



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: <input type="text"/>
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:			

Will you be applying for subsidy? (Form and policy are included in application package)

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: An interview will be arranged with you within two weeks upon submission of your application. Please be prepared to share a 3-minute testimony of your personal salvation at the interview.

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, and with SEAC members making up the majority of the team.

For team leader:

Interview conducted?

Date of interview:

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, is 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 behavior between guys and girls 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. SEAC applicants should have been a Christian for at least a year, regularly attending our Sunday worship and are actively involved in some sort of ministry within SEAC. The team leader has freedom to raise the criteria for the spiritual maturity of the team members based on the ministry requirement of the STM.
2. Applicants from other churches have to be recommended by their church leaders or pastoral staff based on their spiritual maturity and ministry experience. They should be regularly attending the Sunday service and actively involved in ministry at their churches and should not have been a Christian for less than a year.
3. The team has to consist of 80% SEAC members, not counting the team leader.
4. Team members have to be at least 18 years old or have completed Grade 12.
5. The deadline for overseas summer STMs is expected to be Feb. 28 every year.
6. All reference forms are to be completed by a pastoral staff or church leader or counselor, NOT a personal friend.
7. All reference forms have to be received before the application deadline. It is the responsibility of the applicant to allow ample time for their references to complete the forms.
8. All forms have to be signed (application form, waiver and release form, conduct agreement, reference forms) before they can proceed for approval.
9. Within two weeks upon submission of the application, applicants can expect an interview with the team leader during which they have to share a 3-minute testimony of their personal salvation.
10. Once the team is formed, STM members must attend all planning, orientation and training in how to share the gospel, and in some cases, training in basic language.
11. Before leaving, all members must submit 2 copies of their passport, AHC and plane ticket, travel insurance card, emergency contacts and their phone numbers.
12. All members must have the required immunizations before the trip.
13. 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 less donations 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 less donations 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.
14. 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.

15. All members should have out of country Travel Insurance recommended by SEAC. The expense is considered part of the project fee paid by members.
16. 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 \$500.00 for every two years.
17. All STM teams are to be commissioned by the church congregation through the commissioning prayer of the pastors.
18. 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.

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.**

To be filled by applicant:	
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

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?				

South Edmonton Alliance Church

Short Term Missions Subsidy Application Form

PERSONAL INFORMATION			
Last Name:		First Name:	
Address:			
Cellular Telephone:			
Email:			
Are you a member of SEAC?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
How long you have been attending SEAC and which group do you usually attend?			
Group:		Years:	
In what capacity have you served in our church and how long have you been in that role?		If you are going on a side trip before or after the STM, please specify when, where, and how long it will be:	

INFORMATION ABOUT THE SHORT TERM MISSIONS OPPORTUNITY	
Destination:	
Name of team leader:	
Dates:	
Transportation:	\$
Set Costs (set by STM):	\$
Other Costs :	\$
Total Costs:	\$
Amount Requested:	\$

FINANCIAL INFORMATION	
Provided by yourself:	\$
Pledged by friends or family:	\$
Other financial aid:	\$
Total of Other Sources of Funding:	\$

Applicant's Signature

Date

For Office Use Only	
<input type="checkbox"/> Conditional subsidy approval	<input type="checkbox"/> Disapproved

Subsidy Policies

Purpose

The STM Subsidy Fund is set up to encourage brothers and sisters of South Edmonton Alliance Church who desire to become more involved with missions by participating in short-term missions projects to not be deterred by their financial needs.

General Guidelines

- As all subsidies are subject to the availability of funds and the number of applicants, all team members are encouraged to raise their entire support as much as possible, reserving the subsidy funds for those who really need it.
- Each application will be considered on a case-by-case basis.
- Subsidies shall not exceed 50% of the overall costs incurred by participants in the short-term missions, up to a maximum of \$500.00 over two years.
- Subsidies will not cover the cost of any side trips prior to or after the actual missions trip.
- Subsidy is only applicable to those who are qualified to get a taxable receipt for the flight, meaning side trips are not longer than the STM trip. Those not qualified are still eligible to apply for a 50% cap subsidy for STM expenses.
- Eligible amount of subsidy = (Eligible expenses – donations from other than immediate family) x 50%
- Subsidies are given to SEAC members and adherents who have been attending SEAC on a regular basis.
- Subsidy is only applicable to SEAC endorsed STMs.
- Subsidy application deadline for STMs is one month after the STM application deadline.
- Final subsidy amount will be determined after the trip, taking into consideration the eligible expenses, total support raised, and attitude on the trip.
- Upon return, applicants may be asked to share their experience in the church.

This package includes:

- Application Form (4 pages)
- Short Term Missions Policies
- Reference Letter for STM Applicants
- Waiver of Responsibility Clause
- Post Short Term Missions Trip Evaluation Form
- STM Subsidy Application Form
- STM Subsidy Policies