



Global Engagement Trip

Policies & Procedures Manual

Park Place Church of God
Anderson, IN

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I. Purpose of Global Engagement Trips

- a. We believe God is calling us to participate in the transformative work of loving God, ourselves, and our neighbors through the mutuality of service, justice, holiness and unity. We accomplish this purpose through the values of service, justice, holiness and unity.

II. Global Engagement Trip Policy

- a. Approval for all global engagement trips of Park Place Church of God, Anderson, IN is given by the Park Place Outreach Team, under the oversight of the Staff Ministry Team.
- b. There will be up to 2 approved trips per year for the church. Additional Trips may be added at the discretion of the Park Place Outreach Team.
- c. It is the responsibility of the Outreach Team to determine the number of trips that will be sent out from Park Place Church of God, and the destinations of those trips.
- d. Global Engagement Trip team leaders will be selected and/or approved by the Outreach Team. Requirements of Global Engagement Trip team leaders can be found in section IV of this document.
- e. Any trip desired that is not planned by the Park Place Outreach Team must be requested by the individual desiring to lead the trip. A completed Global Engagement Trip Request form will be submitted by the individual requesting the trip. This form will be reviewed by the Outreach Team for approval.
- f. The cost of the trip will be covered for the trip's team leader. These expenses will be built into the cost of the trip for team members, with assistance from the Outreach Team, when deemed necessary.
- g. All teams will be made up of 6-10 members, including the leader. The size of the team will be determined by accommodations, hosting ministry partners, transportation availability in the hosting location, and the nature of the agenda of the trip. Final decision on team size will be made by the Outreach Team.
- h. The trip team leader is responsible for establishing the budget for the trip, collecting trip payments, and tracking, with the bookkeeper, the received and needed funds for the trip. The Outreach Team will assist with all of these matters as needed. All funds will be kept in the Financial Office of Park Place Church.
- i. The Park Place Church of God Outreach Team and Senior Pastor reserve the right to prohibit one's participation on cross-cultural trips based on their own discretion.

III. Policies for Trip Request

- a. Global Engagement Trip Proposal Form must be filled out and approved by the Outreach Team. Requests are received and approved on a rolling basis.
- b. Leader must meet Leader Requirements in section IV of this document.
- c. General estimate of cost must be included on the trip proposal form. This does not need to be precise, but an estimate must be included.
- d. The Outreach Team will request revision of the trip itinerary if necessary, to be sure that all trips align with the mission and values of outreach at Park Place Church of God.



IV. Requirements of Global Engagement Trip Team Leader

- a. Must be a Christian, demonstrated by a life that is characterized by a relationship with Jesus Christ.
- b. Must regularly attend services at Park Place Church of God.
- c. Must be a giver of record to Park Place Church of God.
- d. Must support the mission and ongoing vision/direction of Park Place Church of God, Anderson, Indiana.
- e. Must have been a team member on at least 2 previous cross cultural trips, one of which has been an international trip. It is strongly preferred that at least one of those trips has been with Park Place Church of God.
- f. Team leader must have attended Team Leader Training with an Outreach Team member prior to leading the trip.
- g. Team leader is required to give a report to the Outreach Team each month (prior to departure), outlining updates on the trip and participants and advising of any needs for preparation.
- h. Team leader must keep a detailed record and receipts of all expenses during the trip. These receipts must be returned with any remaining trip money to the Financial Office of Park Place Church of God.
- i. Team leader is responsible for communication and leadership of all team meetings regarding trip information and preparation.
- j. Team leader is responsible for communicating what team members will need to pack for the trip. This can be done in a packing list developed by the team leader or verbally advising of these necessary items.
- k. Team leader is responsible for being in regular communication with the Outreach Team Chair and the Outreach Team. Team leader must attend any Outreach Team meetings as requested by the Outreach Team Chair or the Outreach Team members, submit a monthly report/update and immediately report any issues or concerns that would impede the preparation or success of the trip.
- l. Team leader is responsible for leading the trip when the group has arrived at their destination. This includes leading devotion/processing time each day, knowing where team members are at all times, and making executive decisions while on the trip (as needed).
- m. Team leader is responsible for delegating responsibilities to the team as needed on the trip.

V. Requirements for Global Engagement Trip Participants

- a. **Passport Procedures for International Trips**
 - i. Team members are required to have a valid passport prior to the departure date of the trip.
 - ii. A valid passport must be in hand in order for plane tickets to be ordered.
 - iii. A copy of your passport must be submitted to the Outreach Team files, attached to your Mission Trip Registration and Application form. This copy will be kept in the church office until your return from the trip, when it will be promptly destroyed.

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- iv. To apply for a passport, determine fees, and for additional information, please see www.travel.state.gov/passport.
- v. Passport applications are also available at your local United States Post Office.
- vi. Please be advised that it can take up to 6-8 weeks to receive passports after the application has been submitted. Consider this time frame as you are preparing for your trip.
- vii. Some countries require that you have 2-4 blank visa/stamp pages to travel and some airlines will not let you travel without this requirement being met. You can request extra visa pages at the above government website.
- viii. Some countries require that your passport be valid at least six months beyond the dates of your trip and some airlines will not allow you to travel if this requirement is not met. Please see <http://travel.state.gov/content/passports/english/country.html> for country specific information.
- ix. Some nations will require that the visitors have a Visa before entry (e.g. Kenya, Russia). Team members will work with the Team Leader in obtaining these necessary Visas.

b. Vaccination

- i. Please visit the Center for Disease Control at www.cdc.gov for country specific required vaccine and health information for travel. It is the Team Member's responsibility to make sure that they meet the federal vaccine and health requirements for international travel.

c. Application

- i. All persons interested in going on a Global Engagement Trip must complete an application. This application does not determine whether or not you are permitted to go on the trip, but provides the necessary information for scheduling your trip itinerary, flights and necessary accommodations.
- ii. Interested individuals should consider any physical limitations that they may have when signing up for a trip. It is expected that you will sign up for a trip on which you are physically able to participate. Some trips may be prohibitive for certain physical conditions. You and your primary care physician are the best judge of whether you are able to handle the physical demands of travel. If you have questions about specifics of the trip that would help inform your decision, please contact your team leader.

d. Insurance

- i. All participants must have health insurance. Please contact your insurance provider and confirm what your international coverage is prior to departure date.
- ii. Park Place Church of God does not offer health insurance for mission trips.
- iii. Global Strategy of the Church of God does offer insurance for groups registered with them. Go to <http://chogglobal.org> for more information.

e. Youth Requirements

- i. Any trip member between the ages of 16-17 years who requests to travel without their parent or legal guardian must meet and agree to the following requirements:
 - 1. They must be deemed mature enough to attend a mission trip by the trip leader and the Outreach Team.

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2. A parent or legal guardian must attend the trip orientation and all of the planning meetings with their teen.
3. A mentor must be designated from one of the adult trip members to attend to the safety, health, emotional and spiritual support of the minor.
4. Teen must adhere to the behavior requirements outlined in section VI of this document. Any teen who refuses to comply with these requirements will not be permitted to become a part of the team. Any teen who cannot commit to these requirements while on the trip will be sent home immediately at the parent or guardian's expense.
5. A notarized Authorization to Consent to Medical Treatment of Child form must be provided to the mentor, a copy of which must be on file with the Park Place Church office during the trip.
6. A parent or legal guardian must fill out and sign Parental Permission Form A along with their child's application.

ii. Mentor and Youth Relationship

1. The role of a mentor is to be a contact person for the youth, looking out for the safety and wellness of the youth. The mentor is not a parent and is not a disciplinarian. The mentor does not need to be with the youth at all times, but should know where the youth will be and with whom the youth will be working/traveling. The mentor will make decisions for the youth only in circumstances where the health and safety of the youth is in danger. If the youth is not adhering to the behavioral requirements of the trip, the mentor will meet with the youth and team leader (if necessary) to discuss and redirect behavior.
2. The role of the youth is to consent to the guidance of the mentor in circumstances in which the youth's health and safety are in danger. The youth should advise the mentor of where they will be and with whom they are working/traveling. The youth will heed the guidance of the mentor in matters of behavioral requirements of the trip.
3. One mentor can serve for a maximum of 2 students per trip.

iii. Youth ages 15 and younger must be accompanied by a parent, family member over the age of 21, or legal guardian on the trip in order to be a team member. There are no exceptions to this rule. A notarized Authorization to Consent to Medical Treatment of Child form must be provided to the family member, a copy of which must be on file with the Park Place Church of God office during the trip. Parents must fill out and sign Parental Permission Form B along with their child's application.

f. **Planning/Training/Informational Meeting Attendance**

- i. It is expected that team members will be at all planning and informational meetings prior to the trip that have been scheduled by the trip leader. If, for some reason, you are not able to attend one of these meetings, the team leader must be notified of this in advance of the meeting, preferably 24 hours in advance. These meetings will be planned in advance and it is expected that team members prioritize these meetings in their schedules.

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- ii. If any individual is unable or unwilling to attend at least 75% of the meetings it is up to the team leader to meet with the Outreach Team and determine whether or not this individual is a good fit for continuing as part of the team.

VI. Requirements of Team Behavior on Trip

- a. Please remember that you are a guest in this country/mission location. Your attitude and behavior should reflect this knowledge.
- b. Your team is there to serve the local church. Have the attitude of a servant. Look to the local leaders for your cues on how to serve in this cultural context.
- c. Treat everyone with love and respect. Be willing to work through conflicts and disputes with an openness to problem solve together. Ask for forgiveness and give forgiveness when resolving any conflict.
- d. Be infinitely flexible. Schedules and opportunities can change at a moment's notice. Be open to what God might have in store for your team on this trip.
- e. Though you may meet persons who do not speak English, remember that they may understand much more than they are able to speak. Be sure that your conversation and language is above reproach at all times. Do not say anything about the people you are serving that you would not want them to hear with full understanding of what you are saying.
- f. Do not make any political statements or offer political opinions while you are serving. Governments and political situations can change quickly and political views can change just as quickly. You do not know what opinions will be offensive, acceptable or polarizing. Avoid these statements while you are serving.
- g. Do not make any comments about other religions, churches, denominations or cultures while you are serving that could be understood as condescending or demeaning. Remember you are on this trip to be a servant.
- h. Be considerate. Do not make rude comments about food, lodging or cultural customs. Remember that your body language will say what your words do not.
- i. Do not make promises to give money to anyone. If you feel led to give in a particular way, discuss this with your team leader.
- j. Do not distribute food, clothing or other items unless it is a part of the purpose of the trip.
- k. Do not wear expensive jewelry.
- l. Be sensitive to modest dress as is determined by the culture to which you will be going. Specific examples will be given during team training, as modesty definitions vary from culture to culture. If you have questions about what would be appropriate, see your team leader.
- m. Do not go anywhere alone. Always be in the company of one other team member and with someone who is from the culture that you are serving (missionary or receiving church leader).
- n. At all times, you must follow the leadership and guidance of your team leader. Your team leader has been assigned this role by the Outreach Team and they must have your support to do their job. Be supportive and encourage others on your team to be supportive as well.

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VII. Financial Guidelines

a. Payments

- i. All Global Engagement Trip payments shall be channeled through the Finance Office of Park Place Church of God.
- ii. Participants should make trip payments through the Outreach Team of Park Place Church of God. No payments should be made directly to the trip's team leader. The Finance Office will keep a financial record of payments made. Any inquiries regarding remaining balance to be paid should be made to the team leader.
- iii. Full or partial refunds will be attempted if a team member needs to cancel their trip. This is not guaranteed, however, and is based on availability of funds and number of weeks to departure. If plane tickets have been purchased, the cost of the plane ticket will not be refunded.
- iv. \$150 Deposit is due at the time of sign up for the trip.
- v. Trip must be paid in full 30 days prior to trip departure. Any participants who are not paid in full by this date will not be able to go on the trip.
- vi. Ministry supplies needed for the trip will be built into the cost of the trip for each individual.

b. Trip Fees

- i. Trip fees cover the following direct costs of the trip:
 1. Travel to and from ministry location
 2. Housing
 3. Meals while at the ministry location (this does not include meals on travel days to and from the ministry location)
 4. Cost of the trip for the team leader
 5. Ministry supplies needed while on the trip.
 6. Planned excursions/cultural experiences

c. Indirect Costs

- i. Team Members are responsible for the following indirect costs that are not included in their trip fees. This is not an exhaustive list, but exists to help you think of additional expenses you may incur: (or, Other expenses are the responsibility of the team members, for example)
 1. Any additional travel insurance you wish to purchase
 2. Doctor fees/vaccination costs/medications
 3. All free time expenses/souvenirs
 4. Pre-trip & Post-trip travel
 5. Passport Expenses
 6. Additional baggage charges or overweight bag charges
 7. Tips and gratuities
 8. Personal equipment the team member may want to use on the trip that is superfluous to the needed equipment that is already being used.

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9. Airport fees for entering/exiting a country. Your team leader will advise you of this information and what amount of money you will need to keep back for these costs.
10. Any fees for application documents.

d. Fundraising

- i. All fundraisers must be approved by both the Outreach Team and the Staff Ministry Team.
 1. Fundraiser application forms can be obtained on the church website or by contacting the church office.
 2. Forms must be returned to the church office for review and approval.
- ii. Approved fundraisers do not obligate the Staff Ministry Team or the Outreach Team to be involved in the planning, logistics, or running of the fundraiser.
- iii. Teams holding fundraisers are responsible for setup, fundraising activities, tear down, and cleanup.
- iv. Team leader is responsible for coordinating any fundraisers for their team.
- v. Team leader will receive approved dates, promotion, and facility use details from the church office after receiving approval.
- vi. All funds raised in the fundraising effort will be divided evenly by those who participated in the fundraising activity. You must participate fully in the fundraiser for the funds to be distributed into your account.
- vii. Funds in excess of the total needs of the trip will be deposited into a designated fund to be used for future trips.

e. Scholarship

- i. Scholarships are available for persons who fill out a scholarship application, as determined by need and by availability of funds.
- ii. Scholarship applications are available from the Outreach Team and can be downloaded from our website.
- iii. Priority of funds will be given to youth between the ages of 16-21 years old.
- iv. This form must be turned in 90 days prior to the departure of your trip to obtain any available scholarship money.