

University City United  
Methodist Church Missions Policy  
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University City United Methodist Church  
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## ***Introduction***

### **Mission Statement: Missions Committee**

The Missions Committee of University City UMC seeks to fulfill the Great Commission by proclaiming the gospel of Christ to all people within and beyond our own congregation through efforts to minister to the total person, incorporating spiritual, physical, emotional and social needs. We seek to Reach Around the Corner and Reach Around the World.

### **Biblical Basis**

The following Scriptures describe the purpose of the Missions committee:

- Jesus's response about the greatest commandment is "Love the Lord your God with all your heart and with all your soul and with all your mind.' This is the first and greatest commandment. And the second is like it: 'Love your neighbor as yourself.' All the Law and the Prophets hang on these two commandments." (Matthew 22:37- 39)
- To fulfill the Great Commission of Jesus Christ to go and make disciples throughout the world. (Genesis 12:1-3, Matthew 9:35-38, Matthew 28:18-20, Mark 16:15, Luke 24:47, and John 20:21)
- To demonstrate Christ's compassionate heart for those in need. (Deuteronomy 15:7-11, Isaiah 58:5-11, Isaiah 61:1-2, and Matthew 25:31-46)
- To encourage personal evangelism through relationships. (1Corinthians 9:19-23)
- To mobilize our resources so that all can hear and understand the Gospel (Good News) in their own language. (Romans 10:13-15)
- To be Christ's witnesses in our Jerusalem, Judea, Samaria, and the Ends of the Earth. (Acts 1:8)

### **Purpose/Vision of Missions Committee**

The Missions committee exists to further the vision of University City United Methodist Church to be a Community-oriented Christian Church, intentionally developing relationships with God and neighbor, one person at a time.

We seek to Change the World by Making Disciples who:

- Bless Others
- Belong in Community
- Believe in Jesus

The Missions committee seeks to Educate, Engage, Equip/Empower members of UCUMC to live out our Vision and provide opportunities where we can Bless others.

### **Purpose of this Policy**

The purpose of the Missions Policy shall be to provide a strategy that will enable UCUMC to:

- Stay on course in being true to our missions purpose
- Maintain consistency as team membership and church staff changes
- Ensure good stewardship in decisions made by the committee and allocation of mission funds
- Provide structure to make important decisions with consistency

## ***Missions Committee Structure***

### **Term of Office**

The term of office for all Mission committee members shall be at least three years.

### **Officers**

- **Chairman** - The Committee Chairman is chosen by the Committee on Lay Leadership and approved by the Board of Stewards of University City United Methodist Church.
- **Staff Liaison(s)** - The Staff Liaison(s) is/are appointed by the Senior Pastor
- **Other Officers** - Other officers, such as Treasurer or Secretary will be decided by a majority vote of the committee.
- **Rotation of Leadership** - The rotation of leadership team members should strive to maintain a high level of missions and evangelism experience to ensure the long-term continuity of the committee. As a result, opportunities are provided to help prospective leaders to grow into new roles and responsibilities.

### **Voting Members**

Voting members of the committee shall include all individuals who are dedicated to fulfilling the Mission Statement as outlined in Section I of this policy and who agree to serve at least a three year term, as evidenced by the Missions roster.

### **Meetings**

The Missions committee shall meet at least bi-monthly (6 times per year) or as appropriate by the Missions leaders to develop committee strategies and goals, review the progress of committee activities, and review and approve any recommendations forthcoming.

## ***Policy Maintenance***

This policy is a statement of principles. Individual exceptions may need to be made. When that occurs, a two-thirds vote of a quorum of the Committee be required to adopt the exception. The full policy will be reviewed at a minimum of every five years to ensure compatibility with the Vision & Mission of UCUMC & submitted for approval to the Board of Stewards.

## ***Areas of Service***

Our areas of service are divided according to the designations found in Acts 1:8.

### **Local Missions—Jerusalem**

Local missions are defined as activities that seek and support the people in the communities directly surrounding UCUMC—our Jerusalem.

### **National Missions—Judea**

National missions are defined as activities that seek and support people within the United States—our Judea.

### **Zonal Missions—Samaria**

Zonal missions are defined as activities that seek and support people within specific social groupings that are the most ignored, forgotten, overlooked or avoided—our Samaria.

### **International Missions—Ends of the Earth**

International missions are defined as activities that seek and support people outside the United States in other countries and cultures—our Ends of the Earth.

## ***Financial Policies and Administration***

### **Missions Budget**

- Missions funding will come from the annual REACH Faith Promise contributions, as well as any specially-designated Missions donations.
- These funds will enable the mission activities of the Acts 1:8 service areas and shall be considered designated funds only accessible by Missions Staff upon a majority vote of approval by the Missions Committee.

### **Disbursement of Financial Support**

- Financial support will be disbursed to partner organizations and/or missionaries upon approval of a majority vote of the Missions Committee based on applications for REACH funding received.
- Financial support is approved by the Missions committee in accordance with the funding criteria. Continued financial support or changes are based on need, availability of funds, ministry performance, and alignment.
- Financial disbursements will be executed using the Check Request Form (Appendix B) submitted by a Staff Liaison of the Missions Committee to the Church Financial Administrator.

### **Financial Accountability**

The Mission Committee:

- Works with recognized and accountable individuals, groups, and organizations that match the mission and vision of UCUMC.
- Reviews prospective missions organizations for sound financial and administrative practices and cost effectiveness.
- Requires agencies and missions to submit the Application for Reach Funding (Appendix C)
- Expects regular contact with those individuals, groups, and organizations whom we support (suggested minimum is twice annually).
- Provides the congregation through the Board of Stewards regular updates on financial decisions made by the Committee.
- Maintains for a period of five years written or electronic documentation of financial decisions made by the Committee.

### **Funding Criteria**

- The Missions Committee uses the following objective criteria to guide decision-making when allocating missions funds:
- The ministry aligns with the mission and vision of UCUMC.
- All individuals, groups, and organizations both outside and inside the church must complete Appendix C – Long Term Global Outreach Application for Support and provide financial, program, and project information before funding is reviewed and approved.
- All individuals, groups, and organizations must be Christ-focused in their ministry seeking to advance the Kingdom of Jesus Christ. (Luke 4:18-21)
- Funds are provided to those individuals, groups, or organizations who show financial responsibility and accountability for their resources, and who spend no more than 30% of their funds on administrative and fundraising costs.
- UCUMC believes our financial support of missionaries and missions organizations should be significant enough to rightfully call a missionary “our missionary” and a missions organization “our partner.” We will use the following guidelines when providing financial support to those missionaries or missions we support. Missions internal to UCUMC are subject to the same criteria and will be voted for on a case-by-case basis.

Suggested Support Levels		
Missionaries	Years 1-5	\$7500/year @\$625/month
	Years 6 or more	\$10,000/yr @ \$833/month
Mission Organizations	Unrestricted Funds	\$5,000/yr
	Project Specific	\$2,500/project

## ***Short-Term Mission Trips and Projects***

### **Introduction**

- Short-term mission trips and projects are vehicles by which God's church can spread the gospel throughout the world, disciple church members, and develop long-term relationships. In addition, specific short-term mission trips and projects may further advance the ministries of supported missionaries and churches.
- Short-term mission trips are very effective in strengthening discipleship within the congregation and cultivating a heart for missions. Short-term mission trips are encouraged because the lives of participants are forever changed and their experiences influence the congregation in a positive manner.

### **Criteria for Mission Trips and Projects**

- In order to be approved for support from the Missions Committee, a short-term mission trip or service project, whether local, regional, or global, must align with the Mission, Vision and Core Values of UCUMC and make a lasting impact on one of the four missional regions (Jerusalem, Judea, Samaria, Ends of the Earth).
- There must be the possibility of long-term support with the agency, program, or missionary being supported.
- The participating team must commit to engaging in personal and spiritual development throughout the duration of the experience.
- Except in the case of a long-term missionary proposal, the scope of a short-term trip or project will be limited to supporting work already underway with an existing local agency, church, or missionary, thereby avoiding a negative void once our team has left.
- For every 10 team members, there must be one team leader.
- There will be a commitment to responsible use of money and other resources, following fundraising guidelines instituted by the UCUMC Finance Committee.

### **Short-Term Mission Team Responsibilities**

Team Leader:

- In coordination with the Missions Chairperson or Director of Missions of UCUMC, the team leader has overall responsibility to plan and execute the trip or project and will be asked to review this policy with the Missions Chairperson or Director of Missions.
- Team leaders must be committed followers of Jesus exemplified by outward behavior and inward spiritual life and possess strong leadership skills in order to shepherd their team.
- Team leaders are the primary contact with the mission agency or host, and they are responsible for ensuring that the goals and objectives of the experience align with the criteria stated in 1b above.
- Team leaders, in the case of cross-cultural experiences, are responsible for learning about their host culture, and training their team on the best ways of navigating and being sensitive to that culture in order to ensure the best possible outcome.
- Team leaders must retain copies of all necessary documents and forms (passports, health records, missions applications [attachment 2], visas, etc.) and supply the UCUMC Missions Chairperson or

Director of Missions with copies before the team departs.

- Team leaders, using the “Short Term Missions Planning Checklist” (Attachment 1), prepare a comprehensive team strategy and guide their team through the objectives of the experience.
- Team leaders will remain in communication with the Missions Chairperson or Director of Missions regarding their team’s progress and their personal readiness.

Team Members:

- Team members are selected on the basis of their interest, as well as their spiritual, personal, emotional, and physical fitness for a given trip or project.
- Team members commit to attend meetings designated by the team leader for the purposes of planning and training for the experience.
- Team members are responsible for obtaining all necessary documentation for their trip (passport, visa, health records, etc.) and supplying their team leader with copies of the same, along with their completed “Short Term Missions Team Application” (Attachment 2).
- Team members must complete and submit to their leader “Medical Information and Release Form” (Attachment 4), and team members under the age of 18 must have the written approval and consent of their parent(s) or legal guardian, also submitted to the team leader.
- Team members who will work with children during the trip or experience are required to obtain “Safe Sanctuary” training and submit “Authorization and Request for Background Check” (Attachment 3) to the team leader who will then submit it to the UCUMC Director of Administration for processing.
- Team members must review and sign “Short-Term Missions Team Covenant” (Attachment 5) and review that commitment with their team leader.
- Team members may be disqualified from participation in their trip or experience at the discretion of the team leader and/or UCUMC staff should they demonstrate an inability to abide by the team covenant or for any reason deemed unqualified by said authorities.

### **Training and Planning for Short-Term Trips and Projects**

- Team leaders are responsible for developing a Missions Team Plan to guide the preparation and execution of the trip or project. The plan should identify and describe the following elements and be submitted to the UCUMC Missions Chairperson or Director of Missions:
  - The objectives and goals for the trip or project
  - A list of all team members, in-country leaders and hosts, communications, contacts, and others who may be serving in support capacities.
  - Training needs specific to the experience
  - Travel plans and contingencies
  - Budget and fundraising plan
  - Prayer and devotion plan
- Team leaders are responsible for team member training and may use “Short Term Mission Team Training Outline” (Attachment 6) to ensure proper readiness for their experience.
- Team leaders must communicate with the UCUMC Missions Chairperson or Director of Missions, regarding travel arrangements and financing, insurance, medical preparations, and training plans. All team members must have health insurance that will cover any circumstance while participating in the experience, which in some cases may require purchasing a short-term medical policy.
- Prayer and team devotions are a critical element of discipleship before, during, and after the trip or project. Team leaders should ensure prayer and biblical devotions are part of every team meeting, and that team members are given proper time and guidance during the trip for spiritual development activities.
- Team leaders, working with UCUMC staff and/or Missions Committee chairperson must develop a trip budget and fundraising plan to support the needs of the experience. A budget will account for:

- Travel expenses (including food and lodging)
- Funds due to the host agency or missionary
- Material supplies required for activities
- Insurance (if required)
- Travel visas
- Team leaders are required to raise funds to support their participation in the trip as a way of ensuring their commitment to the mission and understanding of the missionary mindset. Team members of approved trips (see section VI-E) will raise 75% of their total trip cost, and the Missions Committee of UCUMC will supply the remaining 25% of funds per person from annual Faith Promise allocations, but not to exceed a total team contribution of \$7500.
- Trip participants may also choose to pay their own way “in full”. Fundraising activities must be coordinated with the Church, first through the Missions Committee, and then with the Board of Stewards. This is to ensure no “overlap” of funding efforts occurs. As such, teams are discouraged from mass mailing or emailing members of the congregation for support as much of the financial assistance the Missions Committee provides comes from congregational contributions. Teams are encouraged to consult with UCUMC staff for direction and ideas.
- All checks submitted for fundraising should be made out to UCUMC, marked “Trip”, and come with the attached “Short Term Missions Trip Funding Form” (attachment 7) filled out by the donor. Team member names should not appear on any check. The finance manager of UCUMC shall hold all funds raised or donated for the trip or project until needed for reconciliation of cost.
- UCUMC will provide opportunities for team sharing with the congregation upon their return from the trip.

### **Short-Term Trip and/or Project Approval Process**

- For a leader or team to obtain Missions Committee support for a trip or project, a team representative should contact the Missions Committee Chairperson or Director of Missions to have the proposal reviewed by the Missions Committee.
- An initial Committee will review the proposed trip or project to determine its suitability based on criteria outlined in Section V1-B-b. A majority vote is required to approve a trip as “Sponsored “ by the UCUMC Missions Committee.
- Once a trip or activity has obtained sponsorship, the team leader must craft a full proposal, including budget, and submit Appendix C “Outreach Application for Support” to the Missions Committee Chairperson or Director of Missions to be included for consideration at a Committee meeting.
- A majority vote by the Missions Committee will determine funding for the sponsored trip based on the submitted budget and Missions policy guidelines.

## ***Long-Term Missionary Support***

### **Introduction**

UCUMC shall sponsor and support long-term missionaries whose endeavors align with the Mission, Vision and Core Values of UCUMC and make a lasting impact on one of the four missional regions (Jerusalem, Judea, Samaria and the Ends-of-the-Earth).

### **Candidates for Support**

Candidates sponsored and supported by the church shall undergo evaluation and assessment of several aspects of their life to determine their readiness for missionary field service or seminary attendance. Candidates should consider the following to prepare and sustain them:

- A strong and thriving spiritual life
- A strong and stable marital relationship and/or family life

- Stable financial conditions that allows transition to field service with debt-free status
- Practical experiences that exercises the candidate's faithfulness, skills,
- gifts, and attitude
- An appropriate educational background for service
- A mission organization or church under which to serve

### **Responsibilities of the Church to the Missionary**

- UCUMC supports missionaries through existing mission's organizations.
- Responsibilities to all of our missionaries include:
  - Remember the missionary in prayer
  - Communicate at least quarterly, preferably every two months
  - Promote the work of the missionary within the church
  - Encourage the missionary
  - Help in the evaluation of the missionary
  - Send the money which has been promised in a timely and orderly fashion.
  - Work toward a Kingdom Partnership affiliation with the missionary and his or her agency
- Long-term missionaries sent and supported by UCUMC are encouraged to participate in the annual REACH missions conference either in-person or remotely to champion their efforts among our congregation and potentially increase our capacity for support.
- Financial support for specific missionaries from individuals, Sunday school classes, and children's, youth, men's, and women's ministries and fellowship groups is encouraged.

### **Responsibilities of the Missionary to the Church**

Missionaries and seminary students are responsible to the church for the following:

- Complete and submit an application for financial support including an annual budget for living and ministry expenses.
- Submit a ministry plan with goals and objectives.
- Plan for regular contact with UCUMC.
- Be available to visit UCUMC when on homeland assignment.
- Inform UCUMC of changes in their assignment location or role.

## ***Appendix A, Faith Promise Frequently Asked Questions (FAQs)***

### **1. What is Faith Promise?**

Faith Promise is a way of giving to global outreach. Rather than waiting to respond to individual appeals as they come along, believers ask the Lord how much they should give to missions over the next year. They then commit to that annual total as a "Faith Promise." Faith Promise thus makes missions giving strategic rather than sporadic.

### **2. Is there a scriptural basis for Faith Promise missions giving?**

Faith Promise giving makes us channels of blessing. In His covenant with Abraham, God said that through Abraham's descendants, "all peoples of the earth would be blessed." (Genesis 12:3) Faith Promise giving is a way of handing on the blessing.

- Hannah, though beyond child-bearing age, promised a son she did not have to serve in the temple, if God would provide the son (I Samuel 1:1-3).
- The Macedonians gave beyond their means (more than they could afford (II Corinthians 8:2-3, II Corinthians 9:6-15).
- Faith Promise giving reflects our personal commitments (II Corinthians 8:5).
- Though Faith Promise giving is optional, it does clearly demonstrate our love (Philippians 2:1-4; Luke 6:38, Romans 12:9-10).

### **3. Who should give to Faith Promise?**

In a Faith Promise, God works through anyone and everyone even if there is no visible source of funds. Husbands, wives, singles, youth, and children should all be encouraged to make a Faith Promise commitment.

### **4. What's the relationship between Faith Promise and tithes/offerings?**

Faith Promise giving is over and above the tithe and offerings. Tithing recognizes God's ownership over me and all that I have. In practical terms, tithe money runs the local church and its ministries. Faith Promise is a way for us to give specifically to reaching the unreached of the world.

### **5. How do I get the funds to fulfill my Faith Promise?**

God may provide unexpected income. He may lead you to raise funds in a creative or innovative way. He may ask you to adjust your lifestyle so you can reap additional monies. He may ask you to sacrifice.

### **6. Do I give my Faith Promise before I get it?**

A Faith Promise is a FAITH commitment. Promise only what you believe God wants to give through you. Then trust God to be faithful in this promise. Your Faith Promise involvement says that you believe:

- Global missions are vital to accomplishing the mission of the church.
- The gospel can change lives.
- Giving, although important, is secondary to faith and praying.
- God will help pay the amount promised.

### **7. How do I determine what amount my Faith Promise should be?**

- Pray for God's leading in the amount you should give.
- Do not be surprised at what God lays on your heart.
- Be obedient to His leading.
- Fill out a Faith Promise Card during the Global Impact Celebration.

8. How do I give my Faith Promise?

Give regularly if you can. Missionaries and mission organizations need regular support. Some Faith Promises, however, depend on annual, one-time income. These can be paid when those monies are received.

9. Is this a pledge and will I be notified of my progress?

This is a promise to God, not a pledge to the church. Your Faith Promise amount is between you and God. Although you will be receipted, as with all giving to the church, no one will notify you or keep track of your progress toward your Faith Promise commitment.

10. How long does my Faith Promise commitment last?

Faith Promise commitments are made once a year during the REACH Emphasis Series. The weekly, monthly, or annual commitments extend for one year from that time.

11. What are Faith Promise funds used for?

Funds that are received through the Faith Promise are used to support the local, national, and international global outreach ministries of the church. These supported ministries have been arrived at through much study, prayer, and discussion by the Missions Committee.

12. Are Faith Promise funds used to send people on short-term mission trips?

Short-term team members are required to raise their own support. Short term mission teams that are approved by the Missions Committee will be required to raise at least 75% of the needed funds while the remaining 25% of the needed funds could be covered by Faith Promise funds, provided they have been properly budgeted. Exception: Trips for pastoral, ministry or lay leadership should be covered with Faith Promise funds. Acquiring and casting a God-sized vision by leadership is part of their job and vital for strategically engaging the world.

13. Is the Faith Promise budget equally divided among the Acts 1:8 Teams (Jerusalem, Judea, Samaria, Ends of the Earth)?

The Faith Promise budget is distributed according to the Missions Committee Plan. There is no requirement to have equal distribution of monies, only a balanced approach to ensure ministry is being carried out in all of those areas. The needs of the specific ministries we are supporting dictates the amounts that are dispersed to any one area.

***Appendix B, Check Request Form***

(Submit to the Acts 1:8 Team Leader for your area)



*"You will be my witnesses in Jerusalem, Judea, Samaria and to the Ends of the Earth." (Acts 1:8)*

This application is used to identify, review, and evaluate funding for missionaries, missions, organizations, groups, and special projects to be considered by University City United Methodist Church. Funding is determined annually based on available funds and approved by the GO Lead Team.

Missionary Name:			Organization Name:		
Address:			Address:		
City:	ST:	Zip:	City:	ST:	Zip:
Telephone:			Contact Person:		
E-mail:			Telephone:		
Check one: <input type="checkbox"/> Preparing for 1st term <input type="checkbox"/> Currently on field (since ___/___/___)			E-mail:		
Is this organization a member of the Evangelical Church Finance Association? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Please write a brief summary of the primary focus of your ministry or project.					
Where (Country, Region and/or City) is your ministry located?					
Who are the people groups and/or population segments being reached by your ministry? (E.G. the Ingush people of Kazakhstan; university students in Nairobi; AIDS orphans in villages)					
What are the primary strategies employed in your ministry? Check category and write a 1- or 2-sentence description of how the strategy is implemented. Provide additional explanation if needed.					

- Church Planting
- Church Strengthening
- Community Development
- Discipleship
- Evangelism
- Humanitarian Aid
- Leadership Development
- Medical
- Other (Describe)

What impact/outcome have you seen (or do you hope to see) from your ministry? (i.e., How do you measure fruitfulness/effectiveness?)

What are the financial needs of your ministry or project?

Total Needed \$ \_\_\_\_\_ per month/quarter/year (circle one)

Balance Needed \$ \_\_\_\_\_ per month/quarter/year (circle one)

Total Needed \$ \_\_\_\_\_ one time gift

Balance Needed \$ \_\_\_\_\_ one time gift

Total Needed \$ \_\_\_\_\_ Other

Balance Needed \$ \_\_\_\_\_ Other (please describe):

Other than prayer and financial support, what are 2 or 3 practical ways our church members can assist or support your ministry?

Is there a possibility of Short Term Teams assisting your ministry?

Yes

No

If "Yes," what might our church members do on a short-term mission trip?

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Signature

Date \_\_\_\_\_

Please submit by mail or email to:

University City United Methodist Church

3835 West W.T. Harris Blvd.

Charlotte, NC 28269

(704) 369-8000

Web site: [www.ucumc.org](http://www.ucumc.org)

## ***Attachment 1, Short-Term Mission Trip Planning Checklist***

### **8 to 12 Months Prior to the Mission Trip or Project**

- Survey the church, Missions Committee, and church staff to determine their level of support and commitment to the mission trip or project
- Form a planning group
- Contact the host organization or missionary to determine how to best help the host team
- Determine the objectives and goals for the mission trip or project (Host involved)
- Discuss logistics such as meals, transportation, lodging, work schedule (Host involved)
- Agree on dates for the mission trip or project (Host involved)
- Use a budget worksheet to determine the cost for each team member
- Draft a fundraising strategy and plan
- Submit Short-Term Mission Trip Plan to the Missions Committee Chairperson or Director of Missions.
- Secure the approval of the Missions Committee

### **4 to 8 Months Prior to the Mission Trip or Project**

- Schedule the team's consecration on the church calendar
- Begin promoting the mission trip or project to enlist team members and supporters
- Make tentative travel plans and airline reservations as needed
- Conduct a pre-visit if possible
- Plan a local mission trip or project for team building and practice
- Finalize a schedule for the mission trip or project
- Determine the medical needs for the trip. If needed, enlist a nurse or other person trained in first aid and CPR
- Develop a packing list for team members
- Enlist adults as sponsors or counselors for youth mission trips or projects
- Recruit a home team leader and identify a support team
- Begin team training
- Begin fundraising activities
- Conduct a parent meeting for youth mission trips or projects to update them
- Develop a travel itinerary including ground transportation
- If needed, ensure team members have applied for a passport
- Team members send out prayer and financial support requests as needed
- Present the draft plan and budget to the mission leadership team

### **1 to 2 Months Prior to the Mission Trip or Project**

- If needed, conduct a local mission trip or project for team building and practice
- Begin collecting supplies
- Stock a first aid kit
- Contact the host organization for any updates
- Remind team members to complete team forms
- Submit visa applications if required
- Determine team duty and "Buddy" assignments

### **1 Week**

- Conduct the team's consecration on the Sunday before the mission trip or project
- Request funds from the Missions Committee.
- Collect completed team forms and make a duplicate set to remain with the home team leader
- Conduct a parent/spouse meeting to discuss logistics and travel plans
- Pack and load supplies for transport
- Purchase Short-Term Missions Trip Medical and Emergency Medical Evacuation Insurance for all team members

### **During the Mission Trip or Project**

- Be servers, be learners, be flexible
- Represent Jesus Christ, the church, the host organization, and the missionary well
- Share your personal testimony and faith when the opportunities arise
- Role model a servant's spirit
- Make alternate plans (e.g., it may rain)
- Take a day off and have fun
- Remember, everyone will have a "Terrible Thursday" when heat, fatigue, or other factors increase the level of stress. When this happens, give one another some space to recover
- Write in a journal and take pictures and video
- Share telephone numbers and addresses with hosts and others to develop long-term relationships

### **Follow-up Activities**

- Conduct a celebration with supporters, family, and friends
- Follow through on any personal decisions made during the trip
- Write thank you notes to supporters
- Conduct debriefing sessions
- Share pictures and videos
- Write and submit a trip report in addition to briefing the Missions Committee
- Plan presentations for sharing opportunities

**Attachment 1, Short-Term Missions Team Application**

The purpose of this application is twofold. First to help you evaluate if you are ready to participate in this mission trip or project. Secondly, to help the team leader learn more about your interests and commitment level to the mission trip or project. However, completion of this application does not guarantee your participation.

Mission Trip or Project

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**Personal Profile**

Name (as shown on passport)

- Male \_\_\_\_\_
- Female \_\_\_\_\_

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

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

Birth Date (including ear)

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

Marital Status:

- Single
- Engaged
- Married \_\_\_\_\_
- Widowed \_\_\_\_\_
- Divorced \_\_\_\_\_

**Experience Profile**

Are you presently attending school?

- No
- Yes

Where? \_\_\_\_\_

Level of formal education completed?

High School

Where? \_\_\_\_\_

When? \_\_\_\_\_

College \_\_\_\_\_

Where? \_\_\_\_\_

When? \_\_\_\_\_

Degree/Major \_\_\_\_\_

Vocational  
Where?  
When? \_\_\_\_\_

Military Service:  
Branch  
When?  
Type of Duty: \_\_\_\_\_

Are you able to speak or write a foreign language?

- Yes
- No \_\_\_\_\_

Language(s): \_\_\_\_\_

Occupation: \_\_\_\_\_  
Employer: \_\_\_\_\_  
Interests/Hobbies: \_\_\_\_\_

Have you traveled internationally?

- Yes
- No

Where? \_\_\_\_\_

Have you been on a mission trips or project?

- Yes
- No \_\_\_\_\_

Where? \_\_\_\_\_

Do you have a passport?

- Yes \_\_\_\_\_
- No \_\_\_\_\_

Passport Number: \_\_\_\_\_

Expires: \_\_\_\_\_

Certified Birth Certificate?

- Yes \_\_\_\_\_
- No \_\_\_\_\_

What problems do you have when traveling? \_\_\_\_\_

### Medical Profile

Do you have any problems taking preventative medicines such as anti-malarials, or immunizations commonly recommended for travel in some parts of the world?

- Yes\_\_
- No\_\_

Explain:

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Do you usually experience good health?

- Yes\_\_
- No\_\_

Explain:\_\_\_

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Allergies to medications?

- Yes\_\_\_\_\_
- No\_\_\_\_\_

Explain:\_\_\_\_\_

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General allergies:

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Blood type:

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List any current medications and medical conditions that would restrict or limit your participation:

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**Spiritual Profile**

Church Affiliation (if other than UCUMC) and Pastor/Leader Name

Church Address and Phone Number (if other than UCUMC) \_\_\_\_\_

What are your reasons to join this mission team or project? \_\_\_\_\_

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What is God calling you to do in service? \_\_\_\_\_

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Identify your gifts/talents that would be useful for this mission team or project: \_\_\_\_\_

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Attach a draft of your written personal testimony in preparation for sharing with the team and in the field.

**Permission** (including the applicant under age 18)

- Expenses are based on best estimates and are subject to change.
- In the event of political unrest, or natural disaster, University City United Methodist Church reserves the right to cancel the mission trip or project.

- ❑ Team members, leaders, and staff strictly adhere to expected standards and policies and are subject to dismissal without refund or reimbursement.
- ❑ Team members, leaders and staff serve at their own risk and University City United Methodist Church is not liable in the event of illness, accident, death, or terrorist acts, or for transportation or any other expenses beyond that of normal involvement.
- ❑ All donations received by University City United Methodist Church go towards tax exempt mission expenses. Money cannot be refunded.
- ❑ Team members, leaders, and staff agree to participate in fundraising and promotional activities.

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Signature of Participant or Parent/Guardian (if applicant is under 18)

Date

**Note:** The team leader will retain in his/her possession these medical forms for the purpose of sharing information to licensed professionals should a medical emergency arise.

**Attachment 2, Authorization and Request for Background Check**

In compliance with the Safe Sanctuaries Security Program, I, \_\_\_\_\_, hereby authorize University City United Methodist Church (UCUMC) to request a national background check (including criminal and sex offender report) as required by the Caring for All God's Children policy (UCUMC Policy 35-1 Child Abuse Prevention).

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

All other names that have been used by applicant (if any, including maiden name)

Current Address: \_\_\_\_\_ Street  
Address

City State Zip

Dates of Residence: \_\_\_\_\_ to present

Please list previous addresses for the past five years (additional space on back):

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

City State Zip

Dates of Residence: \_\_\_\_\_ to \_\_\_\_\_

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

Driver's License Number: \_\_\_\_\_ State: \_\_\_\_\_

License Expiration: \_\_\_\_\_ Last 4 digits of SSN: \_\_\_\_\_

Signature Date

Additional addresses if needed:

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

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

Dates of residence: \_\_\_\_\_ to \_\_\_\_\_

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

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

Dates of residence: \_\_\_\_\_ to \_\_\_\_\_

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

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

Dates of residence: \_\_\_\_\_ to \_\_\_\_\_

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

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

Dates of residence: \_\_\_\_\_ to \_\_\_\_\_

**Attachment 3, Medical Information and Release Form**

Name (as shown on medical insurance): \_\_\_\_\_

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

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

Birth Date: Month: \_\_\_\_\_ Day: \_\_\_\_\_ Year: \_\_\_\_\_ Age: \_\_\_\_\_

**Permission** (including the applicant under age 18)

- I do hereby verify that the below information is correct and I do hereby grant permission for the church to obtain medical attention in case of sickness or injury.
- I hereby grant permission for an attending physician or hospital to perform whatever care deemed necessary by the church for my welfare should I be unable to make reasonable and sound decisions for me.
- I also hereby release, absolve, indemnify, hold harmless, and forever discharge the church, the organizers, sponsors, and supervisors from any and all claims, demands, actions or cause of actions, past, present, or future arising out of injury or damage while participating on this trip.
- I assume all risks and hazards incidental to the conduct of the activities and transportation to and from the area. In case of injury to me, I hereby waive all claims against the organizers, the sponsors, or any supervisors appointed by them. I likewise I release from responsibility any person transporting me to and from the activities.
- I agree to purchase Short-Term Missions Trip medical insurance as prescribed by University City United Methodist Church.

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

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_ (If applicant is under age 18)

**Medical and Insurance Information**

Medical Insurance Carrier: \_\_\_\_\_ Policy #: \_\_\_\_\_

Family Physician: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Have you ever been treated or seen by a physician for (check applicable boxes and explain below)?

<input type="checkbox"/> None	<input type="checkbox"/> Allergies	<input type="checkbox"/> Asthma
<input type="checkbox"/> Bronchitis	<input type="checkbox"/> Chest Pain	<input type="checkbox"/> Diabetes
<input type="checkbox"/> Dizziness	<input type="checkbox"/> EENT Disease	<input type="checkbox"/> Emotional
<input type="checkbox"/> Heart trouble	<input type="checkbox"/> Hernia	<input type="checkbox"/> Problems
<input type="checkbox"/> Kidney trouble	<input type="checkbox"/> Sinusitis	<input type="checkbox"/> High Blood
<input type="checkbox"/> Stroke	<input type="checkbox"/> Ulcer	<input type="checkbox"/> Pressure
		<input type="checkbox"/> Stomach Upset
		<input type="checkbox"/> Other (explain below)

**Immunizations:**

<input type="checkbox"/> Tetanus: Date Received _____	<input type="checkbox"/> Typhoid: Date Received _____
<input type="checkbox"/> Other _____	

List any prescription drugs you will be taking while on the trip; state the purpose, frequency, and dosage for each.

Comments: \_\_\_\_\_



**Emergency Notification**

Relative or Friend \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

***Note: The team leader will retain in his/her possession these medical forms for the purpose of sharing information to licensed professionals should a medical emergency arise.***

#### ***Attachment 4, Short-Term Missions Team Covenant***

##### **Attention Team Members!**

Carefully read the following list of principles and expectations, and discuss them with the team leader and other team members for full understanding. If you are willing to make a commitment to this mission trip or project, sign the covenant as a pledge of your commitment.

Prior to and while participating in this mission trip or project, I will seek to demonstrate my love for Christ and others by agreeing to .....

- Keep myself healthy. I will refrain from activities that may be considered inappropriate in some cultures (e.g., tobacco products, alcohol).
- Maintain a safe environment for my fellow team members. I agree not to have possession of or use firearms.
- Work to the best of my ability. I am excited about demonstrating my love for Christ by ministering and working hard for the duration of this mission trip or project.
- Follow the mission trip or project schedule. I understand that I must remain flexible because schedules often change. I also understand that any schedule changes must be made by or approved by the team leader or our hosts. In respect to others and myself, I will respect the lights out time each night.
- Stay in the designated mission trip area. I agree to stay with the team at all times. I understand that I cannot leave the ministry site or lodging areas without permission from the team leader. Girls should not be in the boys designated area nor should boys be in the designated areas for girls.
- Respect the privacy of others. I understand that the possessions of others must not be tampered with or taken. I expect others to grant the same measure of respect to my privacy and possessions.
- Maintain a clean environment. I will do my best to keep all areas of the church, work location, and lodging areas clean and free of litter. I will respect the property and grounds serving as my home away from home. I understand that any property damage caused by me will be my responsibility.
- Demonstrate a Christ-like spirit. My attitude will be like that of Jesus (Phil. 2:5). I will love those with whom I work and those around me throughout the mission trip or project.
- Be aware of my witness 24 hours a day. I understand my attitude at restaurants, at my lodging site, or during free time is just as important as when I am “doing my mission assignment.” I will serve with this maxim in mind: “Do no harm and avoid even the appearance of evil.”
- Share my faith. I will come prepared to share my personal testimony and faith with others.

I have read and understood these principles and expectations for the mission trip or project and agree to follow them.

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

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(If applicant is under age 18)

## ***Attachment 5, Short-Term Missions Team Training Outline***

**Note:** If your team leader(s) have completed The Mission Society's Equipping Short-Term Leaders Workshop (ESTML), their material is what should be used to train their teams. The ESTML is the preferred model. If constraints preclude attending ESTML, use the outline below.

### Team Training Session 1

- Prayer
- Team members introductions
- What a mission trip or project is not!
  - Not a tropical vacation
  - Not a National Geographic tour
  - Not a sightseeing tour
  - If your idea of roughing it is Motel 6....
- Why go on a mission trip or project?
  - Because God has given each of us a specific call
  - Because Jesus gave us the Great Commission
  - Goals
  - Support the host organization or missionary
  - Be effective witnesses to all we encounter
  - Disciple team members and others
  - Establish and strengthen relationships
  - Last priority – build something
    - Team versus Committee
      - Leadership
    - Not operate as a committee
    - Consult when possible
      - Unity (Phil. 2:1-5)
        - Essential
    - Our trip will have long lasting impact on our hosts and missionaries and their ministries – either positive or negative
  - Team member responsibilities
    - Field positions
    - Buddy system
    - Attendance/participation
- Schedule
  - Fundraising events
  - Training sessions
  - Consecration
  - Packing day
  - Travel
  - Debriefing and other follow-up activities
- Immediate requirements
  - Passport and photos
  - Immunizations
  - Support team
  - Fundraising
  - Support letters
- Medical information
- Spiritual development
- Prayer and personal devotions

- Testimonies
- Field devotions
- Prayer cards
- Journal
- Prayer

### Team Training Session 2

- Prayer
- Devotion
  - Biblical basis for missions
  - Testimonies
  - Spiritual gifts
  - Discuss personal testimonies
- Administrative
  - Passport
  - Visa
  - Immunizations /anti-malaria medicine
  - Dress (based on mission location and customs)
    - Shorts or no shorts?
    - No suggestive T-shirts
    - Men - Ties for church services
    - Women – pants or no pants?
    - Women – no bare shoulders
    - Work clothes
  - Insurance
  - Support letters
- Cross cultural orientation
- Prayer

### Team Training Session 3

- Prayer
- Trip details
  - Baggage
  - Security
  - Team expectations and responsibilities (covenant)
  - Supplies
- Devotion
- Prayer

### Team Training Session 4

- Prayer
- Finances
- Travel security
  - Watch out for each other
  - Control of luggage
  - Gifts are not to be wrapped
  - Security checkpoint behavior
- Schedule
- Devotion
- Prayer

## Team Debriefing Session

- Prayer
- Finances
- Critique of planning and execution of mission trip or project
- Personal sharing of experiences and how affected
- Planning for program or small group presentations
- Supporter thank you letters
- Written report to Missions Committee (or in-person presentation of trip experience)
- Devotion
- Prayer

**Attachment 6: Short-term Missions Trip Funding Form**

I, \_\_\_\_\_, would like to support short-term missionary,  
\_\_\_\_\_ for their upcoming trip sponsored by



University City United Methodist church in the following way(s):

- Prayer
- Financial Contribution of \$

I, \_\_\_\_\_, would like to support short-term missionary,  
\_\_\_\_\_ for their upcoming trip sponsored by



University City United Methodist church in the following way(s):

- Prayer
- Financial Contribution of \$

I, \_\_\_\_\_, would like to support short-term missionary,  
\_\_\_\_\_ for their upcoming trip sponsored by



University City United Methodist church in the following way(s):

- Prayer
- Financial Contribution of \$

I, \_\_\_\_\_, would like to support short-term missionary,  
\_\_\_\_\_ for their upcoming trip sponsored by



University City United Methodist church in the following way(s):

- Prayer



Financial Contribution of \$