

Gateway Christian Fellowship**Mission Trip application****(Please Print or type)**

Trip destination:_____ Trip Dates:_____

Personal Info:

Full Name_____

Address:_____ Work Phone:_____

City:_____ Home Phone:_____

State:_____ Zip:_____ Cell Phone:_____

Email:_____

Date of Birth:___/___/___ Male Female Age:_____ Marital Status_____

Are you a member of Gateway Christian fellowship? Yes No

If no, are you a member at any other church? Yes No Church Name:_____

Passport infoDo you have a passport yet? Yes ☐ No ☐

Name as it appears on passport:_____

Passport #:_____ Expires:_____ Country:_____

Social Security #:_____

Mission trip Experience (domestic/international)Have you ever been on a mission trip? Yes ☐ No ☐

Where: Year: Length of Trip: Organization:

| | | | |
|-------|-------|-------|-------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

Overseas Experience

Where: Year: Type of Trip: Length:

| | | | |
|-------|-------|-------|-------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

Are you considering full time ministry service? Yes ☐ No ☐

Serving Christ in a foreign environment will require living outside of our cultural norms. Will you be able to lay aside expectations of American standards regarding personal conveniences, food sleep accommodations, dress, travel etc.? Yes ☐ No ☐

Are you willing to submit to the leadership and discipleship process of this team? Yes ☐ No ☐

Preparation for the mission will require attending several trainings over the next several weeks.

Can you make this a priority? Yes ☐ No ☐

Do you have any special health issues that will require special medication or dirt? Please indicate if you are taking anti-depression or any other behavioral medications.

Do you have any special food limitation that will require special diet on-site or in flight?

Please list gifts, skills, and interest, including sports, musical, drama and children's ministry, computer, media, or other general skills:

Please tell us if you have ever: (Check any that apply)

- | | |
|---|---|
| <input type="checkbox"/> Been Convicted of a crime | <input type="checkbox"/> Had an eating disorder |
| <input type="checkbox"/> Been involved in alcohol or drug abuse | <input type="checkbox"/> Had breathing problems |
| <input type="checkbox"/> Intentionally inflicted harm on yourself | <input type="checkbox"/> Attempted Suicide |
| <input type="checkbox"/> Been involved in a cult or the occult | <input type="checkbox"/> Been treated for physical or mental impairment |
| <input type="checkbox"/> Had seizures or fainting spells | <input type="checkbox"/> Taken depression or behavioral medication |

Please explain: (use separate sheet if necessary) _____

Applicant's Signature: _____

Date: _____

Mission Emergency Contact Form

Emergency Contact Info:

Name: _____ Relationship: _____

Address: _____

City, State, Zip: _____

Home Phone: _____ Cell Phone: _____

Work Phone: _____ Employer: _____

Secondary Contact:

Name: _____ Relationship: _____

Address: _____

City, State, Zip: _____

Home Phone: _____ Cell Phone: _____

Work Phone: _____ Employer: _____

☐ I have voluntarily provided the above contact information and authorize Gateway Christian Fellowship and its representatives to contact any of the above on my behalf in the event of an emergency.

Missionary's Signature: _____ **Date:** _____

Requirements of Missions Team Members

Commitment to Christ and the church: Each team member must be a born-again Christian committed to serving Jesus.

Time Commitment: Each team member must be willing to commit the time required by the Team Leader for preparation for the mission. Time requirements include sufficient time in prayer, team, meetings, and ministry preparation. Please make sure you bring your Bible and journal to training sessions.

Testimony: Each team member must prepare a written testimony about their salvation and explain why Christ is the center of their life. Team members must review and/or complete the following forms:

- Application
- -Emergency Contact Form
- Waiver and Release of Legal Liability
- Financial Agreement
- Any Medication Criteria

Medical Information: Each member is required to provide the Team Leader with any medical information necessary to assist in providing emergency medical aid.

Financial: Cost for this trip include travel expenses, room and board, and related ministry expenses. Each team member is responsible for raising necessary funds. Personal items and souvenirs are at your own expense.

Submission to Team authority: Each member is required to submit to the authority of the Team Leader, and the leadership of our hosts on the mission field. Gateway missions team leaders reserve the right to send uncooperative team members home at any point.

Personal Covenant & Liability Release Form

The guidelines listed below are recommended for those participating on this mission trip. You go not as a tourist but as a guest and minister to another country. Many of the countries we visit are considered less developed countries and do not have the same conveniences you are use to at home. It is very important to be flexible and adjust to the request of our host.

I recognize and accept the following conditions which will further the usefulness and safety of a short-term mission. I accepted as a member of this Gateway Christian fellowship (GCF) Mission team, I agree to:

1. _____ Acknowledge that by engaging myself in this journey I am subjecting myself to certain risks voluntarily. Including and in addition to those risks that I normally face in my personal and business life, including but not limited to such things as health hazards due to food, water, diseases, pest, or poor sanitation; potential danger from lack of control of population; potential injury while working; or inadequate medical facilities.
2. _____ Accept and submit to the leadership role and authority o team leader and promise to abide by his pr her decisions as they concern this mission trip. I understand that travel especially to a remote location, can be difficult and I promise to adopt a flexible attitude and be supportive as plans may need to be changed. I understand that I must travel with the rest of the team, unless other prior arrangements are made.
3. _____ Go as a servant-disciple of Jesus Christ and will adopt that attitude when dealing with my fellow team members and the people I meet during the trip.
4. _____ Adopt an attitude that I am on this team to try and understand and minister to the host culture, not to convince them of my own viewpoint and style . I promise to regard the different style of worshipping with respect.
5. _____ Abstain from derogatory comments or arguments regarding people, politics, sports, religion, race, or traditions.
6. _____ Refrain from meddling, complaining and obscene or offensive humor. I realize that others on my team, during the journey, and while on site will look at me for an example of how a Christian acts, and will not treat that responsibility lightly,
7. _____ Understand that our team's work is but a very tiny speck on the big picture that our mission partners are trying to accomplish. I promise not to be demanding, to do my best not to offend a local mission host, and to do my best to help them attain their long-term goals.
8. _____ Act as a servant-disciple of the local pastor or mission organization. I will respect the advice I am given concerning attire, eating and drinking and other such traditions which will help me assimilate into the local community.
9. _____ Allow myself to be "stretched" in my faith by witnessing, praying for or sharing my testimony whether it is during or service or street ministry.
10. _____ Remember we are Christians from another part of the world and we will be watched very closely. I will not take lightly this important responsibility.
11. _____ Avoid any actions that might be perceived as Flirtatious attentions toward indigenous people I meet. I promise not to initiate or seek new romantic relationships with team members during this trip.
12. _____ Refrain from using tobacco or alcoholic beverages. Abstain from any illegal drugs or prohibited activity.

13. _____ I will consult first with the team leader before I promise or give the gift, and I promise to let him or her make the final decision on the matter. This covenant does not apply to the small fellowship tokens we will discuss and have approved before leaving home. As a team we will be leaving a gift to be given to the host church/ministry.
14. _____ Remember that every member of this group is expected to share freely of their particular blessings and talents, whether that is skills in music, art, carpentry, or basic hard work. I agree to participate in these ways as fully as possible.
15. _____ Attend all team meetings possible, both prior to the departure and during the mission trip.
16. _____ Expediently follow up on all requirements for passports, visas, financial obligations, vaccinations, travel insurance, etc.
17. _____ I agree that in the event my conduct is considered so unsatisfactory that it jeopardizes the safety or success of the trip, my services in connection with this mission shall end and I shall return home immediately at my own expense.
18. _____ In signing below, I represent that I am 18 years of age or older, or my parents/guardian will sign also accepting the above conditions on my behalf.

Participants' Signature _____ Date: _____

If participant is less than 18 years of age, parent or legal guardian's signature:

Parent/ Guardian's Signature: _____ Date: _____

Parent/ Guardian's Name: _____ Phone: _____

Address: _____ City: _____ Zip: _____

Financial Policy FAQ's

1. **How is the cost determined?** At the beginning of the trip we develop an estimate of potential expenses. These expenses include airfare and related transportation cost, team training and administration costs, board and lodging expenses, and ministry expenses. Every effort is made to minimize costs without jeopardizing the quality, effectiveness, or safety of the ministry.
2. **What is not included in the cost?** Personal expenses are not included. These expenses include:
 - Printing and mailing prayer letters
 - Medical exams and medication
 - Souvenirs
 - Personal meals separate from the team
 - Tourist-type events/sightseeing
 - Passport Fees
3. **How can I raise funds?** We encourage team members to raise funds primarily through their prayer letter. Raising funds through prayer letters expands the group of family and friends who will be praying for you, and gives a wider group of people to participate in the ministry. Previous teams have found that fifty prayer letters sent out in a timely basis will bring in the necessary funds.
4. **How critical are the deadlines?** The deadlines are vital. Usually the deadline is determined based on a major payment for airlines, visas, housing accommodations, or vehicle rental deposits. Therefore, every effort must be made to make payments on time. If through unforeseen circumstances, this is not possible, let your team leader know as soon as possible.
5. **Is this trip tax deductible?** Yes for each person who gives support to you as long as the check is made out to Gateway Christian Fellowship (GCF). Yes for your personal monies as well, again, as long as the check is made out to Gateway Christian Fellowship (GCF).
6. **What is the proper way to explain to people how to give money to my ministry?**

The explanation should contain the following information:

 - It should be above and beyond faith promise/tithe made by them
 - The check must be made out to the church
 - Your name must be made out in the memo section of the check
 - Contributions should be mailed directly to Mission Coordinator per the "Dates & Details" sheet who will photo copy them to maintain a record of them and turn them in to the church office

- All funds must be in by the final deadline
7. **What if more money comes in for me than I need?** Throughout this ministry you will be functioning as a part of a team. Your effectiveness is determined not just from an individual standpoint, but also as a team. Therefore, the goal is to fund the entire team, and any monies given beyond what you need will go to support other team members who may be struggling with their funds or used to leave a monetary gift for our host.

Gateway Christian Fellowship Financial Agreement

We at Gateway Christian Fellowship desire to be wise stewards of the finances and resources that the Lord has blessed us with. We determine short-term trip fees based on the estimate of the actual cost of the trip, with very little cushion beyond that. When we design the payment schedule, it is in accordance with financial deadlines that have to be met. As such, we need to adhere to the following financial principles:

Deposit: Non-Refundable. A deposit is due at the specified time early in the team development process. The amount covers modest initial cost that are incurred, indicates a level of commitment on the part of team member, and if the team member ultimately decides to not go on the trip, sows seed into the team for those who do go.

First, Second, Third Payment: Non-Refundable Upfront Costs and Airline Fee: The each amount of this fee is specific to each trip, and is due on the date indicated at the outset of the team planning. If the team member ultimately decides to not go on the trip, this amount cannot be refunded as the airlines no longer allow refunds, nor do they allow name changes. Once the airline fee is paid, it is simply not refundable.

Fourth & final Payment: Team Room & Board and other travel expenses: This amount is also specific to each trip, and is due on the date indicated at the standpoint, but also as a team. If the team member ultimately decides to not go on the trip, refunding this amount is dependent on our host's financial obligations and whether monies can be refunded to them or not. Any refunds of these monies are entirely at the discretion of Pastor Lance Bane and his designated team leader.

Monies received beyond that needed: Throughout this ministry you will be functioning as a part of a team. Your effectiveness is determined not just from an individual standpoint, but also as a team. Therefore, the goal is to fund the entire team, and any monies given beyond what you need will go to support other team members who may be struggling with their funds or used to leave a monetary gift for our host.

I, the undersigned have read the foregoing Financial Policies, fully understand it and agree to abide by the terms.

Signature: _____ Date: _____

Printed Name: _____ Date: _____

Parent/Guardian's Signature: _____ Date: _____

Parent/Guardian's Printed Name: _____ Date: _____

Please Make Checks Payable to: Gateway Christian Fellowship

If your supporters are sending checks directly to Gateway, please have them write your name on the memo portion of the check.

Mail to: **Gateway Christian Fellowship**
c/o Missions Dept
129 Bull Hill Lane, West Haven, CT 06516

Gateway Christian Fellowship
Short-Term Mission Team
Waiver & Release

I, the undersigned, being of lawful age, for the sole consideration of being allowed and permitted to be a member of a Gateway Ministry Fellowship short-term mission team hereby and for my heirs, executors, administrators, successors and assigns, waive all rights, demands and claims whatsoever and releases, acquits and forever discharges Gateway Ministry Fellowship and its agents, employees, servants and successors of all claims, actions, causes of action, demands, rights, damages, cost, loss of service, expenses, and compensation whatsoever, which may hereafter accrue out of all Gateway Ministry Fellowship activities.

I recognize that the conditions in some places to which I will travel are not the same standard as the conditions to which I am accustomed (i.e., political environments and judicial systems). I realize further that there are certain health and detainment risks as well as other risks to my property, and I enter into participation in this trip with knowledge of those risks.

I release and discharge the organizations and individuals which helped make these arrangements, including Gateway Christian Fellowship (GCF) their agents, employees, officers, and volunteers, from all claims, demands, actions, judgments, or executions that I have ever had, or now have, or may have, or which my heirs, executors, administrators, or assigns for all possible injuries or death, known or unknown and injuries to property, real or personal, caused by, or arising out of this journey. I intend to be legally bound by this statement.

I understand that this document constitutes a full and complete waiver of all possible claims, including claims for negligence in personal injury of property damage, arising out of my participation in this trip.

I further understand and agree that all rights under Section 1542 of the Civil Code of any state or territory of the United States and any other nation or country are hereby expressly waived. Said section reads as follows:

"1542. A general release does not extend to claims which the creditor does not know or suspect to exist in his or her favor at the time of executing the release, which if known by him or her must have materially affected his or her settlement with the debtor."

I further declare and represent that no promise, inducement or agreement not herin expressed has been made to the undersigned, and that this Wavier and Release is contractual and not a mere recital

THE UNDESIGNED HAS READ HE FORGOING WAVIER AND RRELEASE AND FULLY UNDERSTANDS IT

Signature: _____ Date: _____

Parent/Guardian Signature:_____ Date: _____

How to Write a Support Letter

1. Pray: Talk to God about who He wants you to send support letters to, and what He wants you to include in the letter.
2. Write: Write the letter, using the model support letter.
 - It is ok to add or subtract things from the model support letter.
 - Write what is on your heart- why is God calling you to be a part of this mission trip? Express passion, excitement, etc.
 - It is always best to keep a support letter to one page. (Most people don't like to read more than one page.)
 - Remember to include the cut-off portion at the bottom of your letter-this is critical, as those who support you will send this portion back!
 - Remember to include the addressed envelop! (It wouldn't hurt to "go the extra mile" by putting a stamp on the enclosed envelop!)
 - On the Next page is a copy of the model support letter for you to use or borrow from.
3. Brainstorm: Think of as many people as you can to send this support letter to (you should send letters to at least 15 people)
 - Family members/ relatives
 - Family friends
 - Parents of your friends
 - People from church
 - Teachers
 - Youth leaders
 - Coaches
4. Proofread: Be sure to proofread your letter multiple times.
 - Check spelling etc.
 - Have your mom, dad, or friend proofread the letter!
 - Remember, we're going for excellence here!
5. Send: Send the letter A.S.A.P!
 - Remember to write down all the addresses and names of those you send a Support Letter to and keep this information for thank you notes later.
 - Pray as you send your letters out. Pray for God's provision and for favor with supporters.
6. Say Thanks: ALWAYS , say "Thank you!" and write thank-you notes
 - The "Return Home Letter will be sent within a week of your return home. Talk about what God did in your heart and Life during the mission trip and thanking your supports once more!
 - Hand written thank-you notes are also acceptable and can be a pleasant surprise to supporters if you have the time to hand write them.
7. Remember, ALL support MUST be raised in accordance with the payment schedules. Please direct any questions or concerns to Pastor Lynn Lincoln or Crystal Reid at 203-934-0880.