

## **SHORT TERM MISSIONS PACKET**

If you are interested in and praying about participating in a short term mission trip with First Baptist Church of Enid, please take and read through this packet. It provides helpful information, as well as expectations. At the end of the packet there are forms for you to fill out and return to the church office. Please pay attention to deadlines set up for the upcoming trip. If you have questions, please do not hesitate to reach out to the church office or Missions Committee.

### **SHORT TERM MISSIONS POLICY**

FBC Enid utilizes short term mission trips as a means for the body of believers to engage in missions for a brief period of time.

#### **Purpose of Short Term Mission Trips**

1. To lead people to a saving knowledge of Jesus Christ
2. To grow disciples
3. To build up the church and local missionaries/workers/pastors
4. To assist FBC Enid in being obedient to the Great Commission
5. To provide humanitarian aid in appropriate settings

#### **Requirements for Mission Team Participants**

1. Faithful follower of Jesus Christ.
2. Active member of FBC Enid or a church similar to the faith and beliefs of FBC Enid. (Statement of faith available at: [www.fbcenid.com](http://www.fbcenid.com))
3. Great Commission minded.
4. Willing to share the gospel.
5. Able to attend most team meetings and/or training sessions prior to departure, unless the team member lives out of town. In that case, he/she should communicate regularly with the team leader via e-mail and/or phone and be able to fulfill any requirements that are deemed necessary by the team leader.
6. Able to financially absorb the entire cost of the mission trip prior to departure. In the event there is an unpaid balance on a participant's account prior to departure, the team member will not be able to accompany the team on the trip. Each trip has a schedule for payments to help the participants reach the total on time. It is important to meet the payment schedule. For information about financial support from FBC Enid, please see the 4.4 Financial Support for Volunteer Missionaries in the FBC Missions Policy.
7. Team member must be 16 and over, unless otherwise indicated by the Team Leader. Team members under the age of 16 must be accompanied by a parent or legal guardian on the trip, unless it is a mission trip designated for students entering 6-12<sup>th</sup> grades. Parental or guardian permission is required for team members who are under 18 years of age.

#### **Required Documentation**

1. Completed Application for Short Term Missions (Appendix 1)
2. List of 10 prayer partners

3. Copy of Driver's License
4. Application for Mission Support (Appendix 2)
5. Notarized Waiver (Appendix 3)
6. Criminal Background Check if 18 yrs+, FBC Enid Office will notify you if an updated Background Check is needed. (In the event that an individual has a history of criminal activities, the Missions Committee and a Pastor will discuss the matter and will determine whether or not he/she will be allowed to participate in mission endeavors of FBC Enid.)
7. Copy of passport and/or visa for international trips
8. Proof of overseas insurance for international trips

### **Requirements for Team Leaders**

1. Faithful follower of Jesus Christ
2. Active member of FBC Enid
3. Great Commission minded
4. A servant leader who is willing to effectively lead his/her team into difficult and unknown situations
5. Shares the gospel on a regular basis
6. Able to train team members in evangelism, culture, religious beliefs, language, etc.
7. Team leader must be 21 year of age or older

### **Policies for Team Behavior and Attitudes**

Individuals participating on FBC Enid sanctioned mission endeavors are reminded that they are ambassadors of Jesus Christ (2 Corinthians 5:20). As teams go on mission they not only represent Him, but FBC Enid, the United States, and the supporting mission agency (if applicable). For this reason, FBC requests that each team member seek to be above reproach in his/her actions and attitudes.

1. Team members must submit to the team leader's authority and leadership
2. Political uncertainty is always of great concern while a mission team of FBC is serving on the international mission field. Therefore, FBC requests that team members refrain from expressing political opinions and comments.
3. Refrain from profanity, alcohol, the use of tobacco products, illegal drugs, gambling, immorality, and any other activities that do not align themselves with Scripture.
4. All team members must adhere to the behavioral guidelines for each specific team set by the team leader and the missionary agency with consideration towards the culture to which the team is going.
5. A team leader reserves the right to ask an individual whose behavior is unacceptable on the field to return home. Any cost incurred as a result of this action will solely be the responsibility of the team participant.

### **Financial Support to Volunteer Missionaries**

One of the goals of the FBC Missions Committee is to facilitate the participation of as many members as possible on short term missions activities and trips. Most of these trips will be organized and partially funded by First Baptist Church of Enid as part of their mission vision and strategy. The church has been generous to have us on the budget and because the church is

already helping to support church members, we request that church members not do personal fundraising within the church.

For financial requests for mission trips the following criteria shall be followed and the request must receive the approval of a Pastor and the Missions Committee:

1. The applicant must meet 2 of the 3 following requirements:
  - a. Be a member of FBC Enid for a minimum of 1 year.
  - b. Be an active member of a Sunday School class at FBC Enid.
    - i. Active shall be defined as having attended or served as a worker and/or teacher for at least 50% of the time over the previous 6 months.
  - c. If applicant is attending college in another city or state, he/she must be active in a local Baptist church and Sunday School class in that community.
    - i. Active shall be defined as having attended or served as a worker and/or teacher for at least 50% of the time over the previous 6 months.
    - ii. Submit a letter of written support from your Sunday School teacher or director.
2. The applicant must complete and submit a **FBC Missions Application** for short term missions. (See Appendix 1)
3. The applicant must complete and submit a **FBC Missions Application for Missions Support**. (See Appendix 2)

Financial support for an FBC Enid led and organized mission trip shall be limited to 25% of the total cost per person, up to a maximum of \$1000.

Financial support for a **non-** FBC Enid led and organized mission trip shall be limited to 25% of the total trip with a maximum support of \$500.

### **Insurance**

All FBC Enid mission teams participating in international mission travel are required to have travel insurance. Travel insurance is usually purchased through Gallagher Charitable International Insurance Services (aaintl.com), and is included in the total trip cost for each team participant. The safety and health of each of our team members is important, not only to the team participant but also to his/her family and FBC Enid. In the event that there is a health emergency while on the field, FBC wants to make certain that proper care and treatment can be administered immediately and without delay. Granted, anything can happen while serving on the mission field, but we must be proactive and have a plan of response in the event that an emergency occurs.

### **Sample Support Letter**

Here is a sample you can use if you are wanting to send out a support request to friends and family outside the church. This is a great way to let your loved ones know about your upcoming mission trip.

Current Date:

RE: Haiti Mission Trip, June 2020

Dear Family and Friends:

I hope that you and your family are doing well! God has recently provided an amazing opportunity to join a team from my church, First Baptist Church of Enid, on a mission trip to Haiti.

Haiti is a country of natural beauty and beautiful people who have unfortunately suffered the ravages of years of brutal dictators, natural disasters, poverty and disease. However, God is bringing beauty from the ashes in places like Jubilee Blanc where homes are being built, children are attending school, malnourished kids are being fed, and hope is being restored.

FBC of Enid will be sending its first team this year to Gonaives, Haiti on June 2-9, 2020. We will be ministering in Gonaives as well as Jubilee Blanc, its impoverished suburb. I will be assisting a medical team as well as helping local children through a daily feeding program and other ministries. We look forward to building friendships and serving God in Jubilee.

The total cost per team member for our mission trip is \$1500 (due March 27<sup>th</sup>). Would you prayerfully consider donating to help offset the cost of this trip? If you cannot give, I would greatly appreciate your prayer support. Prayer is so important, and we appreciate everyone who is willing to pray on our behalf. You can send a tax-deductible donation in any amount to 401 W Maine, Enid, OK 73701. Make the check payable to First Baptist Church of Enid and write on the memo my name and "Haiti" written on it.

I am looking forward to serving the people of Gonaives and Jubilee, but more importantly, having the opportunity to share the hope of Jesus. Thank you so much for your support and prayers!

For His Glory,  
John Johnson

## **Checklist of Documents to Submit to FBC Office**

**(Keep for your records)**

- Completed Application for Short Term Missions (Appendix 1)
- List of 10 prayer partners
- Copy of Driver's License
- Application for Mission Support (Appendix 2)
- Notarized Waiver (Appendix 3)
- Criminal Background Check if 18 yrs+, FBC Enid Office will notify you if an updated Background Check is needed. (In the event that an individual has a history of criminal activities, the Missions Committee and a Pastor will discuss the matter and will determine whether or not he/she will be allowed to participate in mission endeavors of FBC Enid.)
- Copy of passport and/or visa for international trips
- Proof of overseas insurance for international trips



# Appendix 1

## Application for Short Term Missions

Location and Date of trip: \_\_\_\_\_

### Personal Information

Please email a photo of your Driver's License to the office ([fbcinfo@fbcenid.com](mailto:fbcinfo@fbcenid.com)) or submit a copy with application.

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
(As it appears on Driver's License or Passport)

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

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

Phone Number: \_\_\_\_\_

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

Date of Birth: \_\_\_\_\_ Gender: \_\_\_\_\_ Male \_\_\_\_\_ Female

Marital Status: \_\_\_\_\_ Single \_\_\_\_\_ Married \_\_\_\_\_ Separated \_\_\_\_\_ Divorced  
\_\_\_\_\_ Engaged \_\_\_\_\_ Widowed

Spouse's Name: \_\_\_\_\_

Names and ages of children: \_\_\_\_\_

### Complete this section for International Trips Only

Passport Number: \_\_\_\_\_ Issue Date: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Place of Birth (City, State, Country) \_\_\_\_\_

Citizenship: \_\_\_\_\_

Please email a photo of your passport to the office ([fbcinfo@fbcenid.com](mailto:fbcinfo@fbcenid.com)) or submit a copy.

Beneficiary (for insurance purposes): \_\_\_\_\_

**Additional Information**

In an effort to serve the FBC Enid community as well as the world faithfully, we must take into account the following information:

- 1. Do you have a criminal record of any kind? If yes, please explain:

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- 2. Do you have, or had you any problems with alcohol/drugs/substance abuse that could affect your participating on a mission trip?

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- 3. Have you been involved in the occult or anything similar that could still be a burden in your walk with the Lord?

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**Emergency Contact**

Name: \_\_\_\_\_ Relationship to you: \_\_\_\_\_

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

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

Telephone: \_\_\_\_\_ (H) \_\_\_\_\_ (W) \_\_\_\_\_ (C)

**Health information**

Do you have any medical restrictions or disabilities that require special provisions? \_\_\_\_\_

If yes, please explain: \_\_\_\_\_

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Allergies to medications, food, pollen, etc. \_\_\_\_\_

\_\_\_\_\_

Has your reaction ever required emergency care? \_\_\_\_\_

\_\_\_\_\_

Please list any major illnesses or surgeries that you have had within the past 5 years: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Are you under the care of a physician or healthcare provider for a chronic medical conditions (such as a heart or lung problem, diabetes, high blood pressure, etc.)

\_\_\_\_\_

\_\_\_\_\_

Please list any prescription medications you are taking:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### **Personal Testimony**

Please provide a brief testimony (2 minutes or less) of how God saved you. Also include why you felt led to go on a mission trip and how you feel God will use you in this specific mission endeavor. Keep in mind that basics of a personal testimony: when, where, what circumstance, why and what a difference it has made in your life personally.

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## Appendix 2 Application for Mission Support

Full name: \_\_\_\_\_ Date: \_\_\_\_\_

Sponsoring Church / School / Agency: \_\_\_\_\_

Location and Duration of the trip: \_\_\_\_\_

Briefly describe the Purpose of the trip: \_\_\_\_\_

Number of Participants (if known): \_\_\_\_\_ Total cost per Participant: \_\_\_\_\_

What do you anticipate will be your role in serving the people to whom you are being sent? \_\_\_\_\_

When do you anticipate sharing your experiences with FBC Enid upon your return? \_\_\_\_\_

Are you a member of FBC Enid? \_\_\_\_\_ How long? \_\_\_\_\_ What Sunday School: \_\_\_\_\_

If a college student away from Enid, what church are you currently attending: \_\_\_\_\_

Sunday School: \_\_\_\_\_

- active member is having attended or taught for at least 50% over the past 6 months
- A letter from your Sunday School teacher/leader is required to confirm your active *status*

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Below is for the Missions Committee to complete:

Approval date: \_\_\_\_\_ Committee members: \_\_\_\_\_

Pastor: \_\_\_\_\_



## **Appendix 3 Waiver**

First Baptist Church, Enid --- 401 W Maine St, Enid, OK 73701 --- Phone: (580) 234-1133  
Hold Harmless, Waiver of Liability, and Emergency Medical Care Authorization

First Baptist Church of Enid, Inc. (hereinafter "FBC") is offering the opportunity for a mission trip to \_\_\_\_\_ on \_\_\_\_\_, 20\_\_\_\_ (hereinafter referred to as the "Trip"). I, \_\_\_\_\_, of Enid, Oklahoma, in consideration of the opportunity to participate in the Trip, and in consideration of other obligations incurred, hereby agree as follows:

1. I fully understand that I may be traveling or staying in areas of the world which may have unstable political, economic, and security situations where acts of war, potential danger from lack of control over local population, terrorism, or violence could occur at any time.
2. I fully understand that I may encounter difficult climates and living conditions; that risks are present concerning means of travel, food, water, diseases, pests, and poor sanitation and other health related situations. Medical or emergency medical treatment may be inadequate or not available.
3. I accept and assume all responsibility for my personal actions and any and all risks of property damage or personal injury which occur during or as a result from my participation, including potential injury while working.
4. With the above in mind, I fully understand and agree that FBC and all of its entities, their staff members, successors, assigns officers, agents, representatives, ministry divisions, mission trip leaders, volunteers and other participants shall not be responsible or liable in any way for any accident, loss, death, injury or damage to myself or my property, in connection with the Trip or any portion of the Trip even if said injury or action is due to the alleged negligence of FBC or such other participants. Further, I do hereby agree to indemnify and unconditionally hold FBC and such other participants harmless against and from any and all liabilities, damages, claims, suits, judgments and associated costs and expenses (including, without limitation, reasonable attorney's fees) or whatsoever kind in connection with the Trip or any portion of the Trip. Further, I make this agreement on behalf of my heirs, agents, fiduciaries, successors and assigns. I waive, knowingly and voluntarily, each and every claim or right of action I have now or may have in the future against the Church or such other participants related to the Trip, even if any such claim or right of action is caused by FBC's negligence.
5. I hereby state that I am in good health and have all medications necessary to treat any allergic or chronic conditions, and I am able to administer such medications without assistance. If at any time during the Trip I need emergency medical care and am not able to give consent because of my physical or mental condition, I authorize emergency medical care decisions to be made on my behalf, and I specifically release FBC, in making those emergency medical care decisions, from any and all liability associated with said decisions, even if injury or death is the results of FBC's alleged negligence.
6. I have carefully read the foregoing and I understand that my signature herein holds FBC, its officers, employees, mission trip leaders, volunteers or other agents or representatives of

any nature, harmless for any liability for injury, damage, loss or accident as outlined herein, and for any loss or damage related to any scheduling delays or interruptions.

7. This document does not release FBC or such other participants from gross negligence.
8. I have read carefully, agree to, and intend to be legally bound by all terms of this hold harmless, waiver of liability, and emergency medical care authorization.

SIGNATURE \_\_\_\_\_

PRINT NAME \_\_\_\_\_

**SUBSCRIBED AND SWORN TO** before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_

Notary Public, State of Oklahoma