

**Short-Term Mission Policy Manual
International Service Trip**

Policies & Procedures

If you are interested in participating in a International Service trip with Journey Christian Church during 2016, please read the following:

- **You will be considered a team member when completed Application, Medical Information & Release, and Permission & Release forms are submitted with a deposit.**
- Participants must adhere to the rules outlined in the team covenant. Please read it before applying.
- While a trip is rewarding and you can expect to see and experience many interesting things, the primary focus of the trip is not a leisure vacation. There will be work to do and the focus will be on serving others, including your teammates and the mission host.
- 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 and prohibit you from fully committing to the mission of the trip and adapting to unusual conditions.
- **Team members are expected to attend all team meetings that are scheduled leading up to the trip date.**
- **All trip costs are the team member's responsibility and due within the specified time frame set by the trip coordinator.** Your Team Leader will give you suggestions and examples 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 Team Leader must receive cancellation notice as soon as possible. You may be responsible for all trip costs. Monies put towards service trips are contributions and the Internal Revenue Service prohibits the refund of contributions.
- If you have physical limitations, please apply for a trip in which you are physically able to participate. Some trips may be prohibitive for certain physical conditions. Please make your Team Leader aware of these conditions.
- 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.** Team members assume the responsibility and liability for their personal health decisions.

International Service Trip Application

Date & Name of Trip: _____

Personal

Legal name: _____
(first) (middle) (last) (As it will appear on passport)

Nickname: _____ email address: _____

Address: _____ Home Phone: _____

City: _____ Cell Phone: _____

State: _____ Zip: _____

Place of Birth: _____ Date of Birth: _____

If under 18 years of age, name(s) of parent(s) or guardian(s): _____

Home Phone: _____ Work Phone: _____

Do you have a criminal record? Yes No If yes, please explain: _____

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

Person to contact in case of emergency:

Name: _____ Relationship: _____ Phone: _____

Journey Christian Church Involvement

Do you attend JCC Worship services? Yes No How long? _____

Are you a member of JCC? Yes No How long? _____

If not a member, where is your membership? _____

Have you served in ministry at JCC? Yes No

Which ministries? _____

Are you part of a Small Group? Yes No Which one? _____

Skills and Talents (not a requirement, just looking for potential expertise among team members)

Previous evangelism and/or mission experience: _____

Previous cross-cultural exposure: _____

Practical skills (such as construction, technology, painting, etc.): _____

Creative skills: _____

Foreign languages: _____

**International Service Trip
Medical Information & Release**

*This form must be filled out in order for you to participate in
a International Service Trip with Journey Christian Church.*

Name: _____ Birth Date: _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: () _____ Work Phone: () _____

Cell Phone: () _____

Emergency Local Contact: _____ Relationship: _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: () _____ Work Phone: () _____

Cell Phone: () _____

Medical Insurance Provider: _____

ID# _____ Group# _____

Will your medical insurance cover you out of the country? ____ Yes ____ No

Name of Primary Physician: _____

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 | <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 | | | |

Physical limitations – Please list: _____

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

List ALL Allergies: _____

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

If so, please explain: _____

In an emergency, I give my permission to a licensed physician for medical treatment, hospitalization, and/or emergency surgery. I understand that every effort will be made to inform my emergency contact before these actions are taken.

Signature: _____ Date: _____

Parent/Guardian Signature _____ Date: _____
(if under 18 years of age)

Relationship to Participant: _____

**Journey Christian Church
PERMISSION and RELEASE FORM**

Team members traveling on a short-term International Service Trip

It is essential that Journey Christian Church have the following document completed.
The form covers legalities that are not anticipated, but must be considered.

“I, _____, do hereby certify that I am willing, physically fit, and sufficiently prepared to travel with and participate in a voluntary work project with Journey Christian Church.”

“I, for myself, and on behalf of my estate, heirs, executors, and administrators do hereby fully release and discharge Journey Christian Church and/or its Elders, Staff, Project Leader, and/or their board members, officers, affiliates, agents, representatives, and successors from any liabilities, claims, obligations, damages, and causes of action whatsoever arising or growing out of my traveling and participation in the programs of Journey Christian Church. I understand that team members serve at their own risk and Journey Christian Church is not liable in the event of sickness, accident, death, or acts of terrorism.”

“Furthermore, any of the above-mentioned has my permission to take me to a doctor for medical treatment, hospitalization, and/or emergency surgery if the need should arise. I assume the responsibility for all medical bills for myself. Should it be necessary for me to return home due to medical reasons or disciplinary action, I will assume total transportation costs incurred above the original ticket cost of the work project.”

“I have read our team covenant, and agree to follow the rules set forth by our covenant and team leaders. I understand that all discipline rules apply throughout the entire trip, and team members are subject to dismissal for non-compliance ‘without refund.’”

_____/_____/_____
Signature of Team Member City, State Date

_____/_____/_____
Parent/Guardian, if Team Member under 18 City, State Date

_____/_____/_____
(Witness, other than parent) City, State Date

Team Covenant

As a member of this team, I agree to:

1. Remember that I am representing Jesus Christ as well as Journey Christian Church. I will model Jesus in my behavior and attitude.
2. Remember that I am a guest working at the invitation of my hosts. I will remember the missionaries' prayer, "Where you lead me I will follow; what they feed me I will swallow."
3. Remember that we have come to learn, as well as to teach. I'll resist the temptation to inform our hosts about "how we do things." I'll be open to learning about other people's methods and ideas.
4. Develop and maintain a servant attitude toward all nationals and my teammates.
5. Not let our hosts or teammates do all the work, but will voluntarily pitch in and do my share.
6. Respect my team leader(s) and his/her/their decisions.
7. Refrain from gossip.
8. Refrain from complaining. I know that travel can present numerous unexpected and undesired circumstances, but the rewards of conquering such circumstances are innumerable. Instead of whining and complaining, I'll be creative and supportive.
9. Attend all team meetings before the trip as well as any follow-up meetings.
10. Remember not to be exclusive in my relationships. If my boyfriend/girlfriend or spouse is on the team, I will make every effort to interact with all the members of the team. If I am attracted to a teammate, I will not attempt to pursue a relationship until after we return home.
11. Refrain from any activity that could be construed as romantic interest in a national or teammate.
12. Refrain from illegal drugs and abstain from consumption of alcoholic beverages or the use of tobacco while on this trip.

13. Refrain from the teaching or practice of any belief that would not be endorsed by Journey Christian Church.
14. Abide by the fund-raising procedures endorsed by Journey Christian Church and will personally thank all financial donors that contribute to my trip.
15. Remember that I can be sent home if I do not adhere to this Covenant or if my Team Leader believes it is in my or the team's best interest.
16. Dress Modestly.

Signed: _____ *Date:* _____

Please sign to show your commitment to this covenant and keep this for your personal reference.