



KEMPVILLE

PRESBYTERIAN CHURCH, 805 Kempsville Rd., Virginia Beach VA 23464

### SHORT-TERM MISSIONS TRIP APPLICATION

COMPLETE APPLICATION & MEDICAL RELEASE, GET YOUR PASTORAL RECOMMENDATION, AND RETURN WITH CHECK TO KATE IN THE STM OFFICE

Full LEGAL NAME: \_\_\_\_\_ Nickname: \_\_\_\_\_

Home phone \_\_\_\_\_ Work phone \_\_\_\_\_ Cell \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Date of birth \_\_\_\_\_ Email \_\_\_\_\_

Social Security # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Occupation \_\_\_\_\_

I am applying for the trip to \_\_\_\_\_ scheduled for \_\_\_\_\_

MONTH /DAY/YEAR

T-shirt size (check):  S  M  L  XL  2XL

#### PASSPORT INFORMATION

If you are applying for an overseas trip and do not have a passport, apply immediately. The process can take several months, and visa applications for your specific country will take additional time after you receive your passport. Passport applications are available at most post offices or on-line at: <http://travel.state.gov/passport>.

Your name EXACTLY as it appears on your passport: \_\_\_\_\_

Passport # \_\_\_\_\_ Issue date \_\_\_\_\_ Expiration date \_\_\_\_\_

Birthplace: \_\_\_\_\_ Agency issuing passport: \_\_\_\_\_

#### CROSS-CULTURAL EXPERIENCE

Previous missions/cross-cultural experience \_\_\_\_\_

What foreign countries have you visited? \_\_\_\_\_

What languages do you speak besides English, and how fluently? \_\_\_\_\_

Why do you want to go on this trip? How do you hope to use your cross-cultural experience when you return?

#### CHURCH INVOLVEMENT

Are you a member/regular attendee of KPC?  Yes  No

If not KPC, where do you attend church regularly? \_\_\_\_\_

In what church activities are you regularly involved? \_\_\_\_\_

Name two people in the church family who know you well and would serve as references for you:

Name \_\_\_\_\_ Phone # \_\_\_\_\_

Name \_\_\_\_\_ Phone # \_\_\_\_\_

**CHRISTIAN EXPERIENCE**

How and when did you receive Jesus as your Savior?

\_\_\_\_\_  
\_\_\_\_\_

Describe your growth in Christ and what He means to you \_\_\_\_\_

\_\_\_\_\_

What are your talents and skills? \_\_\_\_\_

What are your spiritual giftings? \_\_\_\_\_

**HEALTH INFORMATION**

Present health (Please check):  Excellent  Good  Fair  Poor

Check all that apply and provide a concise explanation:

Physical disability \_\_\_\_\_

Illness or condition for which you are being treated: \_\_\_\_\_

Allergies \_\_\_\_\_

Check if presently taking medication: *Please list all prescriptions and over the counter medications:*

Name: \_\_\_\_\_ Dosage: \_\_\_\_\_, Name: \_\_\_\_\_ Dosage: \_\_\_\_\_

Name: \_\_\_\_\_ Dosage: \_\_\_\_\_, Name: \_\_\_\_\_ Dosage: \_\_\_\_\_

Are you presently covered by health insurance (circle)?  Yes  No

**EMERGENCY INFORMATION**

Contact person(s) in case of emergency while traveling:

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Home phone: \_\_\_\_\_ Work phone: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Home phone: \_\_\_\_\_ Work phone: \_\_\_\_\_

I have read the KPC Short-Term Mission Trip Policies and Guidelines for Personal Fundraising. I understand my responsibilities as outlined there in terms of financial commitment, airline ticket purchase, attendance at team meetings, and other areas of preparation.

\_\_\_\_\_  
Date Signature

— IF APPLICANT IS A MINOR, A PARENT MUST ALSO SIGN APPLICATION —

I, the parent/guardian of the above applicant, have read and understand the KPC Short-Term Mission Trip Policies and the Guidelines for Personal Fundraising. I hereby give my child permission to participate.

\_\_\_\_\_  
Date Signature

**PASTORAL RECOMMENDATION** *Please have your pastor complete and return to Kate Chiricosta in the STM office (address on first page.)*

I do/ do not recommend this applicant for participation in a short-term missions trip with KPC.

Reasons for your response \_\_\_\_\_

If you do not recommend the applicant for participation at this time, what steps would you suggest the applicant complete before participating in a mission trip?

\_\_\_\_\_

Signature \_\_\_\_\_ Phone \_\_\_\_\_

If other than KPC pastor — name of church \_\_\_\_\_





KEMPSVILLE  
PRESBYTERIAN CHURCH

## SHORT-TERM MISSIONS TRIPS PURPOSES, POLICIES & PROCEDURES

### WHAT IS A KPC SHORT-TERM MISSIONS TRIP

It's a one-to-three-week team trip to take the Gospel and the love of Jesus to mission fields around the world led by a pastor or leader approved by KPC. These teams evangelize the lost, assist missionaries and national churches or ministries, equip national leaders, help the poor and needy, plant churches and disciple new believers.

### PURPOSES OF SHORT-TERM MISSIONS TRIPS

1. To share the love and Gospel of Jesus with people around the world and lead them into a personal relationship with Him;
2. To mobilize members of the KPC family and provide experiences that will help give them a missions vision;
3. To encourage, edify, equip, and assist the international church, missions organizations, and missionaries on the field;
4. To build long-term relationships and partnerships on the field and assist in their ongoing strategies of reaching the lost, discipling new believers, and planting indigenous churches.

### SHORT-TERM MISSIONS TRIP POLICIES

KPC International Ministries will offer and promote short-term missions trips each year. Eligibility and acceptance for these trips will be based on the following:

- A personal relationship with Jesus and commitment to furthering His Kingdom, as well as having a vision consistent with that of KPC
- A servant's heart, humble spirit, and submissive attitude toward leadership;
- Attendance at all team meetings;
- An ability to be flexible in all situations;
- An understanding that cross-cultural ministry often places participants in situations where standards for accommodations, food, and other amenities may be far below those to which we are accustomed, and a willingness to cheerfully accept the provisions offered;
- Fulfillment of all requirements for visa, passport, and immunizations; submission of a completed KPC Short-Term Missions Application and a Consent & Release Form;
- Meeting all financial requirements for the trip within the designated timeframe.

Each participant will be responsible to raise funds for trip expenses as indicated by KPC STM. This amount will cover all transportation, accommodations, and group meal expenses from the time of departure until the team returns, unless otherwise specified. Additional funds for personal spending are the responsibility of the individual. The cost of passports, immunizations, and other preparations for the trip are the responsibility of the individual. Individuals will be required to adhere to the guidelines provided by KPC for personal fundraising.

In all situations, we are representatives of Jesus Christ. In the event that a team member persistently exhibits behavior that is not Christ-like and/or creates disunity in the team, at the team leader's discretion, he or she may be asked to return home early. Any additional costs of early return from the trip will be the responsibility of the team member.

## **AGE REQUIREMENTS**

Please refer to the fact sheet for each trip for specific age requirements.

## **FINANCING YOUR MISSIONS TRIP**

1. Please refer to "Guidelines for Personal Fundraising" found in this packet for important, detailed information.
2. Trip costs quoted are based on estimated airfares and may be adjusted up or down when actual rates are confirmed.
3. Excess funds or contributions raised by any participant will be pooled and used for the same trip's expenses and/or will roll over to cover the same trip the following year. PLEASE NOTE: Individuals will always begin a year with a balance of \$0. Funds may not be redesignated by you for other purposes within the church.
4. Any unpaid balance of trip expenses is the responsibility of the mission team participant and is expected to be paid prior to departure of the team. If a team member decides to cancel his/her participation in the mission trip, he/she will be responsible for any pre-paid expenses which cannot be refunded (ex. airfare, lost deposits, visas, etc.).

## GUIDELINES FOR PERSONAL FRIENDS & FUNDRAISING

KPC believes that God's eternal plan is to save the lost and nurture the found, and that it is a privilege to partner in the Harvest by participating in a short-term missions trip. Many lives are changed on the mission field - our own and those we minister to. God is faithful and His Word does not return void. During trip preparations, we should be in constant prayer and expectation and excited to share our vision with family and friends.

### Below are some guidelines for "friends and fundraising":

1. Each team member is asked to recruit seven people to personally pray for you while you are on your trip. This list of intercessors can be e-mailed to [stm@kpc.org](mailto:stm@kpc.org). Please include your name and trip destination.
2. You may also want to ask people to be "senders" — for financial support to assist in covering the cost of the trip. Trip costs include all travel, meals, housing, transportation, insurance, and team t-shirt. A support letter detailing the upcoming trip and ministry that includes ways to contribute may be beneficial to the team member in raising funds. The individuals whom you ask to support you in prayer and finances become part of your personal "team" and will receive travel updates from the field via e-mail when possible. It is suggested that you provide a final report and thank you when you return home. It is appropriate that you should ask family, friends, cell group members, neighbors, etc., for prayer and financial support—however you CANNOT use the church directory for a "mass mailing" or "fundraising campaign." It is against KPC policy.
3. Accounting information: When you make a deposit on a trip, accounting will begin to track your funds. You and others may make contributions at any time. Checks for mission trips must be made out to KPC (Kempsville Presbyterian Church) and should include your name and the trip name on an outside envelope. (Checks MUST NOT have the team member's name on them if the donor wants tax credit!)

Team Leaders will receive periodic reports from accounting on the funds status of each participant. You may also call Buffy Layne at the KPC STM office (ext. 285) to check on your trip balance.

It is helpful to enclose a self-addressed (even stamped!) envelope when mailing your support letter to help ensure that gifts are properly credited to your account. (See picture below.) Be aware that excess funds will be applied to other mission team expenses and may not be refunded or redesignated by you.

Please include the following statement in your letters: **"Contributions to short-term trips ARE tax deductible; however, in accordance with IRS regulations, these designated offerings are subject to the governing board's control and discretion. When contributions for a particular person exceed trip expenses, the governing board may redirect contributions to other mission team expenses."**

Sample support envelope:

RETURN ADDRESS
KEMPSVILLE PRESBYTERIAN CHURCH SHORT-TERM MISSIONS 805 KEMPSVILLE ROAD VIRGINIA BEACH, VA 23464
YOUR TRIP/YOUR NAME

Do not hesitate to ask for prayer and financial support. You are extending an opportunity for others to partner in God's work. It is His idea; it is His plan, and it is His children that you will minister to. He receives all the glory! Remember to thank God because He chose you to be "His hands extended" on the mission field.

## SAMPLE LETTER and accompanying DONATION REPLY FORM

Dear \_\_\_\_\_,

I am excited that God has called me to be a part of our church's mission team to insert country name.

Our team is scheduled to be in insert country & insert date and will be briefly explain ministry work. I am very happy to have the opportunity to use my experience insert what you will be doing in this needy area of the world.

Our team will be busy for the next several months learning about insert country name and preparing specific programs and materials for our ministry time there. I would like to invite you to also be part of our team. We need people who will pray for us as we prepare and while we are on the field. We also need people who can partner with me financially. It will cost insert cost for trip for me to go to insert country name.

Would you pray about being a part of my support team? All financial contributions are tax-deductible. **Checks should be made payable to KPC** and the envelope (not the check) should be clearly designated with both the trip name and my name. You may include the country/trip name on the memo line of your check **but please do not include my name**. If the check is designated with my name, according to IRS regulations, you will **not be able to use it as a tax deduction**. Because we have to meet deadlines for airfare deposits and other arrangements, I need to have adequate financial support raised as soon as possible.

And if you are interested in being part of my personal prayer support team, please give me a call at insert your phone number. We plan to keep our prayer team regularly updated with prayer requests.

Thank you for praying about being part of our team.

Love,

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**KPC Contribution Policy:** "Contributions to short-term mission trips are tax-deductible; however, in accordance with IRS regulations, these designated offerings are subject to the governing board's control and discretion. When contributions for a particular individual exceed trip expenses, the governing board may redirect contributions to other mission team expenses."

*Please cut here and enclose with your donation*

Make check payable to: Kempsville Presbyterian Church or "KPC"

Donation for: \_\_\_\_\_ Trip location \_\_\_\_\_  
(For tax benefit, please do not put my name on your check)

Donor's name: \_\_\_\_\_ Donor's email: \_\_\_\_\_

Donor's address: \_\_\_\_\_ Donor's phone number: \_\_\_\_\_

**MAIL YOUR DONATION TO: KPC — DEPT. OF STM  
805 KEMPSVILLE ROAD, VIRGINIA BEACH, VA 23464**