

Short-Term Mission Trip Application

First Presbyterian Church
Missions and Outreach Ministry

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Please read pages 2 & 3 before filling out the application and keep them for your records.

Complete the application, medical form, release form, and team covenant.

*Please **sign by hand** at the places where a signature is required.*

Return them along with your \$100 deposit payable to First Presbyterian Church

Checklist

- | | |
|--|---|
| <input type="checkbox"/> Deposit (\$100) | <input type="checkbox"/> Application |
| <input type="checkbox"/> Medical Release Form | <input type="checkbox"/> Liability Release Form |
| <input type="checkbox"/> Team Covenant | <input type="checkbox"/> Funding your trip |
| <input type="checkbox"/> Passport Copy (if applicable) | |

Policies & Procedures

Revised: 2/24/2010

If you are interested in participating in a short-term mission trip with First Presbyterian Church, please read the following:

- You must submit this completed application.
- Applications and deposits are due by March 1, 2010. Please also attach a copy of your passport if applicable.
- Participants must adhere to the rules outlined in the Team Covenant. Please read it before applying.
- No one will be considered as a team member until a completed application has been reviewed and accepted.
- The short-term Missions Team Leader or the Missions Pastor will review your application and a personal interview may be required.
- Short-term mission trips can be rewarding and life changing; however, they can also be stressful. Please consider factors in your personal life at this time that may distract or prohibit you from fully committing to the mission of the trip and adapting to unusual conditions.
- Once accepted, team members are expected to attend all team meetings.
- All trip costs are the team member's responsibility and due one month before departure. Your Team Leader will provide information that suggests ways to raise financial support; however, if full support is not raised, the balance is your responsibility.
- If you are unable to participate in your trip, the Missions Office must receive cancellation notice as soon as possible. You may be responsible for all trip costs. **Monies put towards mission trips are contributions, and the Internal Revenue Service prohibits the refund of contributions.**
- Team members will be given information regarding passports and vaccination recommendations from the Department of Health. **Passport and vaccination costs are not included in the trip costs and are the responsibility of the team member.** Estimated Immunization costs are \$100 - \$300, depending on what you need. Team members assume the responsibility and liability for their personal health decisions.
- For additional information regarding the price and dates for each mission trip, contact Frank Hill. Team meetings will review in-depth information to prepare you for the mission.

Consider the Cost of Short-Term Missions

Fund-raising is an integral part of your short-term mission experience. Don't let money keep you from applying for a short-term trip... God could be waiting for an opportunity to show you how big He is! Detailed fund-raising guidelines and materials will be provided at trip team meetings. Here are some inevitable costs that are your personal responsibility and separate from the cost of the mission trip.

PASSPORT

- Passports are required for all trips out of the continental U.S. Apply now for your passport!
- To obtain a passport, you will need a certified birth certificate (not the hospital record), two passport photos, and a driver's license. In addition, you will need to pick up and fill out a form from the post office and turn in the information to a postal clerk for processing with the US Passport Agency. All of this can cost \$65-\$100, depending on when you apply. You should allow six to eight weeks for your passport to arrive. Also, remember that it sometimes takes state agencies several weeks to provide a certified certificate of your birth, if you don't currently have one.

DEPOSIT & BALANCE

- The non-refundable \$100 deposit that is submitted with your application is your responsibility. In addition, if your fund-raising efforts are not entirely successful, the balance of the trip cost is also yours to pay.

IMMUNIZATIONS

- The Missions Office supports the immunizations that are recommended by the Center for Disease Control. Check the diagram to determine which vaccinations are recommended and consult your physician or the Richland County Health Travel Clinic (see contact information below) to determine costs.
- Vaccinations are not included in the price of the trip.
- Contact the Richland County Health Travel Clinic at 803-576-2870. Appointments are necessary and it is recommended to receive immunizations 8-12 weeks before departure.
- Recommended vaccinations for all trips: Hepatitis A&B, Measles/Mumps/Rubella (*if born after 1956).
- Required vaccinations for all trips: Tetanus/Diphtheria.

You should contact your insurance provider to inquire about the possibility of benefits for your immunizations and/or prescriptions.

Deposit Received: _____

Short Term Mission Trip Application
First Presbyterian

Date:

Trip Location:

Dates of Trip:

Deposit Included: Yes No

Personal Information:

(Please attach recent photo to this application)

Full Name: *(as it appears on your passport)*

Mailing Address:

City/State/Zip:

Home Phone:

Business Phone:

E-mail:

Date of Birth:

Marital Status: Married Single Divorced Widowed

Occupation:

School

Spouse Name:

Children:

T-shirt size: Small Medium Large X-Large XX-Large

Passport No.

Citizenship

Date of Issuance

Date of Expiration

Place of Issuance

In the Event of an Emergency, Notify:

Name

Relationship:

Address

City/State/Zip

Home Phone

Business Phone

FPC Involvement

- 1) Please write a brief testimony about your conversion and what you hope the Lord will do in and through you on this mission trip. If you need additional space please use another sheet of paper.

- 2) Are you a member of FPC?
- 3) What role(s) are you presently serving in the Body of Christ? Describe in detail.
- 4) Are you presently attending First Presbyterian Church? (Check appropriately)
- 8:30 AM Worship 11:15AM Worship Evening Worship SS (teacher)

If FPC is not your home church, please list:

Church Name

Pastor's Name

Pastor's Email and Phone #

Ministry Experience

1. Have you previously participated in a short-term cross-cultural ministry opportunity? If yes, where and when?
2. Please list and describe all specialized ministry skills, talents and experience (preaching, teaching, music, youth ministry, construction, medical, computer, drama, puppets, sports, etc.) and how you desire to use these gifts on a Mission Trip:

Language Fluency

(Other than English – Conversation: Fluent, Fair, Poor)

Language	Number of Years	Conversational Fluency

I understand and agree to the following policies:

- My \$100 deposit is due with this Application and is non-refundable.
- I have read “Policies and Procedures” and “Consider the Cost of Short-Term Missions.”
- If I cancel, I may be responsible for full payment of the trip.
- I have read and signed the Team Covenant. I will adhere to the Team Covenant if accepted to the short-term Mission Team.

Signature

Date

FPC Short-Term Missions Medical Information

This form must be filled out in order for you to participate in a short-term Mission trip.

Name:

Name of Primary Physician:

Address:

City:

State:

Zip:

Phone:

Emergency Contact:

Relationship:

Address:

City:

State:

Zip:

Phone:

Please check if you suffer from any of the following medical conditions:

- | | | | |
|---------------------------------------|---|--|--|
| <input type="checkbox"/> Hypertension | <input type="checkbox"/> Hypoglycemia | <input type="checkbox"/> Bleeding Disorders | <input type="checkbox"/> Heart Disease |
| <input type="checkbox"/> Seizures | <input type="checkbox"/> Insect Allergies | <input type="checkbox"/> Asthma/Respiratory Dz | <input type="checkbox"/> Chronic Anxiety |
| <input type="checkbox"/> Arthritis | <input type="checkbox"/> Diabetes | <input type="checkbox"/> Depression | <input type="checkbox"/> Glaucoma |
| <input type="checkbox"/> Migraines | <input type="checkbox"/> Heart Trouble | <input type="checkbox"/> Dizziness | <input type="checkbox"/> Other |

If you checked a box, please provide information regarding diagnosis, treatment, and stability:

Note: If you are allergic to bee stings, please bring a current bee sting kit and/or prescription medication to the project.

Note: Pregnant women are not permitted to participate on projects rated as Intermediate, Substantial or High Risk.

Check with your Project Administrator if you are not sure of your project rating.

List any physical limitations:

List any medications (prescription or OTC) taken on a regular basis:

List any medical allergies:

Blood Type: Have you had surgery in the past three years: Yes No

If yes, please explain:

Date of last tetanus booster:

In an emergency, I give my permission to a licensed physician to hospitalize, anesthetize, or perform surgery on me. I understand that every effort will be made to inform my emergency contact before these actions are taken.

Signature: _____

Date: _____

Parent/Guardian Signature: _____
(only if participant is under 18 years of age)

Date: _____

Relationship to Participant: _____

WAIVER/RELEASE OF LIABILITY

_____ (the "Participant"), who will participate in a Short Term Mission Trip to _____ (the "Mission Trip") from _____, 2010 to _____, 2010 with First Presbyterian Church of Columbia, South Carolina ("First Pres"), and if applicable, the parent/guardian of the Participant, signs this RELEASE in consideration of being permitted to participate in the Mission Trip.

The Participant, and if applicable, the parent/guardian of the Participant, on their behalves and on behalf of their personal representatives, heirs and assigns (collectively, "Representatives"), does hereby RELEASE, WAIVE AND DISCHARGE First Pres, its members, officers, directors, employees, representatives and agents (collectively, the "Released Parties") from any and all claims, demands, rights and causes of action ("Claims") of any kind whatsoever which the Participant, the parent/guardian of the Participant, or any of their Representatives may have or later may have against any of the Released Parties resulting from or arising out of the Participant's participation in the Mission Trip, including, but not limited to, the Participant's travel to and from and stay in _____. The Participant, and if applicable, the parent/guardian of the Participant, further assumes full responsibility for the risk of bodily injury or death to the Participant due, in whole or in part, to the negligent acts or omissions of any of the Released Parties or due to the wanton, willful or intentional acts or omissions of any of the Released Parties, or otherwise, while on the Mission Trip.

The Participant, and if applicable, the parent/guardian of the Participant, gives to _____ and _____ of First Pres the authority to request and authorize medical and/or hospital treatment for the Participant's benefit in the event of any injury or sickness sustained by the Participant while on the Mission Trip, including, without limitation, any injury or sickness sustained while traveling to and from the Mission Trip. The Participant, and if applicable, the parent/guardian of the Participant, agrees to pay for all such treatment and to reimburse First Pres and/or any of the Released Parties for all costs and expenses incurred by it or them with respect to such treatment.

The Participant is a Christian, and along with First Pres and the other Released Parties, believes that the Bible commands Christians to make every effort to live at peace and to resolve disputes with one other in private or within the Christian Church (Matt.18:15-20, I Cor. 6:1-8). Therefore, the Participant, and if applicable, the parent/guardian of the Participant, agrees that any claim or dispute arising from or relating to this RELEASE shall be settled by Biblically based mediation and, if necessary, legally binding arbitration in accordance with the Rules of Procedure for Christian Conciliation of the Institute for Christian Conciliation. A copy of such Rules of Procedure has been made available for the Participant's, and if applicable, the Participant's parent's/guardian's, inspection in the office of First Pres, and the Participant, and if applicable, the parent/guardian of the Participant, has reviewed it (or hereby waives the right to review it) and consents to it. Any such mediation and arbitration shall take place in Columbia, SC. Any judgment upon an arbitration award may be entered in any court having jurisdiction. The Participant, and if applicable, the parent/guardian of the Participant, along with First Pres and the other Released Parties, understands that the methods set forth in this RELEASE shall be the sole remedy for any controversy or claim arising out of this RELEASE. Further, the Participant, and if applicable, the parent/guardian of the Participant, along with First Pres and the other Released Parties, expressly waives any rights to file a lawsuit in any civil court against one another for any such controversy or claim, except to enforce a mediation or arbitration decision.

The Participant, and if applicable, the parent/guardian of the Participant, does hereby expressly agree that this RELEASE is intended to be as broad and inclusive as is permitted by the law, and that if any provision of this RELEASE is held to be invalid, the remaining provisions of this RELEASE shall, notwithstanding, continue in full legal force and effect.

If the Participant is less than nineteen (19) years of age, this RELEASE must be signed by a parent/guardian of such minor Participant.

I AM AWARE THAT MY PARTICIPATION IN THE MISSION TRIP MAY INCLUDE HAZARDOUS ACTIVITIES (INCLUDING TRAVELING OUTSIDE OF THE UNITED STATES), AND I AM VOLUNTARILY PARTICIPATING IN THE MISSION TRIP WITH KNOWLEDGE OF THE POTENTIAL DANGERS INVOLVED. I HEREBY AGREE TO ACCEPT AND ASSUME ALL RISKS OF INJURY, DEATH OR OTHER DAMAGES. THIS IS A FULL RELEASE OF LIABILITY. READ CAREFULLY BEFORE SIGNING.

Funding your trip

Sources of funds

Trip cost: Please check all that apply:

- I will pay for the entire trip with my personal funds.
- I plan on raising some support, but will expect to pay a portion out of my personal funds.
- I hope to raise support to cover the entire trip.

Short-term trip scholarship

The World Missions Committee of FPC desires that many FPC members will choose to participate in a cross-cultural short-term mission trip. As a result, financial support may be given to assist the trip participant in fulfilling the obligations of the trip cost. The ability of the FPC Missions Team to provide scholarships is dependent upon the availability of funds in the Missions budget and connected to the amount of applications submitted for scholarship assistance. Some of you expect to pay for the cost of the trips yourself or expect to receive the total cost of your trip provided in other ways besides an FPC trip scholarship. That is an acceptable way to approach funding your trip and enables others who are in greater financial need to receive additional consideration for a trip scholarship.

Please check one of the following:

- I would like to be considered for a scholarship in fulfilling my trip costs.
- I am not requesting consideration for a scholarship in fulfilling my trip costs.

Note: Your consideration for a scholarship is not influenced by your answer to any of these questions. These questions enable us to adjust our expectations in receiving funds for your trip.

Note: You may be contacted by a member of the FPC Missions Team relating to your scholarship request.

TEAM COVENANT

(Please sign and return with your application)

I realize that the following principles are crucial to the effectiveness, quality, and safety of our mission together. As a member of the short-term mission team, I promise and covenant, by God's abounding grace, to:

1. Remember that I am a representative of First Pres. Church, and as such I will seek to represent the spiritual values, moral conduct and likeness to Christ that are embraced and embodied in that assembly.
2. Remember that I am a guest working at the invitation of the personnel in the host country. I agree to respect and support their leadership.
3. Remember that I have come not only to teach, but also to learn. I may be exposed to procedures and practices that I feel are ineffective or insufficient. I may also be confronted by attitudes that I feel are narrow or close-minded. As this occurs I will resist the temptation to "correct" my hosts and inform them about "how things are done back in the United States." I will rather be open to the opportunity of learning other culture's methods and ideas.
4. Respect my host's culture and distinctive practices of Christianity. I recognize that the Christian faith has many different faces throughout the world, and that one of the purposes of my trip is to witness and experience faith lived out in a different culture.
5. Develop and consistently maintain a servant's attitude toward all nationals and my teammates.
6. Respect our team leader(s) and their decisions.
7. Refrain from gossip and keep my promise of giving only good reports. If there are policies and decisions made by the leaders with which I disagree or do not understand, I will go to the team leaders in private and make my concerns known to them rather than to other team members. In so doing I will avoid the possibility of sowing seeds of dissension and division.
8. Be patient, forbearing, and forgiving toward the failings of the other members on the team.
9. Refrain from complaining. I realize that travel can present numerous unexpected and undesirable circumstances, but the rewards of conquering such circumstances are desirable. I will resolve to be flexible, supportive and adaptive on such occasions rather than grumbling when circumstances are difficult.
10. Respect the work that is going on in the host country with its pastors and leaders. I realize that our team will be there for just a short time, but the local church is there long term. I will respect their knowledge, insights and instructions.
11. Refrain from negative comments or hostile discussions concerning the host country's politics and culture.
12. Remember not to be exclusive in my relationships with the team. If my sweetheart or spouse is on the team we will make every effort to interact regularly with all team members of the team.
13. Refrain from activity or undue interest that could be construed as a romantic interest toward a national. I realize that certain actions that seem innocent in my own culture may be inappropriate in another culture.
14. Refrain from any consumption of alcoholic beverages, including beer, wine, and liquors if directed by the team leader. I realize and accept that failure to adhere to this mandate may result in my exclusion from further short-term trips. *
15. Refrain from use of any tobacco or tobacco-related products. *
16. Seek to live an exemplary life of holiness and obedience to God's commands.

Signature _____ Date _____

Printed Name _____

* We understand that Scripture does not specifically prohibit smoking and drinking. Our position on the use of tobacco and alcohol during projects is not based on a biblical mandate; rather it is born out of our experience in cross-cultural ministry. Cultural sensitivity dictates this policy. Some nationals view consumption of alcohol or tobacco as an inappropriate behavior for Christians. Since we are guests in their country and do not want to do anything that would compromise their witness, we defer to their standards and norms. On some adult projects, the team leader has the authority to grant an exception to this rule.