available from the Missional Outreach Office.

APPROVAL OF TEAM MEMBERS

The Missional Outreach Office will send Trip Leaders a list of potential team members each week up to the Application and Deposit Date. The Trip Leader should thoroughly review each and every potential team member application. All team members should be Christ-followers (with the exception of young children or in special circumstances approved by the Trip Leader and Missional Outreach Pastor). When deciding on team members, each application should be viewed with the understanding that all short-term mission teams are representative of the church and representatives of Jesus Christ.

Every potential member must be approved by the Trip Leader prior to becoming a Carmel trip team member. Concerns about any applicants should be discussed with the Missional Outreach Pastor or the Sub-Team prior to approval or denial.

Qualifications for potential team members:

- A Christ follower who can demonstrate an understanding of the gospel and share their personal story
- Willing to serve rather than be served
- Willing to sacrifice personal comforts
- Willing to submit to church leadership
- Willing to sign the Team Member Covenant
- Approved by the Trip Leader

TRAVEL DOCUMENTS

Passports

Every person traveling outside the United States is required to have a passport regardless of age. It is important to ensure that each team member who does not have a passport applies for one in a timely manner. Team members should allow at least 4-6 weeks to process their passport after applying. During busier times, such as the summer travel season, we team members to expedite their applications if traveling in less than 10 weeks. Visit www.travel.state.gov for all passport questions.

The Global Outreach Committee recommends team members apply for a passport upon registering for a trip if they do not have one. If you are age 16 when your passport is issued, your passport is valid for 10 years. If you are age 15 or younger when your passport is issued, your passport is valid for 5 years. Most countries require that a passport be valid for 6 months after entering the country. Some airlines will not allow you to board if this requirement is not met. If a team member's passport is expiring, it should be renewed before the trip.

Visas

Some countries require travelers apply for a visa prior to departure. Information regarding entry and exit requirements and fees can be found online at the country's embassy website. Information concerning visas can also be obtained at www.travel.state.gov.

VACCINATIONS

Carmel does not set requirements or make recommendations for vaccinations for any of their mission trips. Rather, it is up to each team member, in consultation with his or her physician or by consulting the recommendations from the Centers for Disease Control and Prevention (CDC) to

determine if they need any of the required or recommended vaccinations for the destination country. CDC's website is www.cdc.gov/travel - Click on "Destinations". In addition, it is important to research if proof of vaccination is required by customs agents in the destination country. This can be done in consultation with the destination country's Embassy.

Team members must make the decision about what is best for them. Trip Leaders should make sure participants are aware that vaccinations are not included in the trip cost and may or may not be covered by insurance. Donations for team member vaccinations are not accepted by the church. If a donation is given directly to the team member, that donation is not tax-deductible.

TRAVEL INSURANCE

Travel insurance is required for participants on every team traveling internationally from the time of departure to the time of return. This expense is included in the Individual Team Member Trip Cost. The Missional Outreach Office will purchase this insurance for your team. Insurance I.D. cards will be given to the Trip Leader prior to departure and each team member will be provided an individual card to use in case of an emergency. Note - Travel insurance is not available to individuals traveling to their country of citizenship.

AVAILABLE ASSISTANCE

Handling the logistics of a short-term mission trip can be daunting if you have never done this before! Don't worry! We are here to help. The Missional Outreach Office and the Mission Trips Sub-Team will be available to help answer questions at any time.

TEAM MEETINGS

The date of the first team member meeting should be scheduled by the Trip Leader and the Sub-Team Chairperson and/or his/her designee. A member of the Mission Trip Sub-Team will be assigned to each team as the prayer partner and liaison person for the trip. The Sub-Team member will attend the first meeting to introduce himself/herself to the team, to pray with the team and to re-iterate the deadlines, the responsibility of team members, fundraising expectations and to help facilitate the meeting. This person will be the contact person for the team for prayers and information until the trip returns and reports have been made.

Early in the planning process, Trip Leaders should ask for a volunteer to be the trip's communication person. This person will be the designated team member to submit the required summary report to the Mission Trip Sub-Team at the conclusion of the trip. The summary should highlight and evaluate all aspects of the trip, its strengths and weaknesses.

TEAM PREPARATION

Preparation is critical to make the most of opportunities you will have for service and ministry. Each trip should have some component of spiritual, cultural, ministry and logistics preparation for team members. Training can include reading informational materials with follow-up discussions, hands on training, cultural awareness, gospel sharing techniques or anything else deemed important by the Trip Leader to help ensure the best possible outcome for meeting the goals of the trip. For a follow-up study of the theology of missions, please consult the Recommended Reading List ***(Ref. Appendix 14)***. Trip Leaders should conduct 3 to 6 additional meetings prior to the trip and one post trip meeting.

- **Spiritual Preparation** – Trip Leaders will want to develop a biblical perspective for the trip to maximize the interaction with people on the field to create a long-term impact in the lives of team members. Unexpected changes in preparation can occur at any time and team members will need to be flexible. The spiritual strength of the team will help team members respond to those changes in a God-honoring way. Encourage your team members to be in the Word daily, especially prior to the trip.

- **Cultural Preparation** - Training that covers the targeted country, people group(s), and culture should be discussed. It is important for Leaders to talk about differences in cultures and to help their members prepare for culture shock. Culture shock is defined as a sizeable change in one's surroundings such as culture, environment and/or time.

- **Ministry Preparation** – Trip Leaders will want to start planning as soon as possible with the Field Partner (on-the-ground contact). The strengths and abilities of the team should be kept in mind but opportunities on-the-ground, in-country, should be the foundation that ministry plans are built on.

  To help create a positive experience for team members, Trip Leaders should engage every member in the on-the-ground activities of the trip utilizing individual gifts and interests. Preparation prior to departure will be required. Creating a sense of ownership among team members will ensure that members feel their contributions were part of a team effort that helped make the trip successful. Trip Leaders should always be looking to develop future leaders. Members who feel they made a difference are more likely to engage in subsequent outreach opportunities and accept more responsibilities.

- **Logistics Preparation** - The Missional Outreach Office and your Field Partner are available to guide you through the daunting task of handling the details of the trip. Planning for ministry begins as soon as the trip is approved and when the needs on-the-ground are identified with the Field Partner.

RECOMMENDED TEAM ROLES

As you prepare your team for the trip, it is good to identify certain leaders to help make the trip run as smooth as possible and increase ministry effectiveness. The number of these roles will vary depending on team size. Following is a recommended list of possible team leadership roles:

- **Assistant Leader** – As you look to the future of your mission partner, it is always good to be grooming someone to take over for the Leader. It is good to identify someone on your team that you can pass on the mantle of leadership to. It is always good to "work yourself out of a job."
- **Team Historian / Photographer** – Designate someone to document your trip. Have someone keep a team journal, capturing stories of impact as well as a summary of the trip. Also, have another photograph and video parts of the trip that highlight what God is doing.
- **Accountant** – Someone to help with the finances, keeping receipts and ensuring the team stays on budget.
- **Program/Project Leader** – Many larger teams will have smaller teams break out to do different ministries or construction projects. Make sure each of these teams has a qualified leader that is responsible for each project.
- **Chaperones** – On any team traveling with minors and parents not present, designate adult team members as chaperones to hold the underage students on task.

MANAGING TRIP EXPENSES

Trip Leaders are responsible for managing all of the trip's expenses but it is recommended that one team member be asked to serve as the team accountant. In doing so, the Trip Leader is free to concentrate on the other aspects of the trip. The accountant's job is to work closely with the Trip Leader, record all expenses and to collect appropriate receipts. The team accountant and Trip Leader should review all of the expenses every evening when on-the-ground to ensure all expenses are recorded. Following this procedure will make the financial reconciliation of the trip expenses much easier to finalize once you return home.

All expenses will need to have 1) a description of what was purchased and 2) be accompanied by a receipt. There are times when a vendor or merchant does not provide a receipt. In these cases, the team accountant can provide a note indicating the date, description of purchase and cost of the particular service or item. The note must be signed by the team accountant and one other team member or the Field Partner who witnessed the transaction.

Securing Airline Reservations – Because of the uncertainties associated with international travel, the designated Trip Leader is strongly encouraged to use a church-identified travel agency to arrange travel for any mission trips involving 4 or more travelers.

- **Travel People**
  10707 S.W. 104th Street, Miami, FL 33176
  Contact: Doug Kostowski at 305-596-4800 or 800-999-9912
  Email – doug@travelpeople1.com

- **High Point | 963**
  12160 N. Abrams Rd. Suite 320, Dallas, TX 75243
  Contact: Michael Pipes at 214- 691-0707, Ext. 333
  Email - pipes@highpoint963.com

- **Mann Travel**
  4400 Park Road, Charlotte, NC 28209
  Contact: Elaine Crutchfield at 704-556-8311
  Email - ECrutchfield@MannTravels.com

PAYMENTS FOR TEAM EXPENSES

The Missional Outreach Office will be responsible for making payments on behalf of the team. Be aware that expenses WILL NOT be paid unless there are adequate funds in the trip account. Any additional expenses incurred while on the trip that are not budgeted for or approved in advance will NOT be reimbursed by Carmel Baptist Church. Trip Leaders must work closely with the Missional Outreach Office in making reservations and requesting payment of expenses. The following will be processed through the Missional Outreach Office:

- **Bank Wire Transfers** - Wire transfers will require the recipient to complete a Bank Wire Request ***(Ref. Appendix 15)*** and will usually take three to four business days to clear.
- **Check Request Form** ***(Ref. Appendix 16)*** - Payments for services or materials can be paid ahead of time and mailed by check. Send documentation that lists what the payment is for and/or the invoice from the merchant.
- **Reimbursement to a Team Member** - Team members requiring reimbursement for items purchased for trip activities can complete a Reimbursement Form ***(Ref. Appendix 17)*** and

attach a receipt. The Trip Leader or trip accountant must give approval for the reimbursement.

- **Mission Trip Advance Reconciliation Worksheet *(Ref. Appendix 18)*** - Trip Leaders requesting travel advances should allow two to three weeks for processing. Since many cash advances require specific denominations or new bills, banks will have to order the required cash which may take seven to ten business days. Cash advances for other than U.S. currency are limited to $5,000. Cash advances will require the Trip Leader to sign a Mission Trip Advance Reconciliation Form ***(Ref. Appendix 18)*** confirming the amount of funds they received from the church for the trip.

CARMEL FINANCIAL POLICIES

It is the responsibility of the Global Outreach Committee to be good stewards of the finances with which we have been entrusted. For that reason, Trip Leaders are responsible for communicating these policies to team members and ensuring that all team members adhere to the payment schedule.

- ## PAYMENT SCHEDULE

  Team members are responsible for the individual team member cost of each trip whether they pay directly themselves or payment comes from a third party. Trip Leaders should make sure that each team member is aware of the financial policies and the following payment deadlines.

  Deadlines can be adjusted on a team-by-team basis depending on deadlines imposed by the airline, travel agent and/or ground reservations requirements. Any adjustment should be reported immediately to the Missional Outreach Office and to the Sub-Team. No other trip cost adjustments can be made without the consent of the Sub-Team.

  Contributions for a team member received in excess of the cost of the trip will be used to assist other team members or for the trip expenses as directed by the Trip Leader. No refunds will be given.

  - **Application and Deposit Date**
    This is the date that team members need to complete the entire application process and submit their $100 non-refundable deposit. This date is set by the Trip Leader. (Note: the $100 deposit is applied toward the team member's total fundraising requirement.)

  - **50% of Trip - Due 60 Days Prior to Departure**
    50% of the trip cost or the cost of the plane ticket, whichever is greatest, must be submitted to the church office 60 days prior to departure.

  - **100% of Trip - Due 30 Days Prior to Departure**
    The final balance for individual trip costs must be in the church office 30 days prior to departure. Failure to meet this deadline could result in removal as a team member in which case no refund will be given for any amount that has been posted to the individual's account.

- **PAYMENT OPTIONS**

  - **Giving by Cash:**
    All cash should have a note attached with the name of the person to whom the donation should be credited and the name and address of the contributor. Envelopes are provided at any of the three Welcome Desk "drop slots" in the Gathering Space at Carmel.

  - **Giving by Check:**
    1. Checks should be made out to "Carmel Baptist Church". The money given for support is being given to Carmel Baptist Church with the understanding that a particular person will be assisted with their financial needs. The check cannot be addressed to an individual but must be written to the church for IRS purposes.
    2. Donations can be directed to a fundraising account by attaching a note or using the memo line of the check to identify the mission and the participant. An example is "John Doe - Ukraine 2014."
    3. Each team member will have an account that will show all payments or donations received. A copy can be requested from the Missional Outreach Office.
    4. Only contributions received for the individual trip cost will be accepted. Contributions to help pay for a U.S. Passport, immunizations, personal or sightseeing trip expenses are not accepted. Due to IRS regulations, these expenses cannot be reimbursed.
    5. Sightseeing Expenses - IRS guidelines prohibit Carmel Baptist from accepting charitable donations for pleasure purposes such as sightseeing events. This means that costs for sightseeing and leisure time cannot be deposited through the church and are not tax deductible. A team member can submit donations for normal trip expenses through the church but donations given for pleasure purposes on the trip, such as sightseeing, should be given directly to the team member.
    6. Envelopes are provided at the three Welcome Desk "drop slots" in the Gathering Space at Carmel. Checks made to Carmel Baptist Church are tax-deductible. **Contributions made directly to a person are not tax deductible**. Please mail checks payable to Carmel Baptist Church to:

       Carmel Baptist Church
       Attention: Missional Outreach Office
       1145 Pineville-Matthews Road
       Matthews, NC 28105

  - **Giving Online:**
    Donations submitted online are tax-deductible. All information is confidential and goes directly to the Carmel Baptist Church finance office.
    Please direct online contributions link below:

    www.carmelbaptist.org/connect/missions-outreach/global-missions/give/

    Scroll down to the section "Give to a Missions Trip Team Member."

    The following instructions can be included in a donation letter or blurb to the link above: After filling out the personal information, simply notate in the "Other: Please Specify Fund" field the "Team Member's Name - Location Name of Trip" (For example, "John Doe - Cuba Trip"). Then type the donation amount in the field titled "Other Amount." Donations can be made by credit card (Visa, Master Card) or your online banking bill pay account.

MONITORING TEAM MEMBER ACCOUNTS

The Trip Leader should monitor the payment account, by requesting a payment summary from the Missional Outreach Ministry Assistant, of each team member from time to time to ensure members are able to meet the payment deadline dates. The Leader must clearly communicate with each team member that they will not be allowed to participate in the trip unless all funds have been collected by designated deadlines. It is important that each team member knows and understands the requirements involving the payment of their expenses.

If a member is having difficulty raising their funds, the Leader should provide encouragement. The inability of a team member to raise adequate dollars for the trip should not come as a surprise to the Trip Leader. If a team member has failed to raise adequate dollars to cover his/her financial responsibilities, it is the Trip Leader's responsibility to notify that team member that he/she will not be able to participate in the trip.

ADJUSTING TEAM MEMBER TRIP COSTS

Carmel Baptist Church requires that all team members travel with the team and stay with the team while participating in the on-the- ground activities of the trip unless special permission is given by the Trip Leader and the Missional Outreach Pastor. A person will be classified as a team member if they are part of the mission trip activities that are on-the-ground regardless of whether they have traveled with the team. <u>These individuals will be required to complete all registration forms and be included in the travel insurance.</u>

There may be times that the trip cost for one or more team members will need to be adjusted. A team member may use frequent traveler miles to secure their own airline ticket, the team member may go ahead of the team to visit relatives or friends, or the team member may decide to stay longer at the location to do sightseeing. In these cases, the team member's trip cost will be reduced or adjusted by the budgeted amount for that line item.

Examples:

- **Team member uses frequent traveler miles or purchased their airline ticket.**
  In this case the budgeted amount for the airline ticket will be reduced from the team member's trip cost. If the trip cost was $3,000 and the budgeted airline ticket was $1,000, the team member's cost is reduced by $1,000 and their trip cost is now $2,000. The trip cost is reduced only by the budgeted airline cost regardless of what the person paid for their ticket.

- **Team member traveled ahead of the team and is staying with relatives but participates in on-the-ground trip activities during the day.**
  In this case, the budgeted amount for the airline ticket and for lodging would be deducted from the team member's cost. If the trip cost was $3,000 and the budgeted airline ticket was $1,000 and budgeted lodging was $300, then the team member's cost would be reduced by $1,300 and their trip cost is now $1,700.

- **Team member stays longer than the trip dates to do sightseeing.**
  This is a case where a team member has deviated from the original group travel itinerary. In most cases the airline will charge a deviation charge per ticket. This adjustment will be added on to the team member's trip cost.

TEAM MEMBER CANCELLATIONS

Unfortunately there are times that circumstances prevent team members from actually going on trips. Unfortunately, once funds have come in, no refunds will be given for team member cancellations. However, in rare circumstances, cancellations may be approved when a replacement team member can be found. In that case, if airline tickets have already been secured, the following applies:

- After going through the application process and upon approval by the Trip Leader, another person may pay the cost of the ticket to the church along with any transfer fees as well as the remainder of the individual trip cost and become a replacement team member.

- **PLEASE NOTE: In the event a replacement team member is found, the team member unable to travel will be refunded the amount of their personal contributions minus any expenses that were already paid and unable to be recouped. In the event that contributions were received from a third party, those contributions continue to remain under the control of Carmel Baptist Church to be used at the church's discretion.**

SECTION 3: ON-THE-GROUND RESPONSIBILITIES

Becoming a Trip Leader should be a prayerful decision as it includes a lot of responsibility both prior to the trip and while on-the-ground. This may include making tough decisions that affect the health and safety of the team you are leading. This part of being a Trip Leader can be difficult at times and very humbling. Spiritual warfare is real and may show itself in different forms during your effort. The enemy does not like that we are committed to making disciples of the nations and will try to discourage us. He will try to keep us from doing what God has set out for us to do. We can trust that what Satan means for harm, God will use for good.

TRAVELING WITH THE TEAM

The Trip Leader should have emergency contact information for the Field Partner and supply the Missional Outreach Office with this information before departure. The Trip Leader should always work out contingency plans with the Field Partner in case the Field Partner is unable to keep a scheduled time. For example, the Field Partner's van breaks down and they are not able to pick the group up from the airport.

Upon arriving in-country, it is a good idea to communicate the team's arrival with someone back home. The team can call or email one individual and have that person forward the information on to one contact person for each team member. Please copy the Missional Outreach Office and/or the Sub-Team chairperson on these communications. This will allow the team to communicate their arrival and give updates once or twice during the trip.

When traveling, it is important to follow a few safety guidelines:

- Stay together as a team.
- Keep up with luggage and bags in the airport.
- When carrying money, keep it on your person. Be aware of it at all times, but do not act like you are carrying a lot of cash.
- Be mindful of your surroundings.
- Use common sense.

TEAM SAFETY

- **Emergency Contact Information**
  The Missional Outreach Office will give you copies of your teams Release and Consent forms. These forms contain emergency contact information for each team member. Your Field Partner should also supply you with local emergency contact information such as hospitals and police. Make sure your team members have the address and phone number of where they are staying with them at all times so they can get back in case someone gets separated from the group. Your travel insurance I.D. card has information on how to handle an emergency.

- **Avoiding Unnecessary Risks**
  There is some degree of risk in almost any situation we find ourselves in overseas. This risk is well worth it when it comes to the glory of God being spread throughout the nations. With the help of the on-the-ground contact, you may need to guide your team in what is worth the risk and what is not. For example, team members often like to wander away from their hotel at night to see what's around or look for a snack. In many of the places we serve, it is dangerous for Americans to walk around alone at night and it's not worth the risk just to find a snack.

- **Responding to Emergencies**
  It is rare, but there are emergency situations that may occur while you are on the field. As the Team Leader you will be responsible for making decisions to guide your team through such instances. It will be important to look to your Field Partner for guidance if you find yourself in an emergency situation. Inform the Missional Outreach Office as soon as possible.

TEAM MEETINGS

During your time on-the-ground regular team meetings are important for your team. As the Trip Leader you should use this time to focus your team, process what the Lord is doing in and through them, and cover logistics.

- **Spiritual** – Leading your team through devotions and spending time in prayer are important elements to your time on the field. Another important part of your time together will be allowing team members to share what the Lord is doing in their lives. Having time for you to share and process as a team what is happening is often one of the most important elements of any trip.

- **Logistical** –Use the team meeting to inform or remind your team of their responsibilities for the next day including the schedule and ministry assignments. There will be things that you need to continually keep in front of your team such as cultural sensitivities (body language, dress etc...). In addition to reminding them of things discussed in the training, you should be there to talk through things with them and help them process what is happening.

- **Preparing to go home** – The Trip Leader will want to prepare the team to communicate when they get home. Making sure team members can share what the Lord has done when asked by friends and family is an important part of the trip. Depending on the context, there may be some things such as specific names and locations that team members can't share for the security of those they partnered with. When serving in a context like this you will need to coach the team on what is appropriate to share and the best way to do it.

PERSONAL HEALTH

Chances are good that someone will get sick to some degree or another while you are overseas. As the Trip Leader you want to minimize these chances as much as possible. With input from the Field Partner, you will need to instruct your team in the areas of personal hygiene, food, and water. Team members should be cautious but also be sensitive to the culture they are in. This may mean eating or drinking something offered to the team that you normally would not eat or drink.

WORKING WITH YOUR FIELD PARTNER

As the Leader you are responsible for making decisions that affect your team. However, you will be also be working with your Field Partner. Knowing when to look to the Field Partner and when to make decisions yourself is very important. Below is a list of areas that will pertain to your trip and guidance on how to make decisions. It is important that the team members go to you as the Trip Leader instead of going to the Field Partner with questions or concerns. You will be the voice of the team to the Field Partner so the team does not overwhelm the Field Partner with unnecessary questions or concerns.

MAKING DECISIONS ON-THE-GROUND

- **Cultural:** The Field Partner should make decisions that are cultural. They have been in that context longer than the team and have a better understanding of what is appropriate. Examples of cultural decisions include what you wear, eating and drinking, and interactions between men and woman.

- **Security and Safety:** You should look to the Field Partner to make decisions when it comes to the safety and security of the team. Having been on the field they will have a good understanding of possible threats and how to handle emergency situations. If a Field Partner advises against the team doing any particular activity for security reasons, it is up to you as the Trip Leader to make sure that the team complies.

- **Financial:** As the Team Leader you make all financial decisions for your team. You can and should look to the Field Partner on how to use money in that context, but you are responsible for staying within the trip budget.

- **Ministry:** Ministry decisions will be made between you and the Field Partner prior to the trip. It is possible that plans will change while you are on the field. If that is the case, look to the Field Partner first before making adjustments. The Field Partner may look to you as the Team Leader to make some ministry decisions based on your team. If that happens, be prepared to make the decision based on your team's strengths. And most of all you'll want to be flexible!

- **Unexpected Yet Inevitable Situations**: Most likely, something will happen that is not in the schedule (transportation breaking down, ministry plans being cancelled at the last minute, etc.). When this happens you will look to your Field Partner for direction. The Field Partner has most likely dealt with a similar situation and will know how to best respond.

- **Team Member Concerns:** It is rare, but occasionally a situation will arise when a team member acts in a way that is not honoring to the Lord or respectful to the culture. If you have a team member who will not follow your direction as the Team Leader, you have the right to remove him or her from a situation that may be harmful to themselves, the team, or relationships on the field. This may mean keeping him or her at the hotel or sending the individual home at his or her own expense. If a situation arises and a specific team member needs to be addressed, confront them privately. Avoiding unnecessary embarrassment will help to maintain team unity and will help to eliminate gossip or slander.

SECTION 4: POST-TRIP FOLLOW-UP

REPORTING BACK

Trip Leaders are responsible for reporting back to the Mission Trips Sub-Team, or asking their designated person to do so regarding the preparation for the trip, during the trip and after they return. This is a requirement.

All trips must report back to the church what took place on the trip, the highlights of the trip, the impact the trip had on the community being ministered to, as well as the impact to team members and should include written summaries as well as pictures and/or videos. Including the team's preparation work prior to the trip is desirable as well. It will be the responsibility of the Trip Leader as well as the person submitting the documentation to be available to work with the Global Outreach Communications Sub-Team to facilitate church awareness of the happenings and accomplishments of the trip and the team. This documentation will be a part of the process used to assess the need and appropriateness of future trips to the destination.

TRIP DOCUMENTATION

Upon return of the trip it is the Trip Leader's responsibility to submit all documentation to the Missional Outreach Office. The documentation shall include:

- **Cash advance reconciliation**, with receipts, for a full accounting of the funds spent. Any cash given to churches, missionaries, etc. must be documented. That includes the signatures of the recipient and the Trip Leader. There are occasions where an expense may occur and a receipt is not provided or available. In these instances, the Trip Leader should provide a signed note of explanation listing the reason for the expense, the date and amount of the expense and have one other team member sign the note that witnessed the transaction. Any expense without a receipt or note of explanation will not be accepted.
- The Trip Leader should complete the Mission Trip Advance Reconciliation Worksheet ***(Ref. Appendix 18)*** within two weeks upon return of the trip. For an example on how to prepare this form, see Example – Mission Trip Advance Reconciliation ***(Ref. Appendix 19)***.
- **A written trip summary**.
- **Photographs (and Video clips if possible)**, of at least twelve, that best depict the activities of the trip.

UNUSED TRIP FUNDS

To support the philosophy of building multi-year global partnerships, any and all funds remaining in a trip account after the financial accounting reconciliation occurs for that trip, comes under the authority of the Missional Outreach Pastor and the Sub-Team for future budgeting. Requests by Trip Leaders for disbursement of funds that support the partnership goals and objectives may be submitted to the Missional Outreach Pastor but will not necessarily be approved. Any funds not spent on the mission trip are to be returned to Carmel Baptist Church. Funds in a trip account will be held in that account for one year. If they are not used for the following years' trip (provided a trip happens), then the balance of the account will be transferred into the Designated Mission Reserve Account controlled by the Global Outreach Committee.

FOLLOW-UP TEAM MEETING

Trip Leaders should have a follow-up team meeting where members are allowed to debrief and evaluate the success of the trip. The meeting should be conducted in such a way that it encourages team members to be honest in both the positive contributions as well as those things they feel hindered or needed to be improved upon in the future to help meet the goals of the trip.

REPORTING CONCERNS

Trip Leaders should apprise the Missional Outreach Pastor of any and all problems, concerns or successes that arose during the trip. Awareness is imperative not only to finding and implementing needed changes but also to help insure the success of future trips. The Missional Outreach Pastor, the Global Outreach Committee and the Mission Trips Sub-Team are here to help and will be grateful for an honest evaluation.

Appendix 1: Carmel Baptist Church - Neighbors and Nations Strategy

Carmel is committed to making disciples of those Nearest, our Neighbors and the Nations.

As stated in our mission, Carmel Baptist Church has an undying commitment to *make disciples* through both local and global missions. We define a disciple as: ***"A disciple is a follower of Christ in both learning and living."*** We believe it is the church's responsibility to equip members for the work of disciple making and send them as missionaries to those ***Nearest*** to them (Their family), our ***Neighbors*** (Their physical neighbors, close sphere of influence, and the Charlotte/Matthews community), and the ***Nations*** (National and Global Missions). Below is our holistic, Neighbors and Nations Strategy that allows Carmel to achieve this vision:

NEIGHBORS STRATEGY: TO LOVE AND SERVE OUR *NEIGHBORS*

LOVE:

- **Personal Disciple Making** ("Pre" & "Post" Conversion): To be a missionary requires a personal commitment to both the Great Commandments and Great Commission, which call all Christians to love their neighbors and make disciples. This clear Biblical mandate is directed to those that don't yet have a saving relationship with Christ (Pre-Conversion Discipleship), and with those that are already believers (Post-Conversion Discipleship). We acknowledge that loving our neighbors and making disciples is messy. It looks different for different people; but at the core, it is our greatest calling as followers of Jesus Christ.

SERVE:

- **Carmel Serve** – *Serving our neighbors together...* Just as Jesus did not come to be served, but to serve, Carmel is called to serve our neighbors. Every time a group from Carmel leaves the church on mission in our community, they are participating in Carmel Serve. Carmel Serve initiatives happen on a large scale each month as our Helping Hands ministry partners with our Discipleship Communities to serve one of our local mission partners (listed below). In addition, each of our Discipleship Communities is to be engaged in ongoing, relational, gospel-centered ministry within our community.
- **Joy Prom** – *A citywide prom for people with disabilities...* This annual full-scale prom is the largest church-wide event of the year for Carmel, serving those in our city with disabilities.
- **Local Mission Partnerships** – Throughout the Scriptures, we are called to seek justice and take up the cause of those in need. Because of this, Carmel works with the following local missions partners, advancing the gospel and fighting injustice in our city: Beds for Kids, Briar Creek Church, Changed Choices, Charlotte Rescue Mission, CharlotteONE, Christ Our Shepherd, Habitat for Humanity-Matthews, Jackson Park Ministries, Joni and Friends, Lois Lodge, Love INC, Pregnancy Resource Center, Sports Outreach Institute (Project 658), With Love From Jesus.

NATIONS STRATEGY: TO GO, PRAY AND GIVE FOR THE *NATIONS*

GO:

- **Short-term Mission Trips and Global Mission Partnerships:** Carmel's global missions' philosophy is to support existing works of the gospel by indigenous leadership and missions partnerships on the ground. This is best accomplished through long range planning and multi-year partnerships with missionaries and mission agencies that deepen the impact for the advancement of the Kingdom of Christ in the world.
- In 2013, Carmel planned 19 short-term missions trips and sent over 325 missionaries to the following locations: Charlotte (Jackson Park Ministries), China, Cuba X2, Dominican Republic X2, Guatemala, Guyana X2, Kenya, Nicaragua X3, Peru, Russia, Ukraine X2, Washington, D.C., Stanley County, NC (Disaster Relief).

PRAY:

- **Nations Prayer Initiatives** – Carmel is committed to praying for the Nations. Carmel publishes an annual missionary prayer guide for our sponsored missionaries, and the church also hosts occasional prayer meetings for the Nations. In addition, each mission trip and mission trip team member are to build prayer support teams.

GIVE:

- **Global Outreach Offering** – Carmel takes up an ongoing Global Outreach offering to support the SBC Cooperative Program (IMB, NAMB, and Six SBC Seminaries), The Lottie Moon Fund (IMB Missionaries), The Annie Armstrong Fund (NAMB Missionaries), Baptist State Convention of NC (Baptists on Mission, NC Disaster Relief, NC Baptist Children's Home), and Metrolina Baptist Association.
- **Missionary Support** – Carmel supports 26 full-time missionaries serving all around the world.

Appendix 2: Short-Term Mission Trip Leader Application

Carmel
BAPTIST CHURCH

Short Term Mission Trip Leader Application

Request Summary

Trip Destination: _____

Dates of Trip: _____

Trip Leader(s): _____

Estimated Individual Trip Cost (without airfare): _____

Estimated Airfare Cost (give a range): _____

Estimated On-the-Ground Ministry Expense: _____

(Funds requested from the GO Committee)

Carmel's mission statement adopted in April 2013 is: "Carmel is committed to making disciples of those Nearest, our Neighbors and the Nations." It is the goal of the Global Outreach Committee to make sure that short-term mission trips are an integral part of that commitment.

The function of the Mission Trips Sub-Team is to carefully pray over, read, question, scrutinize and vet all applications equally for the destination, goals of trips and trip leadership. No application will be approved for a destination without approval of a leader and that leader must be the person submitting the application. In order to accomplish the Global Outreach task for the Sub-Team, the Sub-Team reserves and has the right to request any additional information deemed necessary to approve or deny any application whether the information concerns the destination, the trip goals, the leadership or the financial requests. They also reserve the right to interview a potential trip leader prior to making a decision related to both the approval of the Trip Leader and the approval of the trip itself.

Finally, we encourage you to be prayerful as you enter the short-term mission trip application process. Prayer is an integral part of the process. We must seek to be in step with God's will for His work. The only way we can do that is by praying for His wisdom and insight. We ask that each potential Trip Leader be much in prayer before, during and after the Trip Leader application process.

Trip Information

Please answer the following questions on a separate sheet of paper:

1. Is this a single year trip or is it part of a multi-year partnership approved by Carmel? If a multi-year partnership, what year of the partnership is it? Please attach the partnership agreement to the application as well.

Information about Mission Partner:

2. What is the name of the mission partner or missionary that you will be working with on the ground? Carmel seeks to partner only with indigenous missionary movements to increase Kingdom effectiveness. (Please include the contact information and website of the organization you will be working with if possible.)

3. To whom or what will trip expenses be paid? To whom will the checks be made? Please provide a specific list of payees if possible.

4. Will you be working with any other organizations that may be tax-exempt according to IRS rules?

5. Are the missionaries or mission partners experienced and well equipped to do this ministry? We seek to invest in those opportunities that have the best chance of being effective in ministry. We should ask of each opportunity, "Is this ministry actually designed to reach our Nearest, our Neighbors or the Nations" and does it fit into the long-term goals ***(Ref. Appendix 1)*** of Carmel and the Global Outreach Committee?

Trip Goals and Summary:

6. List the goals of the trip and the activities that will be undertaken to accomplish the goals. What are the desired results of this ministry? Please be specific about activities.

7. Does this ministry provide a clear Gospel witness which results in spiritual multiplication?

8. Is this ministry strategic, viable and verifiable? What is the strategy and operational plan of the local people with whom we will partner? What is the specific objective of the Carmel team for this trip? We examine closely the strategy: the who, what, when, where and how of the ministry before we join them in partnership.

9. Is this ministry to the un-reached, the persecuted, or the lost and least peoples of the world? Carmel's priorities are to take the Gospel to those people who have been left without a Gospel witness.

Pre and Post-Trip Information:

10. Please list the ideal team size for the trip (you can give a range).

11. What materials will be needed?

12. Which of the following apply to the type of trip you want to lead? Please use the following designations. Definitions are outlined in the Trip Leader Manual. This will be used in advertising your trip.
    - Student trip
    - Family Friendly
    - Construction
    - Evangelism
    - Men's/Women's Ministries
    - Medical
    - Sports

13. What training do you think will be needed, and who will provide it? Be specific using the requirements for team preparation in the Trip Leader Manual?

14. What are the dates of this trip? _____

15. Based on the trip date requested, list the following required deadline dates:

    Team member application and $100 non-refundable deposit due date:

    _____

    Deadline date the deposit of the first ½ of trip cost is due:

    _____

    Deadline date the remainder of trip cost is due:

    _____

16. Ongoing Follow-up – Are you aware of the Post-Trip Follow-Up requirements listed in the Trip Leader Manual and are you willing to make sure those are met after the return of the trip?

17. Will the trip involve a significant element of personal pleasure, recreation, or vacation? If so, are you aware of the IRS guidelines concerning funding of this portion of the trip that are listed in the Leader Manual?

Trip Leader Information

Please answer the following questions:

1. Have you read and do you understand Carmel's Short-Term Mission Trip Leader Manual?
2. Do you understand and accept the responsibilities and expectations that Carmel places on short-term mission trip leaders?
3. Do you agree with and submit to the Mission Trip Leader Covenant?
4. Are you a member of Carmel Baptist Church?
5. Are you regularly involved in a Discipleship Community? (Include the name of your DC teacher).
6. Write out the Gospel in your own words.
7. Write out your salvation story, including when you were baptized.
8. How are you currently growing in your relationship with Christ?
9. List all ministries you are or have been involved in at Carmel.
10. List any short-term mission trips you have taken or have led.

Funding the Trip

There are two sources of revenue available to fund a mission trip at Carmel Baptist Church. The first source is funding from the Global Outreach Committee for trip activities that will be carried out by the team as they are actually on-the-ground. Dollars are budgeted each year toward this purpose and come from the tithes and offerings of the Carmel Family. The second source of revenue is the funding that comes from the individual team members to cover their trip expenses.

- **Calculating Global Outreach Committee Funding**
  These are the funds that will be used to perform the trip activities that will be carried out by the team while on-the-ground. A Trip Funding Worksheet ***(Ref. Appendix 5)*** showing the breakdown of how the funds will be used must be submitted along with the Short-Term Mission Trip Leader Application. Any trip expense that is not directly related to an individual trip participant's trip cost is an acceptable use for these funds. Funds used for team activities on-the-ground should always come from this source and should not be calculated into the individual team member cost.

  For a detailed listing of what items you can include in this calculation, please refer to Section 1, Funding The Trip, Calculating GO Committee Funding on pages 5 and 6 of the Trip Leader Manual. Refer to Appendix 4 for an example.

Funds requested from the GO Committee Budget: _____

- **Calculating Individual Team Member Trip Cost**
  These funds will come from individual team members to cover their trip expenses. A Trip Funding Worksheet ***(Ref. Appendix 5)*** showing the breakdown of all expenses necessary for a team member to participate on the trip must be included with the Short-Term Mission Trip Leader Application. This is a required part of the Trip Leader Application. Expenses should be as close to the actual amount as possible. Funds needed from individual team members should only come from this source and should not be calculated into the funds needed for trip activities carried out by the team as they are actually on-the-ground. Because airfare can be difficult to estimate, please give a possible range of airfare expense.

  For a detailed listing of what items you can include in this calculation, please refer Section 1, Funding The Trip, Calculating Individual Team Member Cost, page 6 of the Trip Leader Manual. Refer to Appendix 4 for an example.

Funds requested for Individual Trip Cost: _____

- **Sightseeing Expenses**
  Please refer to the Trip Leader Manual, Section 1, Funding The Trip, for IRS Guidelines related to charitable donations for pleasure and sightseeing purposes.

Appendix 3: Mission Trip Team Leader Covenant

1. I am expressing my agreement with the Vision, Mission, Goal, Values, Strategy, and Statement of Beliefs of Carmel Baptist Church.

2. I am willing to work under the direction of the Missional Outreach Pastor, the Global Outreach Committee and partnering ministries to accept and to perform any and all assignments with a God-honoring attitude.

3. I am willing to conform to the Christian standards of our host nation, even if those standards are stricter than my own.

4. I agree to be subject to a background check.

5. I am confirming that I have the time and energy to devote to the pre, mid, and post-trip responsibilities.

6. I agree to participate in the training arranged by the Missional Outreach Pastor and the Global Outreach Committee and complete all requirements for the trip.

7. I agree to return home at my own expense if the Missional Outreach Pastor, the Global Outreach Committee or partnering ministries determine my behavior is/has been inappropriate and therefore jeopardizing the long-term ministry.

8. I acknowledge that Carmel Baptist Church will not be responsible for extra trip expenses (i.e., airline, hotel, etc.). Should these occur, they will be passed along to the traveler.

9. I understand that my involvement on this trip can be denied prior to travel if I do not participate in the full preparation of the trip.

_____ _____

Signature Date

Appendix 4: Example - How To Calculate Trip Funding

FUNDS REQUESTED FROM THE GO COMMITTEE BUDGET

On-The Ground Expenses	Amount	Notes
Construction Project/Delivery of Materials	$8,000.00	Build brick wall, install interior gas lines.
Programming supplies for ESL classes	$300.00	Supplies for teaching English (two evenings during the week)
Interpreters	$1,000.00	Four interpreters for 8 days.
Food/Water/Snacks for Weekly VBS		
Team Water and Snacks	$700.00	5 mornings of VBS - expecting 300 in attendance
Evening Snacks	$300.00	5 evenings of VBS.
Misc food for Participants	$300.00	Snacks 2 x a day for 5 days.
Morning Sports and VBS Supplies		
Craft supplies	$500.00	
Sports activities supplies	$800.00	
Prizes	$300.00	
Evening Sports Outreach Expense		
Coffee House Supplies	$100.00	
Women's Ministry Supplies	$150.00	
Honorariums - Youth Nights	$300.00	For 3 speakers.
Advertising	$150.00	
Printing	$150.00	
Rental of tent for outdoor viewing area	$350.00	Will show the Jesus Film outside and will invite community.
Gas for Supply Pick Up and Purchase	$150.00	Gas for van used by team members.
Community-wide Outreach	$2,500.00	Large community event that draws about 500 people.
Team Fellowship / Appreciation Meal	$350.00	
Home Visitations	$500.00	Gifts given to visitors and elderly.
Unexpected Costs:		
Medicine, Supplies, Etc.	$500.00	
Charges for any video or media	$650.00	
Transportation - Ground		
Airport Pick Up	$250.00	
Extra Car for Trips	$250.00	
Special Trips to City	$300.00	
Airport Drop off	$200.00	
Tips for Drivers (5)	$250.00	
Team T-Shirts / Printing	$700.00	Shirts for 35 team members.
TOTAL GO FUNDS REQUESTED	**$ 20,000.00**	

FUNDS REQUESTED FOR INDIVIDUAL TRIP COST:

Individual Expenses	Amount	Notes
Estimated Airfare	$1,750.00	
Baggage Fee's	$50.00	1 carry on & checked bag free; 2nd bag - $75
Lodging	$160.00	$20 per night x 8 nights
Laundry	$17.00	$1.00 per person x 8 days (Towels/Bedding)
Cleaning	$16.00	$2.00 per person x 8 days (Daily clean up)
Food	$160.00	$20 per day x 8 days
Extra Food and Facility Charge	$30.00	$30.00 per person
Special Team Dinners	$20.00	$10.00 per person x 2 dinners
On The Ground Transportation		
To/From Airport	$5.00	$100 for entire team of 20.
Trip Insurance	$27.00	$3.30 x 8 days - Rounded
Unexpected Expenses	$25.00	$25.00 per person
TRIP COST:	**$2,260.00**	This is the amount that can be fundraised.
SIGHTSEEING EXPENSES		
Boat Ride and Tour	$80.00	Per person
Historic Museum Entrance Fee	$85.00	Per person
Imperial Garden Entrance Fee	$75.00	Per person
SIGHTSEEING COST:	**$240.00**	Collected by team members. Not tax deductible.
TOTAL INDIVIDUAL TRIP COST:	**$2,500.00**	

Appendix 5: Trip Funding Worksheet

FUNDS REQUESTED FROM THE GO COMMITTEE BUDGET

On-The Ground Expenses	Amount	Notes
TOTAL GO FUNDS REQUESTED		

FUNDS REQUESTED FOR INDIVIDUAL TRIP COST:

Individual Expenses	Amount	Notes
TRIP COST:		This is the amount that can be fundraised.
SIGHTSEEING EXPENSES		
SIGHTSEEING COST:		Collected by team members. Not tax deductible.
TOTAL INDIVIDUAL TRIP COST:		

Appendix 6: Parental Consent Form for Minors

1145 Pineville-Matthews Road, Matthews, NC 28105

This form must be completed by <u>each</u> parent.

I, _____, consent to allowing my minor child(ren) to travel out of the United States on a Carmel Baptist Church mission trip on the dates and destination indicated:

Name of Child(ren): _____

Consenting Parent or Guardian: _____

Relationship: _____

Telephone Number: _____

Destination: _____

Dates of Trip: _____

Signature (Notarized): _____

Notary:

State of _____, County of _____, subscribed and sworn to (or affirmed) before me, _____ (insert name and title of the notarizing officer) on _____, by _____, who personally appeared and is personally known to me (or proved to me on the basis of satisfactory evidence) to be the person whose name is subscribed to the within instrument and who acknowledges to me that he/she executed the same in his/her authorized capacity, and that by his/her signature on the instrument, the person, or entity upon behalf of which the person acted, executed the instrument.

WITNESS my hand and official seal,

Notary Public: _____ Expiration Date: _____

Appendix 7: Short-Term Mission Trip Participant Application

This application will take about 45-60 minutes to complete. Participants age 13 and over will need to complete Steps 1 - 3 and be approved by the Team Leader before they are added to the trip roster and before they can begin submitting payments or donations.

Step #1 – Complete this Short-Term Mission Trip Application

Application Date: _____ Trip Location: _____

Last Name: _____ First Name: _____

Gender: _____ Date of Birth: _____ Marital Status: _____

CONTACT INFORMATION
Best email address to contact you: _____
Best phone number to contact you: _____
Home Address:
_____
City: _____ State: _____ Zip Code: _____
Name of Parents or Guardians if under age 18: _____
Email for Parents or Guardians if under age 18: _____

REFERENCE INFORMATION
Please give a reference for the Team Leader to contact on your behalf.

Name of Reference: _____
Email of your reference: _____

MEMBERSHIP INFORMATION
Check one:
_____ I am a member of Carmel Baptist Church
_____ I am a member of _____
Address is: _____

PLEASE ANSWER THE FOLLOWING QUESTIONS ON A SEPARATE PIECE OF PAPER:

1. Write out the Gospel in your own words.
2. Write out your salvation story, including when you were baptized.
3. How you are currently growing in your relationship with Christ?
4. What is your interest in the trip? Why do you feel God is leading you to participate in this trip?
5. What are your expectations? What expectations do you have for this trip experience?
6. List all ministry involvement and/or mission trip experiences you have had.
7. Are there issues/concerns you have in your life right now? Are there any medical or personal issues in your life right now that would impact your involvement in this trip?
8. Is there anything in your life that will bring reproach on you, your family, the church, or Christ?

TRAVEL INSURANCE INFORMATION
Carmel Baptist Church secures travel insurance for every mission team member. Please list your beneficiary for this purpose below:

Name of your Beneficiary: _____
Beneficiary could be your spouse, parents, or another family member or friend.

Your relationship to this Beneficiary: _____
Are they your spouse, son, daughter, or family member?

PASSPORT INFORMATION
If you do not have a passport or applying for a passport, please enter APPLYING in the fields below.

Passport Name: _____

Important *- This name must match your passport to avoid delays or costly name corrections at the airport.*

Passport Number: _____

Passport Expiration Date: _____

Passport Issue Date: _____

Nationality: _____

Place of Issue: _____

STEP #2 - Complete the following attached registration forms.

These forms will need to be completed in addition to the online application. If you have completed the Screening Form and Background Form in the past, you do not need to complete it again.

1. Release and Consent Form – This form must be completed by every participant.

2. Screening Form for Volunteer Children and Youth Workers – This form is required one-time and must be completed by participants 18 years of age or older. Read Carmel's Child Protection Policy before signing this form.

3. Background Check – This form is required one-time and must be completed by participants 18 years of age or older.

STEP #3 - Read the Team Member Mission Trip Manual

Every person 13 years of age or older is required to read this manual as part of the application process. The manual offers practical tips on how to build a prayer support team, including sample letters and outlines Carmel's financial policies for mission trips.

Appendix 8: Mission Trip Participant Covenant

In submitting this application,

1. I am expressing my agreement with the Vision, Mission, Goal, Values, Strategy, and Statement of Beliefs of Carmel Baptist Church.

2. I am willing to work under the direction of the Missional Outreach Pastor, the Global Outreach Committee and partnering ministries to accept and to perform any and all assignments with a God-honoring attitude.

3. I am willing to conform to the Christian standards of our host nation, even if those standards are stricter than my own.

4. I agree to be subject to a background check.

5. I am confirming that I have the time and energy to devote to the pre, mid, and post-trip responsibilities.

6. I agree to participate in the training arranged by the Missional Outreach Pastor and the Global Outreach Committee and complete all requirements for the trip.

7. I agree to return home at my own expense if the Missional Outreach Pastor, the Global Outreach Committee or partnering ministries determine my behavior is/has been inappropriate and therefore jeopardizing the long-term ministry.

8. I acknowledge that Carmel Baptist Church will not be responsible for extra trip expenses (i.e., airline, hotel, etc.). Should these occur, they will be passed along to the traveler.

9. I understand that my involvement on this trip can be denied prior to travel if I do not participate in the full preparation of the trip.

Name of Applicant: _____

Date: _____

Appendix 9: Release and Consent Form

I hereby, for myself, my heirs, executors, and administrators, waive and forever discharge any and all rights and claims for damages which I may have or which may hereafter accrue to me against CARMEL BAPTIST CHURCH, their members, respective officers, agents, representatives, successors, and/or assigns, individually or collectively for any and all damages and liabilities which may be sustained and suffered by me in connection with my association with/or arising out of my traveling with, participation in, and returning from any activity sponsored by CARMEL BAPTIST CHURCH. The person and others whose signature are attached below do hereby consent to any and all medical and surgical treatments, including anesthesia and operations, which may be deemed advisable by his or her physician and surgeons. I (we) understand that in the event medical treatment is required, every effort will be made to contact me. However, if I cannot be reached, I give my permission to the staff or sponsor to secure the services of a licensed physician to provide necessary care, including anesthesia, for my child's well-being. In witness of my consent and agreement to the matters stated in the preceding sentences, I have subscribed our signatures below.

DATE: _____ **TRIP NAME** _____ **DATES OF TRIP** _____

DATE OF BIRTH _____ **YOUR PASSPORT NUMBER** _____

PARTICIPANT'S NAME: _____
First Middle Last

ADDRESS: _____
Street City State Zip

DAYTIME PHONE: _____ **EVENING PHONE:** _____

NAME OF EMERGENCY CONTACT: _____ Relationship _____
Address of Emergency Contact: _____
Home Phone: _____ Cell Phone: _____
Email: _____
Work Phone: _____ Best way to reach this person: _____

SECONDARY INSURANCE INFORMATION:
Carmel Baptist Church will secure accident and injury insurance for each volunteer during the mission trip. The following information is needed to secure this insurance:

Beneficiary Full Name _____

Relationship to Beneficiary _____

MEDICAL INFORMATION:
List any current allergies, illnesses, physical conditions, or medications: _____

_____

Do you take any medication on a regular basis? ___Yes ___ No

If yes, please describe _____
(If you are on medication during this trip, please notify the adults in charge)

Is sponsor authorized to approve medical treatment? ___ Yes ___No

Is participant covered by personal/family medical insurance? ___Yes ___ No

If yes, Name of Insurer: _____ Policy or Group Number _____

Primary Care Physician: _____ Phone _____

_____ _____
Signature of Applicant **Date**

_____ _____
Signature of Parent (if applicant is under 18 years of age)

Appendix 10: Screening Form for Volunteer Children and Young Adult Workers

The disturbing and traumatic rise of physical and sexual abuse of children has claimed the attention of our nation and society. The following policies reflect our commitment to provide protective care of all children, youth, and volunteers who participate in church sponsored activities.

1. Adults who have been the subject of a criminal investigation of either child sexual/physical abuse or who have been convicted of either child sexual or physical abuse should not volunteer service in any church sponsored activity or program for children or youth.

2. Adults who have been the subject of a Dept. of Social Services investigation regarding child sexual/physical abuse where DDS substantiated the abuse shall discuss their desire to work with children or youth with the Director of Counseling Ministries prior to engaging in any volunteer work.

3. All adult volunteers working with youth or children are required to be members of Carmel Baptist Church for a minimum of six months.

4. Adult volunteers should observe the "two adult" rule. This requires that adults are never alone with children or youth without an adult partner. (For exceptions as to youth, please refer to the Child Protection Policy.)

5. Adult volunteers should immediately report any behaviors which seem abusive or inappropriate to their supervisor.

Please Answer Each Question. Your Response Will Be Kept Fully Confidential

1. As a church volunteer, do you agree to observe all church policies regarding working with youth or children.
   _____ Yes
   _____ No

2. Have you ever been convicted of or pled no contest to a crime?
   _____ Yes (Please describe on a separate sheet of paper)
   _____ No

3. Have you ever been the subject of a criminal investigation of child sexual or physical abuse?
   _____ Yes (Please describe on a separate sheet of paper)
   _____ No

4. Have you ever been the subject of a Dept. of Social Services investigation regarding child sexual or physical abuse where DSS substantiated the abuse?
   _____ Yes (Please describe on a separate sheet of paper)
   _____ No

   If you prefer, you may refuse to answer question 4, or you may discuss your answer in confidence with the Director of Counseling Ministries rather than answer it on the form. Answering yes, or leaving the question unanswered, will not automatically disqualify an applicant for children or youth work.

I have read the above policy and agree to observe the safeguards listed.

_____ _____
Signature Date

_____ _____
Please print name Date of birth

_____ _____
Parent's Signature (if volunteer is under age 18) Date

Appendix 11: Background Check Authorization Form

Print Name: _____
(First) Middle) (Last)

Former Name(s) and dates used: _____

Current Address Since: _____
(Mo/Yr) (Street)

_____
(City, State, Zip)

Previous Address From: _____
(Mo/Yr) (Street)

_____
(City, State, Zip)

Social Security #: _____ Date of Birth: _____

Telephone number: _____(h) _____(c)

Drivers' License Number _____ State _____

The information contained in this application is correct to the best of my knowledge. I hereby authorize Carmel Baptist Church and its designated agents and representatives to conduct a comprehensive review of my background causing a consumer report and/or an investigative consumer report to be generated for employment and/or volunteer purposes. I understand that the scope of the consumer report/ investigative consumer report may include, but is not limited to the following areas: verification of social security number; current and previous residences; employment history, education background, character references; drug testing, civil and criminal history records from any criminal justice agency in any or all federal, state, county jurisdictions; driving records, birth records, and any other public records.

I further authorize any individual, company, firm, corporation, or public agency (including the Social Security Administration and law enforcement agencies) to divulge any and all information, verbal or written, pertaining to me, to Carmel Baptist Church or its agents. I further authorize the complete release of any records or data pertaining to me which the individual, company, firm, corporation, or public agency may have, to include information or data received from other sources.

Carmel Baptist Church and its designated agents and representatives shall maintain all information received from this authorization in a confidential manner in order to protect the applicants personal information, including, but not limited to, addresses, social security numbers, and dates of birth.

Signature: _____ Date: _____

Appendix 12: Short-Term Mission Trip - Team Member Manual

Carmel
BAPTIST CHURCH

Carmel is committed to making disciples of those Nearest, our Neighbors and the Nations.

MISSIONAL OUTREACH

SHORT-TERM MISSION TRIP - TEAM MEMBER MANUAL

TABLE OF CONTENTS

Principles of Missional Outreach Fundraising 3
- Prayer 3
- Spiritual Preparedness 3
- Preparation for Fundraising 3

Building Your Support Team 4

The Registration Process 5
- Registration Requirements 5
- The Lois Bumpus Scholarship 5

Travel Documents 6

Vaccinations 6

Travel Insurance 6

Carmel Financial Policies 7
- Payment Schedule 7
- Payment Options 7
- Team Member Cancellations 8

Communication to Support Team Members 9
- Sample Letter/Email 10
- Sample – Facebook 11
- Sample – Twitter 11

Team Member Exercise 12

Mission Trip Participant Covenant 14

THE PRINCIPLES OF MISSIONAL OUTREACH FUNDRAISING

PRAYER

Prayer is the beginning point of raising funds for ministry. Obviously, God knows our needs. But He wants us to learn and re-learn that He is the Source and Provider of all good things. John 16:24 instructs Christ-followers, "Until now you have asked nothing in My name; ask and you will receive, so that your joy may be made full." As we pray and God provides, our faith is strengthened. We learn that God provides in every aspect of our lives, often when it initially appears impossible.

Every part of our short-term mission experience is based on prayer. We pray to determine if this ministry is what God wants us to do. We pray about who should be on our support team. We pray and ask God to provide the financial support that we must have for this experience. We pray, thanking God in advance for what He is going to do. We pray for travel safety. We pray for open hearts and willing spirits of the people to whom we will minister. We pray that lives are changed eternally. Much prayer by many people is the key to all we do as short-term missionaries.

SPIRITUAL PREPAREDNESS

When raising support for your mission trip, nothing is more important than your own spiritual life. As you begin the process, set aside time every day to spend with God. Read the Scriptures, express to God adoration and thanksgiving for who He is. Praise God for His goodness and grace. Be reminded of His incredible promises:

a. He will give you all you need as you're developing your support team (1 Thessalonians 5:24).
b. He will guide and direct you (James 1:5).
c. He will make raising support a joyful experience (John 15:10-11).
d. He will make all things work together for your good (Romans 8:28).
e. He will not fail you and He will not forsake you (Romans 8:35, Deut. 31:6).
f. He will prepare people's hearts to receive your requests (Psalm 139:3-5).

PREPARATION FOR FUNDRAISING

Begin with a sense of call to a particular mission. Pray for God's leadership, direction, and provision. Be familiar with your mission and your needs for this task. Believe that God already knows your needs and will provide everything you need.

Asking someone for financial support of a mission project means that you are inviting them to be part of your mission. The invitation is to link their life with you in fulfilling the Great Commission. It's more than your own needs; it is asking on behalf of all the people who will not be ministered to unless you fulfill your call. While your ministry is to go, their ministry may be giving. Never forget that both going and giving is a marvelous gift from God.

BUILDING YOUR SUPPORT TEAM

It's important to remember that you are asking others to join you in fulfilling Christ's Great Commission. God wants to involve many people in His world-wide mission. You are only one of the people He wants to be His instrument of love and concern. When you build your support team, they too are a part of the mission in taking the Gospel of Christ to those nearest, our neighbors and the nations.

GENERAL GUIDELINES:

a. Every person going on a short-term mission will be expected to build a support team.
b. The support team will involve others in prayer support, financial support, or both.
c. Support teams help missionaries in accountability. Mission team members that have support teams tend to be more accountable for their time, attitudes, and service. You represent God, Carmel Baptist, and your team of supporters.
d. Each short-term missionary is asked to **raise 100%** of the total cost of the mission project in which they are participating.
e. Each missionary is strongly encouraged to **raise 50% of these funds from people who do not attend Carmel Baptist Church.**
f. Since you represent your support team, every short-term missionary is urged to stay in close contact with his/her team (preparing for the trip, during the mission and afterwards).
g. Support Team members can include (but are not limited to):
    a. Family
    b. Friends
    c. People you've ministered to this year
    d. Co-workers
    e. Neighbors
    f. Church friends **(*see below)**

***Discipleship Communities**

The following guidelines should be followed by Discipleship Communities who have class members who are going on a mission trip:

- Class leaders should inform the class about individuals in the class who are going on a mission trip so that they can pray for them and encourage them.
- Class leaders can mention that the missionary is seeking prayer and financial support, but should not solicit gifts.
- Classes should not take up an offering.
- Missionaries can include class members on their Support Team.

THE REGISTRATION PROCESS

It is important for team members to understand the registration process. Potential team members should turn in their paperwork as quickly as possible. By doing so you are showing your commitment upfront and demonstrating that joining a mission team is a priority for you.

To begin the registration process, potential team members need to complete and submit the forms listed below to the Missional Outreach Office. A candidate must submit all registration forms including the deposit and be approved by the Trip Leader before being added to the official trip roster and before any donations can be posted to their individual trip account.

Registration Requirements

1. **Online Application** - The Short-Term Mission Trip Participant Application is available on the Missions web site at:
   www.carmelbaptist.org/connect/missions-outreach/global-missions/go/how-to-register/

   All participants age 13 and over must complete this application, including the Mission Trip Participant Covenant. Hard copies are available through the Missional Outreach office located on the lower level in the Administration Offices area.
2. **$100 non-refundable deposit.**
3. **Release and Consent Form** - from each participant.
4. **Screening Form for Volunteer Children and Young Adult Workers** - for those 18 years of age or older who have not previously completed the form.
5. **Background Check Authorization Form** - for participants 18 years of age or older who have not previously completed the form.
6. **Parental Consent Form for Minors** – to be completed by a parent or parents who are not accompanying their child on the trip who is also under the age of 18.
7. **Review of the Team Member Mission Trip Manual** - Every person 13 years of age or older is required to read this manual as part of the application process. The manual offers practical tips on how to build a prayer support team, including sample letters, and outlines Carmel's financial policies for mission trips.

THE LOIS BUMPUS SCHOLARSHIP

This fund was created in honor of Lois Bumpus' commitment to sharing the gospel of Jesus Christ and provides needed funds for young Christian men and women. To be eligible to submit an application a person must:

- Be a member of Carmel Baptist Church,
- Be between the ages of sixteen (16) and twenty-six (26) as of the date of the mission trip they plan to take,
- Return a completed application to the Missional Outreach Office no later than March 31 of each year and,
- Agree to complete and prepare a summary report of their trip to the Mission Trip Sub-Team no later than one month after returning from their trip.

Copies of the form can be downloaded from the Lois Bumpus Scholarship web site using the following link - www.carmelbaptist.org/connect/missions-outreach/global-missions/go/lois-bumpus-scholarship. Hard copies are available from the Missional Outreach Office.

TRAVEL DOCUMENTS

Passports
Every person traveling outside the United States is required to have a passport regardless of age. It is important to ensure that each team member who does not have a passport applies for one in a timely manner. Team members should allow at least 4-6 weeks to process their passport after applying. During busier times, such as the summer travel season, we team members to expedite their applications if traveling in less than 10 weeks. Visit www.travel.state.gov for all passport questions.

The Global Outreach Committee recommends team members apply for a passport upon registering for a trip if they do not have one. If you are age 16 when your passport is issued, your passport is valid for 10 years. If you are age 15 or younger when your passport is issued, your passport is valid for 5 years. Most countries require that a passport be valid for 6 months after entering the country. Some airlines will not allow you to board if this requirement is not met. If a team member's passport is expiring, it should be renewed before the trip.

Visas
Some countries require travelers apply for a visa prior to departure. Information regarding entry and exit requirements and fees can be found online at the country's embassy website. Information concerning visas can also be obtained at www.travel.state.gov.

VACCINATIONS
Carmel does not set requirements or make recommendations for vaccinations for any of their mission trips. Rather, it is up to each team member, in consultation with his or her physician or by consulting the recommendations from the Centers for Disease Control and Prevention (CDC) to determine if they need any of the required or recommended vaccinations for the destination country. CDC's website is www.cdc.gov/travel - Click on "Destinations". In addition, it is important to research if proof of vaccination is required by customs agents in the destination country. This can be done in consultation with the destination country's Embassy.

Team members must make the decision about what is best for them. Vaccinations are not included in the trip cost and may or may not be covered by insurance. Donations for team member vaccinations are not accepted by the church. If a donation is given directly to the team member, that donation is not tax-deductible.

TRAVEL INSURANCE
Travel insurance is required for participants on every team traveling internationally from the time of departure to the time of return. This expense is included in the Individual Team Member Trip Cost. The Missional Outreach Office will purchase this insurance for the team. Insurance I.D. cards will be given to the Trip Leader prior to departure and each team member will be provided an individual card to use in case of an emergency. Note - Travel insurance is not available to individuals traveling to their country of citizenship.

CARMEL FINANCIAL POLICIES

It is the responsibility of the Global Outreach Committee to be good stewards of the finances with which we have been entrusted. For that reason, all team members must adhere to the church's financial policies concerning mission trips.

- **PAYMENT SCHEDULE**

  Team members are responsible for the individual team member cost of each trip whether they pay directly themselves or payment comes from a third party. Deadlines can be adjusted on a team-by-team basis depending on deadlines imposed by the airline, travel agent and/or ground reservations requirements. Contributions for a team member received in excess of the cost of the trip will be used to assist other team members or for the trip expenses as directed by the Trip Leader. No refunds will be given.

  - **Application and Deposit Date**
    This is the date that team members need to complete the entire application process and submit their $100 non-refundable deposit. This date is set by the Trip Leader. (Note: the $100 deposit is applied toward the team member's total fundraising requirement.)

  - **50% of Trip - Due 60 Days Prior to Departure**
    50% of the trip cost or the cost of the plane ticket, whichever is greatest, must be submitted to the church office 60 days prior to departure.

  - **100% of Trip - Due 30 Days Prior to Departure**
    The final balance for individual trip costs must be in the church office 30 days prior to departure. Failure to meet this deadline could result in removal as a team member in which case no refund will be given for any amount that has been posted to the individual's account.

- **PAYMENT OPTIONS**

  - **Giving by Cash:**
    All cash should have a note attached with the name of the person to whom the donation should be credited and the name and address of the contributor. Envelopes are provided at any of the three Welcome Desk "drop slots" in the Gathering Space at Carmel.

  - **Giving by Check:**
    1. Checks should be made out to "Carmel Baptist Church". The money given for support is being given to Carmel Baptist Church with the understanding that a particular person will be assisted with their financial needs. The check cannot be addressed to an individual but must be written to the church for IRS purposes.
    2. Donations can be directed to a fundraising account by attaching a note or using the memo line of the check to identify the mission and the participant. An example is "John Doe - Ukraine 2014."
    3. Each team member will have an account that will show all payments or donations received. A copy can be requested from the Missional Outreach Office.
    4. Only contributions received for the individual trip cost will be accepted. Contributions to help pay for a U.S. Passport, immunizations, personal or sightseeing trip expenses are not accepted. Due to IRS regulations, these expenses cannot be reimbursed.
    5. Sightseeing Expenses - IRS guidelines prohibit Carmel Baptist from accepting charitable donations for pleasure purposes such as sightseeing events. This means that costs for

sightseeing and leisure time cannot be deposited through the church and are not tax deductible. A team member can submit donations for normal trip expenses through the church but donations given for pleasure purposes on the trip, such as sightseeing, should be given directly to the team member.

6. Envelopes are provided at the three Welcome Desk "drop slots" in the Gathering Space at Carmel. Checks made to Carmel Baptist Church are tax-deductible. **Contributions made directly to a person are not tax deductible**. Please mail checks payable to Carmel Baptist Church to:

Carmel Baptist Church
Attention: Missional Outreach Office
1145 Pineville-Matthews Road
Matthews, NC 28105

- **Giving Online:**
  Donations submitted online are tax-deductible. All information is confidential and goes directly to the Carmel Baptist Church finance office.
  Please direct online contributions link below:

  www.carmelbaptist.org/connect/missions-outreach/global-missions/give/

  Scroll down to the section "Give to a Missions Trip Team Member."

  The following instructions can be included in a donation letter or blurb to the link above: After filling out the personal information, simply notate in the "Other: Please Specify Fund" field the "Team Member's Name - Location Name of Trip" (For example, "John Doe - Cuba Trip"). Then type the donation amount in the field titled "Other Amount." Donations can be made by credit card (Visa, Master Card) or your online banking bill pay account.

TEAM MEMBER CANCELLATIONS

Unfortunately there are times that circumstances prevent team members from actually going on trips. Unfortunately, once funds have come in, no refunds will be given for team member cancellations. However, in rare circumstances, cancellations may be approved when a replacement team member can be found. In that case, if airline tickets have already been secured, the following applies:

- After going through the application process and upon approval by the Trip Leader, another person may pay the cost of the ticket to the church along with any transfer fees as well as the remainder of the individual trip cost and become a replacement team member.

- **PLEASE NOTE: In the event a replacement team member is found, the team member unable to travel will be refunded the amount of their personal contributions minus any expenses that were already paid and unable to be recouped. In the event that contributions were received from a third party, those contributions continue to remain under the control of Carmel Baptist Church to be used at the church's discretion.**

COMMUNICATION TO SUPPORT TEAM MEMBERS

The purpose of writing a fundraising letter is to introduce your ministry opportunity to potential Support Team members. This is an opportunity for you to share about the trip and how they can partner with you in ministry. It is recommended to send between 50 and 100 letters when raising support.

Below is a suggested structure for your letter:

- **Introduction:** Begin with a warm, personal opening statement. This is an ideal time to write about the last time you were together, some experiences that you've shared, family, etc.
- **Present Your Ministry:** Explain your commitment to the new mission experience. Tell them about the sense of God's leadership in your life and why you are going on this mission trip. Make them aware of the dates of the trip and the tasks you'll be doing when you arrive at your mission site.
- **Present Your Need:** Explain your need for a Support Team that will provide prayer support and financial support.
- **Follow-up Plans:** Give them an opportunity to follow your ministry (via email, Facebook, blog, etc.) and/or let them know that you will follow up with them to share how God worked through you and your team.
- **Closing:** Close your letter with a warm personal touch. Express appreciation for your friendship. Thank them for the way they've blessed your life.

Special Hints for your Letters:

- **Be personal.** If you are sending a large number of letters, be sure that you make it personal. Personally sign each letter and, if possible, add a few hand-written words.
- **Be positive.** You want the reader to feel uplifted and encouraged by the way God is using your life.
- **Be clear.** Tell your reader what is involved in your ministry. Describe it in a way that they can relate. Present your deadlines so supporters will know your time frame.
- **Be bold.** Let them know what you need. Don't be shy in asking for specific amounts of money so that supporters will understand that any amount is helpful. For instance, "Your gift of $25, $50 or even $100 will help me get closer to my goal."
- **Be concise.** A well-written letter should be one page. Readers rarely read a second page.

Additional Tips:

- For mailed letters, include a return address envelope. It will add credibility to your letter and be convenient for your supporter.
- Describe your trip and your needs on Facebook or Twitter. Use all your forms of communication. (See samples on pgs. 7 and 8)
- Don't be afraid of reminding people. Some want to give but get busy and forget.

SAMPLE LETTER / EMAIL

Date

Dear (Name),
(Personalize the greeting – use Mr. or Mrs. or if you know them well, use their first name).

(Introduction)
Use this short paragraph to connect with your supporter. Share a memory or update them on your life since you've last talked).

This year, I have been given the opportunity through Carmel Baptist Church to go to (name of country) from (dates of trip) to serve and partner with (ministry or missionary name). Our team will be (list the purpose of the trip).

I have personally committed myself to raising (list trip cost and fundraising deadline) to be part of this unique trip and am making an appeal to you to join me in this effort. **Would you be willing to partner with me, prayerfully and/or financially, in this endeavor to take the Gospel of Christ to (name of country)?**

If God is leading you to financially support me, you may mail a check in the enclosed envelope to Carmel Baptist Church or you may give online. Your donation is 100% tax-deductible.

To give online, go to http://www.carmelbaptist.org/connect/missions-outreach/global-missions/give. To give by check, make checks out to Carmel Baptist Church and mail to:

Carmel Baptist Church
Attention: Global Missions
1145 Pineville-Matthews Road
Matthews, NC 28105

If giving monetarily is not an option for you, please lift up my team and this trip in prayer. Your prayer support is extremely important and very much appreciated.

Please feel free to contact me any time at (your phone number), (your email address) or on Facebook with any questions you may have. I look forward to following up with you! Please send me your email address so that I may share my photographs and stories with you after the trip.

Thank you for your partnership in the Gospel and the impact that you have had on my life.

With Love and Appreciation,

(Your Name)

SAMPLE - FACEBOOK

This year, I have been given the opportunity through Carmel Baptist Church to go to (country) from (dates of trip) to serve and partner with (ministry or missionary name). Our team will be [list purpose of trip].

I have personally committed myself to raising (list trip cost and fundraising deadline) to be a part of this unique trip and am making an appeal to you to join me in this effort. Would you be willing to partner with me, prayerfully and/or financially, in this endeavor to take the Gospel of Christ to (country)?

If God is leading you to financially support me, you may give online at http://www.carmelbaptist.org/connect/missions-outreach/global-missions/give.
Your donation is tax-deductible. If giving monetarily is not an option for you, please lift up my team and this trip in prayer. Your prayer support is extremely important and very much appreciated. Just send me your email address in a separate message (please do not "reply all" below) and I will add you to my Prayer Support Team.

Message me with any questions you may have. Thanks for partnering with me in taking the Gospel to (country)!

SAMPLE – TWITTER

Partner with me in taking the gospel to (country)!
http://www.carmelbaptist.org/connect/missions-outreach/global-missions/give
Specify in the "Other" category: (my name – country)

Join my (country) Support Team! Want to pray for me & my team? Follow: @(Twitter Name) Give:
http://www.carmelbaptist.org/connect/missions-outreach/global-missions/give

TEAM MEMBER EXERCISE

Please complete the Team Member exercise at the end of the manual.

TEAM MEMBER EXERCISE

True/False:

1. Each short-term missionary is required to raise 100% of the total cost of the mission project in which they are participating.
    a. True – I am required to raise 100% of the trip cost.
    b. False – I am only required to raise half of the total cost; the church supplements the remaining amount.

2. Each missionary is required to raise 50% of these funds from people who do not attend Carmel Baptist Church.
    a. True – Half of my fundraising should come from people outside of Carmel members.
    b. False – It doesn't matter!

3. A Sunday Bible Study Community may take up an offering to support a class member preparing for a mission trip.
    a. True – I can ask my class to pass around a bucket for my trip.
    b. False – I can ask class members to join my Support Team but I cannot solicit an offering in class.

4. Checks made payable to the team member is tax-deductible.
    a. True – As long as I use it toward the trip, it is tax-deductible.
    b. False – The check must be made payable to "Carmel Baptist Church" to receive a tax deduction.

5. Team members should be personal in their fundraising letter to potential support team members.
    a. True – I should address the letter or email by name and include personal connections that we have.
    b. False – I can send mass letters or emails without a personal nature.

6. Team members should limit their fundraising letter to 3 pages.
    a. True – My letter should not exceed 3 typed, double-spaced pages.
    b. False – My letter should only be one page.

7. Team members should use social networking to promote awareness and fundraising needs for their mission trip.
    a. True – The use of Facebook and Twitter to share about the opportunity and my needs is an awesome idea!
    b. False – I should limit my promotion to letters or face-to-face contact only.

8. Team members should keep in touch with their support team members and follow-up with them after the trip.

a. True – I need to keep my Support Team updated with prayer requests and praise reports. It is important to share how God worked in and through me on the trip.
b. False – Once they send the support, I don't need to contact them further.

9. Each short-term missionary represents God, Carmel Baptist Church and his/her team of supporters.
    a. True – I am Christ's ambassador and I am not only representing Him, but Carmel Baptist Church and my Support Team.
    b. False – I only represent myself.

10. Each team member should be personally invested in the trip.
    a. True – I am called to this mission. I am willing to contribute toward my trip or find creative ways to raise funds (yard sales, baby sit, etc.), if needed.
    b. False – I am only going if I raise enough funds through my Support Team.

Short Answer:

1. Describe how prayer and spiritual preparedness are vital principles of fundraising.

2. Share three categories of potential support team members.

3. How is your Support Team engaged in taking the Gospel of Christ to the nations?

Mission Trip Participant Covenant

In submitting this application,

1. I am expressing my agreement with the Vision, Mission, Goal, Values, Strategy, and Statement of Beliefs of Carmel Baptist Church

2. I am willing to work under the direction of the Missional Outreach Pastor, the Global Outreach Committee and partnering ministries to accept and to perform any and all assignments with a God-honoring attitude.

3. I am willing to conform to the Christian standards of our host nation, even if those standards are stricter than my own.

4. I agree to be subject to a background check.

5. I am confirming that I have the time and energy to devote to the pre, mid, and post-trip responsibilities.

6. I agree to participate in the training arranged by the Missional Outreach Pastor and the Global Outreach Committee and complete all requirements for the trip.

7. I agree to return home at my own expense if the Missional Outreach Pastor, the Global Outreach Committee or partnering ministries determine my behavior is/has been inappropriate and therefore jeopardizing the long-term ministry.

8. I acknowledge that Carmel Baptist Church will not be responsible for extra trip expenses (i.e., airline, hotel, etc.). Should these occur, they will be passed along to the traveler.

9. I understand that my involvement on this trip can be denied prior to travel it I do not participate in the full preparation of the trip.

Name of Applicant: _____

Date: _____

Appendix 13: Lois Bumpus Scholarship Application

ELIGIBILITY FOR THE FUND

a) Applicant must be a member of Carmel Baptist Church.

b) Applicant must be between the ages of sixteen (16) and twenty-six (26) as of the date of the mission trip they plan to take.

c) The application shall be received by the Global Outreach sub-committee on Mission Trips no later than March 31 of each year. Return a completed application to Diane McGee in the Global Outreach Office.

d) Applicant **must** agree to complete and prepare one of the following within1 month of returning from the mission trip for which they received the scholarship:

1. A Photo Slide Show of their experience along with written documentation of how the trip impacted his/her life. Don't just send the pictures.
2. A personal written testimony of how the trip impacted his/her life.
3. A video showing their experience on the trip and how the trip impacted his/her life.

If upon returning the above is not done or if the applicant has not provided a written request for additional time, the applicant will no longer be eligible to reapply for the scholarship in subsequent years.

PERSONAL INFORMATION

Name: _____ Date of Birth: _____

Address: _____

City, State: _____ Zip Code: _____

Home Phone #: _____ Cell #: _____

Email: _____

School: _____ Major/Study: _____

Employer: _____

Name of Church where you are a member: _____

MISSION TRIP INFORMATION

Trip Destination: _____

Trip Dates: _____ Your age at date trip begins: _____

Trip Sponsor/Organization: _____

Address of Sponsor: _____

Trip Leader: _____

Purpose of the Trip: _____

_____

Your Role/Responsibility in Trip: _____

_____

_____

Full Cost of the Trip: _____

Amount of Funds you currently have: _____

Amount of Funds you plan to raise: _____ Scholarship Funds needed: _____

Have you been on other mission trips? If so, when and where: _____

_____

_____

Have you received a Bumpus Scholarship before? _____ yes _____no

If yes, when and how much: _____

If yes, did you turn in a summary trip report? _____ yes _____ no
(If you received a prior scholarship and did not return a trip summary, you are ineligible to apply for future scholarships.)

STATEMENT OF FAITH/PERSONAL TESTIMONY

Please answer the following, you may use the attached forms or your own written statements:

1. Please write your statement of faith or your personal testimony. Share how you came to know Jesus as your Lord and Savior.

2. Share how you feel that God has called you to this particular mission trip.

3. Do you have plans for future mission work involvement?

PERSONAL REFERENCES

(Provide at least three references with one being a Pastor/Preacher/ Discipleship Community Teacher/ Church Leader as a reference.)

Name: _____

Address: _____

Phone: _____ Email: _____

Relationship to Reference: _____

Name: _____

Address: _____

Phone: _____ Email: _____

Relationship to Reference: _____

Name: _____

Address: _____

Phone: _____ Email: _____

Relationship to Reference: _____

EXPECTATION

The Lois Bumpus Mission is excited the students and young adults want to be involved in Christian mission work. That was a life dream of "Miss Lois." It is important that the recipients of this scholarship be willing to share their experiences with others so that this endowment can continue to grow and continue to allow future recipients the opportunity to do the same. These trip testimonies will be used to promote this endowment and encourage future recipients. For that reason, The Lois Bumpus Mission Endowment requires that those selected for the scholarship complete and prepare one of the following within 1 month of their return from the mission trip.

1. **A Photo Slide Show of their experience and the impact it had on his/her life.**
2. **A personal written testimony of how the trip impacted his/her life.**
3. **A video showing their experience on the trip and how the trip impacted his/her life**

These are to be completed and returned to the Missional Outreach Office at Carmel Baptist Church.

I understand that if funds are available and awarded to me from the Lois Bumpus Mission Endowment, they will be paid directly to the ministry organization who is sponsoring the trip for which I have submitted this application. The ministry organization will be able t use the funds specifically for this trip and for my participation. The gift is non-transferable to any other trips, destinations or recipients without first having any changes reviewed and approved by the Global Outreach Committee of Carmel Baptist Church. The funds must also be used for the mission trip and are non-transferable to be used for gifts, merchandise or as cash for the benefit of any person or group. Should the trip be canceled or should I be unable to participate, I understand the funds contributed on my behalf must be returned to the Lois Bumpus Mission Endowment in its entirety. It is also stated that the Lois Bumpus Mission Endowment assumes no responsibility or liability for any aspect of this mission trip or it's planning. I understand conditions of this scholarship and accept them as they are written. A copy of this agreement will be sent to the ministry organization listed on this application.

_____ _____

Signature of Participant **Date**

_____ _____

Signature of Parent **Date**

(If Participant is under 18 years of age at time of application)

Appendix 14: Recommended Reading List

Books about Global Missions, Missiology and the Mission of God:

Discovering the Mission of God
Barnett, Mike and Robin Martin, eds. *Discovering the Mission of God.* Downers Grove, IL: InterVarsity Press, 2012.

Revolution in World Missions
Yohannan, K.P. *Revolution in World Missions.* Carrollton, Texas: GFA Books, 2004.

Transforming Mission
Bosch, David J. *Transforming Mission.* Maryknoll, New York: Orbis Books, 1991.

The Mission of God
Wright, Christopher J. H. *The Mission of God.* Downers Grove, IL: InterVarsity Press, 2006.

Operation World
Mandryk, Jason. *Operation World.* 7th ed. Colorado Springs, CO: Biblica Publishing, 2010.

Finish the Mission
Piper, John and David Mathis, eds. *Finish the Mission.* Wheaton, IL: Crossway Publishers, 2012.

Books about Mercy and Justice Ministry:

Generous Justice
Keller, Timothy. *Generous Justice.* New York, New York: Penguin Group, 2010.

The Hole in our Gospel
Stearns, Richard. *The Hole in our Gospel.* Nashville, TN: Thomas Nelson Inc., 2009.

When Helping Hurts
Corbett, Steve and Brian Fikkert. *When Helping Hurts.* Chicago, IL: Moody Publishers, 2009.

Toxic Charity
Lupton, Robert. *Toxic Charity.* New York, NY: HarperCollins Publishing, 2011.

Books about the Missional Church and Missional Living:

Breaking the Missional Code
Stetzer, Ed and David Putman. *Breaking the Missional Code.* Nashville, TN: Broadman and Holman Publishers, 2006.

The Shaping of Things to Come
Frost, Michael and Hirsch, Allen. *The Shaping of Things to Come.* Grand Rapids, MI: Baker Books, 2003, 2013.

Radical
Platt, David. *Radical.* Colorado Springs, CO: Multnomah Books, 2010.

Appendix 15: Bank Wire Request

Date: _____

Amount to be wired: _____ Budget Account No. _____

Beneficiary Account Number: _____

Beneficiary Name: _____
Street Address: _____
City: _____
State: _____
Country: _____
Zip/Mail Code: _____

Beneficiary Bank Name: _____
ABA#/Swift#: _____

Intermediary Bank Name (optional): _____
ABA#/Swift#: _____

Additional Instructions: _____
_____
_____
_____
_____

Purpose of Request: _____
_____
_____
_____
_____

The section below is to be completed by Carmel Baptist Church:

Requested by: _____

Approved Ministry Assistant/Head: _____

Approved by: _____ _____
Church Administrator Date

Wire needed by: _____

Appendix 16: Check Request Form

Check Payable To: _____ Date:_____

Street Address: _____

City: _____State: _____ Zip: _____

Subtotal: _____ Budget Account To Be Charged: _____

Tax: _____ Total Amount Of Request: _____

Purpose of Request: _____

_____

_____

_____

_____

Requested By: _____ Approved By: _____
Church Administrator Date

Approved Ministry Assistant / Head: _____

Check Needed By: _____

_____ Mail Check _____ Return Check To Ministry Assistant _____ Return Attached Invoice

Appendix 17: Reimbursement Form

Carmel Baptist Church

Reimbursement Request for Misc. Expenses

Reimbursement to: _____ Account Name: _____

Street Address: _____ Account Number: _____

City, State, Zip: _____

Date	Business Name	Explanation of Expenses	Acct. #	Total

ORIGINAL RECEIPT MUST BE ATTACHED
FOR EACH REIMBURSEMENT BEING REQUESTED

Total $ -

CERTIFICATION

I certify that the expenses incurred are related directly to the church and are correct and justified.

_____
Signature (Person to be reimbursed)

_____
Ministry Assistant/Head Date

APPROVAL

_____
Church Administrator Date

Note: Do not split out taxes.

Appendix 18: Mission Trip Advance Reconciliation Worksheet

Amount Advanced ______________________________

Advanced to ______________________________

Return completed reconciliation by ________________

____
Signed by person who received the advance

Trip Name ______________________________

Account Name ______________________________

Account Number ______________________________

____
Phone number

Receipt No.	Name of Vendor	Date of Purchase	Amount	Reason for Purchase
	TOTAL CASH ADVANCE			
	TOTAL EXPENSES			
	TOTAL RETURNED TO CARMEL			

____
Signed upon completion of form

____
Signature Ministry Assistant Required

APPROVAL

____
Pastor of Administration

ATTACH ALL RECEIPTS AND SIGNED NOTES TO THIS FORM

Appendix 19: Example - Mission Trip Advance Reconciliation

Amount Advanced _____ Account Name _____

Advanced to _____ Account Number _____

Return completed reconciliation by _____

_____ _____

Signed by person who received the advance Phone number

Trip Name _____

Receipt No.	Name of Vendor	Date of Purchase	Amount	Reason for Purchase
1	Billows Baptist Church	7/8/2013	$1,200.00	Lodging for 7 days for 20 people
1	Billows Baptist Church	7/8/2013	$1,200.00	Food for 7 days for 20 people
1	Billows Baptist Church	7/8/2013	$350.00	Daily van transportation for 20 members; $50 day
1	Billows Baptist Church	7/8/2013	$350.00	Cleaning/Housekeeping
2	Crafts To Go	6/13/2013	$300.00	VBS Supplies
3	Nobels Craft Store	6/13/2013	$300.00	VBS Supplies
4	Henson's School Supplies	7/4/2013	$500.00	VBS Supplies
5	Osher's Party Supplies	7/5/2013	$500.00	Tent Rental
6	B.J.'s Event Supplies	5/23/2013	$800.00	Tent Rental
7	Walmart	5/13/2013	$300.00	Prizes for VBS games
8	The Coffee Call	6/4/2013	$200.00	Coffee House supplies for evening meetings.
9	Honorarium - Mr. Henry Smith	7/5/2013	$100.00	Signed receipt from speaker Mr. Smith attached.
10	Honorarium - Mr. Bill McKenzie	7/6/2013	$150.00	Signed receipt from speaker Mr. McKenzie attached.
11	Bi-Lo	7/1/2013	$150.00	Food for community service on 7/5/13
12	Bi-Lo	7/1/2013	$150.00	Food for community service on 7/5/13
13	Harry's Super Store	7/2/2013	$350.00	Food for community service on 7/5/13
14	Highland Gas	7/3/2013	$150.00	Gas for van used by team members.
15	McAllister's	7/1/2013	$2,500.00	Food boxes for community event on 7/5/13.
16	Billows Baptist Church	7/7/2013	$350.00	Team member celebration dinner.
17	Sue's Gift Shop	6/4/2013	$500.00	Gifts given to visitors and elderly.
18	Emery Drug	7/3/2013	$25.00	Medicine needed for ill team member.
19	Billows Baptist Church	7/7/2013	$500.00	5 interpretors at $100 per week.
20	HiTech Video	7/6/2013	$750.00	Filming and video production for community event.
21	Wilcox Printing	5/24/2013	$240.00	Team T-Shirts / Printing for 20 members.
22	Sweeney's Cabs	7/2/2013	$10.00	Tip for cab driver. No receipt. See attached note.
23	American Airlines	7/1/2013	$25.00	Bag fee. No receipt. See attached signed note.
24	Pastor Ted Fields	7/6/2013	$100.00	Gift for special services. See attached signed note.
25	Billows Baptist Church	7/6/2013	$150.00	Gift to Outreach Ministry. See attached signed note.
	TOTAL CASH ADVANCE		**$14,500.00**	
	TOTAL EXPENSES		**$12,200.00**	
	TOTAL RETURNED TO CARMEL		**$2,000.00**	

_____ APPROVAL

Signed upon completion of form

_____ _____

Signature Ministry Assistant Required Pastor of Administration

ATTACH ALL RECEIPTS AND SIGNED NOTES TO THIS FORM