

# EWC Missions Policy

The purpose of these guidelines are to identify Eden Worship Center's procedures for sending groups or individuals on Short-Term missions trips. Short-term missions are defined as a trip lasting anywhere from one-week to two years and traveling anywhere outside of the City of Topeka. These guidelines pertain to adults and minors alike who are involved through EWC in missionary travels.

## 1. Leadership Requirements

### 1.1 Proposal Deadlines

In order for the short-term leadership team to provide a reasonable level of administrative, promotional, and logistical support for a project, the project proposal containing the "who, what, where, when and why" information of the proposed trip should be submitted no later than 60 days prior to the project start date. Trips requiring budget consideration must be submitted by October 1st, support may be limited for projects for which proposals are received less than 60 days in advance of the start date.

### 1.2 Applications and Record Keeping

The short-term missions leadership team is responsible for producing and maintaining all application materials needed to qualify and approve participants in EWC short-term mission projects and shall make these materials easily accessible to all potential applicants.

It shall also be the responsibility of the short-term missions leadership team to determine any additional application content needed, but it is recommended that standard application materials at a minimum solicit the following information:

- Personal contact information (name, address, phone)
- Parent or guardian contact information if applicant is under 18 years of age
- Specific project(s) for which the applicant seeks approval for participation
- History of criminal activity and consent for background check
- Legal waivers indemnifying EWC
- Medical insurance information and/or waiver (*Appendix B*)
- Code of conduct form
- Past missions experience
- Personal references
- Financial aid request

The short-term leadership team shall maintain accurate and confidential records of data submitted through the applications process in order to facilitate an applicant's participation in future projects and to provide easy and rapid access to emergency information.

### 1.3 Funding for Leaders

For short-term trips primarily involving youth and/or minors children (under 18) EWC will fund the trip expenses of one leader for every four minors participating (4-1). [*note: small teams of less than 8 participants of mixed genders would need 2 leaders, a male and female, both supported at 3/4 expenses.*] For short-term trips involving only adults, or a mixture of adults and minors, EWC will fund the trip expenses for one leader for every eight participants (8-1). The number of people in a family that can receive funding is unlimited unless this would prohibit another person or family from receiving funds for the same project.

## **2. Participant Requirements**

Each person desiring to participate in a EWC short-term mission project must submit a complete application form, including all required medical and legal waivers, to the short-term missions leader or their delegate. Web-based application materials, if available, may be submitted in lieu of a paper application. Applications are due no later than 30 days prior to the scheduled departure to the project site. Exceptions to the deadline may be considered on a case-by-case basis.

### **2.1 Participant Application**

Each person desiring to participate in a EWC short-term mission project must submit a complete application form, including all required medical and legal waivers, to the short-term missions leader or their delegate. If there is a financial requirement for the participants, applications will only be accepted with the non-refundable deposit. Exceptions to the deadline may be considered on a case-by-case basis.

EWC reserves the right to assemble the most qualified teams for short-term projects and, to that end, will consider factors such as age and physical limitations when warranted by anticipated project activities or environmental conditions.

### **2.2 Pre-trip Training**

EWC short-term mission teams are expected to have reasonable training in order to fulfill their tasks and responsibilities during their respective projects. Included in such training should be exercises or events to assist team members with group and interpersonal dynamics and, if applicable, the understanding of specific cultural issues.

The prerequisite training for a particular short-term mission project could range from a few casual team dinners to participation in a team service activity prior to the main project to formal training from a third party organization. The type of work that the team will be doing on the short-term project should ultimately determine the applicable set of team training requirements. The goal of training is to strengthen and solidify the participant's Christian walk and equip individuals to share their faith in varying contexts; as well as to ensure that the team has had some time together before it departs to the project site and to prepare team members to interact with native residents in appropriate ways.

Participants are encouraged to make every effort to attend all team training sessions. The project coordinator is expected to set reasonable expectations for training attendance and will determine in conjunction with the EWC elders if a team member's attendance is sufficient for continued participation in the project.

### **2.3 Code of Conduct**

As representatives of Christ and the EWC church, each short-term project participant is expected to conduct themselves in a manner befitting their high Christian calling. As a reminder of this responsibility and to provide individual accountability, all participants, without exception, must sign a mission participant code of conduct form as part of the application process.

Failure to submit a signed code of conduct form (*Appendix A*) will result in the rejection of a participant's short-term project application. Failure to abide by the tenets of the code of conduct may result in disciplinary action, including dismissal from the project after approval by a designated member of the short-term missions leadership team. If dismissal occurs while in the field, the participant will be sent home immediately at their own expense.

The short-term missions leadership team shall develop and maintain a code of conduct form that extols behavior consistent with the highest standards of integrity and Biblical morality. Changes to the code may be appropriate from time to time and shall be approved by the EWC Missions Commission and/or the elders.

### **3. Legal and Liability Guidelines**

The following guidelines shall constitute a legal framework within which short-term missions projects are conducted at EWC.

1. The EWC leadership encourages its membership to participate in approved short-term missions projects regardless of age, gender, or ethnicity.
2. Appropriate and specified training is required for all who participate.
3. From time to time, EWC may approve limited financial assistance for project members.
4. ALL PARTICIPANTS, WITHOUT EXCEPTION, are required to sign an EWC form for waiver of liability. Under-age members may have their parent or other legally approved individual sign for them.
5. ALL PARTICIPANTS MUST SUBMIT PROOF OF APPLICABLE MEDICAL INSURANCE BEFORE they may be approved. Exception to the policy may occur if a participant signs a waiver that declares their recognition that they will bear the burden of all expenses associated with any medical event during their participation on an approved project.
6. EWC SHALL recommend, that all participants in a short-term project outside the United States and its territories obtain adequate international medical insurance coverage if such coverage is not already available through a participant's current medical insurance policy or through an umbrella policy carried by the church, and may include travel insurance as part of the overall cost of the trip.
7. Appropriate emergency medical authorization forms, including written designations of individuals who are approved to make medical decisions when the participant is not able to do so, MUST be on file with the designated project officials.
8. Participants will be financially responsible for all travel costs associated with any premature return from the mission site. Exceptions, if any, will be at the discretion of the EWC Missions chairperson.
9. By December 15, the short-term missions leadership team and the Missions Commission team SHALL make a recommendation to the senior pastor as to whether international liability insurance should be obtained for the following year to protect EWC and its assets against potential legal exposures stemming from anticipated international short-term missions projects and/or projected use of leased facilities.
10. EWC has the responsibility to do all it reasonably can to ensure appropriate individuals represent the congregation. Therefore, ALL adolescents and adults planning to serve in any capacity on a project MUST sign a background authorization form BEFORE their applications are approved. Refusal to sign will disqualify a person from being approved to participate in a project. Background checks will be completed BEFORE final participation may be approved.
11. All project drivers MUST have their DPS driving records reviewed BEFORE they may drive during a project. Anyone with a moving violation on record within the past 24 months from the planned project may not be allowed to drive during the project.
12. EWC may assist its members with identifying reasonable vendors for the required medical and travel documentation.

## 4. Funding Short-Term Missions Projects

### 4.1 Funding Overview

Any project proposal that includes a request for funding in the short-term missions budget must be submitted no later than October 1 of the year preceding the project in order to guarantee budget consideration. Participants in projects that do not meet the October 1 proposal deadline may still be granted funding assistance if sufficient contingency resources are allocated in the short-term missions budget for the fiscal year in which the project takes place.

This funding policy defines a framework for administering and applying for the use of funds set aside in the missions budget for offsetting expenses incurred by participants in short-term missions projects sponsored by or affiliated with EWC.

The short-term missions funding policies outlined below were designed to be consistent with and maintain a balance between the following overarching objectives:

- Involve as many different people as possible in short-term mission projects.
  - Encourage participation in areas where EWC has a special focus.
- \* A participant in a short-term mission trip may partially or totally fund trip expenses by making direct payments for airfare, lodging, meals and other expenses. By IRS guidelines, if the trip is sponsored by a Not-for-Profit (501©3) Organization and the trip is consistent with the tax-exempt purposes of the charity and there is no significant element of personal pleasure, recreation or vacation, expenses related to the trip are generally tax deductible as charitable contributions on the taxpayer's Schedule A (tax return).
- \* Mission Commission and Ministry Council reserve the right to ask the congregation to give towards a specific short-term mission trip to supply funds to the designated account "Missions Trips". These funds will be allocated to the designated account and will therefore be considered part of the church's funding of the project not "in addition" unless otherwise expressly stated. Due to IRS restrictions, EWC members, or any business and/or individuals cannot make donations to a specific individual or participant in a short-term mission trip and receive a tax deduction for their contribution. (Individuals reserve the right to give participants direct payment for trip expenses that are not tax deductible).

### 4.2 Requesting Funds in the Budget

In order to be considered for inclusion in the short-term missions budget, a short-term project must have an evangelistic element and must occur at a location where there are established long-term missionaries available for follow-up contact. Funding priority is given to short-term projects where EWC has a designated focus or has established missionaries.

To ensure consideration in the short-term missions budget, a project's coordinator must submit a project proposal, including dates, description of work, estimated number of workers, and a cost per person estimate, to the short-term missions leadership committee by October 1 of the year preceding the project. At the discretion of the short-term finance team, extra money may be requested in the budget as a contingency for projects that do not meet this deadline.

EWC Missions Commission and Ministry Counsel will review all proposals and may choose to allocate funds proportionally for resources, grants and financial aid. In this allocation structure, the total budgeted amount for a particular project is based on the estimated cost per person provided by the project coordinator and the estimated number of participants. The ideal percentage of project costs covered under this funding scheme ranges from 15% to 20% for international missions trips, or up to 65% for domestic missions trips.

The cumulative financial assistance given to the participants shall not exceed 25% of the overall budget for the trip. In general, a participant should not receive financial aid for more than 2 trips in a given year, and a family should not receive more than \$1000 of cumulative financial aid in a given year.

### **4.3 Applying for Short-Term Missions Financial Support**

To apply for a funding grant for one or more short-term missions projects, a participant should mark the appropriate box in the application packet that indicates a desire to be considered for financial assistance. Requesting financial assistance is optional and may be bypassed if the participant so wishes. Funding grants may or may not be available for a particular short-term mission project depending on the characteristics of the project and the final missions budget for that calendar year.

### **4.4 Qualification for Funding**

To qualify for a short-term missions funding grant, a participant need only submit a complete application packet, including signed release forms and personal references when required. Funding requests will then be considered once an applicant has been approved for a project by the short-term missions leadership team.

Funding grants are available for approved short-term projects on a first-come, first-serve basis as long as funds remain in the short-term missions budget. An individual may receive funding for projects in different mission areas and may even receive funding for multiple projects in the same mission area provided sufficient funds are also available to cover all first-time applicants.

Except for rare and special exceptions that will be evaluated on a case-by-case basis by the short term missions leadership team and Pastoral team. Financial assistance is limited to EWC members. Individuals that participate in a short-term mission trip are responsible for their own expenses related to loss of income from employment during the duration of the short-term mission trip. These expenses will not be included for coverage by EWC.

### **4.5 Fundraising**

For any short-term project for which EWC is acting as the fundraising coordinator (i.e., projects in which EWC arranges and pays for travel, accommodations, meal allowances, etc., on behalf of the participants), it is the responsibility of the short-term finance team to establish well-publicized deadlines by which all or some portion of the funds needed to cover a participant's project expenses must be raised and turned over to EWC. An example of a fundraising deadline would be: "50% of funds raised one month prior to departure; 100% of funds collected one week prior to departure."

Participants failing to fulfill the financial requirements established for their short-term project, may not be permitted to participate in the trip or event and may forfeit some or all of the funds already submitted as needed to cover expenses which have been prepaid. (*ie. tickets already purchased*) Decisions of refusal will be evaluated on a case-by-case basis by the short term missions leadership team, and/or the EWC elders.

## **5. Post-Project Requirements**

*The post-project requirements policy applies only to participants who have received funding assistance from EWC. All other participants are still strongly encouraged to submit a report and take part in any other post-project activities.*

### **5.1 After the Trip**

After the completion of a short-term mission project, the team of participants is expected to submit a report of its work within two weeks of its return from the field. At the discretion of the team members or

the team leader, a project report may consist of individual reports from team members or a joint report reflecting the input and experiences of all team members. A short-term project report should include:

1. A brief history of the mission work (if previously unfamiliar to EWC).
2. The work accomplished by the team.
3. How the native people were affected or influenced by the visit.
4. How the participant or team was affected or influenced by this trip.
5. Any special needs or prayer requests with which the church might be able to assist.

The style and format of the report is left to the discretion of the project team, but the report must constitute a concrete record or artifact of the completed project. Reports must include more than a simple verbal recount of project events. Some acceptable formats include a written summary of the project (1-2 pages), periodic email updates from the field, a team blog, a slide or PowerPoint presentation, or a video history of the project. (*NOTE: Caution must be given to the content of internet-accessible reports on projects that take place in countries with restrictive laws on religious freedom and expression.*)

The report may be turned in or presented to the head of the short-term leadership team, their delegate, or to the EWC Missions chairperson.

Participants should be made aware that any reports, pictures, videos, e-mails, etc. will be retained by EWC and may be used to communicate the status of the short-term mission trip to the congregation. In addition, project artifacts may be used for future presentations, advertising, or publications as needed to promote or update missions awareness within the congregation.

## Appendix A

# MISSIONS TRIP APPLICATION

(Please note: Filling out the application does not guarantee you a spot on the trip. You must also meet the financial deadlines set and the leadership team reserves the right to reject any application or move you to a different trip that they feel you would be best suited for.)

### Personal information:

FULL NAME: (as it appears on passport) \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Passport Number: \_\_\_\_\_

(If you do not currently have your passport, leave the number blank, however please note that we will not be able to purchase airline tickets until we have your passport number. You must submit a copy of the photo page of your passport to the youth leadership team by \_\_\_\_\_ or you will not be able to attend the trip. You will want to apply for your passport as soon as possible considering the process can be quite lengthy.)

Social Security Number: \_\_\_\_\_ Contact Number: \_\_\_\_\_

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

### Parent/guardian information:

Full name of parent/guardian if under 18: \_\_\_\_\_

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

Contact Number: \_\_\_\_\_

### Missions experience:

What trips have you been on in the past: \_\_\_\_\_

What did you accomplish on the trip: \_\_\_\_\_

### About you:

List specific skills you have that would be valuable on this trip: \_\_\_\_\_

\_\_\_\_\_

What do you hope to accomplish on this trip: \_\_\_\_\_

\_\_\_\_\_

Describe the circumstances of your salvation: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What are some things you are currently doing to grow in Christ: \_\_\_\_\_

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List some of your strengths: \_\_\_\_\_

List some of your weaknesses: \_\_\_\_\_

List 2 personal references:

1. \_\_\_\_\_  
Phone: \_\_\_\_\_

2. \_\_\_\_\_  
Phone: \_\_\_\_\_

Are you willing to raise the funds necessary to cover the cost of the trip and meet the payment deadlines?

YES  NO

Do you need financial aid for this trip? (Funds may or may not be available for financial aid. If approved, one individual may not receive more than 25% of the individual total trip cost)

YES  NO

Note: If you are given any financial aid for this trip you will be required to submit a post-project report to your youth leaders within 2 weeks of returning home.

**Code of Conduct:**

1. Live lives in such a manner that you do not bring reproach on the name of Jesus Christ or His church
2. Be an encouragement. No complaining or gossiping.
3. Show respect to fellow team members.
4. Be flexible
5. Be kind and gentle in speech. Avoid loud conversations.
6. Do your best in everything you do.
7. Participate in prayer, devotions and ministry.
8. Follow through on your responsibilities, be willing to learn and be stretched.
9. Ask permission before taking pictures
10. No romantic involvement of any kind.



11. Stay with your team at all times.
12. No purchase or consumption of alcohol, drugs or tobacco
13. No profanity
14. No secular music
15. No fighting
16. In general obey the leaders and the missionaries that we are serving.

Note: Failure to comply with the code of conduct above may result in the team member being sent home at their expense.

Participation agreement:

By signing below I promise to attend any and all functions pertaining to the missions trip and I will take care of all costs of the trip related to my attendance. I agree to do all that is required of me. I also understand that all money raised other than the initial deposit is non-refundable until February 2<sup>nd</sup>. After February 2<sup>nd</sup> all money is non-refundable. (If for some reason you are not able to attend, any monies bookmarked for you will be dispersed for the trip at the discretion of the leaders.)

\_\_\_\_\_

(Printed name of applicant)

\_\_\_\_\_

(Signed name of applicant)

(Date) \_\_\_\_\_

The following contractual area needs to be completed if the minor is traveling without parental supervision.

Parental Participation agreement:

I have read through the information and understand that my son/daughter will be attending a missions trip, if able. I am aware of the type of activities that will take place during the week of the missions trip. I understand what is required of my son/daughter in relation to attending any functions that pertain to the trip. I give permission for my son/daughter to be considered for the trip. I furthermore understand that all money raised other than the initial deposit is non-refundable until February 2<sup>nd</sup>. After February 2<sup>nd</sup> all money is non-refundable. (If for some reason your son/daughter are not able to attend, any monies bookmarked for them will be dispersed for the trip at the discretion of the leaders.)

\_\_\_\_\_

(Printed name of parent)

\_\_\_\_\_

(Signed name of parent)

(Date) \_\_\_\_\_

**Appendix B**

**Eden Worship Center**

**CONSENT TO RECEIVE ROUTINE AND EMERGENCY MEDICAL TREATMENT AND  
RELEASE OF LIABILITY**

ACTIVITY : Trip Name

DATES: Trip Dates

This form must be completed by each participant, or participant’s parent or guardian (if under 18 years of age), and brought to their Ministry Leader before the applicant may attend or participate in the above activity. This form may be release to a third party in order that the applicant receives medical care in the event of illness or injury. This form must be completed in full and the consent form must be signed.

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

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

CITY: \_\_\_\_\_ State: \_\_\_\_\_ ZIP \_\_\_\_\_

PARENT/GUARDIAN /SPOUSE NAME: \_\_\_\_\_

PARENT/GUARDIAN/SPOUSE PHONE NUMBER \_\_ (\_\_\_\_) \_\_\_\_\_ / \_\_ (\_\_\_\_) \_\_\_\_\_

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**FAMILY PHYSICIAN/Medical INSURANCE**

Physician Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Medical Insurance: \_\_\_\_\_ Card ID#: \_\_\_\_\_

- 1. Date of last Tetanus Immunization or booster shot \_\_\_\_\_
- 2. Name of any medical condition for which participant is being treated at present time \_\_\_\_\_
- 3. List of medications he or she is currently taking \_\_\_\_\_
- 4. List all medications participant is currently taking: \_\_\_\_\_
- 5. List any restrictions of physical activity that apply to participant \_\_\_\_\_
- 6. Please detail any other medical info. That you feel is important for the safety of participant \_\_\_\_\_

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In consideration of Eden Worship Center allowing me to participate in the above activity:

- 1. Medical Treatment Consent: I, the undersigned participant, parent or guardian, do hereby grant permission for myself or my son or daughter to receive the necessary medical treatment in the event of any injury or illness while attending the above activity and I hereby hold Eden Worship Center, and their representatives, the sponsoring program, the Ministry Leaders and Youth Leaders, all EWC personnel or representatives harmless in the exercise of this authority.
- 2. For an injury, illness, property damage or loss of any other nature suffered or sustained by me which is anyway associated with or related to my participant in, travel to and from, or activities associated with the above noted program or event, I do hereby for myself, my heirs, my administrators and my executors, forever **waive, release and discharge** any and all rights and claims for any expenses, damages or other losses that I may have, or that may hereinafter accrue against Eden Worship Center and/or any of their respective representatives, officers, directors, employees, agents, successors, assigns and administrators. I further agree to hold them harmless as the result of any claim or damages arising from my participation in activities and events organized and sponsored by Eden Worship Center and ministries.
- 3. I hereby in perpetuity grant full permission to Eden Worship Center, as described above to use any photographs, videotapes, motion pictures, recordings or any other record of activities of the above named program or event for any legitimate purpose. All photographs, resumes or other submissions taken or given to Eden Worship Center shall be property of Eden Worship Center.

I further agree not to institute any suit or cause of action at law or in equity, or in any form whatsoever, based on personal injuries or illness of my child or to other persons, damage or loss of property, losses or injuries or unknown, arising out of participation in activities and events or sponsored by Eden Worship Center and ministries.

PARTICIPANT’S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

PARENT/GUARDIAN SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

Printed Name: \_\_\_\_\_

**PLEASE RETURN COMPLETED FORMS TO TEAM LEADERS ; YOU WILL NEED THEM TO PARTICIPATE.**

**EDEN WORSHIP CENTER – 4095 S. 900 W. Topeka, IN 46571 Phone: (260) 593-2979**

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