

# Lake Norman Baptist Church

## Short-Term Missions Involvement Policy

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The following guidelines serve as the official policy for Lake Norman Baptist Church's short-term missions trips. These guidelines are intended to maximize the impact of each mission project on the participant and partner ministries. Each participant serving on Lake Norman Baptist's missions teams acknowledges this policy as governing their participation.

### Basic Requirements

- Believing that every member should have personal faith that is growing and growing faith that is serving, LNBC encourages all members to personally participate in Missions endeavors. Members wishing to participate should believe they are called by God to this mission endeavor.

### Application & Interview

- Interested members must submit an application for a mission trip through the Missions Team and complete the existing forms for approval by the Mission Team.
- Members serving on mission trips should be active in the life of the church and have a pastor's recommendation and signature.

### Orientation Training

- Members should participate in orientation and training with other team members before the mission trip. Training will teach members how to share his/her personal faith and the plan of salvation. Cultural sensitivities present in the mission trip area will also be covered.
- Participants are required to attend Team Training as set forth by the Trip Leader. Expected absences must be worked out in advance with the Trip Leader. Assignments or materials missed should be caught up as soon as possible. Failure to attend an adequate number of training meetings will jeopardize the team member's participation on the trip.

### Expectations

- Members should be willing to cooperate fully with the team leader, large group leader, nationals, missionaries and others in a partnership of faith, ministry and unity.
- Members should be prepared and capable for the physical and cultural requirements of the mission endeavor.

### Insurance & Liability

- Participants are required to sign a liability waiver to LNBC and (where requested) to the host ministry. We request each team member to complete and sign a medical consent in case of a medical emergency on the trip.
- Each team member is responsible for their medical insurance and any medical expense incurred.

### Financial Matters

#### →OVERVIEW

- LNBC may pay a portion of the total trip costs.
  - Participants may receive tax-deductible funds to offset their portion of the trip costs.
  - Participants cover all personal expense.
  - All trip costs are paid prior to trip.
  - Excess funds will be used for LNBC's short term missions.
1. LNBC Missions Team must approve in writing **ALL** mission trips authorized by the church.
  2. Mission trip participation request forms should be submitted at least six months prior to trip.

3. To help encourage all members to participate in mission activities and in lieu of on-site mission trip fundraisers, LNBC may partially fund mission trips from two sources:
  - A. Mission trip travel line in the General Fund Budget
  - B. Designated tax-deductible gifts to the "Missions Travel Designated Fund".
4. All participants will be required to make a non-refundable deposit equal to 20% of the trip cost not to exceed \$500. Scholarships may be available upon request.
5. The participant's portion of the trip cost is set at the beginning of the team training. Participants may cover their trip costs by a combination of self-funding, raising of funds through family and friends, and shared proceeds from the team fundraising activities outside LNBC.
6. Mission trip fundraisers or participant letters of solicitation within LNBC at-large **will not** be allowed. Contacts within LNBC should be well-acquainted friends.
7. Partial funding equal to the ticket cost is due prior to the purchase of airline tickets (the date set by Trip Leader). Full funding is due prior to departure on the trip (the date set by Trip Leader). Participants not fully funded prior to the departure date will not go on the trip.
8. All gifts in excess of trip costs are kept and maintained by LNBC. Any team's excess funds and any participant's excess funds will be used at the discretion of the Missions Team for short term mission trips.
9. Funds may be used for covering scholarships, unexpected expenses for trips, special projects associated with trips, survey trips, and other associated ministries. Funds are disbursed by the approval of the Missions Team.
10. If a participant is dismissed from the team or drops off the team, the funds remain with the project unless other arrangements are agreed upon.
11. In the event the trip is postponed or cancelled, the donations received to date cannot be refunded due to IRS regulations. These funds will remain in the Mission Travel Fund for future trips. The Missions

Team will determine the future use of these funds.

12. Non-LNBC members who may participate in a lay missions project will be expected to cover the full cost of participation.
13. Any exceptions to these policies will be considered on a case-by-case basis by the Missions Team. Any comments or questions for clarification should be directed to the finance office or Missions Team of LNBC.

### Communications

- All missions related communications must be approved by the Missions Team.
- Mission trip fundraising notifications may be placed in the church bulletin and e-mail blasts for limited periods, as well as on the missions bulletin board (space available).
- Mission trip offsite fundraising posters and flyers will be provided in limited quantities by the church to assure the quality and consistency of these documents. Since mission trip fundraisers are not allowed within LNBC, banners, posters and flyers may not be posted on-site.
- Refer to the Communications Department "Missions Fundraising" policy for more details. Any comments or questions for clarification should be directed to the Communications department or Missions Team of LNBC.