



# THE ALLIANCE

*Living the Call together*  
MATTHEW 28:18-20™

## South Edmonton Alliance Church

### Short Term Missions Application Form

Destination:			
Leader Name:			
Dates (yyyy-mm-dd):	From:		To:
Name (as in passport):			
Birthday (yyyy-mm-dd):			
Marital Status:	<input type="checkbox"/> Single	<input type="checkbox"/> Married	<input type="checkbox"/> Other
Address:			
Telephone:	<i>Home:</i>	<i>Cellular</i>	<i>Work:</i>
Email:			
Nationality:			
Occupation:			
Alberta Health No.:			
Passport No.:		Expiry Date:	
Emergency Contact & Tel:		Relationship:	
Are you member of a church? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If so, <input type="checkbox"/> SEAC or name of your church .			
Name of the Pastor:			
How long you have been attending that church?	years		
How long have you been a Christian?	years		
Languages you speak and proficiency:			

Have you had any allergies or health problem in the past 3 years? If yes, please explain.

In view of the fact that medical attention is not readily available or easily accessible in many countries, we urge all applicants with severe allergies or chronic health problems to seriously reconsider their applications.

Briefly describe how you came to know Christ and how your faith has impacted you.

Describe your current relationship with God and your devotional habits:

List your ministry experience, roles and responsibilities in church:

What prompted you to go on this missions trip?			
How can we help prepare you for this missions trip?			
Please provide two references from your pastor and church leader. In the attached Reference Form, please fill out Team Leader's name and email address. Then have your references email directly to the Team Leader or return it in sealed envelopes.			
Pastor:		Telephone:	
Email address:			
Church Leader:		Telephone:	
Email address:			

If you are single and under 25, are your parents in full agreement and support of your participation in this STM?  Yes  No

**Note:** Upon review of your application, you will be notified of your acceptance to this STM two weeks after the application deadline.

**Note:** A STM trip will go ahead only if there are enough participants, consists of a majority of SEAC members, as well as having adequate supervising adults; otherwise the trip will be cancelled.

## Conduct Agreement for STM Members

As a member of the Short Term Missions team sent out by SEAC, not only are you representing our church, but more importantly, our faith and our God. How we conduct ourselves should always back up our witness. There are a few important areas that we need to be like-minded as we go on this mission together.

1. In order for the entire group to work together smoothly, it is important for you as a member of the team to submit to the authority of the team leader, whose responsibilities include looking out for your safety. Therefore he/she may not allow behaviors or activities that may put you at risk of possible danger, such as late night walks or going off on your own without the team leader's knowledge or permission.
2. Come to all meetings prepared and on time.
3. How we dress here at home may not be seen as acceptable to the people we serve. It is important that we dress in a modest and culturally appropriate manner. Tops and dresses are to have fully covered chest and shoulders, and skirts and shorts shouldn't be shorter than 2" above the knee. Jewelry, if worn, are to be simple. No flip flops if you are leading the program.
4. No tipping or cash gifts be given to the locals as it could sometimes create problems, even though it may be done out of good intentions.
5. No boys in girls' rooms and vice versa. No inappropriate physical contact such as hugging, sitting on laps, etc. both in public and in private.
6. Show respect to those we serve, as well as those we serve with. Seek to support each other and maintain team unity.

I have read and agree to abide by the above,

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

## **Short Term Missions Policies for STM Applicants**

1. All STM members must attend all planning, orientation and training in basic language and how to share the gospel.
2. All members must sign all release, waiver and guardian forms (if applicable) and submit 2 copies of their passport, AHC and plane ticket before leaving.
3. All members must have required immunizations before the trip.
4. All members are to keep all receipts of all expenses for the trip, including the amount for the plane ticket, room and board and all transportations. After the trip, the church will reimburse the expense of the trip to the members. At the same time, the STM members are required to give a post-dated cheque for the amount of their trip expenses to SEAC in order to get a donations receipt. This includes all participating SEAC members or non-members, pastoral staff, and members from other churches joining the team.
5. All expenses for side trips prior to or following the official missions trip will not be receipted. All side trip arrangements tagged onto the official mission trips must comply with the missions trip requirement (The duration of the side trip cannot be longer than the official missions trip in order for the missions trip expenses to be receipted. Hence participating team members must declare his/her travel plans to the team leader who will forward the information to the Missions Committee for final assessment about his/her expenses coverage entitlement. (This >50% duration is only a C&MA guideline but not EMAS or OMF or other organizations' guideline. Please read the attachment from C&MA. We have to adhere to C&MA guidelines as we are under their jurisdiction.)
6. Approved team members are to prepare for their own finances in joining a STM trip. They can apply for subsidy to cover half of their trip expenses up to a maximum of \$1000 for every two years.
7. All STM teams are to be commissioned by the church congregation through the commissioning prayer of the pastors.
8. When the STM trip returns, a formal report from the team leader must be submitted to the Missions Committee and the Elders Board for record. Team members are required to complete the post STM trip evaluation form.
9. All members should have out of country Travel Insurance recommended by SEAC. The expense is considered part of the project fee paid by members.
10. 10. Prior to joining a STM, all applicants are required to have some in-house ministry experience or be actively engaging in a ministry of their own interests or giftedness.
11. 11. Team members have to be at least 16 years old or have completed Grade 10. All members under 18 must have a signed Parental Consent Form and be accompanied by a parent or a parent-approved guardian. Ratio is one guardian for every minor. The guardian cannot be the team leader.

## Reference Letter for STM Applicants

All reference letters are to be submitted directly to team leaders by email or in sealed envelopes **within a week.**

<b>To be filled by applicant:</b>	
Name of Applicant:	
Destination:	
Team Leader Name & Email:	

**To be filled by reference:**

How long you have known this applicant?
In what context?

1. How would you describe the applicant's character and personal maturity?
2. How would you describe his/her spiritual maturity?
3. In what ways has the applicant served in the church? What do you see are his /her gifts?
4. Other comments (eg. attitude, ability to work with others in a team, etc.)

\_\_\_\_\_  
Signature of Reference

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

**WAIVER OF RESPONSIBILITY CLAUSE**  
(PLEASE READ CAREFULLY AND SIGN)

As part of your application, please sign the Release and Indemnity below. As a result you and your family will absolve South Edmonton Alliance Church (SEAC) and respective trustees, officers, employees, volunteers, associates, and agents from any liability that may arise as a result of your participating in the activities of SEAC. As well, you agree to indemnify the trustees, officers, employees and agents of SEAC from any and all actions that may be brought as a result of your participation in the activities of SEAC. The foregoing is an attempt to summarize the effect of the Release and Indemnity but does not affect the terms thereof.

**RELEASE AND INDEMNITY**

IN CONSIDERATION of the benefits derived if accepted by South Edmonton Alliance Church (SEAC) and other valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the undersigned for himself, and his heirs, executors, personal representatives, successors and assigns hereby releases and forever discharges South Edmonton Alliance Church (SEAC) and its respective trustees, officers, employees, volunteers, associates, and agents of and from all manner of actions, causes of action, suits, debts, dues, accounts, bonds, covenants, contracts, claims and demands whatsoever which the undersigned has or hereafter can, shall or may have for any cause, matter or thing, with respect to facts now existing or will exist, in any way connected with, arising out of, or in respect of any and all contractual relationships, express and implied, that existed or now exist between the parties or by reason of any injury, damage or loss that may be sustained, however caused, in consequence of, or in any way related to the activities of the above named organization.

AND FOR THE CONSIDERATION aforementioned, the undersigned further agrees to indemnify and save harmless the trustees, officers, employees, volunteers, associates and agents of South Edmonton Alliance Church (SEAC) from all manner of actions, causes of action, suits, debts, dues, accounts, bonds, covenants, contracts, claims and demands whatsoever which arise, directly or indirectly, from the undersigned's activities, whether on behalf of the above named organization or otherwise.

AND I have read the above and am fully aware and acknowledge the risk involved in the participation of the said activities, and that notwithstanding same I am voluntarily proceeding with the undertaking and I am assuming all of the risk of injury, damage or loss to me and the others in connection therewith.

I acknowledge that I am of the full age of eighteen (18) years and that I have read and fully understood this agreement prior to signature.

IN WITNESS WHEREOF I have executed this Release at the City of Edmonton, in the Province of Alberta, this \_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

SIGNED, SEALED AND DELIVERED in the presence of \_\_\_\_\_.

\_\_\_\_\_  
WITNESS

\_\_\_\_\_  
APPLICANT

**PARENTAL CONSENT AND PERMISSION**

- I, \_\_\_\_\_, parent of \_\_\_\_\_, who is of minor age, have read and fully understood the above Waiver Release and Indemnity and acknowledge the risk involved in my child participating in the said activities, and that notwithstanding same I hereby consent to the terms and conditions as they are set out above and I hereby give permission for my minor age child to participate in the program for which he/she is applying.
- I acknowledge that I am of the full age of 18 years and that I have read and fully understood the above Release and Indemnity Agreement prior to signature. I consent and agree to be bound by the terms and conditions as set out in the above Release and Indemnity as it relates to myself or from the participation of my infant child in this and any program of SEAC.

IN WITNESS WHEREOF I have executed this Release at the City of Edmonton, in the Province of Alberta, this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

SIGNED, SEALED AND DELIVERED in the presence of \_\_\_\_\_.

\_\_\_\_\_

WITNESS

\_\_\_\_\_

PARENT



**ASSIGNMENT OF GUARDIANSHIP OF A MINOR**

I, \_\_\_\_\_, parent of \_\_\_\_\_, who is of minor age, assign \_\_\_\_\_, to act as legal guardian for the named minor during the period of \_\_\_\_\_, \_\_\_\_\_ to \_\_\_\_\_, \_\_\_\_\_.

I acknowledge that the legal guardian is associated with SEAC and I understand fully and agree with the Waiver, Release and Indemnity Agreement as set out and signed by myself above applies to a waiver of any claims which I or my successors or assigns may have against the legal guardian or its assigns.

\_\_\_\_\_

DATE

\_\_\_\_\_

PARENT

I, \_\_\_\_\_, accept the responsibility to act as legal guardian as aforesaid for \_\_\_\_\_, during the period of \_\_\_\_\_, \_\_\_\_\_ to \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_

DATE

\_\_\_\_\_

GUARDIAN

## Post Short Term Missions Trip Evaluation Form

Name:			
Destination:			
Leader Name:			
Dates (yyyy-mm-dd):	From:		To:
How has this STM trip impacted you?			
What training, orientation or other preparations before the trip helped you the most?			
What could have been done differently before the trip to better prepare you for this experience?			
What could have been done differently before and during the trip to make our work more effective?			

**This package includes:**

- Application Form (4 pages)
- Short Term Missions Policies
- Reference Letter for STM Applicants
- Waiver of Responsibility Clause
- Parental Consent and Permission
- Assignment of Guardianship of a Minor
- Post Short Term Missions Trip Evaluation Form

Revised: 2011-03-29