



**POLICIES
AND
PROCEDURES
(2016)**

Table of Contents

Team Selection Criteria.....	3
Missionary Financial Support and Costs.....	4
Missionary Behavior.....	5
Post Trip	6
Vaccinations.....	7
Acknowledgement.....	8

Team Selection Criteria

- * You are reading the Hope Global Policies and Procedures Manual from Global Outreach. It is important that you read through this and are in agreement to the ideas and expectations of a short-term mission trip taken with Hope Church.
- * Must be at least 18 years old to join an adult team. Children 12 and older may be eligible to join a team if a parent is on the team and the partner personnel and the Global Outreach Office have cleared the child's participation.
- * Must complete and submit Go Journey Application and the Medical Release E-Sign Form found online at <http://www.hopechurchmemphis.com/go> by the appropriate deadline. All applications will be considered but not necessarily selected.
- * A non-refundable \$100 deposit (checks payable to Hope Church) is due within ten days of the application date. Submit funding for airfare as soon as you are able. Global will consolidate submissions and purchase the earliest/cheapest airfare. Trip is a flat rate for the country (example, Belize is \$350/week) – which covers food, boarding, transportation – plus airfare and insurance.
- * Must be flexible, understanding that we are there to serve, work hard and spread the word of God. While we are sometimes in exotic destinations, we are to leave our “vacation mentality” at home.
- * Must be an active participant in the ministry plan and focus of the trip and attend all team meetings, before, during and after the trip.
- * Must complete a Criminal Background Check if traveling to our Children's Home, Hopewell, link found in trip application, and participate in Q & A with leaders of trip and/or global staff member for all trips.
- * Educate yourself on the country you are going to.
- * The mission trip leaders and Hope's global staff have the final say in who participates on the trips. Someone might be asked to not participate on a trip even after completing the above due to personal issues that the leaders and staff feel would hinder the team.
- * Abide by other policies and guidelines as generated by the partner, Global Outreach and the team.

Missionary Financial Support and Costs

- * Team members are expected to cover 100% of their portion of the trip cost prior to departure. While this task may seem to be daunting, it is a unique opportunity to see God provide in ways that will strengthen the faith of those going on the trip. Team meetings will help you develop fun and creative ways to raise funds. Even for those that do not need to raise funds for themselves, there are great benefits of spreading the word to your family and friends. Let them participate in supporting you, and who knows, maybe one or two will join the trip!
- * Because of the 2015 special offering, participation funds are available for 2016 trips. This is subject to change; however, for all participants signing up before March 1, 2016, a percentage will be applied toward their trip. See here for specifics on participation funds and scholarship support.

- * Funding for a trip participant will be applied in the following order:
 - Personal Fundraising (i.e. letter writing)
 - Team Fundraising
 - Mission Participation Funding (if available)
 - Additional scholarship support upon application and committee review for highly unusual circumstances. Application found on our webpage <http://www.hopechurchmemphis.com/go>.

- * Donations can be made online at <http://www.hopechurchmemphis.com/go>, a check made payable to Hope Church, with the trip and participants name in the memo line, or cash.

- * Airline tickets **will not** be purchased until trip member has the funds in their account to cover 100% of the flight cost. Team member will be responsible for any increase in ticket cost due to lack of timely funding. If participant is eligible for participant funds, 25% of the total funds can be applied toward airfare.

- * Trip Funding Goal/ Timeline (*NOTE: if airfare amounts to more than percentage due, and it is time to purchase airfare, 100% of cost is due.)
 - 90 Days – 30% of Cost
 - 60 Days – 60% of Cost
 - 30 Days – 75% of Cost
 - 10 Days – 100% Funded

- * Team members are responsible for covering any cost associated with obtaining passports, immunizations and/or medications for travel. It is the team member's responsibility to verify that their passport is valid for traveling internationally. It is recommended you start at least 3 months in advance to obtain a passport. While you can get one in as short as few weeks the services that provide expedited passport delivery will run several hundred dollars.
 - Normal Process: http://travel.state.gov/passport/get/first/first_830.html
 - Expedited: http://www.rushmypassport.com/?gclid=CMujrZ_bv7sCFSLxOgodwzQAbg

- * If the required support amount has not been met, the team member will meet with the team leader and a representative from global outreach to determine action steps. If the decision is made to allow the team member to go on the trip, the team member will sign a Promissory Note for the remaining balance and you will enter into a payment plan. Until such time as this is paid in full you will not be able to attend another global mission trip.
- * It is the team member's responsibility to inform the team leader and their supporters if they have to cancel their travel and participation in the mission trip. Support received is not refundable and will be reallocated to the team. The balance due by the team member will be determined at the time of cancellation and depends on the expenses paid out on the trip member's behalf. (i.e. airfare). Any associated change/ cancellation fees will be the responsibility of the team member.
- * Any travel arrangements and expenses incurred outside the scope/dates of the mission trip for personal reasons are the responsibility of the team member.
- * If eligible for scholarship funds, and if the combination of scholarship funds awarded and other funding exceeds the total trip cost, any overage will be deducted from the scholarship funds.
- * If your fundraising amount exceeds the cost of the trip, any overages will be applied to the overall trip. Tax-deductible donations are allowed when specified for the trip not the individual. Although we do maintain a record of your fundraising to allow you to thank your supporters, the excess funds raised will be used for the overall trip expenses with any excess transferred to the scholarship fund. The excess will not be held for any one individual's future trips, but will be made available based on Scholarship approval.

Missionary Behavior

- * Team members participating on Hope sponsored trips are reminded that they are ambassadors of Jesus Christ. Not only do they represent Jesus, but Hope Church, the United States and the partnership within the country.
- * Team members must submit to the team leader's authority. Team members must refrain from abusive language, alcoholic beverages, illegal narcotics, smoking, etc.
- * Team members will refrain from any activity that could be construed as a romantic interest toward a national. Team members realize that certain activities that seem innocent in their own culture may seem inappropriate in others.

- * Team members will attend all team meetings as set by the team leaders. These sessions include covering goals of the trip, fundraising ideas, what to wear, what to expect and the famous "packing party".
- * Team members should remember that the team is in the country for a short time while other missionaries, local churches and organizations we work with are there for the long term. Therefore, an attitude of respect and service is the expectation, recognizing our partner's knowledge, insights and instructions. We are to serve and assist only. Our presence should not hinder their work in any way.
- * Team members will resist the temptation to inform our host about "how we do things."
- * Team members are not allowed to bring any gifts including money, toys, food, candy, clothes, toiletries, etc. to the people we are serving, including the children. The team leaders, with input from the team, will determine what items will be taken and how they will be disbursed after speaking to the local main contact to understand the larger implications of assisting. While the needs are many, the goal of not providing "toxic charity" but God-
- * Team members must not agree to any requests made for money, supplies or any other type of "funding". Team members may listen compassionately and then relay requests to the team leaders. Team members should not use their own money to provide for any needs of those we serve while on the mission trip without first receiving permission from trip leaders.
- * Team members will talk over any issues concerning the trip with their team leaders and not the locals or our ministry partners.
- * Team members should not make any commitments on behalf of Hope Church and are encouraged not to make any personal commitments. Do not make any commitments at all financially, but if you agree to exchange contact information and "promise" to keep in touch, then you need to keep that promise.
- * Team members will be respectful of the cultural differences that exist with the host countries style of worship.
- * Team members recognize that Christianity has many facets throughout the world, and that the purpose of the trip is to witness and experience faith lived out in a new setting.
- * Team members will be mindful that every action, reaction, verbal and non-verbal communication will be seen by other team members and the hosts. Team members will develop and maintain a servant's attitude toward all nationals and teammates.
- * Team members are to remain mindful of the fact that we are guests and will respect and follow the traditions of the local people and nationals. Remember, some of the foods, smells and habits of the culture may be different than what you are used to. Be courteous and try to participate in everything with a smile.

- * Team members will refrain from negative political comments, hostile discussions, or criticizing the culture, efficiency, food, traditions, etc. Remember that you have come to learn, not to teach or pass judgment.
- * Team members should dress conservatively and follow the guidelines as set by the team leaders. Typically, this includes dresses, skirts and shorts knee level or below – no tank tops or sleeveless shirts. For women no deep v- neck or scoop neckline tops. You should avoid any shirts that contain images that you would not wear at Hope or your church. Clothing is seen as a matter of respect. You do not want to lose such respect from the nationals because of what you are wearing.
- * **Any violation of behavioral standards may result in the team member being sent home immediately and responsible for any expense associated with their return.**

Post Trip

- * Debrief Meeting and Survey: Hope will provide a Post Trip Survey for you to complete and ask that you respond with open, honest input regarding your mission trip experience including overall experience, leadership and recommendations for improvement.
- * Hope will also provide a debrief meeting so that you can express any ideas or feelings you may have which are very common after going on a mission trip. We also want to give you constructive means and options to stay “plugged in” and provide the same God-given skills and talent from the trip right here at home.
 - You may want to get more involved with global outreach
 - You may feel more compelled to “help” in some way.
 - You may want to start leadership training and lead a trip
- * It is very important to understand that after you return from a Hope GO mission trip these above commitments remain. Policies around gift giving and forming relationships that ask for ongoing support are even more important to adhere to after we return. While the needs are many the goal of not providing “toxic charity” but God-centered, locally wanted and local-leadership agreed upon assistance is a must.
- * If you chose to travel back to a region and community by which you originally were introduced through Hope, we ask you to please contact Hope Global to become refreshed with the local situation and to seek our assistance to guide you in your trip.

Vaccinations

- * Each team member is encouraged to research vaccine, medications and other medical needs related to travel. It is recommended that each member consult with their medical care providers so decisions can be made and measures taken to prevent illnesses that might result from international travel. This should be done well in advance of departure as some vaccines are given in stages and medicines taken according to schedules. Only vaccines REQUIRED FOR ENTRY will be required for team members. Educate yourself on the relative risks of disease and needs for vaccinations: <http://wwwnc.cdc.gov/travel>

Acknowledgement

By signing below, I agree that I have read and understood the Global Outreach Policies and Procedures and I agree to follow all of the guidelines, rules and regulations therein. I have been given full opportunity to discuss the implications of this consent. I understand that the failure to comply with the Policies and Procedures may result in my being sent home from the mission trip at my own expense and prevented from participating in further mission trips sponsored by Hope Church.

Name_____

Signature_____

Date_____

Trip_____