

# FBC Texarkana

## Mission Trip Application

### CHECKLIST:

- Application completed
- Deposit paid
- Copy of Passport
- Copy of Insurance Card
- Immunizations
- Prayer support team
- Financial support team

This application must be completed and approved for all FBC mission trips.

This application must be reviewed and applicants must be approved by the Missions Pastor.

To complete this form you can:

- 1.) Print this form at home, fill it out, and return it to the missions office.
- 2.) Pick up a copy of this form at the FBC Missions office.
- 3.) We will also accept digital copies of this completed form by email- send to [mbeck@fbctexarkana.org](mailto:mbeck@fbctexarkana.org)

If you have any questions, feel free to call 903-831-6000 for more information.

Return to:

FBC Missions Ministry

3105 Moores Ln.

Texarkana, TX 75503

NAME \_\_\_\_\_

# VOLUNTEER APPLICATION FORM

PASSPORT NAME( <i>exactly as on passport</i> )	<input type="checkbox"/> Youth <input type="checkbox"/> College <input type="checkbox"/> Adult
EMAIL	<input type="checkbox"/> Male <input type="checkbox"/> Female
HOME ADDRESS:	HOME PHONE WORK PHONE CELL PHONE
CITY:                      STATE:                      ZIP CODE:	OCCUPATION

## PERTINENT TRAVEL AND INSURANCE INFORMATION

DATE OF BIRTH	PASSPORT EXPIRATION DATE
PASSPORT NUMBER	

***If you do not have a current passport and this is an international project, please apply for one immediately!***  
***www.travel.state.gov for more details***  
***Locally in Texarkana- contact the Post office on Robison Rd.***

## EMERGENCY CONTACTS

<b>NAME</b>	RELATIONSHIP TO YOU
ADDRESS	
DAY PHONE	NIGHT PHONE

<b>NAME</b>	RELATIONSHIP TO YOU
ADDRESS	
DAY PHONE	NIGHT PHONE

## HEALTH INSURANCE INFORMATION

**(Please provide copy of insurance card. International trips will include a temporary travel insurance policy).**

NAME OF INSURANCE COMPANY	ADDRESS
PHONE NUMBER	THIS POLICY IS ISSUED IN THE NAME OF
IF GROUP POLICY, PLEASE LIST EMPLOYER	PHONE NUMBER
ID NUMBER	GROUP NUMBER

## HEALTH HISTORY

PERSONAL PHYSICIAN	PHONE
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**PLEASE LIST ANY MEDICAL PROBLEMS YOUR TRIP LEADER NEEDS TO BE AWARE OF:**

(including allergies to food, drugs, insect bites/stings, special diet, etc.).

Are all of your immunizations up to date?

YES    NO

BLOOD TYPE? \_\_\_\_\_

### MEDICAL RELEASE

\_\_\_\_\_ I hereby give my consent and permission to conduct any necessary medical examinations and medical treatment while on the Project. I further give permission to obtain any and all diagnostic and treatment records necessary for my medical treatment.

\_\_\_\_\_ I understand that I am responsible for my health care and any charges incurred and must report any incidents immediately upon my return from the trip.

Signature \_\_\_\_\_ Print Name \_\_\_\_\_ DATE: \_\_\_\_\_

**FOR MINORS ONLY:**

**NOTE: IF APPLICANT NAMED ABOVE IS UNDER THE AGE OF 18, THE FOLLOWING FORM MUST BE SIGNED BY THE MINOR (Listed Above) AND BOTH PARENTS OR GUARDIANS.**

Signature of Minor's Parent or Guardian \_\_\_\_\_

Signature of Minor's Parent or Guardian \_\_\_\_\_

**First Baptist Church- Texarkana**  
**Missions Ministry Release of Liability Form**

I recognize that there are risks involved in participating in the mission trip and hereby assume all risk of injury, harm, damage, or death in connection with my participation in it. I understand and agree that neither First Baptist Church nor its trustees, officers, directors, employees, agents or representatives may be held liable in any way for any injury, harm, damage, or death that may occur to me as a result of my participation in this mission trip and hereby release First Baptist Church, its trustees, officers, directors, employees, agents and representatives from any injury, harm, damage or death, which may occur while I am participating in the mission trip. To the fullest extent permitted by law, I agree to save and hold harmless First Baptist Church, its trustees, officers, directors, employees, agents and representatives from any claim by myself, my estate, heirs, successors, assigns or other persons arising out of my participation in the mission trip.

I authorize First Baptist Church through its trustees, officers, directors, employees, agents or representatives to render or obtain such emergency medical care or treatment for me as may be necessary should any injury, harm or accident occur to me while participating in the mission trip.

I also understand and acknowledge that First Baptist Church does not necessarily provide health or medical insurance in connection with the mission trip and I agree that I will be financially responsible for any bills incurred as a result of medical treatment, including emergency medical treatment and/or transportation to a medical facility, in connection with my participation in the mission trip.

I understand that my deposit is non-refundable and that I will be responsible for airline tickets purchased in my name upon cancellation.

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

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

First Baptist Church Texarkana  
Mission Trip Policy Agreement

I realize that the following elements are crucial to the effectiveness, quality and safety of our mission. As a member of the mission team, I agree to ....

- 1.) Remember that I am a guest working at the invitation of our contacts. I will respect their knowledge and instructions.
- 2.) Respect the host's view of Christianity. I recognize that Christianity has many faces throughout the world, and that the purpose of this trip is to witness and experience faith lived out in a new setting.
- 3.) Maintain a servant's attitude! (the entire trip- traveling to, working all week, and going home)
- 4.) Respect my mission team leader and his or her decisions.
- 5.) Refrain from complaining and stay flexible. I know travel and mission work can present numerous unexpected and undesired circumstances beyond anyone's control. I will try to be creative and supportive when a challenge arises.
- 6.) Realize I might be doing work that I didn't plan on doing. I will jump in and help anywhere I am needed, even if it's "not my thing."
- 7.) Refrain from negative political comments or hostile discussions concerning our host country's politics.
- 8.) Remember not to be exclusive in my relationships. If my sweetheart or spouse is on the team, we will make every effort to interact with all members of the team, not just one another.
- 9.) Refrain from any activity that could be construed as a romantic interest toward a national. I realize certain activities that seem innocent in my own culture may seem inappropriate in others.
- 10.) Abstain from drinking any alcoholic beverages or using tobacco products. These things are divisive and are offensive in many cultures. They may also be a stumbling block to others.

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

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

## My Faith

On a mission trip, our faith is the most important thing we bring with us. To ensure that you are confident in your faith in Jesus Christ, please complete the following...

Please briefly share your testimony of how you came to faith in Christ:

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What specific gifts or talents do you feel you have to offer on this mission trip?

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Knowing you will be working with a team, what do you feel will be your greatest strength?

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Have you ever participated in a mission trip? If so, where and when?

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Please make a brief statement on how you believe God has directed you to be a part in this particular mission trip:

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What local church are you a member of?

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What are some ways you serve your local church and community?

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## **Travel Details & Policies**

*“But you will receive power when the Holy Spirit has come upon you, and you will be My witnesses in Jerusalem, in all Judea and Samaria, and to the ends of the earth.”*

Thank you for committing to invest in growing the Kingdom of God through FBC. We are thankful that you are willing to give your time, talents and resources to help all people have a *“life-changing, ever-growing relationship with Jesus Christ”!*

In this document you will find the following sections:

- Preparing Spiritually
- Preparing for Your Trip
  - Passport
  - Immunizations
  - Transportation
  - Luggage Allowance
  - Travel Insurance
  - Food & Water
  - Other Policies
- Steps for Forming a Support Team
- Sample Support Letter
- Support Slip

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## Preparing Spiritually

- ▶ **Spend time with God daily in reading His word and in prayer**
- ▶ **Begin researching the people and culture of where you will be going**  
Identify some specific ways you can begin praying for them and the on-field missionary.
- ▶ **Pray for your team and provisions for your trip**
- ▶ **Memorize scriptures for sharing the Gospel**
- ▶ **Practice sharing your testimony**



# Preparing for your trip

## **PRIORITY**

### **Passport**

**Please attach a copy of your passport with application**

All North Americans travelling outside the 50 United States are required to carry a valid US Passport.

Passports must be valid for at least 6 months AFTER your trip return date.

If you need to apply for a passport please allow 4-6 weeks for normal processing. Go to [www.travel.state.gov/passport](http://www.travel.state.gov/passport) to access instructions and printable forms. For new passports you must apply in person.

Please be sure to contact the facility you plan to use for hours open to accept passport applications specifically. For Post Offices, the Passport division does not have the same hours as the PO.

### **Local acceptance facilities:**

Texarkana Post Office  
2211 N Robison Rd,  
Texarkana, TX 75501

(903) 223-3800

Passport Photos can be  
made at Walgreens.

### **Training :**

All trip participants will be required to attend all training sessions. Each team leader will contact you and make you aware of when the training sessions will be. It is important that you attend all training and preparation meetings.

## Immunizations

Each participant should be current on regular immunizations.

You can find country specific information at [www.cdc.gov/travel](http://www.cdc.gov/travel). Under “Traveler’s Health Topics” select “Destinations”. Click your destination for a list of recommended or required vaccinations and immunizations.

## Transportation

The Mission’s office will take care of organizing all air/ground travel to/from destination, as well as to/from airport (if applicable). This is included in your trip cost.

If you would like to use air miles, the trip cost will be reduced; but the arrangements will have to be done by the traveler/account holder of the air miles. Please arrange with the Missions Coordinator for flight details to be sure the passenger is on the same flight as the team. *We do not want to create multiple airport pickups for our missionaries.*

### EXTENDING YOUR INTERNATIONAL TRIP OPTION

If you would like the option of extending your trip dates to arrive in the destination country before or after the scheduled group trip, any fare difference (from team’s standard airfare cost) would be added to the published trip cost and any/all travel/housing arrangements outside of the group trip would be your responsibility.

Please inform the Missions office as soon as possible (before flights are booked) to make these arrangements.

## Luggage

It is FBC Missions’ Policy that each mission trip participant only bring:

- 1 Checked bag
- 1 Carry-on
- 1 Personal

This applies whether traveling by van or plane

Trip luggage requirements will vary by trip. Your team leader will advise.

*The airlines may allow for more checked bags for international flights. We usually need those accommodations to transport goods/supplies for the on-field missionaries.*

### Recruiting a Prayer Support Team:

We encourage every team member to recruit 10 prayer warriors for their trip. These may be people who are supporting you financially or may be family and friends. We encourage you to give them all of your trip details so they can join together in lifting you and the team up in prayer. Make sure to follow up after the trip and share with them all the things God did during your mission trip.

## Travel Insurance

Insurance is included in the price of the trip. The Missions Coordinator will arrange for each participant's travel medical insurance.

## Food & Water

Food on field is provided in your trip cost. Your pre-trip meetings will detail more information. Our on-field missionaries and/or pastors will ensure the food is safe for consumption. For culture reasons, it is necessary that you eat what is provided, even though it may not be to your liking. *We do not want to be offensive by wasting food, or not showing gratitude for the provisions.* For third world water conditions, only drink what the missionary has deemed as safe, even for brushing teeth. In most cases do not purchase food or water (even if bottled) by street vendors unless the missionary approves.

## Other Policies

Handouts to locals: For some international trips, team members may desire to bring gifts or clothes for locals. Please be sure to arrange this only through the on-field missionary/pastor and not give gifts to locals personally.

Extra money and valuables: The only extra spending you will need is for souvenirs or travel meals in airports (if applicable). Pre-trip meetings will detail what your destination will accommodate better, cash or credit cards. If cash, bring small bills for easy exchange. It is a good idea to leave valuables at home. For phones/cameras be extra careful. Ask the on-field missionary/pastor regarding safe places for storage of such items if not on your person.

# Steps for forming a support team

Is it biblical?

- Missionary support began with Christ  
**Luke 8:1-3**
- Paul was a recipient of support from the early churches  
**Phil. 4:15-19**
- God provides for his servants to enable their calling  
**I Kings 17, Matthew 6:31-33**
- Those who proclaim the Gospel should get their living by the Gospel  
**I Cor. 9:14**
- John exhorted believers to support those that go out in the name of Christ  
**3 John 5-8**

I don't like to ask people for money

- It is God's work, so those that give are giving to God  
**Psalms 127:1; 1 Cor. 3:6-7; 2 Cor. 9:10**
- You are blessing people with an opportunity to become fellow workers with you and share the rewards of the fruit of the ministry  
**Phil. 4:17; 3 John 7-8**
- If God has led you to take part in His ministry, He has already orchestrated how needs will be met. **I Kings 17; Phil. 4:19**

I feel like I need to repay them

- God will provide for their needs for sacrificially giving  
**Phil. 4:19**
- They will reap eternal dividends that are far greater than anything we could repay them
- **Phil. 4:17**

## Pray

Ask God to show you exactly who to inform of the opportunity.

Develop an address list of all people He brings to mind. Some contacts may not be able to help financially but will be an awesome prayer warrior for you during your trip.

## Write Letter

Be Creative but keep it to one page. See the sample letter below to use as a guide.

**Submit to Serve Office for approval before sending out.**

The provided support slip has pertinent and legal information for the donor. Please enclose support slip in your letter so people have this important information and know how to give.

## Mail Letter

You may want to include pre-addressed return envelopes for reader's convenience.

First Baptist Church Texarkana

3015 Moores Ln.

Texarkana, TX 75503

## Contact Christian Business Owners/Other Churches

Many businesses will help charities for tax-deduction purposes, and other churches may have mission funds available for donation.

## Send Thank You Notes

As support comes in, a report will be provided of who has given.

## Send Report – Post Trip

Send a letter to your supporters to report:

- Your most memorable moment
  - How God used you
  - Someone special you met
  - A verse that helped you through your trip
- If possible, include a picture.

# Sample Support Letter

Dear John and Sally,

[Option here: Include a short paragraph of greeting and sharing how God has been working in your life/ heart which has led you to take this step to do a short-term missions trip]

I have the privilege of being called by God to go on a short-term mission trip to [DESTINATION] on [DATES]. Our mission team will be [DESCRIPTION OF MISSION TRIP PURPOSE/ACTIVITY].

This letter is to ask that you be a part of this mission trip in one or both of the following ways. The first and most important way I want to challenge you to be included is through your prayers. Pray that God would reveal His Truth and soften the hearts of the many unbelievers there. Pray that God would prepare our team to be used and that we will walk away changed. Pray for fruit that will remain. I would love to know if you are joining my prayer team. You can email me at [email].

A second way you can participate is through your financial support. Each person on our team is raising \$[TRIP COST], by [FUNDRAISING DEADLINE], to go on this trip. Please prayerfully consider how you might be involved in helping send us to share God's love to the ends of the earth. **Enclosed is a support slip** to accompany checks sent to Mobberly (see important instructions on slip to qualify your gift as a tax-deductible gift). It will be encouraging to see who God will bring to be a part of my support team and be partakers of the fruit of this ministry opportunity.

[Option: You may want to share a little more here about your goals for the trip or what you are trusting the Lord to do in and through you. Also encourage them through verses like Philippians 4:17 that as a team member, as the Apostle Paul says, the rewards will be credited to their account also.]

Thank you for your prayers, encouragement, and support in this important time in my life. Please pray that God will clearly direct in and provide for this mission trip – eternity is at stake. Thank you!

[Closing]  
[Your name]

[Option: include encouraging verse, or verse picked out for the trip]

I/We request this donation be used to support \_\_\_\_\_ in the amount of \$ \_\_\_\_\_ to enable them to be a part of the Lord's work through a FBC Texarkana missions team to \_\_\_\_\_

I/We commit to uphold the team in prayer  
Name/Address/City/State/Zip

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Checks must be made payable to "First Baptist Church" and mailed to Attn: Missions, 3015 Moores Ln., Texarkana, TX 75503. Financial gifts suggested to be applied to the trip are tax-deductible, and should be made in addition to your regular tithes and offerings. **Do not indicate the suggested mission team member's name in the "memo" line of your check.**...instead simply make sure the information above is complete and include this slip in your envelope.

In compliance with IRS regulations all contributions are considered *donations* and are *nonrefundable*. Should the team member not be able to go on the trip or should the trip be canceled, all donations received for the trip will be used to pay the expenses of other people participating in the trip, reallocated to other mission efforts. The same is true for donations received for the team member's account above his/her needs.

If your total contributions to First Baptist Church are over \$250.00 you will receive a contribution statement from FBC documenting them at the end of January in the year following the contributions. For total contributions under \$250.00 your canceled check can serve as your receipt. You may wish to keep a copy of this completed form as further documentation. No goods or services were provided by First Baptist Church in return for these contributions, other than intangible religious benefits.

I/We request this donation be used to support \_\_\_\_\_ in the amount of \$ \_\_\_\_\_ to enable them to be a part of the Lord's work through a FBC Texarkana missions team to \_\_\_\_\_

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