

# General Policy for Outreach Trips

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- Vision and Purpose

*Harborside's mission is to lead people in a growing relationship with Jesus Christ. Therefore, we encourage all our members grow through service. Your action through service will help others know the love our Heavenly Father has for us.*

*Matthew 28: 18-20 states, "Then Jesus came to them and said, 'All authority in Heaven and on Earth has been given to me. Therefore go and make disciples of all the nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you. And surely, I am with you always, to the very end of the age.'"*

*It is Harborside Christian Church's goal to carry out the great commission that God commanded in Matthew 28 and be in accordance with His good and perfect will for our church. We believe that all believers in Christ are called to spread the news of Jesus Christ both in areas of local influence and outreach abroad.*

- Code of Conduct

- All applicants will be required to undergo a background check if there is not a current background check on file. This is a standard Harborside Christian Church requirement for many HCC volunteers.
- Team Members agree to pray for the team leaders and give them undivided support as well as follow them without criticism or delay.
- A spirit of unity as well as care and concern for teammates will be a guide for the thoughts and actions of the team throughout the trip.
- Team members will not be permitted to leave the team or the vicinity of the work site unless otherwise directed or allowed by team leaders.
- Contact with members of the opposite sex should be limited and controlled, so that we reflect the light of God and avoid the appearance of inappropriate behavior.
- Participation in activities or visits at any establishment or place which may seem inconsistent with a Christian lifestyle is prohibited.
- The use of profanity will not be allowed at any time.
- Smoking or consuming tobacco products are prohibited.
- Consuming or possessing any alcoholic beverage, drug, or substance or assisting others in doing so is also strictly prohibited.
- Team members agree to abide by all laws and guidelines designated by the state of Florida, Harborside Christian Church, and outreach team ministry leaders.

- Training Requirements

- Each team will have specific orientation and training meetings during the months prior to departure. This training may be through DVDs, meetings or a combination. Your specific trip information will outline training requirements. These meetings are mandatory.
- Team members will be oriented to:
  - The purpose of missions and the specific purposes of the particular trip
  - The methods of how each team member prepares for and participates in the spiritual ministry and outreach of the team
  - Specific health and safety information for the outreach area
  - The country, the culture, and the outreach field chosen for the team's activities
  - Travel, clothing, and lodging information

- Medical Immunization and Insurance Policy

- Team members will be required to have medical insurance and provide this information to Harborside Christian Church. *Please check with your insurance company to see if they cover international travel.*  
\*Please note: Certain trips will include this coverage in the trip price. Please talk to your trip leaders.
- You will be personally responsible to make sure your regular and travel immunizations are up to date. Immunizations need to be done in advance to be effective; therefore, this should be done in the beginning stages of trip preparation.  
-Check with Pinellas County Health Department for specific vaccine information:  
<http://www.pinellashealth.com/immushotstravel.asp>

- Passport and Visa Requirements

- For mission trips outside the United States, a passport will be required. In some cases, visas will also be necessary.
- Team members will be responsible for all passport costs if they do not already possess one. If there is less than six months of validity on their passport following the departure date, the team member will be required to renew their passport.  
-Visit: <http://travel.state.gov> and click on passports for application and renewal procedures.
- If a Visa is required, information will be provided for country specific regulations based on the specified mission trip country.

- Cross-cultural Expectations and Boundaries

- Cultural preparation is vital. Participants will be expected to maintain a respectful and understanding attitude toward the receiving country, including respecting their people, culture, heritage, and spiritual history.
- Team members will be responsible to adhere to all international laws. Specific country information is available at: <https://www.cia.gov/library/publications/the-world-factbook/>
- Team members will be required to abide by any dress code established for the trip, understanding that dress codes vary widely depending on the local culture and what is considered appropriate attire.

# Financial Policy and Procedures

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- Policy

- Each team member will be responsible and accountable for the entire amount needed to fund their trip.
- If the participant, for any reason, does not ultimately participate on the mission trip, he/she will be responsible for any fees incurred as a result of cancellation.
- If the team member is suspected or guilty of breaking any of the team conduct requirements or policy, they may be released from the trip and none of the money raised will be refunded.
- A deposit will be required for each team member.
- Team members will be asked to adhere to payment deadlines specified in the trip specific meetings and information sheet.
- All trip fees must be paid prior to the trip departure.
- All unused money and receipts from an on-field stipend (if given) will be returned to the team leader before leaving the airport upon return.

- Fundraising Vision and Guiding Principles

Raising support is not about raising money; it's about sharing a vision. It is about sharing the excitement of God's call and the opportunity He has sent before you. This gives others a chance to participate in God's plan to reach the nations.

The basic principle you need to understand is that people are giving to the Lord (His work) and not to you personally. By including others in your mission, you are giving them the opportunity to prayerfully consider how God would have them follow Him and reach out to the nations. Sending you may be the way someone else can be obedient to the call He has on their lives.

- Harborside does not allow general solicitation on church property or support group fundraising of any kind such as car washes, magazine sales, or bake sales, etc.
- Team members will be allowed to raise support through speaking personally to or sending support request letters to family and friends. However, they may not use Harborside Christian Church mailing lists.
- Participants may solicit funds for their short-term mission trip cost only and not for personal needs such as spending money, passport fees, personal bills, etc.
- Financial donations made to Harborside mission's accounts do not belong to the participant, but they belong to God and have been given to Harborside to accomplish the mission work of the church.
- If the participant raises funds that exceed his/her needs, the excess funds will be allocated by Harborside Christian Church in order of priority of needs such as (but not limited to) expenses, supplies or scholarships.

- In order to comply with the IRS, all checks for support will be made out to Harborside Christian Church. *Supporters should write the team member's name and the name of the trip in the memo line of the check.*
- Donations are tax deductible and will be receipted at the end of the year.
- If the participant does not raise enough funds, they may not be able to go on the trip.

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