

## **FIRST PRESBYTERIAN CHURCH OF POTTSTOWN - ADULT MISSION TRIP POLICY**

**ADOPTED 11/07/07**

**UPDATED 05/01/23 \*\***

### **GENERAL QUALIFICATIONS:**

- \*\* 1. Any adult 18 years of age or older. In certain cases, site dependent, minors 16 and older may be allowed with adult supervision.

### **PURPOSE:**

1. Adult mission trips are organized for the purpose of conducting hands-on outreach activities as an extension of the Church's on-going Mission Program, using funds contributed by the congregation through general fund giving or special fund raisers.
2. Adult mission trips provide an opportunity for all participants to build and strengthen their relationship with God and each other by helping those in need through teamwork and caring for each other.

### **PARTICIPANTS:**

1. Adult mission trips are intended for the primary participation of Church members. Members are defined as individuals or families on the active rolls or individuals that attend services regularly and are in the process of joining. Adult children of active members that have grown up in the Church are also considered members for purposes of this policy.
2. As space and related circumstances permit, guests are welcome to join the team. Guests would be defined as:
  - a. Adult children of active members who are not and have not been a member of this Church.
  - b. Parents, siblings, and other relatives of active members who are not and have not been members of this Church.
  - c. Individuals with special skills or qualifications beneficial to the trip.
  - d. Friends or associates of an active member.
3. Understanding the purpose of the trip, all participants are expected to become part of the team, sharing in all aspects of the experience; including living, dining, working, cleaning, and community time as may be applicable. Obvious exceptions are health related issues.

### **PRIORITY PARTICIPATION:**

1. Recognizing that the primary objective is to fill the team with active Church members, members as defined above will be given first opportunity, followed by guests in as defined above. Interested guests should place their name on a waiting list.
- \*\* 2. As site locations, site capacities, and travel logistics vary, the Team Leader will establish a maximum team size and deadline for member sign ups, after which time the available space may be filled with guests from the waiting list.
3. Receipt of Personal Registration and Liability Waiver, as applicable, is considered confirmation of participation.

### **EXPENSES / TRANSPORTATION:**

1. It is the objective of the Mission Committee to cover the costs of building materials, food, transportation, and any applicable contributions or donations to the host Church or organization.
- \*\* 2. In the case of air travel, each participant is responsible for purchasing his or her airline ticket and making arrangements for transportation to the airport where applicable. Re-imburements for transportation, either full or partial, shall be made in an amount to be determined by the Mission Committee based upon the budget, expenses, and any available surplus. Reimbursements will be made upon submission of voucher and receipt. Airfare will normally be reimbursed at 50%. Full reimbursement is available based upon need.
3. Other personal on-site expenses are the responsibility of the participant.
4. In the event of a group dinner outing where the cost of dinner may be paid for by the Church, any alcoholic beverages ordered by participants are the responsibility of the participant.

### **DRIVERS:**

- \*\* 1. Recognizing that trips of this magnitude require the movement of considerable tools, equipment, and personal gear; the Church is grateful for those who volunteer to drive personal vehicles to meet that need. Drivers of personal vehicles transporting tools, equipment, and additional personal gear will be reimbursed for the following expenses:
- a. Actual gas expense & tolls, or the volunteer mileage rate as determined by the IRS.
  - b. For overnight travel, meals at the rate of \$50.00 maximum per day per person traveling with the driver, up to maximum of two (2) days.

- c. For overnight travel, hotel at the rate of \$150.00 maximum per night per two persons, up to a maximum of two (2) nights.
- \*\* 2. Drivers for rented vehicles will be reimbursed for actual gas and tolls, plus meals and hotel as above.
- \*\* 3. Mission Committee will set travel costs for passengers as applicable, based upon trip requirements and conditions.
- 4. Reimbursements will be made upon submission of Expense Reimbursement voucher and receipts.

**PERSONAL SAFETY AND DOCUMENTATION:**

- 1. Each participant will be required to submit the following documentation, depending upon the trip and destination:
  - a. Individual Registration Form, indicating emergency contact information, allergies, health issues, health insurance, etc. These forms are required of the hosting organization.
  - b. Individual Liability Waiver
  - c. Personal skills assessment, including physical limitations.