



# harbor

## CHURCHES

### **MISSION TRIP APPLICATION**

Updated 2-3-16

**PERSONAL INFORMATION**

Trip Destination \_\_\_\_\_

Today's Date \_\_\_\_\_ Date for trip \_\_\_\_\_ to \_\_\_\_\_

Name (as printed in passport for airline tickets) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Date of Birth \_\_\_\_\_ Age \_\_\_\_\_ Gender \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

E-mail Address \_\_\_\_\_

Marital Status: Single \_\_\_\_ Married \_\_\_\_ Divorced \_\_\_\_

Spouse's Name \_\_\_\_\_

Spouse's Work Phone \_\_\_\_\_ Spouse's Cell Phone \_\_\_\_\_

Children's Names and Ages \_\_\_\_\_

Passport Number \_\_\_\_\_ Expires on \_\_\_\_\_

*Important: You need to have a passport, valid for at least 6 months AFTER the end of the trip. If you do not yet have a passport, please apply for one as soon as possible.*

Place of Issue \_\_\_\_\_ Date of Issue \_\_\_\_\_

Country of Citizenship \_\_\_\_\_

List previous citizenships, if any \_\_\_\_\_

Place of Birth \_\_\_\_\_

What are your personal expectations and reasons for going on this trip?

How does your family feel about you going on this trip?

Have you ever been convicted of committing a crime? Yes \_\_\_ No \_\_\_ If yes, explain:

If this trip includes ministry to children and you may be required to take a background check, will you agree to take one? Yes \_\_\_ No \_\_\_

What are the most significant events that have occurred in your life in the past two years?

Are you employed? Yes \_\_\_ No \_\_\_

Employer \_\_\_\_\_ Position \_\_\_\_\_

Employed Since \_\_\_\_\_

What do you see as your strongest character quality and why?

What do you see as your weakest character quality and why?

**MISSION INTEREST**

Which mission trip(s) are you interested in participating? Explain why you feel motivated to go on this trip or what goals you may have:

List any training or education you have that could be useful for this trip:

List your skills, gifts and abilities:

List previous mission experience (country, length of stay and purpose of trip):

What extracurricular activities/hobbies do you participate in:

**SPIRITUAL INFORMATION**

Do you attend church Yes \_\_\_ No \_\_\_ If so, name of church \_\_\_\_\_

Do you serve in any volunteer/leadership role in any ministry or outside the church?

Have you identified your Spiritual gifts? Yes \_\_\_ No \_\_\_

Based on the online survey what were they?

Please describe your relationship to Jesus Christ:

What are your habits of Bible study and prayer? How have you grown spiritually in the last year?

Have you ever been personally discipled? If yes, please explain.

How regularly do you attend church/church-related activities? Are you involved in other ministries?

If someone were interested in becoming a Christian, what would you say to him or her?

**FIELD MINISTRY**

Are you an ordained pastor or a lay preacher? Yes \_\_\_ No \_\_\_

Would you be willing and able to give a devotional or speak? Yes \_\_\_ No \_\_\_

Foreign language(s) you speak: \_\_\_\_\_ Proficiency: Good/ Fair / "Cloudy"

Please share any special skills or abilities you would like to use during the mission trip:

(e.g., puppets, drama, guitar, dance, sign language, medical, construction, teaching, etc.)

**FUNDRAISING**

Do you understand the cost involved with your particular trip? Yes \_\_\_ No \_\_\_

Are you willing to commit yourself to the process of training for your team's mission trip and being a positive participant on this team?

**EMERGENCY CONTACT**

Name of contact \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_

Phone Numbers \_\_\_\_\_

Email Address \_\_\_\_\_

**MEDICAL INFORMATION**

Name \_\_\_\_\_ Date of Birth (dd/mm/yy ) \_\_\_\_\_

Height \_\_\_\_\_ Weight \_\_\_\_\_ Blood type \_\_\_\_\_ Date \_\_\_\_\_

Do you have or ever had

\_\_\_ Fainting Spells    \_\_\_ Heart Problems    \_\_\_ Diabetes    \_\_\_ Food    \_\_\_ Allergies

\_\_\_ Respiratory Problems    \_\_\_ Eating Disorder    \_\_\_ Seizures

Do you have any condition which might affect your ability to fully function on this trip (i.e., fear of flying, depression, anxiety, sleeping disorders):

Are you able to walk at least two miles and able to carry your own bags? Yes \_\_\_ No \_\_\_  
If no, please explain

Date & provider of last tetanus shot?

Name of Primary Care Physician \_\_\_\_\_ Telephone \_\_\_\_\_

Current Medications/Dosage/Frequency/Reason for medication (both prescription and over the counter medications): Use separate sheet, if necessary.

Does your health insurance cover you overseas? Yes \_\_\_ No \_\_\_

How would you describe your health and fitness?

Excellent\_\_\_    Good\_\_\_    Average\_\_\_    Needs Work\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

## Mission Trip Policies

Mission trips are immersion experiences in another culture. As such, they can present particular challenges to individuals and teams. Paying attention to cultural dynamics, personal agendas, personal feelings, and team relationships is crucial to the success of any mission trip. Here are some things to remember:

1. You may run across procedures that you feel are inefficient, or attitudes that seem to you to be closed-minded. This may include differences in how work is done, how time is managed, and how projects are tackled.
2. World Christianity is very diverse and has many faces throughout the world. One purpose of this trip is to witness and experience faith lived out in a new setting.
3. Sometimes decisions will be made by trip leaders that you may not understand or with which you disagree. These can include issues related to safety or other items that your leader may or may not disclose.
4. Travel can present numerous unexpected and undesired circumstances, and the need for flexibility is paramount. Often, what seem like unfortunate changes in plans may be God's way of teaching something new, opening an opportunity, or redirecting the energies of a group.
5. This is a short-term mission trip. Understanding that mission teams – though they provide sometimes catalytic short-term change – eventually leave. The local church and leaders are facing realities over the long term.
6. Certain activities that seem innocent in our own culture may seem inappropriate in others. It is important to be aware of key cultural actions or attitudes that could be misconstrued in the host culture.

I realize that the following elements are crucial to the effectiveness, quality, and safety of our mission trip. As a member of the trip team, I agree to:

1. Remember that I am a guest working at the invitation of a local pastor, organization, or nationalist.
2. Remember that I have come to learn, not to teach. I will resist the temptation to criticize or try to show a better way. I will seek to be open to learning other peoples' methods and ideas.
3. Respect the views and approach to faith, Scripture, Christianity within this particular culture.
4. Develop and maintain a servant's attitude toward all nationals and my teammates.
5. Submit myself to the leadership and decisions of the team's leader(s), respecting my own and others roles on the team.
6. Refrain from gossip.

7. Give God the credit and glory for accomplishments.
8. Refrain from complaining and grumbling. I will seek to be creative and supportive of the leaders, particularly during difficult situations.
9. Respect the long-term work that is going on in the country with the particular church(es) or person(s) with whom we are working.
10. Respect the knowledge, insight, instruction, and leadership of local leaders.
11. Refrain from negative political, social, or economic comments or hostile discussions concerning the host country.
12. Avoid exclusivity in relationships. If my significant other, spouse, or a good friend is on the team, I will make every effort to interact with all members of the team that is inclusive and team building.
13. Be sensitive to and refrain from any activity that could be construed as a romantic interest toward a national or to public displays of affection with my spouse or significant other.
14. Abstain from the consumption of alcoholic beverages, the use of tobacco, drugs, or any un-Christ-like behavior while on the trip.
15. Approach any conflict within the group via the process outlined by Jesus in Matthew 18:15-19. I will submit myself to the admonition and correction of the team's leadership.
16. I agree to be flexible and serve in whatever area of service necessary, allowed, and open to me on the mission trip.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

## Helpful Information

### **Information regarding international mission trips:**

- Mandatory training classes are required to attend all international mission trips.
- Consider the dates, project and costs involved for the current available teams.
- Send an email to the contact listed for the trip with any questions or concerns you may have and/or ask to apply to be on the team.
- Individuals are responsible for getting all required immunizations.

### **Considerations for participation in a mission trip include:**

- Applicant possesses the skills or gifts needed for the identified project and expresses interest in the purpose of the particular short-term team.
- Applicant demonstrates a level of maturity and life experience to be able to fit well as a team player and to respond to the leadership of another person.
- Applicant is known to possess characteristics that will enable effective work within a cross-cultural environment.

### **What else do I need to know about general requirements?**

- You must agree to participate in all of the required team meetings as designated by the team leader.
- You must agree to team financial policies. All participants are personally responsible to pay for, or arrange funding for, their portion of the team/trip costs.
- You must be in good health.
- You must have or be able to obtain a passport with six months validity from return date.
- Can I raise support to go on a team?  
Yes, after paying a \$100 deposit, team members may raise the remaining team costs without assistance from Harbor Churches. If donations exceeding the trip costs are received, the extra amount will be given to a partner ministry or teams after leadership review. Payments including deposit checks and support checks are never refundable due to IRS guidelines regarding contributions.

### **What are the financial obligations?**

- Each team member is responsible to pay for or arrange for the trip costs prior to departure. Full payment is due two months prior to departure. Fund raising is the responsibility of the individual.
- In the case of withdrawal from a trip or if the trip is cancelled due to unforeseen circumstances, each team member is responsible for any non-refundable costs (i.e. airline tickets, etc).

### **How old do children need to be to go on a trip?**

- The minimum age is 18 years of age without a parent. The minimum age for children accompanied by a parent is 14. There may be trips where minors are not eligible for participation. Student Ministry Teams have different age requirements.

### **What do I need to do to prepare for a trip?**

- Attend all pre-trip orientation meetings and other activities as communicated by your team leader once accepted in the team.

## **SAMPLE SUPPORT LETTER**

*It is natural to have some feelings of discomfort in asking others to help support you in going on a mission's trip. But keep in mind that you are not asking money for yourself, but instead are giving them the chance to partner with you in fulfilling the Great Commission. This sample letter is meant as a guide to give you an idea of how to write your own support letter. Try not to copy it word for word but instead give your letter a personal touch. Consider adding graphics such as a picture of you, map of the country you are going to, etc.*

Jane Doe  
1234 Some Street  
Some city, MI 12345

Dear Family and Friends:

(Greeting)

I trust this letter finds you resting in the hope we have in our Lord Jesus Christ. It is a privilege to write this letter to inform you of an exciting opportunity I have coming up.

(Explanation of project/trip)

A group of us will be traveling to...

(Present the need)

Would you like to be a part of our team? I realize not everyone can go, but most can send. And all can pray. Could you help me in both ways? I would be delighted to be able to count on you as one of our team members in this effort to bring the love of Jesus to these wonderful people.

(Invitation to help, and instructions for donations)

If you feel lead to support me in this experience mail a check to  
Fair Haven Church, 2900 Baldwin, Hudsonville MI 49426, Attention: Missions

In His service,

Jane Doe

( \*\*\* See Next Page for additional information \*\*\* )

\*Standard note to be included at the bottom of letters -

Important Note: If you return a donation, please make your check payable to (campus). Put Missions Trip on the memo line, but please do not put my name on the check. Because of IRS guidelines, tax-deductible contributions are made with the understanding that the church has discretion and control over the use of the donated funds in order to make them tax-deductible. You will receive a receipt for your gift

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\*Separate note to include and return with donations. (this is sent in with the check)

Please accept my donation of \$ \_\_\_\_\_ for ( Mission Trip )

recommended for ( name of person going on trip )

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Payment Method: Check \_\_\_ Cash \_\_\_

**REFERENCE FORM**

(Two references required; including one from ministry leader or pastor)

Team Member Name \_\_\_\_\_

Reference Name \_\_\_\_\_ Reference Phone Number \_\_\_\_\_

We value your comments and ask that you give a full and candid report, so that fair consideration may be given to the applicant. All comments will be held in the strictest confidence.

How long have you known the applicant?

\_\_\_\_\_

How well do you know the applicant?

\_\_\_\_\_

Have you observed the applicant's spiritual life?

\_\_\_\_\_

How would you describe it? Positive/Neutral/Negative  
If possible, please explain your response.

Please evaluate the applicant in the following areas. (1 being low, 10 high)

Self-Starter	1	2	3	4	5	6	7	8	9	10
Cooperative	1	2	3	4	5	6	7	8	9	10
Leadership	1	2	3	4	5	6	7	8	9	10
Servanthood	1	2	3	4	5	6	7	8	9	10
Disciplined	1	2	3	4	5	6	7	8	9	10
Kindness	1	2	3	4	5	6	7	8	9	10
Loyalty	1	2	3	4	5	6	7	8	9	10
Reliability	1	2	3	4	5	6	7	8	9	10
Humility	1	2	3	4	5	6	7	8	9	10

Anything else we should know about this person?

If you were a team leader, would you have any reservations about taking this person on this trip?

(Please check one)

Recommended: \_\_\_\_\_ Prefer not to make a recommendation \_\_\_\_\_ Not recommended \_\_\_\_\_

Signature \_\_\_\_\_ Date of reference \_\_\_\_\_



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Signature \_\_\_\_\_ Date of reference \_\_\_\_\_



