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2012

Team Member Application

Short-Term Mission Trip



CITY CHURCH
OF CHATTANOOGA

ATTN: Pastor Brian Mosley

Outreach Ministries Office

7122 Lee Hwy, Chattanooga, TN 37421

423.648.2992

bmosley@thecitychurch.cc

Application Instructions:

Print out and complete the following application.

Bring your completed application, your check or cash deposit for your trip, and turn them in at the Information Center in the foyer on Sundays. During the week you can deliver your application to Brian Mosley in the Outreach Ministries Office at the church office building.

If you have questions or need additional information regarding the application process, contact:

Brian Mosley, Outreach Ministries Pastor

City Church of Chattanooga

7122 Lee Hwy

Chattanooga, TN 37421

423.648.2992

bmosley@thecitychurch.cc



Short-term Team Member Application

Application Date: _____ Location & Date of trip: _____

Personal Information

Name: _____
Last First Middle

Street Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone: (____)____-____ Work Phone: (____)____-____ Cell Phone: (____)____-____

Email: _____ Gender: () Male () Female Date of Birth: _____

T-shirt size: S M L XL 2XL 3XL

Is this your first Mission Trip? () Yes () No

Marital Status: Single Engaged Married Widowed Separated Divorced

If Married, Spouse's Name: _____

If you have children,

<u>Children's Name(s)</u>	<u>Age</u>	<u>Gender</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Do you regularly attend a small group? () Yes () No

Please give the name of the small group leader and how long you have attended: _____

Occupation (explain if necessary): _____

Relationship to City Church

Check one and complete the requested information

- Member since _____ (month/yr) and have attended since _____ (month/yr).
- Regular attendee and active in church since _____ (month/yr) and expect to become a member at the next opportunity (see *Connecting Point* schedule).
- Member of a church other than City Church. Specify church: _____

Reference

List a small group leader or another church leader (pastor, elder or deacon) of City Church who knows you and could best serve as a reference.

Name Position

Passport Information

Do you have a passport? () Yes () No () Applying

Name (as it appears on your passport): _____

Passport Number / Issue Date: _____

Nationality / Place of Issue: _____

Passport Expiration Date: _____

Travel Insurance Information

City Church will purchase traveler's insurance on your behalf. Please list your beneficiary for this purpose below.

Name Relationship

Please answer the following questions on another sheet of paper.

Personal Background

- 1) Please share your story of salvation in Jesus Christ with 100 words or less.
- 2) Describe two or three defining moments in your spiritual journey and explain their significance.
- 3) Tell us more about your talents, work experiences, skills, and/or foreign languages that may be helpful for future trips. Please indicate your level of proficiency: working knowledge, fluent, etc.

Ministry Experience

- 1) List ministries at City Church that you have been involved in, both past and present. Include length of involvement and ministry leader for each ministry.
- 2) List any cross-cultural and short-term global experiences you have had (beginning with the most recent). Indicate the length of each, the country, the ministry name and a team leader. Also indicate if you have ever been a short-term team leader.

This Trip

- 1) Your expectations greatly influence the success of a short-term mission trip. Over the months ahead, the training you will receive will help refine your expectations. Please describe your initial expectations.
- 2) What is your family's attitude toward your interest in this trip?
- 3) How do you sense the Lord is leading you to be a part of this mission team?

A complete application packet includes the following:

- This application
- \$100 non-refundable; non-transferable deposit
- Answers to the above questions regarding personal background, ministry experience, and this trip
- Release / Disclaimer of Liability
- Medical Information Form & Authorization for Emergency Medical Care
- Two color copies of the endorsement page of your passport (the one with your photo, expiration date, and signature). Note: this may be submitted upon receipt of your passport if you are in the process of applying for one.
- Copy of your insurance card

Registration

Registration is complete for a participant only when BOTH a \$100 non-refundable; non-transferable deposit and Team Member Application are turned in to the Outreach Ministries Office. Registration can be initiated by turning in the deposit or application but will not be complete, and therefore, reviewed, until the other component is received. After submitting all required information, applicants will be contacted in order to confirm their participation. A brief interview may be required before acceptance.

Payment Schedule

All payments for City Church coordinated or approved trips should be turned in to the Outreach Ministries Office and be made out to City Church of Chattanooga. Further details can be found in the Short-Term Mission Team Financial Policy document included in this packet.

- \$100 non-refundable; non-transferable deposit
- 50% of the cost of the trip (or the cost of your plane ticket, whichever is greater) is due 60 days prior to departure
- 75% of the cost of the trip is due 45 days prior to departure
- 100% of the cost of the trip is due no later than 30 days prior to departure
- No refunds will be given for excess funds given

Disclaimer

Please initial in the space provided as an indication of understanding and agreement of the statements.

- City Church will not be responsible for extra trip expenses (i.e., airline or hotel fare changes). Should these occur, they will be passed along to the traveler.
- I will agree to return home at my own expense if the Team Leader in conjunction with the Outreach Ministries Pastor determines my behavior is/has been inappropriate and therefore jeopardizing the short and/or long-term ministry.
- I understand that my involvement on this trip can be denied prior to travel in the event that I do not participate in the full preparation of the trip (i.e., Team Member Training) and as a result could compromise the effectiveness of the trip.

In submitting this application:

- I am expressing my agreement with City Church’s Vision, Mission, and Values¹; Statement of Beliefs²; and Covenant of Membership³.
- I am willing to work under the direction of the Outreach Ministries Pastor, Team Leader, and Field Partners to accept and to perform any and all assignments with a God-honoring attitude.
- I am willing to conform to the standards of the national Christians, even if those standards are stricter than my own.
- I agree to be subject to a background check.
- I am confirming that I have the time and energy to devote to the pre-, mid-, and post-trip responsibilities.
- I agree to participate in the Short-term Team Member Training arranged by the Team Leader and complete all requirements for the trip.
- I have read and agree to the above deposit and payment information along with the financial guidelines described in the City Church Short-term Mission Team Financial Policy document.

Signature

Date

¹ <http://www.thecitychurch.cc/aboutus>

² <http://www.thecitychurch.cc/corebeliefs>

³ See attached form.

Release / Disclaimer of Liability

I, _____ in consideration of the benefits derived from my participation in the Short-term Mission trip to _____ sanctioned by **City Church of Chattanooga** do hereby voluntarily release, acquit, and forever discharge the church and its directors, officers, employees, and agents from all manner of suits, actions, claims, demands, and liabilities which may arise from my participation in the trip.

I recognize that the conditions in some of the places to which I will travel are not the same standard as the conditions to which I am accustomed (i.e., political environments and judicial systems). I realize further that there are certain health and detainment risks as well as other risks to me and my property, and I enter into participation in this trip with knowledge of those risks.

I understand that this document constitutes a full and complete waiver of all possible claims, including claims for negligence in personal injury or property damage, arising out of my participation in this trip.

No provision of this document shall, in any way, limit my right to make claims against persons other than the church, its directors, officers, employees, and agents.

This release is effective from _____ **to** _____.
(dd/mm/yyyy) (dd/mm/yyyy)

DATE

SIGNATURE

PARENT OR GUARDIAN

NOTARY

EXPIRATION

Medical Information Form

Personal Information

Full Name: _____ Gender: _____

SSN: _____ DOB: _____ Age: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone: _____ Cell Phone: _____

Parent/Guardian (if 18 or younger): _____

Emergency Contact Information

Please provide the name and contact information of two individuals not traveling with your team who may be contacted in the event of an emergency.

Name: _____

Relationship to you: _____

Phone: _____ Alternate Phone: _____

Name: _____

Relationship to you: _____

Phone: _____ Alternate Phone: _____

Insurance Information

Please attach a copy of the front and back of your insurance card.

Insurance Company: _____

Policy Holder: _____ Relationship: _____

Policy #: _____ Group #: _____

Ins. Co. Address: _____ Phone: _____

Medical Information

Primary Care Physician: _____

Physician Address: _____ Phone: _____

Do you have any allergies? () Yes () No

If yes, please explain: _____

List any specific medical conditions requiring medical treatment and/or medication: _____

List ALL medication taken on a regular basis: _____

List all operations/serious injuries (include dates) within the past five years: _____

Have you had contact with contagious or infectious diseases with the last four weeks? ___ Yes ___ No

If yes, please explain: _____

Do you have any special dietary restrictions? ____ Yes ____ No

If yes, please explain: _____

What type of pain medication may be given if necessary? _____

Authorization for Emergency Medical Care
(For Adult Team Members)

I, _____ in consideration of the benefits derived from my participation in the Short-term Mission trip to _____ sanctioned by **City Church of Chattanooga** do hereby authorize any necessary examination, anesthetic, dental, medical or surgical diagnosis or treatment by any duly licensed physician or dentist and hospital service that may be deemed necessary should I experience any illness or accident while traveling on this trip.

This release is effective from _____ **to** _____.
(dd/mm/yyyy) (dd/mm/yyyy)

DATE

SIGNATURE

PARENT OR GUARDIAN

NOTARY

EXPIRATION

**Authorization for Emergency Medical Care
(For Youth Team Members)**

I/We the undersigned parents or legal guardians of the minor listed below:

_____ **Minor's Name** _____ **Date of Birth** _____

in consideration of the benefits derived from my participation in the Short-Term Mission trip to _____ (hereafter referred to as the "trip") sanctioned by **City Church of Chattanooga** (hereafter referred to as the "church") do hereby authorize any necessary examination, anaesthetic, dental, medical or surgical diagnosis or treatment by any duly licensed physician or dentist and hospital service that may be rendered to said minor under the guardian, specific or special consent of: _____ the temporary custodian of the said minor; whether such diagnosis or treatment is rendered of the office of the physician or dentist, or at a licensed hospital. I/We authorize the physician or dentist to call in any necessary consultants at his/their best judgement as to the requirements of such diagnosis or medical, dental or surgical treatment. It is further understood that those persons who have temporary custody of said minor will attempt to talk with the parent(s)/legal guardian via telephone numbers listed below before treatment is rendered.

This release is effective from _____ **to** _____.
(dd/mm/yyyy) (dd/mm/yyyy)

Parent or Guardian Contact Information

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Daytime Phone: _____ Evening Phone: _____

Email: _____

Parent or Guardian Date Parent or Guardian Date

NOTARY

EXPIRATION

Covenant of Membership

City Church of Chattanooga

There are four basic commitments of Covenant Membership:

1. I will protect the unity of my church...

- a. By acting in love toward others in the church (Romans 15:5, 19; 1 Peter 1:22)
- b. By refusing to gossip (Ephesians 4:29)
- c. By following the leadership of the church (Hebrews 13:17)

2. I will share the responsibility of my church...

- a. By praying for its spiritual health and growth (1 Thessalonians 1:2)
- b. By inviting the unchurched to attend (Luke 14:23)
- c. By warmly welcoming those who visit (Romans 15:7)

3. I will serve the ministry of my church...

- a. By discovering my spiritual gifts and talents (1 Peter 4:10)
- b. By being equipped to serve by my pastors (Ephesians 4:11-12)
- c. By developing a servant's heart (Philippians 2:3-7)

4. I will support the testimony of my church...

- a. By attending faithfully (Hebrews 10:25)
- b. By living a godly life (Philippians 1:27)
- c. By giving regularly (1 Corinthians 16:2)

City Church of Chattanooga
Outreach Ministries
Short-term Mission Team Financial Policy

It is the desire of the Outreach Ministries Staff to be good stewards of the finances we have been entrusted with. These policies were developed with that in mind. Mission Team Leaders are responsible for communicating these policies to team members and ensuring that all team members adhere to the payment schedule.

Payment Options:

- All checks should be made payable to **City Church of Chattanooga**. All checks must include, “**For: (team members name, trip location, and trip dates)**” in the memo line. Any checks received not including this information will be returned.
- Personal checks from the team member may be mailed to City Church of Chattanooga, Attn: Brian Mosley, 7122 Lee Hwy, Chattanooga, TN 37421. Support checks must be mailed to the team member appealing for that assistance. The team member can either give those checks to the team leader or send them to the name and address above.
- You may deliver your checks in person to the receptionist desk in the church office (Rebecca Shaw) during office hours (M-F 9:00 – 4:00) or to the Information Center before or after Sunday services. Be sure your check is in an envelope marked: Attn: Brian Mosley.
- You may also bring checks to your team meetings, if your team leader chooses. Checks will then be collected and turned in to the church office.

Deposits and Registration:

- Your registration is not confirmed until we receive your deposit.
- Deposits are non-refundable and non-transferable.
- Registration for each trip will be closed by the registration deadline listed.
- After submitting all required information, applicants will be contacted in order to confirm their participation. A brief interview may be required before acceptance.

Payment Schedule:

- 50% of the cost of your trip (or the cost of your plane ticket, whichever is greater) is due to the Outreach Ministries Office by the **first payment deadline** (60 days prior to departure).
- An additional 25% of the cost of your trip is due to the Outreach Ministries Office by the **second payment deadline** (45 days prior to departure).
- The remaining balance is due to the Outreach Ministries Office by the **third payment deadline** (30 days prior to departure).
- Contributions will not be accepted toward a trip past 30 days prior to departure. Any outstanding balances will need to be handled through your team leader after this time.

- **Personal fund-raising for trip support should begin immediately after registration.** The following language should be included in support letters: *“Please make checks out to City Church of Chattanooga and mail directly to me.”*
- The memo line on any support check should include, *“For: (team member’s name, trip location and trip date).”*
- This statement should also be included in your support letter: *“Your check will provide City Church with all necessary information for them to send you a receipt for your tax records after the end of the year. They request that you send all donations by [insert date of first payment deadline]. City Church of Chattanooga is registered with the IRS as a 501(c)3 non-profit organization. Donors will receive receipts for their gifts with the understanding that the disbursement of those gifts lies completely at the discretion of City Church and that the gifts are non-refundable and non-transferable; per IRS regulations. Gifts may be tax deductible; please consult a tax advisor.”*
- Any amount received in excess of the cost of the trip will be used for other team expenses or transferred to the Outreach Ministries budget. **No refunds will be given.**

Expenses:

- **Expenses will not be paid unless there are adequate funds in your trip account.**
- Additional expenses incurred while on the trip will not be covered by City Church. All team members are required to take an additional \$200 for emergency purposes.
- Airline tickets will be purchased after the **first payment deadline (60 days prior to departure)**. Tickets are non-refundable and non-transferable.
- Please notify the Outreach Ministries Office of all expense payment dates no later than 30 days prior to departure. Check requests generally take 2 weeks to process.
- All receipts must be turned in to the Outreach Ministries Office by 2 weeks after you return from your trip.
- Any use of remaining budget money from a trip, greater than \$500, must be pre-approved by the Outreach Ministries Office.

Changes and Cancellations:

- Changes or cancellations to your registration should be communicated to the Outreach Ministries Office through your team leader.
- Payments for expenses that have already been paid are non-refundable and non-transferable between trips.