First Baptist Church, Montgomery

Missions Team Leaders

Updated April 13, 2016

Contents

<u>Prayer Support</u>

Prayer is not part of our strategy… Prayer *<u>is</u>* our strategy. It is essential to our missions endeavors that prayer be part of every aspect, from the initial preparations to the actual mission expedition.

All Teams are asked to have a prayer support leader that is not going on the trip. This person can relay prayer requests and updates from the field to prayer lists which should be built before the trip. One of the first steps to each trip should be asking the team members to get 5-10 intentional prayer partners.

* If you are going on a trip to a closed area, do not send home emails that are not secure. You may choose to send a prayer email before you go and as soon as you arrive back at home or ask the career missionaries for their email guidelines and restrictions for emails sent while you are on the field.

Team Leader Expectations

Before the Mission Expedition

1. Recruit Prayer Support
2. Actively Seek Team Members to join your expedition
3. Once the team has been established, submit all names to missions office
4. Maintain communication with field missionaries
5. Propose a working budget
6. Ensure all team members turn in $200 deposit, copy of passport, and volunteer mission application to missions office[1]
7. Coordinate with the missions office for purchase of airline tickets, hotels, supplies, etc
8. Communicate important information from field and missions office to team members
9. Request church transportation as needed by contacting the missions office[2] and find drivers for transport to/from airport[3]
10. Set up a payment schedule for team member funds (coordinate with missions office for final payment date and amount based on scholarships or donations)
11. Monitor team funding and assist team members to send out support letters or seek scholarship opportunities as necessary
12. Conduct team meetings and training prior to trip and plan a post-trip debrief following return.

During the Mission Expedition

13. Ensure safety and accountability of all team members from departure to return. [4]

After the Mission Expedition

14. Conduct a post-trip debriefing with team
15. Prepare post mission report with team for presentation at a Sunday night service[5]

[1] This must be completed prior to purchase of any airline tickets
[2] 14 passenger bus or 10 passenger van
[3] Drivers of church vehicles must be pre-approved by church administrator
[4] Coordinate with missions office as required for unusual circumstances (health related, behavior, etc)
[5] Date to be determined through missions office in coordination with worship team

What Team Leaders can expect from the Missions Office

The missions office will:

1. Pray/equip/support the Team Leader
2. Submit trip advertisement requests for publication in Beacon, Bulletin, Screens, Missions Wall, etc[6]
3. Assist in communication with field missionaries as necessary
4. Review and Submit the project budget to the finance committee in the proper format
5. Receive and process individual funds and outside contributions.
6. Purchase airline tickets, hotels, supplies etc. with direction from the team leader[7]
7. Advise team leader of relevant information related to area of travel or church matters
8. Schedule church facilities for team meetings and training
9. Schedule mission commissioning and report dates in coordination with the worship team
10. Process check requests for cash to be taken on trip
11. Provide fund raising guidelines to be sent to team members needing financial assistance
12. Order short-term secondary insurance for team members
13. Provide guidelines and advice for mission reports to be presented to the church

[6] Request for ads must be submitted to missions office 2 weeks prior to an ad running in listed media
[7] $200 deposit, copy of passport, and volunteer mission application are required from each team member before airline tickets can be purchased

Money Matters

Deposits:

A $200 non-refundable deposit is required before any airline tickets may be purchased.[8] All deposits must be received before tickets are purchased for the team.[9] Once airline tickets are purchased, the team member is responsible for the cost of the ticket.[10]

Payment plans for team members:

Please set-up a payment plan for your team members to follow. Payment in full should be made at least 2 weeks prior to the mission project.

How to designate checks to the church:

Any contributions given toward a mission project should be made out to **FBC Montgomery**. On the memo line, please designate the check to **Mission's Causes**. A note should also be attached to the check stating who the contribution is for and which project they are going on.

- These guidelines should be followed by both team members and outside contributors.

Check requests for mission projects:

Any funds necessary for the mission project should be approved before expenditures are made. Check requests must be made two weeks in advance through the mission's office. Checks issued for cash advance purpose must include a cash advance form (available in the mission's office).

[8] A $100 deposit may be given for North American trips requiring airline tickets.
[9] Team members signing up after tickets are purchased may be required to pay an additional cost for airline tickets, and are not guaranteed to be on the same flight as the team.
[10] For this reason, on some projects, the team leader or the missions office may determine that the cost of the airline ticket is required before the purchase of airline tickets takes place. Please discuss this option with the missions minister before a payment schedule is setup for your team.

Handling cash on the mission project:

Any cash expenditures during a mission project must be budgeted and accounted for. Receipts should be collected daily by the team leader for any of these expenditures. Every expense must be accompanied by a receipt.

Turning in cash and receipts after the mission project:

Remaining cash should be turned in within 3 business days from the return of the project.[11] Please include your original receipts and accounting sheet.

Team members raising support:

If a team member approaches the team leader with the interest of raising support for the project, please direct the team member to the mission's office for the proper church procedure and protocol.

Scholarships:

A limited number of scholarships are available for missions participants. Contact the missions office for a scholarship form and information on requirements for receiving a scholarship.

[11] Cash and receipts should be turned into the missions assistant.

Team Leader Checklist – FBC Montgomery

☐ Set up project (including budget)

- Contact minister of missions
- Trip will be set up through fbcmontgomery.managedmissions.com

☐ Ads in Beacon

- E-mail minister of missions

☐ Initial Team List to Missions Office

- E-mail to minister of missions and assistant

☐ Deposits collected

- $200 deposit, copy of passport, mission application[12]
- Turn in to missions assistant

☐ Team List confirmed

- E-mail to minister of missions and assistant

☐ Air Travel purchased

- Contact minister of missions or assistant to make reservations

☐ Transportation reserved

- contact missions assistant #241-5130

☐ Cash requested (approximately **3** weeks before departure)

- Contact minister of missions or assistant to request

☐ Cash picked up

- Cash should be picked up from Finance office (3rd floor)

☐ Cash Returned

- Cash and receipts should be returned to missions assistant as soon as possible (preferably within 3 business days of returning)

Minister of Missions

Brian Gay

Cell #334-220-4402

briangfbcm@gmail.com

Missions Assistant

Pat Thurman

Wk # 334-241-5130

pthurman@montgomeryfbc.org

[12] Applications should be completed online by going to **https://fbcmontgomery.managedmissions.com/MissionApplication/Start/2235**

Team Member Applications

Team member applications are used by the mission's office in a variety of ways and they are crucial in getting your team to the field.

***We are now using a new Application and Mission Team Management Resource:**

fbcmontgomery.managedmissions.com

First time setup should be done by completing the volunteer application located at www.missionsfactory.org/go

Direct link: https://fbcmontgomery.managedmissions.com/MissionApplication/Start/2235

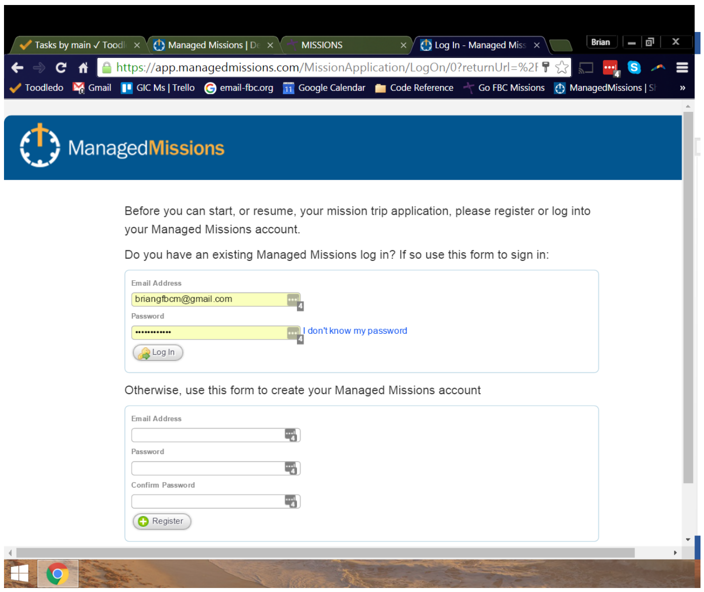
Using Managed Missions

Managed Missions is an easy, quick way to view current mission information.
After you've registered for the mission trip, you'll receive an email with login information. If you need a new login or have any questions regarding Managed Missions please contact Brian: briangfbcm@gmail.com. These steps below should answer any questions about how to navigate and use this program. A login link can be found at www.missionsfactory.org

1. LOGIN

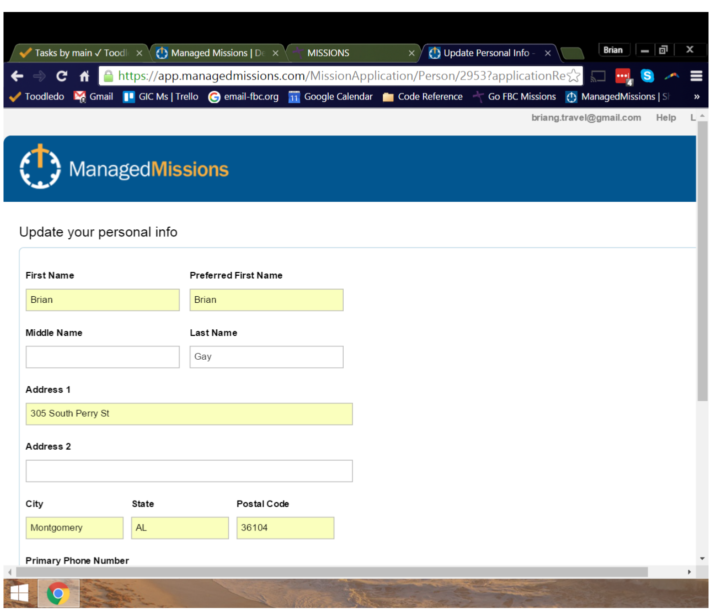
To apply for a mission project follow the link on www.missionsfactor.org or follow the direct link: https://fbcmontgomery.managedmissions.com/MissionApplication/Start/2235

The first time you log in to managed missions you will need to setup a username and password.



2. COMPLETE APPLICATION

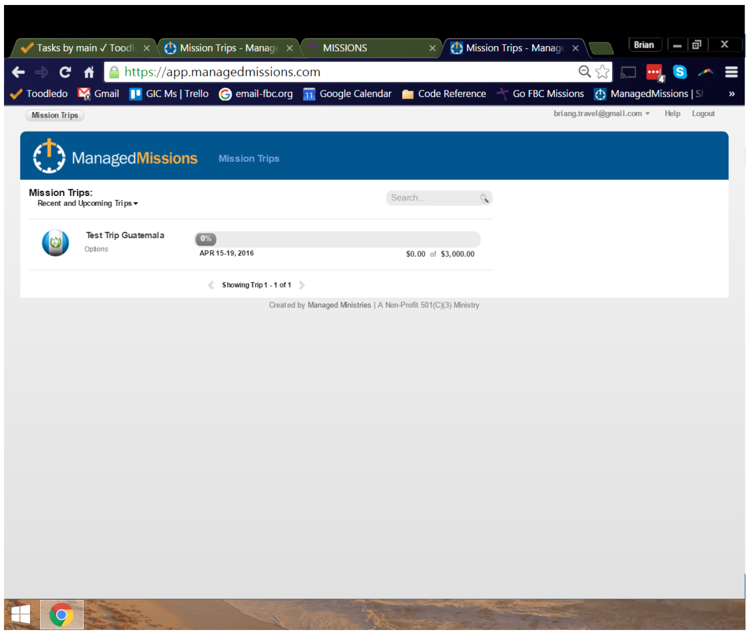
The first time you apply for a mission project with FBC Montgomery, you will be asked to fill out your application (for future projects, you will only have to update any new information).



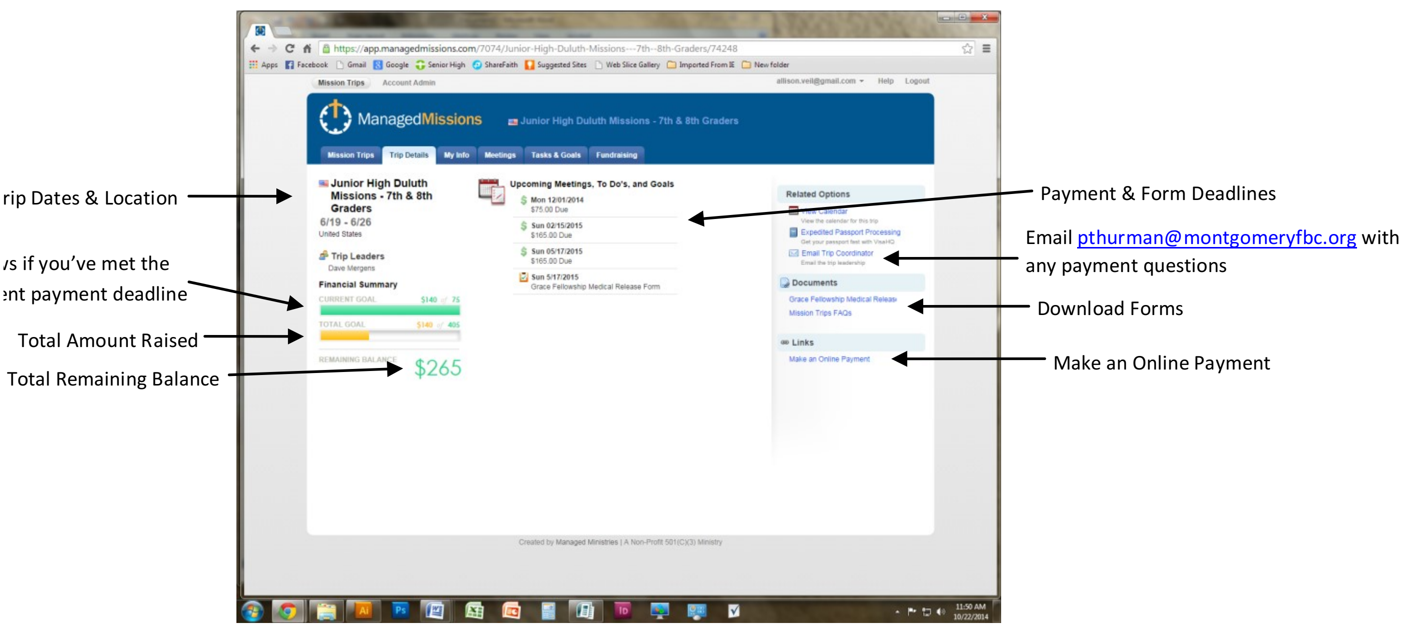
3. MISSION TRIPS TAB

This shows what mission trip(s) you've registered for. Click on the trip to view details.

4. TRIP DETAILS

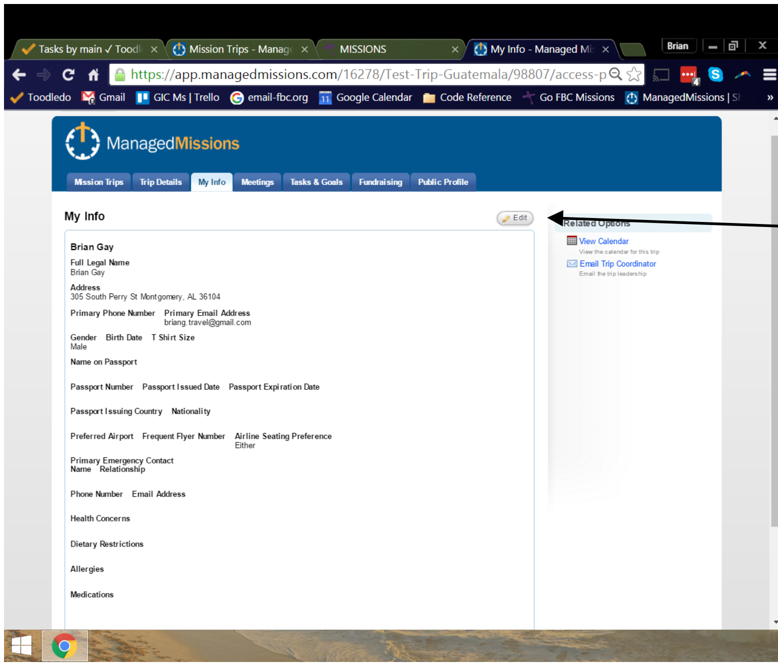


This is the trip overview tab.



5. MY INFO

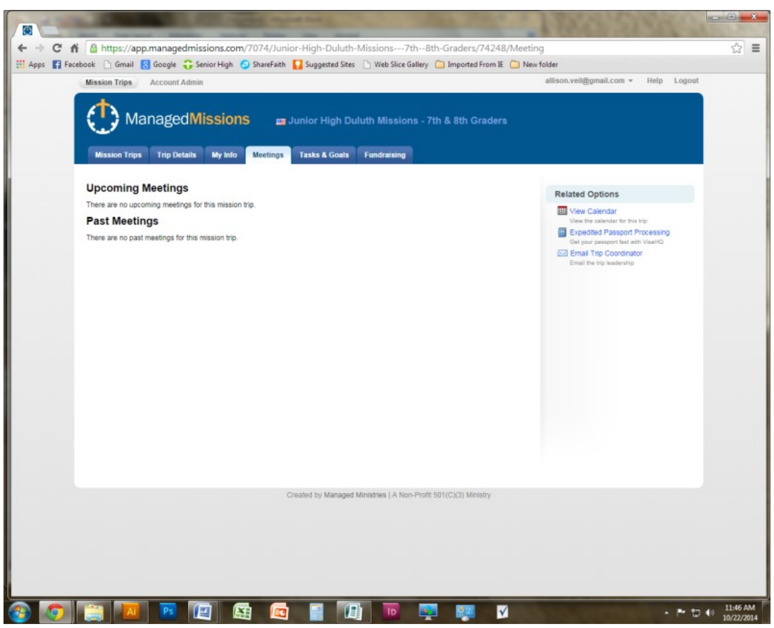
Please go through your information and get everything up-to-date. (Passport information only needs to be filled out if leaving the country).



Edit your information

6. MEETINGS

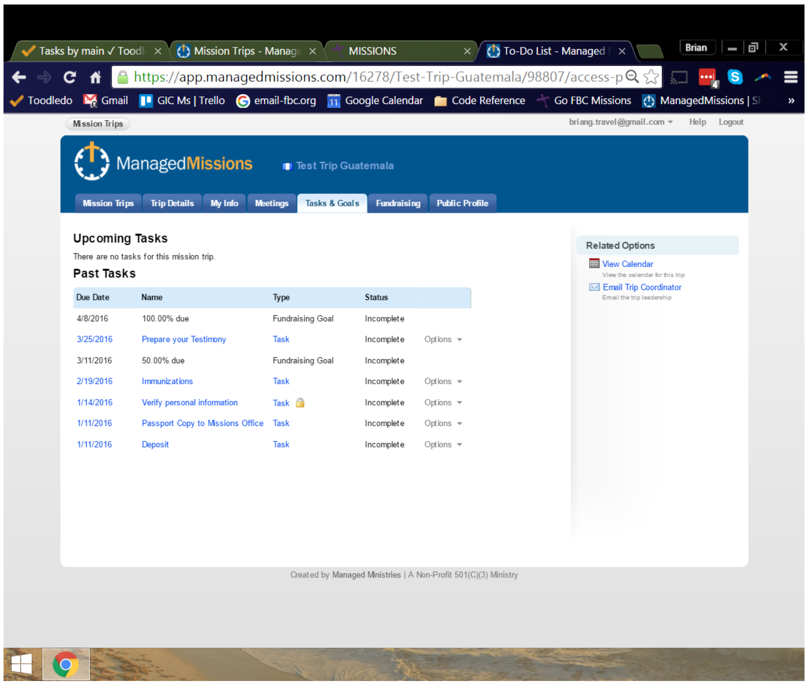
If there are any meetings or mission trainings, they will be posted under this tab.



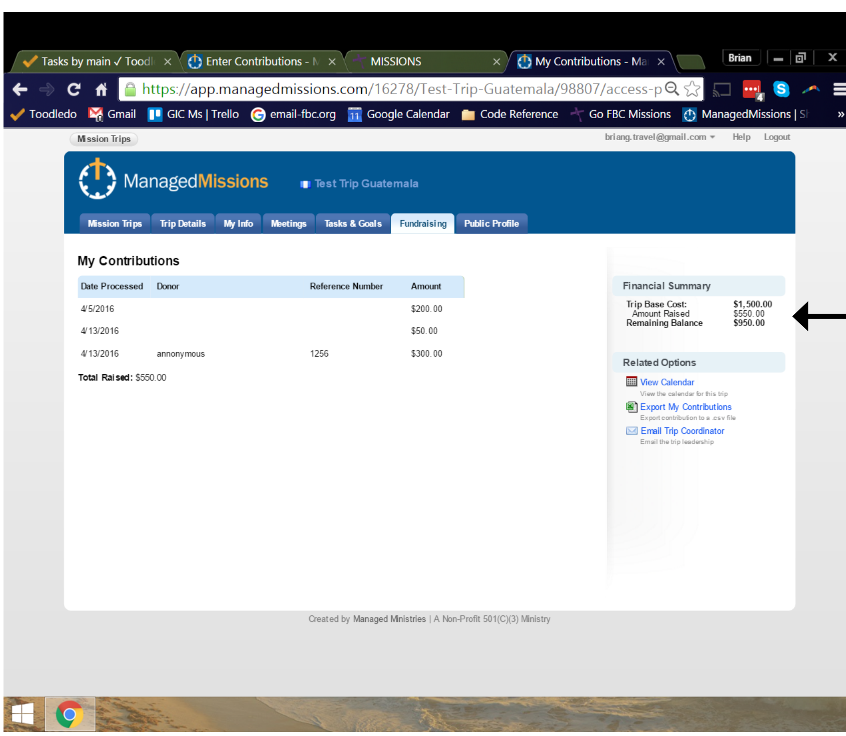
7. TASKS & GOALS

The Payment and Form deadlines can be viewed under the Trip Details tab (#3), however this tab show whether you've completed the deadlines, shows past deadlines and gives more information regarding forms.

8. FUNDRAISING



See how much you've raised for the mission trip! The main reason we are implementing this programs is to give you an easy, quick way to see where you stand financially and who's contributed.



Quick Payment Overview

Team Member Background Checks

Background checks are required for all adult volunteers travelling on an FBC Sponsored trip overseas or working with children in the US. Cost of the background check is built into the FBC administrative fee for team members.

Background check applications are available as a document on managedmissions.com or can be obtained by emailing Briangfbcm@gmail.com or pthurman@montgomeryfbc.org

Data Entry Fax Number: 205-380-7548 Email Address: results@es2.com

CLIENT NAME: First Baptist Church of Montgomery ________________ **CLIENT ACCOUNT NUMBER:** 501185

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DISCLOSURE REGARDING BACKGROUND INVESTIGATION - VOLUNTEER

DISCLOSURE AND ACKNOWLEDGMENT

[IMPORTANT -- PLEASE READ CAREFULLY BEFORE SIGNING ACKNOWLEDGMENT]

First Baptist Church of Montgomery may obtain information about you from a consumer reporting agency for employment purposes. Thus, you may be the subject of a "consumer report" and/or an "investigative consumer report" which may include information about your character, general reputation, personal characteristics, and/or mode of living, and which can involve personal interviews with sources such as your neighbors, friends, or associates. These reports may include employment history and reference checks, criminal and civil litigation history information, motor vehicle records ("driving records"), sex offender status, credit reports, education verification, professional licensure, drug testing, Social Security Verification, and information concerning workers' compensation claims (only once a conditional offer of employment has been made). Credit history will only be requested where such information is substantially related to the duties and responsibilities of the position for which you are applying. You have the right, upon written request made within a reasonable time after receipt of this notice, to request whether a consumer report has been run about you, and the nature and scope of any investigative consumer report., and request a copy of your report. Please be advised that the nature and scope of the most common form of investigative consumer report obtained with regard to applicants for employment is an investigation into your education and/or employment history conducted by Employment Screening Services, 1401 Providence Park Birmingham, AL 35242, toll-free 866.859.0143 or another outside organization. The scope of this notice and authorization is all-encompassing; however, allowing **First Baptist Church of Montgomery to** obtain from any outside organization all manner of consumer reports and investigative consumer reports now and, if you are hired, throughout the course of your time as a volunteer the extent permitted by law. As a result, you should carefully consider whether to exercise your right to request disclosure of the nature and scope of any investigative consumer report.

ACKNOWLEDGMENT AND AUTHORIZATION

I acknowledge receipt of the NOTICE REGARDING BACKGROUND INVESTIGATION and A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT and certify that I have read and understand both of those documents. I hereby authorize the obtaining of "consumer reports" and/or "investigative consumer reports" at any time after receipt of this authorization and, if I am hired, throughout my time as a volunteer To this end, I hereby authorize, without reservation, any law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, employer, or insurance company to furnish any and all background information requested by ESS, another outside organization acting on behalf of **First Baptist Church of Montgomery.** I agree that a facsimile ("fax"), electronic or photographic copy of this Authorization shall be as valid as the original.

California applicants or employees only: By signing below, you also acknowledge receipt of the NOTICE REGARDING BACKGROUND INVESTIGATION PURSUANT TO CALIFORNIA LAW. Please check this box if you would like to receive a copy of an investigative consumer report or consumer credit report if one is obtained by the Company at no charge whenever you have a right to receive such a copy under California law. □

Minnesota and Oklahoma applicants or employees only: Please check this box if you would like to receive a copy of a consumer report if one is obtained by the Company. □

New York and Maine applicants or employees only: You have the right to inspect and receive a copy of any investigative consumer report requested by Employer by contacting the consumer reporting agency identified above directly. You may also contact the Company to request the name, address and telephone number of the nearest unit of the consumer reporting agency designated to handle inquiries, which the Company shall provide within 5 days. By signing below, you also acknowledge receipt of Article 23-A of New York Correction Law.

Washington State applicants or employees only: You also have the right to request from the consumer reporting agency a written summary of your rights and remedies under the Washington Fair Credit Reporting Act.

______________________________ ______________________

Signature of Volunteer or Prospective Volunteer **Date**

APPLICANT INFORMATION: TO BE COMPLETED BY APPLICANT

The following is for identification purposes only to perform the background check and will not be used for any other purpose: PLEASE USE BLACK INK.

______________________ ______________________ __________

Print: Last Name First Name Middle Initial

____

Alias Names (Other names I have been known by):

______________ ______________________

Date of Birth Social Security Number

______________________ ______________________

Driver's License Number State Name as it appears on Drivers License

____

Current Address: City State Zip Code

____

Previous Address City State Zip

__________ __________ __________ __________

Degree Obtained Year Graduated Name of School City and State of School

SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT

Para informacion en espanol, visite www.ftc.gov/credit o escribe a la FTC Consumer Response Center, Room 130-A 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.

The federal Fair Credit Reporting Act (FCRA) is designed to promote accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records.) Here is a summary of your major rights under the FCRA. For more information, including information about additional rights, go to www.ftc.gov/credit or write to: Consumer Response Center, Room 130-A, Federal Trade Commission, 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take adverse action against you- must tell you, and must give you the name, address and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your "file disclosure"). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
- a person has taken adverse action against you because of information in your credit report;
- you are the victim of identify theft and place a fraud alert in your file;
- your file contains inaccurate information as a result of fraud;
- you are on public assistance;
- you are unemployed but expect to apply for employment within 60 days.

In addition, all consumers are entitled to one free disclosure every twelve (12) months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.ftc.gov/credit for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See www.ftc.gov/credit for an explanation of dispute procedures.
- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven (7) years old, or bankruptcies that are more than ten (10) years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need – usually to be consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- **You must give consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.ftc.gov/credit.
- **You may limit "prescreened" offers of credit and insurance you get based on information in your credit report.** Unsolicited "prescreened" offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-5-OPTOUT (1-888-567-8688).
- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a

consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.

- **Identify theft victims and active duty military personnel have additional rights.** For more information, visit www.ftc.gov/credit.

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you have more rights under the state law. For more information, contact your state or local consumer protection agency or your state Attorney General. Federal enforcers are:

TYPE OF BUSINESS:	CONTACT:
Consumer reporting agencies, creditors and others not listed below	Federal Trade Commission Consumer Response Center - FCRA Washington, DC 20580 1-877-382-4357
National banks, federal branches/agencies of foreign banks (word "National" or initials "N.A." appear in or after bank's name)	Office of the Comptroller of the Currency Compliance Management, Mail Stop 6-6 Washington, DC 20219 800-613-6743
Federal Reserve System member banks (except national banks, and federal branches/agencies of foreign banks)	Federal Reserve Board Division of Consumer & Community Affairs Washington, DC 20551 202-452-3693
Savings associations and federally chartered savings banks (word "Federal" or initials "F.S.B." appear in federal institution's name)	Office of Thrift Supervision Consumer Programs Washington, DC 20552 800-842-6929
Federal credit unions (words "Federal Credit Union" appear in institution's name)	National Credit Union Administration 1775 Duke Street Alexandria, VA 22314 703-519-4600
State-chartered banks that are not members of the Federal Reserve System	Federal Deposit Insurance Corporation Consumer Response Center, 2345 Grand Avenue, Suite 100 Kansas City, Missouri 64108-2638 1-877-275-3342
Air, surface, or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission	Department of Transportation Office of Financial Management Washington, DC 20590 202-366-1306
Activities subject to the Packers and Stockyards Act, 1921	Department of Agriculture Office of Deputy Administrator - GIPSA Washington, DC 20250 202-720-7051

NOTICE REGARDING BACKGROUND INVESTIGATION PURSUANT TO CALIFORNIA LAW

Employer (the "Company") intends to obtain information about you from an investigative consumer reporting agency and/or a consumer credit reporting agency for employment purposes. Thus, you can expect to be the subject of "investigative consumer reports" and "consumer credit reports" obtained for employment purposes. Such reports may include information about your character, general reputation, personal characteristics and mode of living. With respect to any investigative consumer report from an investigative consumer reporting agency ("ICRA"), the Company may investigate the information contained in your employment application and other background information about you, including but not limited to obtaining a criminal record report, verifying references, work history, your social security number, your educational achievements, licensure, and certifications, your driving record, and other information about you, and interviewing people who are knowledgeable about you. The results of this report may be used as a factor in making employment decisions. The source of any investigative consumer report (as that term is defined under California law) will be Employment Screening Services, 1401 Providence Park Birmingham, AL 35242, toll-free 866.859.0143. The source of any credit report will be [consumer reporting agency name, address, and telephone number - including toll-free number].

The Company agrees to provide you with a copy of an investigative consumer report when required to do so under California law.

Under California Civil Code section 1786.22, you are entitled to find out from an ICRA what is in the ICRA's file on you with proper identification, as follows:

- In person, by visual inspection of your file during normal business hours and on reasonable notice. You also may request a copy of the information in person. The ICRA may not charge you more than the actual copying costs for providing you with a copy of your file.

- A summary of all information contained in the ICRA's file on you that is required to be provided by the California Civil Code will be provided to you via telephone, if you have made a written request, with proper identification, for telephone disclosure, and the toll charge, if any, for the telephone call is prepaid by or charged directly to you.

- By requesting a copy be sent to a specified addressee by certified mail. ICRAs complying with requests for certified mailings shall not be liable for disclosures to third parties caused by mishandling of mail after such mailings leave the ICRAs.

"Proper Identification" includes documents such as a valid driver's license, social security account number, military identification card, and credit cards. Only if you cannot identify yourself with such information may the ICRA require additional information concerning your employment and personal or family history in order to verify your identity.

The ICRA will provide trained personnel to explain any information furnished to you and will provide a written explanation of any coded information contained in files maintained on you. This written explanation will be provided whenever a file is provided to you for visual inspection.

You may be accompanied by one other person of your choosing, who must furnish reasonable identification. An ICRA may require you to furnish a written statement granting permission to the ICRA to discuss your file in such person's presence.

New York Correction Law Article 23 – A

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750. Definitions. For the purposes of this article, the following terms shall have the following meanings:

(1) "Public agency" means the state or any local subdivision thereof, of any state or local department, agency, board or commission.
(2) "Private employer" means any person, company, corporation, labor organization or association which employs ten or more persons.
(3) "Direct relationship" means that the nature of criminal conduct for which the person was convicted has a direct bearing on his fitness or ability to perform one or more of the duties or responsibilities necessarily related to the license, opportunity, or job in question.
(4) "License" means any certificate, license, permit or grant of permission required by the laws of this state, its political subdivisions or instrumentalities as a condition for the lawful practice of any occupation, employment, trade, vocation, business, or profession. Provided, however, that "license" shall not, for the purpose of this article, include any license or permit to own, possess, carry, or fire any explosive, pistol, handgun, rifle, shotgun, or other firearm.
(5) "Employment" means any occupation, vocation or employment, or any form of vocational or educational training. Provided, however, that "employment" shall not, for the purpose of this article, include membership in any law enforcement agency.

751. Applicability. The provisions of this article shall apply to any application by any person for a license or employment at any public or private employer, who has previously been convicted of one or more criminal offenses in this state or in any other jurisdiction, and to any license or employment held by any person whose conviction of one or more criminal offenses in this state or in any other jurisdiction preceded such employment or granting of a license, except where a mandatory forfeiture, disability or bar to employment is imposed by law, and has not been removed by an executive pardon, certificate of this article shall be construed to affect any right an employer may have with respect to an intentional misrepresentation in connection with an application for employment made by a prospective employee or previously made by a current employee.

752. Unfair discrimination against persons previously convicted of one or more criminal offenses prohibited. No application for any license or employment, and no employment or license held by an individual, to which the provisions of this article are applicable, shall be denied or acted upon adversely by reason of the individual's having been previously convicted of one or more criminal offenses, or by reason of a finding of lack of "good moral character" when such finding is based upon the fact that the individual has previously been convicted of one or more criminal offenses, unless:

(1) There is a direct relationship between one or more of the previous criminal offenses and the specific license or employment sought or held by the individual; or
(2) The issuance or continuation of the license or the granting or continuation of the employment would involve an unreasonable risk to property or to the safety or welfare of specific individuals or the general public

753. Factors to be considered concerning a previous criminal conviction; presumption.

(1) In making a determination pursuant to section seven hundred fifty-two of this chapter, the public agency or private employer shall consider the following factors:
   (a) The public policy of this state, as expressed in this act, to encourage the licensure and employment of person previously convicted of one or more criminal offenses.
   (b) The specific duties and responsibilities necessarily related to the license or employment sought or held by the person.
   (c) The bearing, if any, the criminal offense or offenses for which the person was previously convicted will have on his fitness or ability to perform one or more such duties or responsibilities.
   (d) The time which has elapsed since the occurrence of the criminal offense or offenses.
   (e) The age of the person at the time of occurrence of the criminal offense or offenses. (f) The seriousness of the offense or offenses.
   (g) Any information produced by the person, or produced on his behalf, in regard to this rehabilitation and good conduct.
   (h) The legitimate interest of the public agency or private employer in protecting property, and the safety and welfare of specific individuals of the general public.
(2) In making a determination pursuant to section seven hundred fifty-two of this chapter, the public agency or private employer shall also give consideration to a certificate of relief from disabilities or a certificate of good conduct issued to the applicant, which certificate shall create a presumption of rehabilitation in regard to the offense or offenses specified therein.

754. Written statement upon denial of license or employment. At the request of any person previously convicted of one or more criminal offenses who has been denied a license or employment, a public agency or private employer shall provide, within thirty days of a request, a written statement setting forth the reasons for such denial.

755. Enforcement.

(1) In relation to actions by public agencies, the provisions of this article shall be enforceable by a proceeding brought pursuant to article seventy-eight of the civil practice law and rules.
(2) In relation to actions by private employers, the provisions of this article shall be enforceable by the division of human rights pursuant to the powers and procedures set forth in article fifteen of the executive law, and, concurrently, by the New York city commission on human rights.

Unaccompanied Minors

If you have any minors (under 18) traveling without their parent/guardian. The following release must be completed and notarized.

PARENT/GUARDIAN PERMISSION FORM AND MEDICAL RELEASE FORM

I hereby grant permission for my child ______________________________________to participate in the First Baptist Church Mission Trip on ______________________ and I hereby agree to the following:

My child may travel with First Baptist Church to ________________ in the care of ____________, Team leader .

I fully understand and acknowledge that: (a) risks and dangers exist in my child's travel to __________________ and my child's participation in activities associated with such trip; (b) these risks and dangers may be caused by other participants, or by accidents, or by the forces of nature or other causes. Risks and dangers may arise from foreseeable or unforeseeable causes and I hereby accept and assume these risks and dangers.

I, on behalf of myself, my personal representatives and my heirs hereby voluntarily agree to release, waive, discharge, hold harmless, defend and indemnify First Baptist Church, its agents, officers, guides and employees from any and all claims, actions or losses for bodily injury, property damage, wrongful death, loss of services or otherwise which may arise out of or in any way connected from my child's travel and/or participation in the activities incidental to this trip. I specifically understand that I am releasing, discharging and waiving any claims or actions that I may have presently or in the future for the negligent acts or other conduct by First Baptist Church, its agents, officers and employees.

The above agreement shall be binding on my heirs, successors, assigns, administrators and executors.

I HAVE READ THE ABOVE AND BY SIGNING IT AGREE TO THE TERMS AND CONDITIONS SET FORTH ABOVE.

Mother's name (print) ____________________________________Signature___________________________________

Father's name (print) _____________________________________Signature___________________________________

Address: ____

City_____________________________________ State _________________________ ZIP ______________________

Child's name:________________________________ Age: ____________Date__________________________________

Child's signature: ____

I hereby give my permission for _________________________to attend and participate in the Trip to ______ with First Baptist Church, Montgomery, Al, from ________. We do hereby release, waive, and discharge any and all liability whatsoever past, present, or future, rising from any injury or damages whatsoever to my child or cause of action accruing or occurring to my child for any injury, damages, or claim which occur or accrue during this trip. Further, we do agree that First Baptist Church may secure medical attention for health care for my child when in the opinion of the responsible church officials, such attention or care is desirable or necessary.

Parent/Guardian Signature _________________________

SWORN TO AND SUBSCRIBED before me this

___________ day of _____________________, 2013

___________________________________Notary Public.

My Commission expires ___________________________

List any allergies:____

Physical Conditions: ______________________________________

Prescriptions: ____

Physician name/ phone number ______________________________

Insurance Co. /Phone #____________________________________

Policy #______________________Group #__________________

Home Phone #____

Emergency Phone #_______________________________________

Evangelism and Security Training for Team Members

Please make sure that all team members are equipped with evangelism training prior to a mission project, regardless of the primary objective of the mission project (i.e. construction projects).

Also, if traveling to a closed country, please make sure that the evangelism training provided is appropriate for the region. If unsure, contact the mission's office or the local missionaries where you will be serving.

Mission Report Guidelines

-Write a script to follow the slides and when you give the report, read the script or stick VERY closely to it. Your script should be about 200-400 words in length.

- Your presentation script should fit into a similar pattern as the example Haiti report provided.

- With each talking point, there should be a corresponding picture.
- Keep points to at least a full sentence in length.

- Your visual media should correspond to your talking point and be relevant to your report.

- Visual media should be turned in on a CD.
- Pictures do not need to be in a PowerPoint form but should be appropriately labeled to
- match your talking points (ex. pic1, pic2, pic3, etc).
- For any questions concerning your visual media, please contact Amanda Smith at #241- 5122 or asmith@montgomeryfbc.org.

-Make sure your mouth is in front of the microphone (adjust the mic if you need to) and speak up. The microphone will not pick up a normal conversational tone…speak up clearly! If you turn your head away from the mic, you will not be heard.

-Boil your mission report down to a 3-4 minute testimony of what God did. You do not need to share every detail or even every day's activities. WHAT ARE THE MAIN THINGS GOD USED THE TEAM TO ACCOMPLISH? HOW DID YOU SEE GOD AT WORK? WHAT ARE THE PRAYER POINTS FOR OUR CONGREGATION? The report should not ever last longer than 5 minutes.

-Feel free to use the attached mission report template to refresh your memory about your experience.

Thank you so much by sharing your experience with the congregation and glorifying the Lord through your testimony!