

SHORT-TERM TEAM GUIDELINES



Woodland Park Baptist Church

FACILITATING WORKERS INTO HIS FIELDS

Then He said to His disciples, "The harvest is plentiful, but the workers are few. Therefore beseech the Lord of the harvest to send out workers into His harvest."

- Matthew 9:37-38

The Missions Ministry of WPBC exists to:

- Challenge the body to give, go, and pray
- Inform the body about missions through conferences, classes, and publications
- Identify mission agencies, projects, and missionaries with and to whom God would have us minister
- Provide opportunities to be involved in short-term mission projects
- Be a source of accountability, encouragement, and mentoring to those whom God calls to serve in missions

Our Objectives for Short -Term Missions are Two-Fold:

Spiritual Objectives

"And we proclaim Him, admonishing every man and teaching every man with all wisdom, that we may present every man complete in Christ." – Colossians 1:28

- Present the gospel of Jesus Christ
- Equip the saints to do the work of the ministry
- Mature the saints in their walk with God
- Challenge believers as to how they are to be involved in world missions in an on-going basis
- Distribute Christian literature, including Bibles, tracts, books, and study courses

Physical Objectives

"This is pure and undefiled religion in the sight of our God and Father, to visit orphans and widows in their distress, and to keep oneself unstained by the world." – James 1:27

- Medical ministry to alleviate and prevent physical suffering
- Distribution of food, clothing, and other items to meet the needs of the needy
- Construction of training centers, church buildings, and shelter for the needy

APPLICATION

- As soon as you know that you would like to participate in a trip, complete a "Short-Term Application Form" and return it to the Missions Office.
- At the time you turn your application in, provide a copy of the first page of your passport to the Missions office or bring your passport to us and we will make a copy of the first page.
- An application must be filled out for each trip in which you desire to participate.
- Parental or guardian permission to participate in a trip is required if you are under eighteen years of age.
- Should any of the information you provided in your application change from the time you complete the application until your departure on a trip, please inform the Missions Office so that we may update your information.
- In the event information provided in the application should be found to be untrue, it may result in the forfeiture of your right to participate in the trip.
- Generally, the Team Leader will interview you upon receiving your application.
- Approval to participate in a trip can be granted only by the Team Leader.

FIELD BEHAVIOR

- As a representative of Jesus Christ, of WPBC, and of the field host, each participant is to be above reproach in his/her behavior.
- Participants must submit to the authority of the team leader and of the field host.
- The use of abusive and/or foul language, illegal drugs, alcohol, and smoking are prohibited.
- Attire must be modest at all times. Modesty differs from culture to culture; appropriate attire for each trip will be discussed.
- Each participant is asked to surrender to the Holy Spirit in such a way that the unity of the Spirit will be preserved among the team.
- Due to cultural differences, some behaviors which are acceptable in some societies are taboo in others. The team leader will inform participants of appropriate and inappropriate behaviors specific to their field of destination and participants must abide by these guidelines.
- Because of political instability and anti-American sentiment throughout the world, WPBC asks that participants refrain from expressing their political views while on a short-term trip.
- If the behavior of a participant proves to be unacceptable, the team leader and the field host have the authority to ask the participant to return home. Any additional costs incurred as a result of this action will be at the participant's expense.

INSURANCE

- **WPBC carries short-term team insurance for all team members. Coverage for each trip generally includes accidental death, medical expenses, emergency medical transportation, and property loss.**
- **WPBC does not assume financial responsibility for replacing lost, stolen, or damaged items during the course of a short-term trip unless such items were being used, upon the authority of the team leader, for team ministry at the time of loss or damage.**
- **Any expenses incurred on a trip that are not covered by the short-term insurance are the responsibility of the short-term participant.**

FINANCIAL POLICIES

- **Each team member is responsible for raising all the funds he/she will need to participate in a given short-term trip.**
- **WPBC will receive funds for those individuals who are participating in WPBC sponsored short-term trips only.**
- **A Deposit of \$100 ensures an individual a spot on the team once his/her application to participate has been approved.**
- **Deposits are non-refundable and are due upon receiving approval for participation on a trip.**
- **Payment deadlines – deposits, air fare, final payment – are set to ensure that we have the cash on hand to meet our financial deadlines. Promptness in meeting these deadlines is critical.**
- **If you miss a payment deadline or are fairly certain before a deadline that you will be unable to make a payment, contact the team leader and inform him/her immediately.**
- **Unless other arrangements have been made, we must receive payment in full for a trip before departure.**
- **If raising financial support, ask for support from individuals with whom you have an established relationship. Do not do a mass mailing to people who do not know you.**
- **IRS regulations for donors state that checks made payable to individuals are not tax deductible.**
- **All money is donated solely to Woodland Park Baptist Church and will be treated as gifts to the church, not the individual. Woodland Park has full control of the donated funds and discretion as to their use. Woodland Park insures that all donated funds will be used to carry out their intended functions and purposes.**
- **In order to be tax exempt, contributions for trips are to be payable to Woodland Park Baptist Church, not the participant. For book-keeping purposes, we ask that the TRIP be DESIGNATED on the check.**
- **If you desire to receive a tax deduction statement from Woodland Park, the NAME OF THE TEAM MEMBER SHOULD NOT APPEAR ANYWHERE ON THE CHECK. A tax deduction may be denied if the name of the team member appears on the check.**

- Receipts will be mailed to donors in January of the following year.
- Any excess funds raised by an individual for his/her trip will be applied to the team as a whole or to another trip he/she is participating in.
- If, after raising funds, an individual is unable to participate in the trip, his/her funds will be left in the team account, or applied to the individual's account if he/she expresses a desire to participate in a future short-term trip sponsored by WPBC. Funds will not be returned to donors.
- Should an individual be unable to participate in a short-term trip, it is his/her responsibility to inform donors of his/her inability to participate.
- If an individual pays for his/her trip without receiving funds from other individuals and is unable to participate in the trip, a refund of monies paid to WPBC less expenses incurred by WPBC on his/her behalf may be requested.
- A receipt must accompany any request by a short-term team member for reimbursement of expenses incurred by him/her in association with participation on a trip.
- Should a team member decide to leave early of his/her own volition, or leaves in the event of an emergency for reasons not covered under team insurance, he/she will bear responsibility for all expenses incurred in this process.

CRISIS PROTOCOL

- The safety of our short-term teams is of paramount importance to WPBC and its leadership team.
- Some parts of the world are more volatile than others. The team leader(s) of a given trip will monitor State Department travel advisories before departure in order to ascertain its assessment of travel to the target field.
- Teams are not automatically excluded from travel to parts of the world that are deemed to be hazardous by the American government. Approval for travel to such a country must be granted by the Crisis Management Team. By signing the waiver that is a part of the application form, the participant acknowledges the hazard(s) involved in traveling to the field of destination and releases WPBC from all liability associated with participating in the trip except that arising from gross negligence on the part of WPBC and/or its representatives.
- Isolated incidents of violence or political unrest within a country do not automatically constitute just cause to bring a team back home.
- In the event of the outbreak of war involving a host country, a team will be called back home.
- A team member always has the right to return home of his/her own volition during a crisis, be it perceived or real. All expenses incurred in the return will be born by the individual returning.

- Before each trip, a crisis management team will be appointed. It shall consist of the team leader of the trip, the Missions Pastor if he is not on the trip or the Senior Pastor if the Missions Pastor is on the trip, the field host, and one member each from the Elders and the Missions Council. The Senior Pastor will represent the Elders if the Missions Pastor is not on the trip.
- Should a crisis develop in the host country, official pronouncements from the State Department, not unofficial pronouncements, will serve as guidelines for the WPBC crisis management team.
- If the crisis management team fails to agree unanimously on a course of action, the Senior Pastor of WPBC will make the decision.
- Each team member will be financially responsible for all expenses incurred in his/her return home due to crisis, including air fare.

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