

# GCAC SHORT-TERM MISSIONS TRIP APPLICATION FORM

1. Name: \_\_\_\_\_ Date of birth: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ email: \_\_\_\_\_

2. Place of employment or school: \_\_\_\_\_

Job Title or level if fulltime student: \_\_\_\_\_

3. Contact information in case of emergency:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

Daytime phone: \_\_\_\_\_ Evening phone: \_\_\_\_\_

4. Do you have a U.S. passport?    Yes    No

5. List ministries you have been involved with in the last three years within or outside of GCAC.

6. The reason I would like to go on this Short-Term Mission trip is:

7. Some concerns I have and prayer requests about going on this trip are:

**8.** Describe your relationship with Jesus Christ.

**9.** Describe any previous short-term or cross-cultural mission trips you had in the past.

**10.** What gifts, ministry skills, and experience do you have that you might use on the trip?

**11.** What are your personal goals for this short-term mission experience?

**12.** If accepted to be part of the team I agree to the following:

- a. To attend team preparation and training meetings.
- b. To be submissive to the team goals and team leader on the trip.
- c. To be willing to share in the reporting of the trip, either orally or written.
- d. To sign a waiver releasing GCAC for medical and legal responsibility while on the trip.

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

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

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

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

## CLAIM AND MEDICAL RELEASE FORM

This release form concerns the Short-term mission trip to (Place, Date \_\_\_\_\_)

I do hereby for and on behalf of myself and my heirs and legal representatives release and forever discharge the Gaithersburg Chinese Alliance Church, its leaders, committees, and representatives and their successors and assignees, of and from any and all claims and demands of every kind, nature, and character which I may have or hereafter acquire for any and all losses, damages, or injuries which may be suffered or sustained by me in connection with my activities during the period for which such permission is granted and any period traveling to or from the event described, and all such claims are hereby waived and released, and I covenant not to sue therefore.

I also give permission to those in charge to take any steps necessary to stop bleeding and to administer first aid. In the event of a medical emergency where I am incapacitated, I give my consent to those in charge to authorize the following treatment(s) on my behalf: an x-ray examination; anesthetic; medical, dental, or surgical diagnosis; treatment; hospital care; administration of medicines; or specialized supervision, upon the advice of a duly licensed physician or surgeon.

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

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

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

If under 18, parent or guardian please sign here: \_\_\_\_\_ Date: \_\_\_\_\_

## Conduct Agreement for Short Term Mission (STM) Members

As a member of the Short Term Missions team sent out by GCAC, not only are you representing our church, but more importantly, our faith and our God. How we conduct ourselves should always back up our witness. There are a few important areas that we need to be like-minded as we go on this mission together.

1. In order for the entire group to work together smoothly, it is important for you as a member of the team to submit to the authority of the team leader, whose responsibilities include looking out for your safety. Therefore he/she may not allow behaviors or activities that may put you at risk of possible danger, such as late night walks or going off on your own without the team leader's knowledge or permission.
2. Come to all meetings prepared and on time.
3. How we dress here at home may not be seen as acceptable to the people we serve. It is important that we dress in a modest and culturally appropriate manner. Tops and dresses are to have fully covered chest and shoulders, and skirts and shorts shouldn't be shorter than 2" above the knee. Jewelry, if worn, is to be simple. No flip flops if you are leading the program.
4. No tipping or cash gifts be given to the locals as it could sometimes create problems, even though it may be done out of good intentions.
5. No boys in girls' rooms and vice versa. No inappropriate behavior between guys and girls such as hugging, sitting on laps, etc. both in public and in private.
6. Show respect to those we serve, as well as those we serve with. Seek to support each other and maintain team unity.

I have read and agree to abide by the above,

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

If under 18, parent or guardian please sign here: \_\_\_\_\_ Date: \_\_\_\_\_

## **GCAC GUIDELINES FOR SHORT-TERM MISSION TRIPS VISION**

Then Jesus came to them and 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 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.

The GCAC, in response to Christ's Great Commission, will send GCAC missionaries on short term mission trips.

### **GOALS**

- Help on-site missionaries and churches meet and fulfill their strategic needs and plans.
- Help the participants have hands on experience in the mission fields.
- Help the participants evaluate and examine their potential for the mission fields.
- Search together God's will in becoming a missionary send-out church.
- Help and strengthen GCAC Christians to be committed to Christ's Great Commission.

### **QUALIFICATIONS**

- Candidates must be born-again Christians who are members or adherents of GCAC and are committed to and zealous for the Lord.
- Anyone meeting the qualification above may apply to participate in GCAC sponsored short term mission trips by completing an application form.
- The candidate must be equipped for missions by attending and finishing the required training program prior to engagement. The selection of missionaries for any given trip is done by the Missions Committee and adopted by the Governing Board (G.B.)
- The candidate must provide two reference letters from your pastor and church leader

## **MISSION FIELDS**

- Determination is made based on the needs and the availability of the fields. Primary support is given to the mission fields sponsored, designed and engaged by C&MA.
- After research and discussions with the pastors, the Missions Department proposes the possible destinations of the short-term missions to the G.B.
- The place of short-term missions has to be approved by the G.B.

## **FINANCIAL SUPPORT FOR SHORT-TERM MISSIONS ACTIVITIES**

- Total budgeted funding - A portion of the annual GCAC mission budget is set aside for short term missions designated as GCAC Short-term Missions Fund.
- The place of short-term missions approved by the G.B. is granted to be a missionary project of GCAC. For this reason, it is our goal that all members and adherents of GCAC need to support and fund missionaries.
- For each trip, the Missions Department determines the expected reasonable cost for transportation, lodging and food.
- According to the expenses and individual needs, GCAC offers financial support to short-term missionaries. Christians, members and adherents of GCAC, are eligible to financial support made available by and through the Missions Department.
- For GCAC approved Single short-term missions trip, the maximum customary amount of the financial support from GCAC Short-term Missions Fund is 70% of the expected expenses, or \$500.00 per person, whichever is lower. The Missions Department in conjunction with all missionaries is required to raise the remaining funds from the congregation.

- GCAC short-term missionaries are responsible to pay at least 10% of the total cost. If a GCAC short-term missionary is unable to pay this percentage, please inform the Missions Committee.
- Personal business during a mission trip should be limited to one day per every week of the mission trip. If personal business is more than one day per week, the GCAC short-term missionary will be responsible for the transportation cost including airfare of the mission trip.
- GCAC short-term missionaries who want to take additional trip(s) or personal trip(s) before or after the mission trip(s), need to be reminded that these additional trip(s) or personal trip(s) should not interfere with nor have any negative effects on the short-term missions trip(s), the short-term missionaries are also responsible for any extra cost involved in reference to any additional trip(s) or personal trip(s). The mission trip(s) (time wise) in total should be longer in duration than the total additional trip(s) or personal trip(s), in case where the total additional trip(s) or personal trip(s) is/are longer than the total missions trip(s), the Short-term missionaries will need to be approved by the Mission Committee. As the matter of integrity, short-term missionaries cannot use the funds they have raise for any purpose other than the expense directly related to their short term mission trip(s), i.e. they cannot spend their raised funds nor church support on expenses such as personal side trip(s), sightseeing, buying souvenirs or gift, etc.
- GCAC short-term missionaries are responsible for any additional cost involved any side trips including personal trip, sightseeing trip, additional family trip, mixed with mission trip or combination thereof.
- Monies raised do not go directly to any individual, but to the GCAC Missions Department for distribution.

- Once funds are distributed, the missionary is expected to live within these means. Records and receipts of trip expenses are required from the team or individuals. The Church expects the missionary to return any monies left over from the trip to GCAC Short-term Missions Fund.
- The above guidelines and threshold of support applies to all short-term missionaries, with no distinction between lay and salaried Christian worker.
- Any *offering* to the visited churches are made at the missionary's expense.

#### MISCELLANEOUS EXPENSES

- Purchase of supplies need to be authorized by the Chair of the Missions Department.
- The maximal amount of reimbursement for the miscellaneous expenses of any short-term mission trip is \$200.00.

#### SHORT-TERM MISSIONS REPORT/POST TRIP SHARING

- The short-term missionaries are required to submit written reports to the Missions Committee, which will be used as one of the resources *to* determine the future direction and degree of involvement in missions.
- The short-term missionaries are required to orally report to the congregation and the Mission Committee concerning the works and condition in the mission field and share their experience of the missions trip.
- Participants are encourage to share with their cell/fellowship groups



**Reference Letter for STM Applicants (attached extra paper if needed)**

All reference letters are to be submitted directly to team leader ASAP.

|                                   |  |
|-----------------------------------|--|
| <b>To be filled by applicant:</b> |  |
| Name of Applicant:                |  |
| Destination:                      |  |
| Team Leader name & Email:         |  |

**To be filled by reference:**

|  |
|--|
| How long you have known this applicant:  |
| In what context:   |
| <b>1.</b> How would you describe the applicant's character and personal maturity?              |
| <b>2.</b> How would you describe his/her spiritual maturity?                                   |
| <b>3.</b> What ways has the applicant served in the church? What do you see are his/her gifts? |
| <b>4.</b> Other comments (e.g., Attitude, ability to work with others in a team etc.)          |

Signature of Reference: \_\_\_\_\_ Date: \_\_\_\_\_ Phone # \_\_\_\_\_

Print Name: \_\_\_\_\_ Email address: \_\_\_\_\_