

Financial Policies and Procedures

First Baptist Church of West Palm Beach's Short-Term Missions Ministry is a life-changing faith experience for all those who participate. Individuals must exercise their faith in believing the Lord is leading them to go on a short-term mission trip. That same faith must be exercised throughout every step of the mission experience. Trusting the Lord to supply the funds necessary for a short-term mission trip is an exciting opportunity to experience increased faith. Individuals see God moving on their behalf as their faith continues to deepen and grow.

Each individual who chooses to participate as a member of a short-term mission team will be responsible and accountable for raising the funds required for their personal travel, daily living expenses, and their portion of any general team expenses that are necessary for the team to fulfill their ministry. The specific amount of money required for each individual will be communicated to individuals by the mission trip team leader.

We believe that if an individual is following God's direction to go on a short-term mission trip and if that individual does everything he/she is required to do, in regards to raising their own trip funds, then the Lord will supply the necessary monies to fulfill their obligations and commitments for the short-term mission trip. We encourage each individual to submit this to the Lord and trust Him to be the source for the necessary trip funds.

The following policies and procedures are offered to ensure that each individual fully understands their personal financial responsibilities in regards to the trip expenses, as well as, to ensure consistency and equity in the application of the financial policies.

Missions Ministry Responsibilities

Each applicant will be fully informed of their personal responsibility for raising the specified amount by the Missions Ministry or Short-Term Mission Trip Team Leader.

All applicants are reminded that failure to meet the financial requirements as outlined in these financial policies and procedures will result in not being able to participate on the short-term mission trip.

Each team member is responsible for making sure the financial commitment has been paid by the established trip deadlines. Each member should contact the Short-Term Mission Trip Team Leader in order to confirm the amount of support received from other sources. Financial deadlines will be monitored. Participants, who are behind in their fund-raising, will be contacted by the Short-Term Mission Trip Team Leader.

Individual Fund-raising

One method of raising funds for a short-term mission trip is to write letters requesting contributions from family and friends. Experience has shown that this type of fund raising has many advantages. This is a great opportunity to witness to many people, including non-believers. As many choose to help support short-term mission team members financially, they are actually collaborating with the team and are an integral part of the mission trip. Writing letters requesting financial support for the short-term mission trip encourages an individual to be totally dependent on the Lord. We pray for

people *'to pray'* for short-term mission trips, for people *'to go'* on short-term mission trips, and for people *'to give'* so that others can go.

The following policies govern fundraising and the individual's responsibilities:

- All participants will fully comply with all the fund raising policies established for Mission Projects and will complete all that is required by those policies to raise the specified monies necessary for the short-term mission trip.
- Participants may send letters requesting support to family, friends and other individuals in their sphere of influence. Blanket solicitations are not permitted. We encourage contact with family and friends who are not members of First Baptist Church. The letter may be a great witnessing tool to unsaved friends and family.
- All support letters are to be sent with the sole purpose of soliciting contributions for expenses directly related to the mission trip only. Under no circumstances are individuals permitted to seek financial assistance for personal use of funds to offset possible income loss that may occur as a result of participating on mission trip.
- Each participant is required to submit a non-refundable deposit in the amount of \$150.00 along with the completed *Short-Term Mission Trip Application* for the trip. The application and deposit be submitted on or before the registration deadline. Any exceptions pertaining to either the amount, or the deadline, must be approved by the Short-Term Mission Team Leader and the Missions Ministry. It is understood that this deposit is non-refundable. Each individual is personally responsible for the payment of any fees and expenses required for the following:

1. Passport
2. Passport photos
3. Immunizations
4. All personal items such as clothing, toiletries, prescriptions, etc. required for the trip
5. Personal transportation to point of departure and from point of return.

Married Couples

Married couples participating on the same team can elect to either send individual fund raising letters or send joint letters requesting support for both individuals. However, it is understood that contributions must be credited according to the instructions of the donor. If contributions are received and the donor has designated the support for both individuals, then those funds will be equally divided between both individuals. If contributions are received and the donor has designated the support for one of the individuals, then those funds will be fully credited to the individual as designated by the donor.

The account for each individual will be considered independently and all financial policies will apply to each individual. Any deviation from this policy must be approved by the Missions Ministry.

Dates and Deadlines

Although specific dates will vary from team to team, the date when non-refundable airline tickets must be purchased for the team's travel is critical in the fund raising process. These dates will be outlined for each team's payment schedule. The Missions Ministry will review the financial status of each

individual and the team prior to purchasing the airline tickets to ensure that adequate funds are available to cover the expenditure. Those individuals who have not raised the required funds by that date will not have an airline ticket purchased for them. Any refundable funds raised by these individuals will be refunded to those who have supported them.

It is the policy of the Missions Ministry that teams must raise all the necessary funds prior to their leaving on their trip.

Team Fund Raising

All fund raising activity must be approved by the Missions Ministry. All arrangements for team fund raising must be coordinated through the Missions Ministry. No advertising or activity of any kind is to take place, nor expense incurred prior to approval of the Missions Ministry. Under no circumstances should team participants make independent commitments and arrangements without prior approval from the Missions Ministry. Teams may conduct off campus fund raising activities with prior approval from the Missions Ministry, and are subject to the policies outlined herein.

All gross receipts from fund raising activities are to be turned in to the Missions Ministry, who in turn, will submit them to the Finance Office to be credited to the short-term mission team account.

Financial Overages

All funds raised by individual team members and by the team, must be spent in conjunction with the specific mission project region. A final team and individual accounting will not be available until after returning from the trip, and after all receipts and expenses have been accounted for.

In the event an individual raises more support than required for the short-term mission trip, the following policies will be in effect:

- All excess funds will be considered as a part of the “team bucket” to cover total team expenses in line with the approved Financial Policies and Procedures.
- No excess funds may be used for personal expenses.

In the event a team ends up in an overage position (total income exceeds total expenses), the overage will be used for specific ministry needs or future project needs within that specific partnership region.

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