

Mission Trip Planning and Funding Policy  
Bayside Presbyterian Church  
Approved by the Session 21 April 2015

DEFINITION: For the purpose of this Policy Paper, a Mission Trip is defined as any out-of-town event sponsored by Bayside Presbyterian Church, and attended by Bayside congregants for the purpose of spreading the word of God; encouraging the religious faithful; building new congregations in disadvantaged areas; and/or providing relief to disaster-stricken areas of the world. Past examples include building health care centers in Kinshasa; building a church in Ticul, Mexico; providing disaster relief related to Hurricanes Katrina and Sandy; installing clean water systems in third world countries, etc.

PURPOSE: This paper is designed to identify the approval process and financial rules for all mission trips initiated at Bayside. The intent of the stated policy is to encourage proper planning and responsible stewardship of Bayside's limited funding. The approval process is intended to ensure consistent and thoughtful use of Bayside's mission and objectives, and of the congregant's time, talent, and spiritual gifts.

WHO MAY INITIATE: Any member of Bayside's Staff or Ministries may initiate a request for a Mission Trip.

APPROVAL PROCESS:

1. Written requests should provide as much detail as possible, and will – at a minimum - include the following:
  - a. Description
  - b. Objective
  - c. Benefit to Church
  - d. Destination
  - e. Start/End Date (include travel time)
  - f. Mode of travel (i.e., airline, train, car, etc.)
  - g. Lodging (name, location, and phone number)
  - h. Minimum/maximum participants
  - i. Chaperone/youth participant ratio (to include gender identification)
  - j. Estimated total cost which must be supported with an attachment to provide complete cost details spreadsheet (using attached format)
  - k. Proposed fund raisers
  - l. Include a statement to confirm the event is non-discriminatory, and is consistent with Reformed Theology
  - m. Signature of the Treasurer to confirm he/she has reviewed request for completeness and conformity to this policy paper, and attests to affordability of trip as compared to available mission funds
  - n. Indicate date by which Session approval is required
2. Requests should be submitted (and Treasurer alerted) as soon as planning for the Mission starts, but generally no later than six months prior to the start of the Mission trip. Requests submitted later than the six month window are NOT recommended, but when necessary (e.g., in the event of a mission related to a recent natural disaster, etc.) requests will be submitted to the appropriate Ministry, and onto Session for approval as soon as possible.
3. Staff Members shall submit requests through the following Ministries:
  - a. Teaching Elder(s) – appropriate Ministry
  - b. Director of Christian Education (DCE) – Christian Education
4. A trip may be approved by Session if it is recommended by the sponsoring Ministry, adheres to financial rules below, is confirmed affordable by the Treasurer, and funds can be processed/paid in a timely fashion.

## FINANCIAL RULES:

1. Onsite expenses to conduct the Mission - such as materials and service costs, transportation of material to be used, insurance costs, local donation to mission site, etc., will be prorated among participants. In some cases (if affordable) onsite expenses will be absorbed by the Church.
2. "Congregants" mentioned below are intended to refer to members of the Church, or non-members who routinely worship at Bayside.
3. Youth Congregant expenses include travel, room & board, registration/tuition fees, and (where applicable) onsite costs. The Church pays no more than 1/3 of this cost. The remaining 2/3rds is paid by the participant. This 2/3rds amount *may* be reduced by:
  - a. fund raising profits from fund raising events. See fund raising section below for more information.
  - b. benevolent scholarships related to contributions made by a congregant for specific individuals or in general for all participants.
4. Adult Congregant Participant expenses include travel, room & board, registration/tuition fees, and (where applicable) onsite costs:
  - a. Mission Trip Coordinator/Leader – the Church pays 100% of expenses.
  - b. Trip Staff Adults (mentors, chaperones, etc. as designated by the Mission Trip Coordinator/Leader) are expected to pay at least 2/3<sup>rds</sup> of their expenses. The Church may pay up to the remaining 1/3, depending on the availability of funds. Extenuating circumstances may be considered.
  - c. Other Adults pay for 100% of their expenses. Extenuating circumstances may be considered.
5. Youth or Adult *non-congregants* normally pay for 100% of their expenses. Extenuating circumstances may be considered.
6. All youth participants will complete a commitment form, as attached. It is the responsibility of the Mission Trip Coordinator/Leader to collect all forms and turn them in to the Treasurer.
7. Fund Raising events are encouraged to be held to offset participant costs as described above, but it should be noted that only actual profits received from such events can offset costs. The success of fund raising is dependent on dedicated support by Mission participants. It should be noted that fund raising profits do not need to be allocated to all participants evenly – they may be allocated to participants based their participation levels in the fund raising event(s), as determined by the fund raising coordinator. All fund raising events must be sponsored by the appropriate Ministry and approved by Session.
8. Often the Church will initially pay for group travel and hotel arrangements through the Church Treasury in order to facilitate group discounts, timely payment, etc., however the Church will be expected to be reimbursed by youth (family) or adult participants as stated above. A pre-determined deposit of the participant cost must be reimbursed by each participant and received by the Treasurer within one month after the event is approved by Session. Commitment forms for youth participants should be turned in to the Treasurer at this time as well. Remaining costs assigned to the participant must be reimbursed to the Church within two weeks prior to the start of the Mission Trip.
9. "No Show" youth and adult participants are expected to reimburse the Church for the full cost of participant expenses paid by the Church that cannot be recovered (i.e., nonrefundable airline tickets, or hotel rooms that cannot be cancelled in time, or reassigned to others.) Collection of reimbursements is the responsibility of the Mission Trip Coordinator/Leader.

### Attachments:

- (1) Mission Trip Detail Sheet
- (2) Youth Commitment Form

Attachment (1) Mission Trip Detail Sheet

	A	B	C	D	E	
1	<b>Mission Trip Detail Sheet</b>					
2			<b>****NOTE: ONLY COMPLETE SHADED AREAS - EXCEL SOFTWARE WILL COMPLETE THE REST. IF YOU PUT A NUMBER IN A NON-SHADED AREA IT WILL OVER-WRITE THE FORMULA, AND THE WORKSHEET WILL BE INACCURATE****</b>			
3	Mission Trip Name:					
4	Destination:					
5	Date (start/end):					
6	Point of contact:					
7						
8	<b>SECTION A</b>	<b>Onsite Costs (Complete Section A if church is paying for these costs in full, otherwise leave Section A blank and prorate in Section B and C below):</b>				
9		Onsite materials				
10		Transportation of materials				
11		Services (list)				
12		Insurance				
13		Other (list)				
14		<b>Total</b>	\$ -			
15						
16	<b>SECTION B-1</b>	<b>Youth (Congregant) Costs</b>				
17		Travel		# Rooms this section	Cost per Room	
18		Lodging				
19		Meals				
20		Registration fees/tuition				
21		Onsite Costs (enter here only if church not paying in full)				
22		Incidentals				
23		<b>Total Youth (Congregant) Costs</b>	\$ -			
24						
25		<b>Financing of Youth (Congregant) Costs:</b>				
26		Church (calculated for you - 1/3 of Total Youth Costs Above)	\$ -	# Youth this section	Cost per Youth	
27		Family ( up to 1/3)			#DIV/0!	
28		Estimated Profit from Fund Raising Projects				
29		Benevolent Scholarships (shared by all - will have to figure individual scholarships separately)				
30		<b>Total Financing of Youth (Congregant) Costs</b>	\$ -	<b>Note: Line 30 must be equal to Line 23</b>		
31						
32	<b>SECTION B-2</b>	<b>Youth (Non-Congregant) Participant Costs</b>		# Youth this section		
33		Travel				
34		Lodging				
35		Meals				
36		Registration fees/tuition				
37		Onsite Costs (enter here only if church not paying in full)				
38		Incidentals				
39		<b>Total Youth (Non-Congregant) Costs (to be paid in full by Youth)</b>	\$ -			
40						
41	<b>SECTION C-1</b>	<b>Adult Trip Staff (mentor/chaperone) Costs</b>		# Female Youth		
42		Travel		# Female Chaperones		
43		Lodging		Ratio		
44		Meals				
45		Registration fees/tuition		# Male Youth		
46		Onsite Costs (enter here only if church not paying in full)		# Male Chaperones		
47		Incidentals		Ratio		
48		<b>Total Adult Trip Staff (mentor/chaperone) Costs</b>	\$ -			
49				Total Youth	0	
50		<b>Financing of Adult Trip Staff (mentor/chaperone) Costs:</b>		Total Chaperones	0	
51		Participant (at least 2/3)				
52		Church (up to 1/3)				
53		<b>Total Financing of Adult Trip Staff (mentor/chaperone) Costs</b>	\$ -	<b>Note: Line 53 must be equal to Line 48</b>		
54						
55	<b>SECTION C-2</b>	<b>Adult Trip Coordinator/Leader Participant Costs</b>		# of Trip Coord/Ldr		
56		Travel				
57		Lodging				
58		Meals				
59		Registration fees/tuition				
60		Incidentals				
61		<b>Total Adult Trip Coordinator/Leader (to be fully paid by Church)</b>	\$ -			
62						
63	<b>SECTION C-3</b>	<b>Adult Participant Costs (no mentor/chaperone leader role)</b>		# Adults this category		
64		Travel				
65		Lodging				
66		Meals				
67		Registration fees/tuition				
68		Onsite Costs (enter here only if church not paying in full)				
69		Incidentals				
70		<b>Total Adults Participant Costs (to be fully paid by Adult)</b>	\$ -			
71						
72	<b>GRAND</b>	<b>Total Cost of Mission Trip:</b>				
73	<b>TOTAL</b>	<b>to be paid by Church</b>	\$ -			
74	<b>(to be</b>	<b>to be paid by Youth Congregant</b>	\$ -			
75	<b>completed</b>	<b>to be paid by Adult Mentor Staff</b>	\$ -			
76	<b>by formulas)</b>	<b>to be paid by Youth (non-Congregant)</b>	\$ -			
77		<b>to be paid by Adult (no mentor/chaperone)</b>	\$ -			
78		<b>expected fund raiser profits</b>	\$ -			
79		<b>to be paid by Benevolent Scholarships</b>	\$ -			
80		<b>Total</b>	\$ -	<b>Line 80 must equal</b>	\$ -	
81						
82	<b>Note: worksheet formulas are provided to make process easier - however since worksheet formulas may be accidently overwritten,</b>					
83	<b>er should double check accuracy of numbers.</b>					

Bayside Presbyterian Church  
Mission Trip  
Youth Commitment Form

I \_\_\_\_\_ give permission for my son/daughter  
\_\_\_\_\_ to participate in Bayside Presbyterian Church's Mission  
Trip to \_\_\_\_\_.

This trip will start on \_\_\_\_\_ and will end on \_\_\_\_\_.

The Mission Trip Coordinator/Leader is \_\_\_\_\_.

The total cost for my child to participate in this Mission Trip is estimated to be \$\_\_\_\_\_.

Of this amount \$\_\_\_\_\_ will be paid by Bayside Presbyterian Church.

The remaining amount \$\_\_\_\_\_ is the responsibility of the undersigned. The Church may sponsor fund raising events for this Mission Trip. To the extent the fund raising event is successful, and your son/daughter fully participates in the fund raising, your remaining amount due could be reduced.

I agree to provide a deposit for this trip in the amount of \$\_\_\_\_\_ to be turned into the Mission Trip Coordinator/Leader no later than \_\_\_\_\_. I fully understand if my son/daughter fails to show up at the Mission Trip, I will not only forfeit my deposit, but also be required to repay remaining participant costs.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_