

Immanuel Baptist Church -ibcGO Missions
Short-Term Mission Team Financial Policy, Revised 12/2015

It is the desire of the Acts 1:8 Strategy Team to be good stewards of the finances with which we have been entrusted. These policies were developed with that desire in mind. ibcGO 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 **Immanuel Baptist Church**. All checks must include, "**appealed by (team member's name, trip location and date)**", in the memo line. Any checks received not including this information will be returned.
- Personal checks from team members or financial supporters may be mailed to Immanuel Baptist Church, Attn: Debbie Greiwe, 720 Browning Acres Road, Corbin, KY, 40701.
- You may deliver your checks in person to the receptionist desk during regular church office hours or to ibcGO Team Leader at Short Term Member Training sessions.
- Alternatively, you may submit payments through the regular Sunday morning offering using envelopes available in Worship Center chairs. However, if you do so, be sure to clearly and boldly indicate on outside of envelope: **Team Member Name, ibcGO Trip Location, & Date.**

Deposits and Registration:

- Again, your registration is not confirmed until we receive your deposit.
- Participation will be denied if you have any outstanding balance from previous ibcGO Mission experiences.
- Deposits are non-refundable and non-transferable.
- Registration for mission trip will be closed by the deadline listed for each specific project.

Payment Schedule:

- 50% of the cost of your trip (or the cost of your plane ticket, whichever is greater) is due **by the first payment deadline**, which is typically 90 days in advance of trip unless otherwise designated.
- 75% of the cost of your total trip is due **by the second payment deadline**, which is typically 60 days in advance of trip.
- The remaining balance is due **by the third payment deadline**, which is typically 45 days in advance of trip.
- **Personal fund raising for trip support should begin immediately after registration.** The following language should be included in support letters. "**Please make checks payable to Immanuel Baptist Church and mail directly to the church. Please be sure to list the following in the memo line on your check: "appealed by (my name, trip location and date.)" Your check will provide IBC with all necessary information for them to send you a receipt for your tax records after the end of the year. All donations should be received by the church before...(insert date of first payment deadline). IBC 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 IBC and that the gifts are non-refundable and non-transferable, per IRS regulations. Gifts may be tax deductible; please consult a tax advisor.**"

- Should the Lord bless your fund raising efforts with gifts exceeding the amount needed for your ibcGO trip, please understand that no refunds may be given to individuals. Such excess funds will be applied to other ministry or financial needs relating to the designated ibcGO project at the discretion of the Pastor Staff Liaison in consultation with the Trip Leader.

Expenses:

- **The church can only pay for trip expenses up to the amount currently in your ibcGO trip account.** Any shortfall will be the immediate responsibility of the team member. Failure to reach critical pay schedule amounts may necessarily result in the withdrawal of the team member from the current project.
- Any changes in projected ibcGO project expenses must be communicated to the Pastor Staff Liaison & Acts 1:8 Strategy Team immediately. The cost of the trip will be adjusted accordingly if necessary.
- Additional expenses incurred while on the trip will not be covered by IBC. Team members may be required to take an additional funds for emergency purposes on some international trips.
- Airline tickets will be purchased by IBC **after the first payment deadline**. Tickets are non-refundable and non-transferable.
- Every effort should be made by team leaders and members to define all expense payment dates no later than **60 days prior to departure**. Check requests generally take 2 weeks to process through the church office.
- All relevant receipts must be turned in to the ibcGo Team Leader no later than **two weeks after** you return from your ibcGO Trip, at which time the ibcGO team leader should submit final financial reports/ receipts to the Pastor Staff Liaison and Financial Secretary.

Changes and Cancellations:

- Changes or cancellations to your registration should be communicated to the Pastor Staff Liaison through the ibcGO Team Leader.

You are responsible for all expenses that have already been paid on your behalf, such as airline tickets, hotel reservations, mission project land fees, etc. Your account is non-refundable and non-transferable between trips.