

## Mount Pleasant Christian Church Short Term Missions Trip Policies and Procedures

- Participants do not need to be members, but must be “connected” in some way, i.e; relative, participating church, etc.
- Participants who have preaching or teaching responsibilities must be a member of MPCC for at least 6 months with verifiable attendance/participation or have approval from MPCC leadership.
- Team leader must be a long-standing member (2-year minimum) in good standing.
- An application, paper or electronic, is required from all participants with a non-refundable deposit of 10% of trip cost. \*100 days before trip
- A copy of the individual’s passport should accompany the application.
- A copy of the individual’s passport, and visa when applicable, **must** be received 60 days prior to departure. If not received, applicant will be removed from the team list and incur any cost already paid towards their trip.
- Passport, Visa and Immunization costs are in addition to total trip cost. Details will be discussed at a First Team Meeting.
- Applications will be reviewed, and a personal interview may be required.
- Team members are expected to attend all meetings. You will be reminded of all meetings via an email and/or text message the week prior.
- All MPCC and Mission Partner Required paperwork must be completed, paper or electronic. \*60 days before trip
- Participants must adhere to all team covenants.
- Departure for trips will start at MPCC, however all team members, via their own expense, can make it to the place of international departure by their own methods.
- Trips may be lengthened for personal reasons by special request. Expenses during personal time are at traveler’s expense.
- All trip costs are the applicant’s responsibility. Each trip has due dates listed electronically on the Information cards.

A basic outline is as follows:

- 100 days out.....10% deposit with application
  - 60 days out.....fully funded
  - 30 days out.....fully funded plus penalty of \$150 if balance remains
- NOTE: Failure to meet 60-day deadline will result in \$150 penalty. Failure to meet 30-day deadline will result in the applicant being removed from the trip.
- Raising support is an integral part of your short-term mission experience.
    - Do not let money keep you from applying for a short-term trip. God could be waiting for an opportunity to show you how big He is!
    - Consider inviting friends and family to be a part of your trip by supporting you financially and prayerfully.
    - If full support amount is not raised, the balance is the participants responsibility.
  - Receiving and processing Contributions:
    - We **strongly** suggest that you have funds sent directly to MPCC, however you have the option to have funds sent directly to you, so that you can keep a log of your contributions and contributors, allowing you to know where you stand financially and allowing you to have names of your contributors for the purpose of sending thank you notes.
    - MPCC will not take cash contributions.
    - Checks made out to MPCC will receive deductible credit.
    - Checks made out to Team Member will not receive deductible credit.
    - Payments made electronically will receive deductible credit.

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- All funds need to be turned in via a sealed YELLOW ENVELOPE w/ white form completed, unless submitted electronically.
- Yellow Envelopes can be:
  - Mailed directly to the church.
  - Turned in at team meetings.
  - Handed in at the SCRIP table during services.
  - Handed to the Receptionist at the Welcome Desk during the week.NOTE: Monies should never be given to the trip leader other than at team meetings.
- Yellow envelopes are available from the team leader, the missions wall, and/or the SCRIP table
  
- Cancellations/Refunds:
  - Should you become unable to participate for any reason, you must notify the team leader and/or Serve team member immediately.
  - If you have paid for your trip with your own funds prior to the deadlines, then you may be eligible for a full refund, minus the deposit. Once the deadlines have passed there will be no refunds if airline tickets or money has been disbursed.
  - If you have paid for your trip with sponsor money or donations, then you will not be eligible for a refund. In this case, your trip money will be reallocated to the team. By IRS rule outside contributions cannot be refunded.
  - Exceptions to full refunds will be if there are any penalties or fees required for early cancellation.
  - If any team member raises more than the required support, or for any reason cannot participate on the trip, all available funds CAN be allocated to another team member on said trip OR used for general team needs for said trip.
  - Every cancellation will be reviewed with consideration of timing and individual needs.
  - If you are interested in trip cancellation insurance, please see the following for further details: [www.travelguard.com](http://www.travelguard.com) (MPCC does not partner or have a relationship with Travel Guard. This service is personal choice for each team member and must be paid by each individual team member. Claims must be filed through Travel Guard and not MPCC.)
  
- We want you on the mission field! Be aware that some trips may be prohibitive due to certain medical conditions or required exertion, however, if you are unsure about your participation you should check with the team leader to discuss other duties you could have during the trip.
- We want every team member engaged with one another as well as the people we are serving on our trip. To encourage that, we ask that personal electronics be used at a minimum during the entire trip. Additionally, there will be times when you are asked not to have your electronics in use.