



Valleydale Church Missions Manual

**Make Jesus Known
Make Disciples**

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1 MISSIONS COMMITTEE

The Missions Committee is provisioned by the church bylaws and charged with the responsibility to exercise oversight of missions' efforts and partnerships, as well as financial accountability of the Missions Committee budget.

1.1 Purpose

The purpose of the VBC Missions Committee is to encourage and equip members of Valleydale to grow in mission awareness and become involved in mission activities. Our church mission statement is simple and reflects what God has called the church to do: **Make Jesus Known. Make Disciples.** We think God has called us to spread the name and fame of His Son, Jesus Christ, in our families, in our community, in our nation, and in our world. In doing so, we are working to produce more people whose lives are dedicated to knowing and following Christ.

1.2 Qualifications & Responsibilities

Members of the Missions Committee must have been a Valleydale member for at least 1 year prior to serving. They should have a heart for missions as evidenced by active involvement in mission related efforts.

The detailed responsibilities of the committee are identified in the church bylaws and summarized in the bullets below. Committee members are expected to regularly attend meetings, promote missions throughout the church, and be actively engaged and involved in performing the specific duties of the committee as listed in the church bylaws.

- Develop and manage the Missions portion of the Church budget in cooperation with the Finance Committee. This will include the budget for local, national, and global partnerships.
- Develop mission partnership criteria, authorize and terminate partnerships, implement partnership agreements, and establish/monitor accountability procedures for partnerships.
- Regularly communicate with the Church by providing information, opportunities, and needs related to the mission efforts of the Church.
- Promote career mission opportunities.
- Provide mission training opportunities.
- Encourage and coordinate Missions prayer efforts with the Prayer Ministry Coordinator.
- Actively seek God's will for future mission/ministry opportunities through steadfast prayer and fasting, and serve as a catalyst to promote adoption of these opportunities.
- Collaborate in a Church-wide effort to infuse missions as integral to the Church's identity, leading all members to see missions, not just as a program or activity, but as essential to who we are as followers of Christ.
- Maintain, update, and approve a Missions Policies and Procedures manual.

1.3 Membership

Members of the Missions Committee are nominated according to the bylaws and elected by the church body. Members serve a three-year term on a rotating basis arranged to ensure new members come in every year. Individuals may not serve on the committee more than three consecutive years unless approved by the church Elders.

As per church bylaws, the mission committee includes three officers: Chairman, Vice Chairman, and Secretary. In addition, ex-officio non-voting members of the committee who are not elected include the following:

- Senior Pastor
- Serve Pastor
- International Missions Team Leader
- National Missions Team Leader
- Local Ministries Team Leader



2 MISSION VISION

Missions play a key role in the call to **Make Jesus Known and Make Disciples**. To this extent, we desire to see every member of Valleydale actively participate in mission activities on a regular basis. We are committed to local, national, and international evangelism efforts (Acts 1:8) and aspire to develop a passionate desire for the salvation of nations throughout the Valleydale church body. Our vision for missions at Valleydale is a thriving environment where individuals are continually challenged, thoroughly equipped, and actively supported in efforts to share the gospel of Jesus Christ. Our vision for Valleydale is a church where all members practice community evangelism, where most members actively participate on short term mission trips, and where individuals are regularly raised up and sent out from Valleydale into a lifetime of service to the Lord.



3 MISSION FOCUS AREAS

3.1 Overview

The focus on missions at Valleydale includes both short term and long term aspects. We believe the church has been commissioned to share the gospel throughout the world - locally, nationally, and internationally (Acts 1:8). We actively engage in all three regions. We also are committed to help equip individuals who have been called to lifetime of service to Christ so they can be sent out into the world for the purpose of expanding the Kingdom of God (missionary, church planter, etc.).

3.2 International Missions

Valleydale sponsors, promotes, and supports short term mission trips to destinations around the globe. This is typically accomplished through the establishment of formal relationships (partnerships) with theologically like-minded individuals serving in the field, often in areas with unreached or unengaged people groups. Mission activities can vary significantly but sharing the gospel is at the core of Valleydale supported works. International mission activities are coordinated by a lay leader within the church designated as the “International Missions Team Leader”.

3.3 National Missions

Valleydale is actively engaged in church planting and revitalization efforts across North America. We believe the establishment of strong growing churches is integral to the spread of the gospel. We desire to partner with theologically like-minded individuals and encourage church planting or revitalization efforts through prayer, financial support, and short term trips mission trips. National mission activities are coordinated by a lay leader within the church designated as the “National Missions Team Leader.”

3.4 Local Ministries

Valleydale takes seriously its calling to make an impact in the Birmingham-Metro area. We desire that everyone in our church family personally become a part of this effort. Strategically, we are partnered with a number of local ministry efforts that allow us opportunities to get involved in real and practical ways to reach our community with the love and the gospel of Jesus Christ. Local ministry activities are coordinated by a lay leader within the church designated as the “Local Ministry Team Leader.”

3.5 Developing and Sending

This section to be completed in future document revisions.

3.6 Mission Training & Education

As with most broad subjects, classroom training provides an excellent venue to help educate and inform. Valleydale will offer regular classroom training opportunities to help individuals develop a deeper understanding of missions. These will include the following courses:

- **Missions 101** – A multi-week introductory class on “Missions” opened to anyone who wants to learn more about God’s heart for the lost. This class will typically be offered once per year.

In addition, the Missions Committee will actively monitor external training venues and provide information or recommendations to individuals with expressed interest. Examples of these types of training include:

- **Align** - A one-day, fast-paced, intensive seminar covering Purpose, Direction, Ambition, and Implementation as they relate to the significant calling of participating in the Great Commission.
- **Perspectives on the World Christian Movement** - a 15-week course designed to help you see what God is doing in the world and how you can be a part of it.
- **Safe Travel Training** by *Alabama Acts 1:8 Connections* (<http://a18c.org/ffst/>)

4 MISSION PARTNERSHIPS

4.1 Overview

Valleydale encourages every member to be a part of mission activities. We seek to partner with other individuals and/or organizations in order to **Make Jesus Known and Make Disciples**. We believe effective partnerships are built around shared vision and values. Relationships are developed over time and always include shared responsibilities and accountability. The next two sections summarize the typical process and guidelines through which partnerships are established.

4.2 Mission Partnership Development Process

Mission partnerships are a key part of the Valleydale church family. We strive to utilize an Acts 1:8 strategy by praying, giving and going to local, national, and international destinations. We seek to develop deep and lasting relationships with mission partners which we believe provide the best opportunity to fulfill the Great Commission. To identify the specific partnerships to which God is calling Valleydale, we regularly review and evaluate opportunities while diligently seeking out His will through prayer and fasting. A brief summary of how a typical mission partner relationship evolves is described below.

First Phase – “Evaluating”

- Valleydale seeks to learn about the opportunity
- Church leaders pray/fast over the opportunity
- Mission team reviews qualification criteria including
 - Review of potential partner theology
 - Review of potential partner vision and strategy

Second Phase – “Experiencing”

- Evaluate potential with Valleydale – assess strengths & weaknesses
- Small team from Valleydale may participate in short term “vision trip”
- Joint prayer between Valleydale and potential mission partner
- Lay leadership/sponsor secured for potential partnership

Third Phase – “Engaging”

- Typically, a formal partnership agreement is established
- Financial support arrangements are established
- Active prayer team established to consistently provide support to the partner
- Short term teams schedule trips to work with partner
- Regular communications (newsletter, prayer requests, etc.) established with partner
- Periodic review (typically annually) of partnership health

4.3 Mission Partnership Guidelines

Ephesians 4:15-16 ¹⁵ Rather, speaking the truth in love, we are to grow up in every way into him who is the head, into Christ, ¹⁶ from whom the whole body, joined and held together by every joint with which it is equipped, when each part is working properly, makes the body grow so that it builds itself up in love.

1. The Mission Committee will pray for discernment and guidance for potential partners and for open communication during the approval process. (Evaluating)
 2. Potential partners are expected to be theologically aligned with the Baptist Faith & Message 2000 (<http://www.sbc.net/bfm2000/bfm2000.asp>), Valleydale Church statement of beliefs and our church covenant. (Evaluating)
 3. Expectations are for potential partners to submit a written plan to the Mission Committee to include objectives, strategies, and financial support details. (Evaluating)
 4. Mission Committee shall choose mission partners only after individual and corporate prayer by the committee members and potential partners, and having assurance of the leading of the Holy Spirit to pursue partnership. (Evaluating)
 5. Potential partners' mission effort is expected to include a church planting focus / vision where the ministry will either be revitalizing, establishing, or strengthening a local church and be connected to disciple making. (Experiencing)
 6. The Mission Committee will be aware of a Valleydale church member (point person) who will be an advocate or champion for this effort. (Experiencing)
 7. Potential partners are expected to frequently communicate with Valleydale. (Engaging)
 - Consistently corresponding with Valleydale members (monthly or quarterly updates to include activities and prayer request).
 - Attend WorldReach Celebration when invited and it is practical.
 - Create a relationship on the forefront that is expected to be supportive and growing.
 8. Potential partners are expected to encourage Valleydale members' involvement on their mission field. (Engaging)
 - Supporting short and long term involvement
-

5 SHORT TERM MISSION TRIPS

5.1 Overview

Short term mission trips provide an opportunity for individuals to actively participate in Christ's great commission (Matthew 28:16-20). As followers of Christ, we are to labor together for His cause. According to His command, we are empowered by His strength and His Spirit in His effort to advance His Gospel among all nations.

5.2 Participant Qualifications

Team members participating in Valleydale sponsored trips are ambassadors of the Lord Jesus Christ. As teams, they represent Christ and Valleydale Baptist Church. This is a tremendous responsibility and each team member is to be above reproach in his/her actions, words, and attitudes. Volunteers must submit to the Trip Leader's authority who submits to the authority of God. Due to the political instability and anti-American sentiment in various countries around the world, Valleydale asks that each volunteer refrain from expressing their political opinions while on the field.

If at any time while on the field a volunteer's behavior constitutes a problem, the Trip Leader has the authority to ask the volunteer to return home. Any additional cost incurred as a result of this action will be at that volunteer's expense. Before this step is taken, every effort to correct and modify the behavior will be made.

While on the trip, team members must respect and follow the authority of the leader at all times and honor the team covenant; refrain from expressing political opinions; abstain from the use of alcohol, tobacco, and illegal drugs; adhere to behavior standards set by the Trip Leader, missionary, national partner, or mission agency in regards to culture; become a servant to nationals, missionaries, and fellow team members; and be a learner at all times.

Appropriate dress for each mission trip will be determined by the Trip Leader, but will always be respectable attire as an Ambassador of Christ. Depending on the nature of the trip, minimum age requirements may be required.

5.3 Child Protection

The care and protection of children is a top priority for Valleydale. To ensure children encountered during mission trips are safe and secure from sexual and physical abuse, participants on short term mission trips will be required to follow a protocol similar to that of individual who work with children within the church. This procedure will require that all participants ages 18 and older receive protective training and go through a background screening process. The background screening process will include a criminal background check, an interview, and verification of personal references.

The child protection procedures must be completed prior to participation on short term mission trips and it must be renewed every four years. The cost of the background screening can be included in the trip budget. The background screening process is conducted via a paperless process (online) to minimize the need for Valleydale to collect personal data.

The trip leader will provide participants with instructions and directions to complete the process. This background screening process should start as early as possible in the trip preparations.

5.4 Trip Leader Guidelines

Trip leaders are responsible for the spiritual shepherding of all trip participants. They are expected to direct trip activities and be accountable for all decisions made in the field. Trip participants are expected to respect and obey decisions made by the trip leader. In addition, trip leaders are responsible for trip preparations which include the following:

- Follow up with all interested trip participants
- Arrange trip planning/preparation meetings
- Ensure timely and accurate communications with key groups
 - Trip participants
 - Partners in the field
 - Valleydale partnership coordinator
 - Valleydale national or international team leader
 - Missions office (purchasing and paperwork)
- Research and secure plans for transportation, lodging, dining, and trip activities
- Guide participants in spiritual preparation for the trip
- Ensure trip participants recruit prayer support and secure arrangements to have regular trip updates from the field circulated during the trip
- Set expectations for God to use the experience to work in their personal lives and encourage them to be ready and willing to share about His work following the trip
- Send field partners confirmation of child protection screening for all trip participants
- First trip meeting checklist
 - Communicate trip registration deadline
 - Communicate funding/payment deadlines (consider airfare purchase deadline)
 - Communicate visa application deadlines (different for each destination)
 - Review child protection requirements and establish completion deadlines
 - Communicate trip cost estimate; review fundraising and financial support options
 - Distribute trip application & medical information forms with completion deadline
 - Review passport availability and expiration dates (international)
 - Review immunization procedures and advise participants to obtain immunizations through their personal physicians (international)
- Pre-Trip Missions Office checklist
 - Provide names and email address for those requiring child protection screening
 - Provide initial and final versions of trip budget
 - Regularly monitor trip participant funding/payment status
 - Provide completed copies of trip applications and medical information forms
 - Provide completed copies of visas and passports (international)
 - Leverage missions office for payment of major purchases such as airfare
 - Leverage missions office to secure travel insurance (international trips)
 - Coordinate timing and method to receive collected funds (cash or checks)
 - Confirm any obligations to collect and return receipts from trip expenses

5.5 Financial Aid for Short Term Trips

Participants are encouraged to independently secure funding for participation in short term mission trips. Seeking out the necessary support to fund participation in a short term mission trip is often a faith building exercise. In some circumstances, funding support is available through the Missions Committee as summarized in the table below. All financial aid is subject to funds being available through Valleydale Church's mission budget.

Trip Participant	Available Aid Guidance
Pastoral Church Staff	<ul style="list-style-type: none"> • Mission trip covered at 90% • Spouse of Pastoral staff covered at 50% for one trip • Paid time off for up to two trips annually(not considered vacation time) • Encouraged to participate in one or more trips every two years • Serve pastor to participate in one international and one North American trip per year both funded at 95%, additional trips funded at 90% • Pastoral staff includes - Executive Team, Management Team, and Director Team • Must be a Valleydale Church member to receive financial aid if mission trip is not a job assignment • Limited to one trip per year, additional trips and financial aid may occur with Mission Committee and Executive Staff approval
Non-Pastoral Church Staff	<ul style="list-style-type: none"> • Funded at 90% if mission trip is request of Pastoral staff for duties related to the mission trip • Paid time off for one trip annually (not considered vacation time) • Must be a Valleydale Church member to receive financial aid if trip is not a job assignment • Mission Committee approval required for all non-pastoral staff financial aid and paid time off
Interns and Supervisor of Interns	<ul style="list-style-type: none"> • One trip per year funded at 90% • Paid time off for up to one trip annually (not considered vacation time) • Financial aid for additional mission trips may occur with Mission Committee approval
Trip Leaders and National or International Coordinators	<p>International Trip Leaders or Coordinators funded as follows:</p> <ul style="list-style-type: none"> • Trip leader and spouse funded at 50% for one trip per calendar year • International Coordinator and spouse funded at 50% for one trip per calendar year <p>North American Trip Leaders or Coordinators are funded as follows:</p> <ul style="list-style-type: none"> • Trip Leader and immediate family participants funded at 50% for one trip per calendar year • North American Coordinator and spouse funded at 50% for one trip per calendar year <p>Support for additional trips during the same calendar year by the same Trip Leader and/or Coordinator requires Mission Committee approval</p>
Trip Members	<ul style="list-style-type: none"> • Assistance considered on individual basis after fund raising attempts have been exhausted, funds are found to be insufficient, and a financial aid application request has been submitted • Individual fund raising efforts such as support letters are encouraged • Organized church sponsored fund raising events are not permitted unless approved by Mission Committee • Maximum financial aid - 50% per trip • All funds must be collected prior to trip unless arrangements are made with Mission Committee • Limit of 2 trips per year where financial aid is provided, additional aid may occur with Mission Committee approval • A \$100 deposit is required for national and international trips where the cost of mission trip is \$500 or more.

6 APPENDICES AND FORMS

The pages that follow contain a collection of standard forms and communication tools used to support mission related activities at Valleydale. The standard forms should be used to capture and communicate information where appropriate.

6.1 Short Term Trip Application for Adults – Part A (General)

Destination & Date of Trip: _____

Date of Application: _____

PERSONAL INFORMATION

Name (as appears on passport if you have one) _____

Gender: [] M [] F Date of birth (mm/dd/yyyy) _____

Marital Status: [] Single [] Engaged [] Married [] Separated [] Divorced [] Widowed

Home address _____

City _____ State _____ Zip _____

Tel. # (____) _____ (h) (____) _____ (w) (____) _____ (c)

Email address (please print) _____

Do you have a Passport? [] Yes [] No Passport # _____

Expiration Date (mm/dd/yyyy) _____ (must be at least six months after trip start)

TRIP INSURANCE BENEFICIARY (international travel only)

Name: _____ Relationship: _____ %: _____

Name: _____ Relationship: _____ %: _____

Name: _____ Relationship: _____ %: _____

EMERGENCY CONTACTS (at least one required)

Last Name: _____ First: _____ Relationship: _____

Tel. # (____) _____ (h) (____) _____ (w) (____) _____ (c)

Last Name: _____ First: _____ Relationship: _____

Tel. # (____) _____ (h) (____) _____ (w) (____) _____ (c)

Last Name: _____ First: _____ Relationship: _____

Tel. # (____) _____ (h) (____) _____ (w) (____) _____ (c)

CHILD PROTECTION POLICY

Have you completed the Valleydale Church Child Protection Policy training within the last four years? [] Yes [] No
Have you had a background check conducted by Valleydale Church in the past four years? [] Yes [] No
Has anything in your personal background changed in the last four years that might impact your ministry to anyone under the age of 18? [] Yes [] No

YOUR WALK WITH CHRIST

The following questions serve as a challenge for those considering mission opportunities to examine one's obedience to Scripture and to make adjustments as the Holy Spirit directs. Please answer these questions in that same spirit. If you need to discuss this with someone, please contact the Missions Office at Valleydale Church.

Your Involvement

Church Membership: [] Valleydale [] Iron City [] Other _____

Mission Trips: [] I have been on a mission trip [] I have not been on a mission trip

Please describe any previous mission trip experience: _____

Please list the ministries you have been involved with at your church including any leadership positions held: _____

Your Skills and Gifts

Briefly list any previous cross-cultural experience in ministry (ex: inner-city, international students, refugees, another country, etc.) _____

Please list all specialized skills which you have developed and are able to use (ex: medical, music, drama, financial planning, graphics, bricklaying, carpentry, culinary, electrical, etc) _____

Please list your spiritual gifts: _____

Your Testimony

_____ I am a believer. I have accepted Jesus as Lord & Savior. In my faith development, I am a...

_____ new believer (recently trusted Christ)

_____ growing believer (trusted Christ, developing as a follower)

_____ maturing believer (experiencing life as a fully devoted follower of Christ)

_____ I am not a believer, but I am open to learning & understanding more. I consider myself:

_____ a skeptic (doubting)

_____ a spectator (observing)

_____ a seeker (searching)

_____ unsure (lacking confidence)

If you are a believer, how and when did you come to know Jesus as your Savior? _____

How are you experiencing God in your life now? What is He teaching you? _____

Briefly describe why you feel God wants you to participate in this assignment? _____

Write out how you might share or explain the Gospel: _____

PERSONAL REFERENCES (one in each category who has known you at least 6 months)

1. Pastor or staff person or teacher:

Name _____ Phone # _____

2. A lay person in the church:

Name _____ Phone # _____

3. Additional reference (inside or outside the church):

Name _____ Phone # _____

MEDICAL (for international trips, additional insurance will be required of all participants)

Do you have medical insurance: Yes No

Describe your health including all conditions which may limit normal abilities in stress related situations

COVENANT

Believing that it is part of God's plan for my life to serve Him in this assignment, I pledge that I will prepare myself spiritually, physically, and emotionally. I will seek to have a servant's heart and to reflect Christ as I serve on this assignment. **I understand that I will be responsible for airline tickets purchased in my name upon cancellation and that any deposits required for this trip are non-refundable.** The training meetings for this mission project are critical for the spiritual unity and physical preparation of the entire team. I commit to faithfully attend all meetings at the scheduled time.

Signature: _____ Date: _____

Print Name: _____

NOT A MEMBER OF VALLEYDALE OR IRON CITY?

The _____ Church wholeheartedly recommends the applicant to Valleydale Church or Iron City Church as sound in his/her faith and spiritually equipped to serve on this volunteer project.

Signature of Pastor or small group leader: _____

Print Name of Pastor or small group leader: _____

Date Signed: _____

6.2 Short Term Trip Application for Adults – Part B (Medical)

Today's date: _____ Trip: _____

Last name: _____ First name: _____

Middle name: _____

LIFESTYLE

Do you smoke? Yes No

 If yes, # packs/day? _____ Will you agree not to smoke on this trip? Yes No

Do you exercise? Yes No

 If yes, what types of exercise and how frequently? _____

Do you have any restrictions due to physical or health problems? _____

Please list any dietary restrictions: _____

IMMUNIZATIONS (for informational purposes only; these are not recommendations)

Tetanus (**required every 10 years**) Yes No Year: _____

Hepatitis A Yes No Year: _____

Hepatitis B Yes No Year: _____

TB Screening Yes No Year: _____

Influenza (Flu) Shot Yes No Date: _____

HEALTH HISTORY

You may be serving in an environment that has limited health care resources. In order to provide for your health care needs and assure your medical safety, your Trip Leader will bring your completed health form on the trip to use as a reference should you require medical attention. Please provide your honest answers to the following questions. The information you provide will be kept confidential. Please use the back of the form to expand on any answer you need to.

Have you ever been hospitalized? Yes No Blood Type: _____

 If yes, when (years) and why? _____

Last Name: _____ First Name: _____

Do you have, or have you ever had, any of the following (circle and comment as needed)?

Allergies to food, medicine or other substances	NO	YES	
Back problems, back pain or ruptured disk(s)	NO	YES	
Any broken bones	NO	YES	
Cancer or tumors	NO	YES	
Shortness of breath or asthma	NO	YES	
Diabetes	NO	YES	
Ear or hearing problems	NO	YES	
Epilepsy or seizure disorder	NO	YES	
Thyroid problems or goiter	NO	YES	
Any heart disease	NO	YES	
High blood pressure	NO	YES	
Stroke(s)	NO	YES	
Hernia	NO	YES	
Arthritis or joint problems	NO	YES	
Kidney disease or frequent urinary tract infections	NO	YES	
Stomach trouble or ulcers	NO	YES	
Migraine headaches	NO	YES	
Immune system disorders	NO	YES	
Are you now pregnant	NO	YES	

Any other significant illnesses or diseases not listed above? _____

List any allergies: _____

Has an allergic reaction ever required emergency room care? [] Yes [] No

If yes, please provide details: _____

Please list any medications you are currently using and the condition being treated: _____

Primary Physician: _____ Phone #: _____

Health Insurance Company: _____ Policy #: _____

Last Name: _____ First Name: _____

MEDICAL TREATMENT AUTHORIZATION AND POWER OF ATTORNEY

In the event I suffer an injury or condition during my participation in the Activities, including transportation to and from the Activities, which may endanger my life, cause disfigurement, physical impairment, or undue discomfort if medical treatment is delayed, and as the result of which I am unable, in the opinion of the Trip Leader, or his/her designee, to make an informed decision regarding such treatment, I hereby appoint the Trip Leader, or his/her designee, as my agent to act for me and in my name (in any way I could act in person) to make any and all decisions for me concerning my personal care, medical treatment, hospitalization and health care. This power of attorney shall terminate when, in the opinion of my attending physician, I am competent to make informed decisions regarding the need for medical treatment. I hereby authorize the release of the information contained in this form to the Church, the Trip Leader or his/her designee, and to other ministries or organizations as necessary during this trip.

Date: _____ Signature: _____

Date: _____ Agent (Trip Leader) _____

Date: _____ Witness: _____

6.3 Short Term Trip Application for Adults – Part C (Legal)

GENERAL RELEASE AND HOLD HARMLESS AGREEMENT

I, _____, desire to participate in various trips, programs, events or activities (hereinafter collectively referred to as the “Activities”) operated or sponsored by Valleydale Baptist Church (hereinafter referred to as the “Church”).

I understand and acknowledge that the Church will not allow me to participate in the Activities without releasing and holding the Church harmless from any liability arising out of my participation in the Activities. I have investigated the risks involved in my participation in the Activities and fully understand and assume such risks. Specifically, I understand and acknowledge that I may suffer or experience, among other things, personal injury or bodily damage, medical disabilities, loss or theft of personal property, imprisonment, abduction and even death.

I request that the Church allow me to participate in the activities, and in consideration thereof agree hereby to release and forever discharge the Church, its officers and directors, and its employees, agents, and any parties volunteering on behalf of the Church, from all actions, causes of action, injuries, claims, damages, costs or expenses of any kind growing out of or related to any such activities in which I participate. I understand that this is a full and complete release of all injuries and damages, which I may sustain as a result of my participation in any activities, regardless of the specific cause thereof.

This agreement is binding on my heirs, successors, and personal representatives.

Dated: _____ Signed: _____

6.4 Short Term Trip Application for Minors – Part A (General)

Destination & Date of Trip: _____

Date of Application: _____

PERSONAL INFORMATION

Name (as appears on passport if you have one) _____

Gender: [] M [] F Date of birth (mm/dd/yyyy) _____

Home address _____

City _____ State _____ Zip _____

Tel. # (____) _____ (h) (____) _____ (w) (____) _____ (c)

Email address (please print) _____

Do you have a Passport? [] Yes [] No Passport # _____

Expiration Date (mm/dd/yyyy) _____ (must be at least six months after trip start)

TRIP INSURANCE BENEFICIARY

Name: _____ Relationship: _____ %: _____

Name: _____ Relationship: _____ %: _____

EMERGENCY CONTACTS

Father's Last Name: _____ First: _____

Tel. # (____) _____ (h) (____) _____ (w) (____) _____ (c)

Mother's Last Name: _____ First: _____

Tel. # (____) _____ (h) (____) _____ (w) (____) _____ (c)

Appointed Trip Guardian (Adult's Name): _____

6.5 Short Term Trip Application for Minors – Part B (Medical)

Today's date: _____ Trip: _____

Last name: _____ First name: _____

Middle name: _____ **LIFESTYLE**

Do you smoke? Yes No

 If yes, # packs/day? _____ Will you agree not to smoke on this trip? Yes No

Do you exercise? Yes No

 If yes, what types of exercise and how frequently? _____

Do you have any restrictions due to physical or health problems? _____

Please list any dietary restrictions: _____

IMMUNIZATIONS (for informational purposes only; these are not recommendations)

Tetanus (**required every 10 years**) Yes No Year: _____

Hepatitis A Yes No Year: _____

Hepatitis B Yes No Year: _____

TB Screening Yes No Year: _____

Influenza (Flu) Shot Yes No Date: _____

HEALTH HISTORY

You may be serving in an environment that has limited health care resources. In order to provide for your health care needs and assure your medical safety, your team leader will bring your completed health form on the trip to use as a reference should you require medical attention. Please provide your honest answers to the following questions. The information you provide will be kept confidential. Please use the back of the form to expand on any answer you need to.

Have you ever been hospitalized? Yes No Blood Type: _____

 If yes, when (years) and why? _____

Last Name: _____ First Name: _____

Do you have, or have you ever had, any of the following (circle and comment as needed)?

Allergies to food, medicine or other substances	NO	YES	
Back problems, back pain or ruptured disk(s)	NO	YES	
Any broken bones	NO	YES	
Cancer or tumors	NO	YES	
Shortness of breath or asthma	NO	YES	
Diabetes	NO	YES	
Ear or hearing problems	NO	YES	
Epilepsy or seizure disorder	NO	YES	
Thyroid problems or goiter	NO	YES	
Any heart disease	NO	YES	
High blood pressure	NO	YES	
Stroke(s)	NO	YES	
Hernia	NO	YES	
Arthritis or joint problems	NO	YES	
Kidney disease or frequent urinary tract infections	NO	YES	
Stomach trouble or ulcers	NO	YES	
Migraine headaches	NO	YES	
Immune system disorders	NO	YES	
Are you now pregnant	NO	YES	

Any other significant illnesses or diseases not listed above? _____

List any allergies: _____

Has an allergic reaction ever required emergency room care? [] Yes [] No

If yes, please provide details: _____

Please list any medications you are currently using and the condition being treated: _____

Primary Physician: _____ Phone #: _____

Health Insurance Company: _____ Policy #: _____

Last Name: _____ First Name: _____

MEDICAL TREATMENT AUTHORIZATION AND POWER OF ATTORNEY

In the event I suffer an injury or condition during my participation in the Activities, including transportation to and from the Activities, which may endanger my life, cause disfigurement, physical impairment, or undue discomfort if medical treatment is delayed, and as the result of which I am unable, in the opinion of the Trip Leader, or his/her designee, to make an informed decision regarding such treatment, I hereby appoint the Trip Leader, or his/her designee, as my agent to act for me and in my name (in any way I could act in person) to make any and all decisions for me concerning my personal care, medical treatment, hospitalization and health care. This power of attorney shall terminate when, in the opinion of my attending physician, I am competent to make informed decisions regarding the need for medical treatment. I hereby authorize the release of the information contained in this form to the Church, the Trip Leader or his/her designee, and to other ministries or organizations as necessary during this trip.

Date: _____ Signature (Parent): _____

Date: _____ Signature (Minor): _____

Date: _____ Agent (Trip Leader): _____

6.6 Short Term Trip Application for Minors – Part C (Legal)

GENERAL RELEASE AND HOLD HARMLESS AGREEMENT

I, _____, desire to participate in various trips, programs, events or activities (hereinafter collectively referred to as the “Activities”) operated or sponsored by Valleydale Baptist Church (hereinafter referred to as the “Church”).

I understand and acknowledge that the Church will not allow me to participate in the Activities without releasing and holding the Church harmless from any liability arising out of my participation in the Activities. I have investigated the risks involved in my participation in the Activities and fully understand and assume such risks. Specifically, I understand and acknowledge that I may suffer or experience, among other things, personal injury or bodily damage, medical disabilities, loss or theft of personal property, imprisonment, abduction and even death.

I request that the Church allow me to participate in the activities, and in consideration thereof agree hereby to release and forever discharge the Church, its officers and directors, and its employees, agents, and any parties volunteering on behalf of the Church, from all actions, causes of action, injuries, claims, damages, costs or expenses of any kind growing out of or related to any such activities in which I participate. I understand that this is a full and complete release of all injuries and damages, which I may sustain as a result of my participation in any activities, regardless of the specific cause thereof.

This agreement is binding on my heirs, successors, and personal representatives.

Date: _____ Signature: _____

6.7 Short Term Mission Trip Financial Assistance Request Form

Name: _____ Phone #: _____

Email: _____

Destination of the Short Term Trip: _____

Date of Short Term Trip: _____

Deadline date for trip cost to be paid: _____

1. **Estimated Total Cost of entire Trip** (including airfare).....\$ _____

a. **Estimated Cost of Airfare** \$ _____

2. **Subtract:** Deposit Amount paid for trip from own finances.....\$ _____

3. **Subtract:** Additional Amount to be paid or expected to pay from own finances....\$ _____

4. **Subtract:** Amount contributed by financial partners.....\$ _____

5. **Financial assistance requested** (not to exceed 50% of estimated trip cost).....\$ _____

Please explain why you are requesting financial support:

Date: _____ **Signature:** _____

* If total amount raised including financial assistance exceeds trip cost, applicant agrees to refund the excess to the church

* Applicant agrees not to solicit financial support on church property

* Financial assistance available to Valleydale members only as approved by the Mission Committee

* Exceptions to these guidelines may be made by Mission Committee by majority vote

7 REVISION HISTORY

The initial revision of the Missions Manual was compiled during the inaugural year of the Mission Committee. A history of all changes is provided below.

Date	Revision	Description
12/1/2015	12/2015	First Formal Release of Missions Manual