# Table of Contents

**Core Values** ......................................................................................................................... 3

**Mission Committee**

- Membership ......................................................................................................................... 4

- Principle Duties ..................................................................................................................... 4

- Responsibilities .................................................................................................................... 5

- Chairperson ........................................................................................................................ 5

- Subcommittees ..................................................................................................................... 5

- Responsibilities .................................................................................................................... 6

- Focused Ministry Groups ..................................................................................................... 7

**Guidelines for Mission Trips/Projects**

- Church Sponsored Projects ............................................................................................... 8

- Church Endorsed Projects ................................................................................................. 8

- Funding/Budget Considerations ....................................................................................... 8

- Participant Guidelines/Qualifications .............................................................................. 9-11

**Covenant** ........................................................................................................................... 12-13

**Appendix**

- Mission Project Request (FORM A) .................................................................................. 15

- Mission Trip Application (FORM B) .................................................................................. 16-17

- Background Check Authorization Form (FORM C) ......................................................... 18-19

- Reference Form (FORM D) ............................................................................................... 20-21

- Interview Form (FORM E) ................................................................................................. 22-23

- Release and Indemnification Agreement (FORM F) ....................................................... 24

- Project Evaluation (FORM G) ........................................................................................... 25-26

- Team Leader Job Description ........................................................................................... 27-28

- Insurance Information ........................................................................................................ 28
Missions Core Values

First Baptist Church of Rocky Mount is committed to fulfilling the Great Commission. Jesus said, “All authority in heaven and on earth has been given to me. Therefore go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you. And surely I am with you always, to the very end of the age.” Matthew 28: 18-20

Our core values are drawn from this commission:

1. We value Christ-centered missions that are worship focused and Biblically directed.
   A. We go under His authority.
   B. We go by His direction.
   C. We go in His power.

2. We value gospel proclaiming and discipleship focused missions to all people.

3. We value the involvement of all church members in missions.

4. We value God’s empowerment in missions.
Mission Committee

Membership:

Elected:
1. ______________________ 5. ______________________ 9. ______________________
2. ______________________ 6. ______________________ 10. ______________________
3. ______________________ 7. ______________________ 11. ______________________
4. ______________________ 8. ______________________ 12. ______________________

By virtue of position:
1. Baptist Men’s Director
2. WMU Director
3. Disaster Relief Coordinator
4. Mission Project Leaders (as specific projects are active)
5. Chairperson-Christian Community Ministries Committee

Membership:
The Missions Committee shall consist of twelve (12) elected members who will serve three-year terms, four (4) of which will rotate off each year. In addition to the twelve (12) elected members, the following will serve on the committee by virtue of position: Baptist Men’s Director, the WMU Director, the Disaster Relief Coordinator, active Mission Project Leaders, Christian Community Ministries Committee Chairperson. From the twelve (12) elected members, one shall be designated as the chair of the committee. From the remaining eleven (11) elected members, eight (8) members shall be selected to focus on the following mission areas, two (2) members for each of the follow mission areas:
International Missions, North American Missions, State Missions and Local Missions.

Principle Duties:
1. Seek God’s leadership in prioritizing, organizing, and scheduling the mission projects of First Baptist Church. This includes:
   – Coordinate the calendaring of mission projects.
   – Allocating funds for each mission project.
   – Promoting information to the church body concerning the needs of specific projects.
2. Develop, submit requests, and oversee the mission project portion of the annual operating budget.
4. Create and maintain up-to-date policies concerning the mission projects of First Baptist Church. This includes:
   – Development of a Mission Request Form
   – Written guidelines and guiding principles for our missions involvement.
5. Coordinate a periodic “Discovering Missions” class as a resource or requirement to participate in a mission project.
6. Submit regular written reports to the Deacons.

Staff Liaisons: Senior Pastor and Associate Pastor-Administration & Education
RESPONSIBILITIES OF MISSION COMMITTEE MEMBERS

Responsibilities of each member shall include, but are not limited to the following:

1. Prepare for and attend committee meetings.
2. Pray regularly for missionaries and missions projects supported by FBC. Pray for God to move in the hearts of the people of FBC to call out those who are to serve in missions.
3. Be familiar with the missions policies of FBC.
4. Create policies as needed in order to assure the orderly and consistent administration of the missions program of FBC.
5. Stay current in mission trends.
6. Be a source of missions’ information to the congregation.
7. Serve on a subcommittee(s) as requested.
8. Participate in missions education activities in the church.
9. Participate in the development of the FBC Missions Budget, and the promotion of said budget upon its passage by the church family.
10. Encourage the development of missions education programs at FBC.
11. Review and make decisions related to the funding of specific missions projects and personnel according to the guidelines stated in the policy manual.
12. Each committee member shall serve as a liaison between the committee and individuals or organizations included in the mission’s budget.

COMMITTEE CHAIRPERSON

The committee chairperson shall be the principal spokesperson for the Missions Committee. He/she shall preside at the committee meetings, or request another committee member to do so in their absence. The chairperson is responsible to the congregation, and shall work closely with the Senior Pastor and Associate Pastor of Administration/Education in all matters related to the work of the committee. Minutes of committee meetings shall be available to all ministerial staff and church members as requested.

SUBCOMMITTEES

Subcommittees shall be appointed by the chairperson and as needed in order to advance the work of the committee in a timely manner. Subcommittees shall be chaired by a member of the Mission Committee specifically appointed to that task by the committee chairperson, Senior Pastor and Associate Pastor of Administration/Education.

Standing subcommittees shall be appointed for the following purposes:
Responsibilities of Mission Committee Sub-Committees

Policy/Procedure Sub-Committee:

- Responsible for creating policy manual for mission programs of FBC
- Responsible for developing new policies and procedures as needed to assure the orderly and consistent administration of the missions program of FBC.
- Bring recommendations on policy and procedure changes to full committee for review and adoption

Budget Sub-Committee

- Oversee the development of the FBC Missions Budget on an annual basis and present to full committee for approval.
- Review budget requests each year and determine if they are consistent with the direction and core values of the Mission Committee.
- Research and process project requests from a financial and feasibility standpoint and make recommendations to full committee on funding, etc. consistent with the Mission Committee Policies/Procedures.

Promotions Sub-Committee

- Maintain updated calendar of mission projects of FBC.
- Develop and implement methods to keep the church informed about the status of ongoing projects.
- Work with mission project team leaders and pastor to schedule and coordinate reporting to church on completed mission projects.
- Develop creative ways to promote the mission awareness and involvement among the members of FBC/coordinate efforts with Pastor. Be a source of mission information for the congregation.
- Assist in the development of a prayer support group for each mission project and lead the congregation in prayer activities/project need awareness, etc.
- Assist in the development of mission education programs for FBC.

Training and Education Sub-committee:

- Work with the Senior Pastor and Associate Pastor of Administration/Education to develop, implement and sustain an on-going Basic Mission Team Training program.
- Develop an advanced Missions Training program to provide leadership and direction for Missions Project Team Leaders.
Committee Focused Ministry Groups

In addition to sub-committees, the active members of the Mission Committee shall be divided into focused groups to act as a liaison between the church and other organizations. The purpose of the focused ministry groups will be to assist in identifying, making recommendations for, and to coordinate the missions work/project requests in the areas of:

1. Local Missions
2. State Missions
3. North American Missions
4. International Missions

Focus ministry groups will:
- Serve as intake point for request for mission projects of FBC that fall within their focus mission area. Determine if project is consistent with the core values of the Missions Committee and meets the policy and procedure guidelines.
- Present new project requests that meet core values to the full committee for recommendation and approval. Focus group will determine if the project is a Church Sponsored or Church Endorsed project. If approved/ forward to Budget sub-committee for review/ funding recommendations, etc.
GUIDELINES FOR MISSION TRIPS/PROJECTS

Both Church Sponsored and Church Endorsed Projects will promote the full intention of the Core Values of the mission efforts of First Baptist Church.

Church Sponsored Projects
Church Sponsored Projects are those for which FBC actively initiates and recruits people for participation. Church Sponsored Projects are approved by the full Missions Committee and are funded from either the church annual Missions Committee Operating Budget or Missions Committee Endowment Funds. Requests for projects to be considered may be presented to the committee from various sources within the Church body. For committee consideration a “Mission Project Request - FORM A,” must be presented to the full committee for review and approval. If appropriate information is not received and processed by the Missions Committee, funding for Church Sponsored Projects may be delayed or not approved.

Church Endorsed Projects
Church Endorsed Projects are those which individuals wish to undertake in cooperation with other mission groups/organizations that meet sub-committee and full committee endorsement but are not specifically promoted by and recruited for by FBC. The committee may support Church Endorsed Projects through the annual Missions Committee Operating budget or Missions Committee Endowment Funds. Funds will not be allocated for expenses, other than member costs, unless pre-approved by the Missions Committee. If appropriate information is not received and processed by the Missions Committee, funding for Church Endorsed Projects may be delayed or not approved. Information required for consideration includes details about the project/trip as well as copies of the sponsoring organization’s application, mission statement and core values statement.

Funding/Budget Considerations

1. As a Southern Baptist Church, FBC will support the Cooperative Program. Consideration may be given to projects sponsored by the North Roanoke Baptist Association, the Baptist State Convention of NC, the North American Mission Board and the International Mission Board.

2. Consideration may be given to local mission causes which enhance the proclaiming of the gospel in the Nash/Edgecombe and Rocky Mount community, especially as they relate to involvement of church members in local mission activity.

3. Consideration may be given to requests from those who have membership, past-membership, or family ties to the FBC family. Due consideration will be given to how the request relates to the overall mission emphasis of the church.

4. Further consideration may be given to requests that are presented to the committee but have none of the above ties. Budgeted and available funding may be considered if the project meets and enhances the Core Values of the Missions Committee.
Funding/Budget Considerations . . . .

5. The Committee will seek to assure that individuals and projects funded by FBC are involved in ministries that lead to evangelism and discipleship which results in the establishment of believers or supports the growing commitment to God’s principles as a way of life.

6. Emphasis will be given to use of available funds to encourage and support individual Church member participation in mission projects. Purchase of vehicles, equipment, land, buildings or building construction shall not be the primary focus of mission funds. However, the committee may consider special circumstances which are clearly opportunities to become involved in what God is doing at a particular time and when involvement provides opportunity for the evangelism and discipleship to a particular people group to whom we are called to serve.

Additional details related to financial funding/support for participants are found in the Participant Guidelines section below, items 9 – 19.

Participant Guidelines

FBC will encourage all its members to prepare and participate in local, state, home and foreign mission endeavors and proposes the following guidelines for Church Sponsored Projects:

1. That the member believes himself to be called by God to this mission endeavor.
2. That only professing Christians be allowed to participate in Church Sponsored projects.
3. That first priority be given to FBC members for Church Sponsored Projects. Participants in an international mission project (which are not youth specific mission trips) must be 18 years or older. Request for exemptions for participants under 18 years of age may be considered if approved by the committee and funded 100% by the parents. Children under 18 years of age will require:
   a) Mission Committee approval
   b) A parent accompanying them or a signed release FORM F from the parent designating a guardian who will accompany and have responsibility for the child during the trip.
4. That any interested member make application for a mission trip/project through the Missions Committee by completing a “Mission Trip Application – FORM B.” An interview with prospective team members may be requested by the committee and or Project Team Leader.
5. That the member be an active Christian in good standing in the life of the Church and have a pastor’s recommendation and signature. (See Participant Reference Form – FORM D).
6. That the member participates in orientation and training with other team members before the mission trip. Training includes completion of the Basic Training Missions Program endorsed by FBC as well as training in how to present the Gospel.
7. That the member cooperates fully with the team leader, nationals, missionaries and others in a partnership of faith, ministry and unity.
8. That the member is prepared for any physical or cultural requirements of the mission endeavor.

9. That the Church through its missions operating budget/ or missions endowment fund may share in up to 50% of the total personal cost for each FBC member participating in a Church Sponsored or Church Endorsed Project (i.e. airfare, taxes/fees, insurance, food, hotel and transportation). Note: For Church Endorsed Projects/trips, funds will not be allocated for expenses other than member costs unless pre-approved by the Missions Committee.

10. That the member will complete application and submit fee of $100 toward cost of trip to confirm their commitment to the project and secure a position on the team.

11. That team member financial assistance will be first allocated, up to the budgeted amount, toward FBC members who have not received financial assistance within the church fiscal year and/or to key team members needed to provide strategic continuity and/or talents for the planned mission trip.

12. That Project Team Leaders may receive consideration for coverage of the full cost of their participation/ oversight of a mission project.

13. That Project Team Leaders be responsible for allocating and giving a detailed accounting for the FBC contribution to the project.

14. Because FBC promotes a unified budget to be supported by members through their regular tithes and offerings, the member who is participating in a mission project shall refrain from individual direct solicitations or from seeking financial assistance from individual members of the church. Each person participating in a mission project may make other people aware of the purpose of the trip. Any gifts received may be designated to assist any individual member who is participating in the mission project provided it is understood and explained in the communication that any such gifts are encouraged to be above their regular tithes. The committee suggests that contacts also be made to family and friends outside the church membership who may want to be aware of and pray for the mission project and contribute as the Lord leads. Unsolicited donations are welcome and will be accepted from all sources including church and family members. In case contributions exceed an individual’s basic trip costs, additional funds received for that mission project team member will be applied to another team member’s cost for the same project or, after all such costs are met, will be applied to the church’s share of the trip costs. The committee will be available to provide assistance to members in preparation of letters or other communication regarding solicitation of funds.

15. Teams or individuals may not solicit or receive funds or financial gifts from the recipients of their ministry. This would include (but would not be limited to) honorariums or funds to help offset trip expenses.

16. One staff member (per project/trip) of FBC who participates in, or leads, church sponsored or endorsed projects may have their expenses paid in full.
17. One staff spouse (per project/trip) may receive full financial support when participating with the staff member in a church sponsored or endorsed project. Careful consideration will be made regarding the frequency of staff/spouse participation.

18. Non-FBC members who may participate in Church sponsored or endorsed mission projects will be expected to provide their own expenses and encourage their church to consider financial support.

19. In the event there is a benevolence case for a Church sponsored, Church endorsed projects or the participant has been solicited by FBC for their specific spiritual gift, talent, or skill, the Missions Committee may consider financial assistance.

20. Mission project participants will be asked to complete a Mission Project Evaluation – FORM G, and return to the Team Leader in a sealed envelope on the last day of the mission trip. Results of the evaluations will be used to improve and enhance the effectiveness of future mission projects in meeting the core values of the Mission Program. Forms can be found in the “Appendix” section of the Policy and Procedures Manual.

21. Any exceptions to these guidelines shall be considered on a per case basis by the Budget and Policy/Procedure sub-committees and an appropriate recommendation made to the full Mission Committee.

22. Mission project applicants for domestic or international FBC sponsored mission trips will be required to complete and sign a Release, Indemnification, Release & Authorization Agreement – FORM F prior to participation in a Church Sponsored or Church Endorsed project.

23. All FBC sponsored international mission trips will require each participant to be covered with travel insurance (typically includes medical reimbursement, emergency medical evacuation, disability, accidental death and dismemberment and repatriation of mortal remains).

24. Mission Team/Project Leaders will be required to complete a Mission Project Request – FORM A, and will be required to submit an itemized budget prior to the trip, highlighting:
   a) Team member travel cost (travel, lodging, food, Visa’s, etc)
   b) Mission project costs (building supplies, medicines, supplies, translator compensation, etc.)
   c) Designated donations (planned material gifts, financial donations, etc.)
MISSION TEAM COVENANT

As members of FBC mission teams, we are sent out in the name of Jesus Christ to tangibly and effectively share the Gospel, demonstrate the love of God, and give reasons for our hope in Jesus Christ (I Peter 3:15). The goal of each team is to bring honor to Jesus Christ through all that we do and say while carrying out his command to “love our neighbor as ourselves.”

Our teams are privileged to be guests of the country in which we serve and partners with Christian missionaries there. As their partners we have been entrusted with the responsibility of representing them in the same manner as they represent themselves within the community. In addition, the sponsors of the trips intend them to be an expression of Christian faith in practice. They have also entrusted us with the responsibility of representing them well among the people we will be serving.

With this in mind, though we may come from a variety of life backgrounds, it is essential that all of us understand these purposes and goals. We have also found it important that each team member agree to certain principles of conduct while serving with the team so as to advance, and not detract from, our stated purposes. Those principles of conduct include the following:

1. As a part of the mission team we will always put the good of the group before our own personal good. We will each participate fully in the ministry and will do all that we can to build a spirit of cooperation, participation, and service within the group.

2. As partners with our missionaries we will always work to enhance their work and reputation. We will trust the missionaries with whom we work to know how we can best compliment and support their ministry.

3. The consumption of alcoholic beverages and the use of tobacco products have the potential to hinder our reputation and our witness in other cultures and with those who send us out. In order to avoid any possible problems we will refrain from these activities while we are on a mission trip.

4. The emotional and physical strains of these trips, plus the close bonds of friendship and camaraderie which are developed through them, can lay the foundation for development of inappropriate relationships. We will exercise extreme discretion, therefore, in our conduct towards members of the opposite sex within our team. We will at all times maintain the highest standards of sexual conduct.

5. The cost of mission trips often makes fund-raising necessary. Before engaging in any fund-raising opportunities or projects we will first clear them with the leadership of the team to be sure that they do nothing to hinder our purposes as a team. We agree to abide by decisions that are made concerning the appropriateness of any fund-raising project.

6. Financial integrity is essential to the reputation and witness of our teams. All money raised, whether through projects or donations, will be used for the mission team. A record of all money raised through projects or donations must be kept by each team member and made available to the team leadership. Any member who has raised funds for the trip but who does not actually participate in that trip will either return those funds or turn them over to the FBC Missions fund for use by this or future teams. Under no circumstances will any person retain
funds raised for a trip in which he or she does not actually participate.

7. Preparation for the trip is crucial to the group experience. With that in mind, we will make every effort to participate in all team meetings. We will all commit to be present for the final team meeting immediately preceding our departure unless absence from the meeting has been approved in advance. I understand that inadequate involvement in the team preparation meetings may disqualify me from participation in the trip.

8. Bringing closure to our experiences as a team is also crucial to our personal and group health. We will each commit to participate in the team debriefing gathering(s) as we leave a country, and upon our return to the United States.

By signing below I commit to abide with this covenant and partner with FBC to minister in the name of Christ.

___________________________________________               _____________________
Signature                                            Date
APPENDIX
Mission Project Request Form

Date of submission: ____________________________________________

Submitted by: ________________________________________________

Phone: __________________________ Email: ________________________

Source of request:

Description of project:

Purpose of project:

How will project accomplish God’s work through First Baptist Church?

Are follow-up projects anticipated to establish on-going mission work?

Projected number of participants to accomplish the project: ________________

Special skill sets required of participants: ____________________________

Timing of project/dates requested to schedule: _________________________

Resources needed:

Projected total cost of project: $______________________________

Suggested personal cost of each participant: $_______________________

Amount of financial support requested form Missions Committee: $______________

Mission Project Request Form must include 1) proposed funding per FBCRM member and 2) a separate line item for mission project costs (that are not averaged into the average team member cost). (Example: travel, room, food, VISA cost $1500 per participant – anticipate 5 FBCRM members at $750 each and anticipating additional $4000 cost for building supplies, project on-site costs). Please attach a copy of your salvation experience testimony and the names of two references with telephone numbers (include your SS teach and a FBCR member).

Please return completed form to First Baptist Church office and/or the Mission Committee at least 90 days prior to the trip.

Missions Policies & Procedures Manual
Revised August 2013
Mission Trip Application
First Baptist Church, Rocky Mount, NC

Trip Name: ____________________________  Dates: ______________________

Applicant Name: ____________________________  Date of Birth: ____________

Home Address: ____________________________  Home Phone: ______________

Home Phone: ____________________________  Mobile: __________________

Home Phone: ____________________________  Work: __________________

E-mail address: ____________________________  Gender: M____ F____

Social Security Number: ______________________

Spouse Name: ____________________________  Phone contact: ______________

In case of emergency contact:
Name: ________________________________________

Cell #: __________________  Home #: __________________  Work #: ______________

First Baptist Church Member ______ Yes _____ No  If No list home church:

________________________________________________________________________

Past Mission Trip Experience:

Why do you want to participate in this mission trip?
After carefully reading through the Mission Trip Information Packet, organize the required items as listed below. Use this sheet as a check list to ensure that all items are included, as incomplete applications cannot be accepted. Turn in your completed application to the team leader on or before the application deadline. Please note, all applicants must have a current passport (if applicable) by the application deadline.

1. Mission Trip Application (FORM B, Page1)
2. Mission Trip Application (FORM B, Page 2)
3. Personal Testimony of your salvation experience
4. Background Check Authorization (FORM C, Page 1)
5. Two completed reference forms in sealed envelopes. (FORM D Page 1, FORM D Page 2)
6. Release and Indemnification Agreement (FORM F)
7. Signature page of Mission Team Covenant (Page 11)
8. A photocopy of your passport (if applicable)

Will financial assistance be needed?

Any medical conditions which would limit your participation in this mission project? If yes, please explain:

Applicants Signature_______________________________Date:___________

(Please enclose a $100 trip deposit with this application)
AUTHORIZATION/CONSENT

During the application process and at any time during the tenure of my employment/service with First Baptist Church, Rocky Mount, NC, I hereby authorize ChoicePoint Services Inc., on behalf of First Baptist Church, Rocky Mount, NC to procure a consumer report (known as an investigative consumer report in California) which I understand may include information regarding my character, general reputation, or personal characteristics. This report may be compiled with information from courts record repositories, departments of motor vehicles, past or present employers and educational institutions, governmental occupational licensing or registration entities, business or personal references, and any other source required to verify information that I have voluntarily supplied. I understand that I may request a complete and accurate disclosure of the nature and scope of the background verification, to the extent such investigation includes information bearing on my character, general reputation, or personal characteristics.

__________________________________
Applicant/Employee Signature

____________________
Date

________ - ______ - ______
Social Security Number *

____________________
Date of Birth *

* For identification purposes only

MN & Oklahoma Residents please note: In connection with your application for employment/service, your consumer report may be obtained and reviewed. Under Minnesota and Oklahoma law, you have a right to receive a free copy of your consumer report by checking the appropriate box below.

___ YES, I am a Minnesota resident and would like a free copy of my consumer report.
___ YES, I am an Oklahoma resident and would like a free copy of my consumer report.

CA Residents please note: Under CA law, you have a right to receive a free copy of your report by checking the appropriate box below.

___ YES, I am a California resident and would like a free copy of my investigative consumer report.

Printed Name ________________________________

Street Address_______________________________

City, State, Zip ______________________________
BACKGROUND VERIFICATION DISCLOSURE

This is used to inform you that a consumer report is being obtained from a consumer reporting agency for the purpose of evaluating you for employment, volunteer service or a contracted position, including retention as an employee, volunteer or independent contractor.

This report may contain information bearing on your character, general reputation, and personal characteristics from public or private record sources.

California Notice:
You have the right under Section 1786.22 of the California Civil Code to contact ChoicePoint during normal business hours to obtain your file for your review. You may obtain such information as follows:

1. In person at ChoicePoint’s office at the address listed above. You will need to furnish proper identification prior to receiving your file. You may have someone accompany you and should inform such person that they will also have to present reasonable identification. If you want ChoicePoint to disclose to or discuss your information with this third party, you may be required to provide a written statement granting ChoicePoint permission to do so.

2. By certified mail, if you make a written request (and provide proper identification) to have your file sent to a specified addressee.

3. By telephone, if you have previously made a written request and provided proper identification.

ChoicePoint has trained personnel to explain any information that is furnished to you and to explain any information that is coded.

Employer please note: If consumer checks “YES” regarding the full consumer report, and consumer resides in California, you will need to provide the individual with a copy of their consumer report.
MISSIONS PROJECT PARTICIPANT REFERENCE FORM

Name of Applicant ___________________________________________________________

Mission Project ____________________________________________________________________________

Name of Reference ______________________________ Phone______________________________

Name: ___________________________ has applied to be a part of a mission team and has given
your name as a reference. Since all applications are held in strict confidence, we would appreciate your open and forthright
comments as you answer each question. The application process is extremely important to the individual and to us as the
sending church. To send someone on mission who could pose a danger to children or otherwise cause harm to our witness
would severely undermine our desire to advance the Gospel. Thank you for your cooperation.

PLEASE PLACE THIS IN A SEALED ENVELOPE AND RETURN TO THE APPLICANT BY ___________

1. How long have you known applicant and in what capacity?

2. How would you describe the applicant’s character?

3. Has the applicant ever given you any reason to doubt his/her character?

4. What spiritual strengths does the applicant possess?

5. Have you observed any spiritual weaknesses of this applicant that could negatively impact the mission? If yes, please explain.

6. Would you have any concerns about the applicant working with children or young people? If yes, please explain.

7. How would you rate the applicant’s ability to use good judgment in stressful situations with children?

Reference Summary: In 2-3 sentences, summarize your recommendation concerning the applicant’s Christian
character/testimony and the applicant’s suitability to represent FBC in a mission capacity. (If participant is a minor, please
comment concerning participant’s respect for authority and general overall behavior).

Signature___________________________________________________________________________

Position:________________________________________________ Date_______________________
MISSIONS PROJECT PARTICIPANT REFERENCE FORM

Name of Applicant ___________________________________________________________

Mission Project _________________________________________________________________________________

Name of Reference ______________________________ Phone_________________________

Name: _____________________________ has applied to be a part of a mission team and has given your name as a reference. Since all applications are held in strict confidence, we would appreciate your open and forthright comments as you answer each question. The application process is extremely important to the individual and to us as the sending church. To send someone on mission who could pose a danger to children or otherwise cause harm to our witness would severely undermine our desire to advance the Gospel. Thank you for your cooperation.

PLEASE PLACE THIS IN A SEALED ENVELOPE AND RETURN TO THE APPLICANT BY ____________

8. How long have you known applicant and in what capacity?

9. How would you describe the applicant’s character?

10. Has the applicant ever given you any reason to doubt his/her character?

11. What spiritual strengths does the applicant possess?

12. Have you observed any spiritual weaknesses of this applicant that could negatively impact the mission? If yes, please explain.

13. Would you have any concerns about the applicant working with children or young people? If yes, please explain.

14. How would you rate the applicant’s ability to use good judgment in stressful situations with children?

Reference Summary: In 2-3 sentences, summarize your recommendation concerning the applicant’s Christian character/testimony and the applicant’s suitability to represent FBC in a mission capacity. (If participant is a minor, please comment concerning participant’s respect for authority and general overall behavior).

Signature____________________________________________________________________

Position:________________________________ Date____________________

CONFIDENTIAL
MISSION PROJECT TEAM LEADER & PARTICIPANT INTERVIEW FORM

MISSION PROJECT: ____________________________________________________________

Name:_____________________________________________________________ Age:________________

Date joined FBC__________________ Sunday School Teacher:__________________________________

FBC Reference (other than Sunday School Teacher)_______________________________________________

<table>
<thead>
<tr>
<th>Topics/Questions</th>
<th>**Rating/Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Share testimony of personal faith in Christ.</td>
<td>Rating: 1 2 3 4 5 6 7 8 9 10</td>
</tr>
<tr>
<td></td>
<td>Comments:__________________</td>
</tr>
<tr>
<td>2. Share your approach in leading someone to Christ.</td>
<td>Rating: 1 2 3 4 5 6 7 8 9 10</td>
</tr>
<tr>
<td></td>
<td>Comments:__________________</td>
</tr>
<tr>
<td>3. Describe personal involvement at FBC.</td>
<td>Rating: 1 2 3 4 5 6 7 8 9 10</td>
</tr>
<tr>
<td></td>
<td>Comments:__________________</td>
</tr>
<tr>
<td>4. Share your call from God to participate in this trip.</td>
<td>Rating: 1 2 3 4 5 6 7 8 9 10</td>
</tr>
<tr>
<td></td>
<td>Comments:__________________</td>
</tr>
<tr>
<td>5. What are your priorities for this trip?</td>
<td>Rating: 1 2 3 4 5 6 7 8 9 10</td>
</tr>
<tr>
<td></td>
<td>Comments:__________________</td>
</tr>
<tr>
<td>6. Do you have any physical limitations? (If yes Please explain)</td>
<td>Rating: 1 2 3 4 5 6 7 8 9 10</td>
</tr>
<tr>
<td></td>
<td>Comments:__________________</td>
</tr>
<tr>
<td>7. Are you financially prepared for the trip?</td>
<td>Rating: 1 2 3 4 5 6 7 8 9 10</td>
</tr>
<tr>
<td>Have you exhausted every resource?</td>
<td>Comments:__________________</td>
</tr>
<tr>
<td>Do you still need help?</td>
<td>_________________________</td>
</tr>
<tr>
<td>If yes, how much?</td>
<td>_________________________</td>
</tr>
</tbody>
</table>

OVERALL EVALUATION

Please circle the number which best rates this perspective participant (1 would be poor, 10 excellent)

1 2 3 4 5 6 7 8 9 10

Comments:___________________________________________________________________________

_________________________________________________________________________________

Interviewer’s Name___________________________________________Date:________________

* Interviewers please call the reference and complete the Confidential reference form & return to committee.

**Rate responses for numbers 1-6 and give an overall rating of 1-10. (1 would be poor, 10 excellent)
PERSONAL INTERVIEW QUESTIONS

1. Bearing in mind that your proposed service may involve access to minor children, is there anything in your personal history or experience that indicated that you have any problem whatsoever involving sexual attraction to children or any related tendencies that could pose a risk of harm to any children you may encounter during your service?

2. Have you ever been the subject of a complaint of child abuse or any other type of mistreatment of children? If yes, please explain briefly.

3. Has anyone ever complained to you, the organization you were serving with, or to the government concerning your care of children? If yes, please explain.

4. Certain types of behavior may reflect negatively on your fitness to serve in this ministry. Have you ever been charged with or convicted of any crime or misdemeanor involving (1) a minor child, (2) stalking or harassment, (3) sex or lewd behavior (e.g. rape, sexual assault, prostitution, public indecency) or (4) violence against another person. If yes, please explain briefly.

5. Have you engaged in any illegal drug use within the past 10 years?

Method of Interview: □ Telephone □ Personal conversation

□ Letter/e-mail □ Other (Please specify)
First Baptist Church, Rocky Mount, North Carolina

I understand that precautions are taken to ensure that the program and activities are conducted in a safe and responsible manner. However, I further understand that because of the nature of activities within the volunteer mission project in which I am participating, regardless of the supervision, there is a potential for injury during any activity. I do recognize these risks and agree to participate in all activities as indicated below. I represent that I am physically fit and I have the necessary skills to safely participate in all activities.

In consideration for being accepted by First Baptist Church, Rocky Mount, for participation in the mission trip to:

______________________________________________________________________________________________

I ______________________________________________ ____________________________________________

(please print your full name)

(hereafter referred to as Releasor) do voluntarily release First Baptist Church, Rocky Mount, North Carolina, their officers, directors, employees, pastors, volunteers, and their successors and their assigns (collectively called RELEASEES), and further covenant not to sue RELEASEES, for any and all loss of damage, liability, claims, law suits, and actions, whether legal or administrative, arising out of any personal injury, including death, or property damage, whether caused in whole or in part by the negligence of the RELEASEES. I further agree to indemnify RELEASEES for any costs or attorney’s fees incurred by RELEASEES resulting from any claim I, my spouse, or my child(ren) may make against any third party as a result of participating in the program activity or event set forth above.

I further acknowledge, that I understand there is always a risk of personal injury when involved in the program, activity, or event set forth above, and I voluntarily enter into this release and indemnification agreement for myself, my spouse, and my child(ren).

The undersigned further consents to the administration of first-aid and/ or doctor’s care, or any form of medical treatment necessitated by illness or injury that may require the same.

First Baptist Church, Rocky Mount is granted permission to use any individual or group photograph taken of me at the event for publication or brochure purposes.

(This release will remain in effect until rescinded)

PRINT FULL NAME:___________________________________________DOB_____________________

EMERGENCY CONTACT:_________________________________________RELATIONSHIP______________

EMERGENCY CONTACT PHONE #_______________________________________________________________

INSURANCE COMPANY:_________________________________________POLICY#_____________________

MY TELEPHONE: (HOME)_________________________ (WORK)_____________________________

(CELL)___________________________________________

SIGNATURE:________________________________ DATE:_____________________

NOTARY SIGNATURE:________________________________ DATE:_____________________

MY COMMISSION EXPIRES:________________________________________

Missions Policies & Procedures Manual
Revised August 2013
Mission Project Evaluation
First Baptist Church of Rocky Mount, NC

In the blank provided at the left of each item:
Indicate your numerical evaluation based on a scale of 1 (poor) to 5 (excellent)

Project: ___________________________ Dates: ______________________

I. Project Goals:

___ A. Were the goals of the project clear to all participants?

___ B. How well were the goals met?

___ C. Was sharing the gospel central to the goals?

___ D. Suggestions for improvement in this area?

__________________________________________________________________
__________________________________________________________________
__________________________________________________________________

II. Project Organization:

___ A. How well was the project planned?

___ B. How was the plan carried out?

___ C. Suggestions for improvement in this area?

__________________________________________________________________
__________________________________________________________________
__________________________________________________________________

III. Integrity of Doctrine:

___ A. Was the Bible and its teachings the guide for the project?

___ B. Was the Bible and its teachings demonstrated in the way the project was executed?

___ C. Suggestions for improvement in this area?

__________________________________________________________________
IV. Stewardship of Resources:

___ A. Did the use of resources contribute directly to the goals (*Efficient or wasteful*)

___ B. Suggestions for improvement in this area? (*Are there ways we could have been more efficient with the use of resources?*)
__________________________________________________________________
__________________________________________________________________

V. Prayer

___ A. Was prayer central to the preparation of the project?

___ B. Was prayer central to the execution of the project?

C. Suggestions for improvement in this area?
__________________________________________________________________
__________________________________________________________________

VI. Personal Impact:

A. What was the most positive aspect of the project for you?
__________________________________________________________________
__________________________________________________________________

B. What was the most negative aspect of the project for you?
__________________________________________________________________
__________________________________________________________________

C. How will you share your experience with others to motivate them to be more involved in missions here at home and around the world?
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________

“As the Father has sent me, so I am sending you.”

Signature: ___________________________________________ Date: ___________________________________________
(Not Required)
(Please complete and return to Mission Team Leader at the end of your trip)
MISSION TRIP TEAM LEADER
JOB DESCRIPTION

1. Attend Class 401 (Discovering Missions).

2. Upon sensing God’s call to lead a mission trip/project, contact the chairman of the Missions committee and explain briefly the details of your trip and its purpose. The chairman will assign a point person from his committee to meet with you and serve as your liaison within the committee.

3. In preparation for your point person meeting, complete the required forms in the Mission Trip/Project Team Leader Information Packet (available in the church office or may be downloaded from the fbcrm.org website).

4. Team Leader Information Packet includes:
   a) Team Leader Job Description
   b) Core Values
   c) Mission Trip/Project Guidelines
   d) Covenant
   e) Forms A-G

5. The application process timeline is as follows:
   a) Submit the Mission Project Request FORM A and an itemized budget request to your point person at least 90 days before the trip departure date (some exceptions will be made if the missions committee deems the trip to be an emergency).
   b) Conduct a trip/project information meeting following approval for your trip.
   c) Ask interested participants to complete the Mission Trip Application – FORM B, Background Check Authorization – FORM C, Release and Indemnification Agreement – FORM F and Mission Team Covenant. These should be returned to you with a $100 application fee at least 70 days before the trip. Call applicant references the week after the applications are submitted and complete the confidential Participant Reference FORM D on each applicant.
   d) Interview each applicant and complete Participant Interview - FORM E.
   e) Submit FORMS B, D and E for each participant to your point person within 60 days of the trip. Once you are notified by your point person of the participant’s approval, you will be given a budget amount to work with including the allocation for each of your team members. Procedure/authorization for ticket purchase will be given at this time.
   f) Be sure to keep careful records and retain receipts.

6. Conduct team planning meetings that include seasons of prayer for the trip, a careful review of the guidelines included in your packet, as well as other trip details.
7. Report your planning progress to your point person periodically.

8. After the air fare is paid and before the team departs, provide the church office with complete itinerary and emergency contact information. (During your trip, notify those providing transportation ASAP regarding any unexpected delays or schedule changes.)

9. During the trip, prepare your team to present a mission trip report to the congregation (schedule the report date with the pastor).

10. Distribute the Mission Project/Trip Evaluation- FORM G to your team members on the last day of the trip along with envelopes. Collect the completed forms in the sealed envelopes and mail them to your point person at the conclusion of the trip.

11. Within two weeks after the trip submit your itemized expense report and other paper work to your point person.

Insurance Information
(Medical & Trip Interruption/Cancellation)

Insurance can be obtained by contacting:

Gallagher Charitable
800-922-8438 Office
803-252-1988 FAX
Web: www.gallaghercharitable.com (Applications can be obtained online)

Rates as of 5/17/2013:
Medical Insurance cost: $3.30 per day per person
    Interruption Insurance cost: $5.20 per day per person