

**SARASOTA BAPTIST CHURCH MISSIONS DEPARTMENT
VOLUNTEER APPLICATION FORM**

Personal Information:

Name _____ Date _____

Address _____

City _____ State _____ Zip Code _____

Home Phone _____ Work Phone _____ Email _____

Date of Birth _____ Social Security # _____

Passport # _____ Issue Date/Expiration Date _____ / _____

Male Female Marital Status: Single Married Widowed Divorced

Spouse's Name _____

Children's Name _____

Have you ever been arrested for a felony? _____ **If yes, please be advised you are not eligible for countries that require a visa.**

In case of emergency, please notify:

Name _____ Relationship _____

Address _____ City _____ Zip Code _____

Home Phone _____ Work Phone _____

Beneficiary Name _____

Volunteer Field Information:

With which mission project will you serve? _____

Dates of the Project _____ Field Assignment (Country) _____

Please list any foreign language training and your level of proficiency. _____

Please indicate any special skills, talents, or Christian service experience that you feel may be helpful in the field. _____

Please list any mission experience:

| <u>Country</u> | <u>Mission Organization</u> | <u>Dates</u> | <u>Ministry</u> |
|----------------|-----------------------------|--------------|-----------------|
| | | | |
| | | | |
| | | | |

Involvement:

As a member of Sarasota Baptist Church, your personal involvement and faithfulness is important. Furthermore, as a potential volunteer in missions, your faithfulness is even *more critical*. Before any candidate is placed on a mission team, the following three crucial requirements must be considered:

- Belief – Are you a born-again Christian? Yes No
- Attendance – Are you a faithful member of a Sunday School class, or are you currently involved in an area of church ministry that prevents your attending Sunday School? Yes No

How long have you been a member of Sarasota Baptist Church? _____

Please list the ministries in which you have been involved at SBC (please include time of involvement and any leadership positions held). _____

Please list any ministries in which you have been involved outside of SBC (please include time of involvement and any leadership positions held). _____

Health:

How would you describe your present health? Excellent Good Average

Please state any major illness(es) you have had in the last five years. _____

Are you presently under the care of a physician? Yes No

If yes, please explain. _____

Please list any medications you are taking. _____

Please list any allergies you have. _____

Please list physical limitations you may have. _____

References:

Please provide two references. One reference should be a SBC minister or teacher in the area you serve or have served.

Name _____ Relationship _____

Address _____

City _____ State _____ Zip Code _____

Home Phone _____ Work Phone _____

Name _____ Relationship _____

Address _____

City _____ State _____ Zip Code _____

Home Phone _____ Work Phone _____

Testimony:

In the space provided below, please share your testimony. Please include how long you have been a believer. _____

Please explain briefly what you hope to see the Lord do in and through you on this mission trip. _____

Thank you ...The mission team thanks you for your interest and desire to serve our Lord as a volunteer in missions. You will be contacted personally about your application and the area in which a mission project is being planned.

• PLEASE RETURN THIS APPLICATION TO THE MISSIONS OFFICE PRIOR TO 1ST TEAM MTG•

Sarasota Baptist Church
Proctor Road Campus: 7091 Proctor Road, Sarasota, FL 34241
Lakewood Ranch Campus: 5600 Deer Drive, Sarasota, FL 34240
(941) 922-1449

MISSION TEAM INFORMATION

*To be filled out by participant and kept by Team Leader for quick reference.

NAME: _____

COUNTRY: _____

DATE OF MISSION TRIP: _____

TEAM LEADER: _____

DATE OF BIRTH: _____

ADDRESS: _____

DAYTIME PHONE: _____

EVENING PHONE: _____

PASSPORT NUMBER: _____

VISA NUMBER: _____

LEADERSHIP ROLE: _____

SHIRT SIZE: _____

DEPOSIT PAID: _____

INSURANCE: _____

BENEFICIARY NAME: _____

“AT HOME” CONTACT PERSON: _____

CONTACT PHONE NUMBER: _____

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ACTIVITY AND DEADLINE SCHEDULE

When:

Mtg. 1

What's Due:

- Volunteer Application (Prior to 1st Team Meeting)
- Review "Fund Raising" Letter
- \$150 Deposit
- Financial Policies and Procedures Agreement
- Distribute Financial Assistance Request Form
- Team Covenant Agreement
- "Deciding to Go" Checklist

Mtg. 2

- Beneficiary Team List
- Collect "All" Forms and Turn in to Missions Office
- Financial Assistance Request Form Due
- Fund Raising Letter Completed
- Distribute Passport Information
- Distribute Visa Application (if needed)

Mtg. 3

- Master Team Member List
- Discuss On-Site Tasks
- 25% of Trip Cost Due
- Discuss Culture
- Prayer Covenant List
- First Prayer Letter
- Testimonies

Mtg. 4

- On-Site Task Sign Up
- 50% of Trip Cost Due
- Supplies
- Culture Shock
- Bridge Building
- Financial Assistance Request Form Returned to Team Members With Decision

Attention: If 50% of funds, or the cost of the airline ticket, whichever is greater, is not collected thirty (30) days prior to trip departure, no airline ticket will be purchased for that team member and the entire team's discounted airfare could be jeopardized.

Mtg. 5

- Verify Passport & Visas
- Airline Schedule
- Distribute Packing List

Mtg. 6

- Balance of Trip Expenses Due
- Travel Protocol

Mtg. 7

- Second Prayer Letter
- "At-Home" Representative
- Testimonies with Interpreters

Mtg. 8

- Travel Schedule
- Travel Protocol

Week After Return

- Third Prayer Letter
- Turn in Trip Evaluation
- Schedule Team Reunion

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ACTIVITY AND DEADLINE SCHEDULE

(CONTINUED)

• GOALS •

Meetings 1 - 4

Discipleship Training
Team Building Skills
Testimonies
Prayer

Meetings 5 – 8

Witness Training
Cultural Training
Three-Minute Testimonies
Ministry Preparation
Prayer

• FINANCIAL SCHEDULE •

Date:

Anticipated Support Level

Mtg. 1

\$150 Deposit Due

Mtg. 3

25% of Trip Cost Due

Mtg. 5

50% of Trip Cost Due

Mtg. 6

Balance of Trip Cost Due

• IMPORTANT DATES •

Date:

Event:

\$150 Deposit Due

All Forms Due

Passport or Visa Due

25% of Trip Cost Due

50% of Trip Cost Due

Balance of Trip Cost Due

Team Commissioning

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POLICIES & PROCEDURES FOR SHORT TERM MISSION

Field Behavior

1. Volunteers are reminded that they are ambassadors of the Lord Jesus Christ. As volunteers, they not only represent Him, but also the United States, Sarasota Baptist Church and our National/International Mission Boards. This responsibility is tremendous, consequently, it is our responsibility to prayerfully select the volunteers that we believe are best suited for the mission applied for.
2. **Volunteers must submit to the Team Leader's authority.**
3. **Due to the political instability and anti-American sentiment in various countries around the world, Sarasota Baptist Church asks that each volunteer refrain from expressing their political opinions while on the field.**
4. If at any time while on the field a volunteer's behavior constitutes a problem, the Team Leader has the authority to ask the volunteer to return home. Any additional cost incurred as a result of this action will be that volunteer's expense.

Applications

If there are more approved applicants for a mission trip than are needed, we reserve the right to select applicants that have never participated on a mission trip. We will then ask the others to be Prayer Partners or prayerfully consider another trip. It is our desire that as many of our church family experience the blessings that are derived from being on mission with God.

Finances

1. Applicants are expected to raise 100% of their financial needs; however, we have a limited amount of scholarships available for those who qualify. The maximum amount a volunteer can receive is 25% of the cost of their mission trip. Only one scholarship will be given per applicant per year.
2. Applicants will be required to complete their funding per the payment schedule decided upon by the Team Leader.
3. If an applicant's financial support is channeled through Sarasota Baptist Church and they raise more than required, or for any reason they cannot participate on the short-term mission, it is the preference of the Missions Department to reallocate their funds to their team's fund. It is the volunteer's responsibility to inform supporters of their inability to participate in the mission. If applicants raise more than half, or more than the cost of the trip, then the scholarship will be reduced by that difference.
4. Volunteers are financially responsible for any costs associated with changes made in travel arrangements made by them and additional cost thereof.
5. Sarasota Baptist Church reserves the right to approve or deny all financial support.

"I have read and will abide by these policies." _____

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VOLUNTEER REQUEST FOR FINANCIAL ASSISTANCE

Name _____

Address _____

Telephone (Home) _____ (Work) _____

Are you a member of Sarasota Baptist Church? Yes No If no, what church do you belong to?

Date of membership _____ Bible Fellowship _____

Are you a member of any Mission Organization? Yes No

If so, which organization? _____

List any other involvement in this church _____

Date of commitment to Jesus Christ _____

Location or destination of mission trip _____

Date of mission trip _____ thru _____

Total cost of mission trip _____ Percentage assistance allowed _____

Is this your first trip with Sarasota Baptist? _____

How much are you requesting? _____ When do you need this assistance? _____

How many contribution letters did you send out? _____

What is the purpose of this trip? _____

What will be your responsibility or participation? _____

Please use the space below for any additional information.

Signature _____

Missions Department Response Only

Date of Request _____

Date of Missions Department Review _____

Date Volunteer was Informed of Missions Department Action _____

Request sent to Financial Department _____

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TEAM COVENANT

We, the members of the Short-Term Missions Team, believe that God has called us together to serve and agree together concerning the following:

Our Vision

We desire to be a team of people characterized by Christ-like behavior exhibited through unconditional love, unselfish service and unified teamwork. Our ultimate purpose as a team and as individuals is in accordance with I Corinthians 9:12, "I do all this for the sake of the gospel that I may share in its blessings."

Our Team Objectives

We believe that we can fulfill this vision through the following commitments to each other:

- **Teamwork:** We commit ourselves to be a group of individuals who unite as one, striving to accomplish the same goal; glorifying Christ and increasing His church.
- **Communication:** We commit ourselves to resolve all inter-team conflicts according to Biblical principles. This involves prayer as the first step, personal confrontation as the follow-up step, and the counsel of a third party (namely, a leader) as a third and final resort. In all issues of conflict, we commit ourselves to maintain a humble spirit of confidentiality, while seeking to obey Ephesians 4:29, "Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs, that it may benefit those who listen."
- **Forgiveness:** We commit ourselves to the recognition of sin as our common enemy so that we each may be sensitive to our human failures and forgive each other. We recognize that forgiveness is manifested through an understanding, forgetful attitude and the continuation of demonstrated love. We commit ourselves to resolving any bitterness because we realize that bitterness will drag the whole team down, in accordance with Hebrews 12:15, "See to it that no one misses the grace of God and that no bitter root grows up to cause trouble and defile many."
- **Spiritual Growth:** We commit ourselves to personal worship and fellowship with God through obedience to the Lordship of Jesus Christ and an openness to learn from God's Spirit in all situations. We agree to continue to the best of our abilities our daily devotions while we are on the field. We agree to have the same attitude of Paul the Apostle with respect to:

Failure: (Philippians 3:12-14) "Not that I have already obtained all this, or have already been made perfect, but I press on to take hold of that for which Christ Jesus took hold of me. Brothers, I do not consider myself yet to have taken hold of it. But one thing I do: Forgetting what is behind and straining toward what is ahead, I press on toward the goal to win the prize for which God has called me heavenward in Christ Jesus."

Perseverance: (I Corinthians 9:24-27) "Do you not know that in a race all the runners run, but only one gets the prize? Run in such a way as to get the prize. Everyone who competes in the games goes into strict training. They do it to get a crown that will not last; but we do it to get a crown that will last forever. Therefore, I do not run like a man running aimlessly; I do not fight like a man beating the air. No, I beat my body and make it my slave so that after I have preached to others, I myself will not be disqualified for the prize."

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Our Team Structure

We believe that the following structural elements in our Team Covenant will enable us to carry out our team objectives:

- **Team Meetings:** Before, during, and after the project, our team meetings will be crucial for fulfilling the commitments mentioned. These team meetings shall include: team devotions, team prayer, time for communication of details and plans, and time for individual relational development. *These team meetings are mandatory unless special arrangements have been made with the team leader prior to the meeting being missed.*
- **Personal Quiet Times:** We will attempt to be as faithful as possible in our daily time with God because we believe that growing individually is essential to growing as a team.
- **Affirmation:** We commit ourselves to encourage one another through verbal affirmation and/or the sending of notes of encouragement to one another as often as possible. *See “Significant” slips.
- **Ministry Opportunities:** We will seek to be a witness of the love of Jesus Christ to the people we meet throughout our trip. This shall include testimonies, speaking at churches, and Christ-like behavior. John 4:35, “Do you not say, ‘Four months more and then the harvest?’ I tell you, open your eyes and look at the fields! They are ripe for harvest.”
- **Work:** We recognize that if our objectives are to be completed, we must all commit ourselves to work to the best of our God-given ability every day of the project. I Corinthians 10:31, “So whether you eat or drink or whatever you do, do it all for the glory of God.”
- **Prayer:** We commit ourselves to daily prayer for each team member and the project.
- **Leadership:** We recognize the official leader of our team. In situations of team concern, we commit ourselves at all times to be in a submissive attitude to our leader. We also recognize that this mission trip is an opportunity for all of us to develop God-given leadership ability, and we commit ourselves to that end through the pursuing of individual growth opportunities that may arise.

Evaluation and Accountability

We shall hold each other on the team accountable to this covenant, in love and grace, and we shall measure our success in keeping this covenant by:

- **Correcting each other** according to Biblical and covenant principles. Colossians 1:28, “We proclaim Him, admonishing and teaching everyone with all wisdom so that we may present everyone perfect in Christ.”
- **Responding without defensiveness** when we are corrected, believing that other team members have our best interests and the best interests of the team in mind. Proverbs 27:5-6, “Better is open rebuke than hidden love. The kisses of an enemy may be profuse, but faithful are the wounds of a friend.”
- **Meeting as a team** within one month after we return home to review the covenant and evaluate our performance as a team. This will also be a time to debrief, share pictures, and make future commitments.

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*As a member of the Team, I commit myself
to abide by this covenant to the best of my God-given ability.*

Signed: _____ Dated: _____
(Please sign and return bottom portion to Team Leader)

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SAMPLE FUND-RAISING LETTER*

Remember you are strongly encouraged to send letters to people OUTSIDE of the Sarasota Baptist Church family, i.e. work contacts, friends, family first. Make sure that they send their donation to YOU first. This will provide you with the names of the people who were able to donate so that you can send a Thank you if you wish.

Dear _____,

I have been given the opportunity to serve as a volunteer missionary to _____ (country) in _____ (month)! I will be on a team with approximately _____ (number) other individuals from my church, Sarasota Baptist Church, Sarasota, Florida. Our team will be going to _____ (city), _____ (country) to minister to the physical, as well as, the spiritual needs of the people.

It is the responsibility of each volunteer missionary to raise his/her own support for the cost of the mission trip. I sincerely believe that God has called me to be a part of this mission team and I am confident that He will supply me with the resources needed. The amount that I need to raise so that I may participate on this mission trip is approximately \$_____ (amount). Your help with the expenses of this mission trip would be greatly appreciated (and tax deductible!). If you would like to make a donation, please make your check payable to Sarasota Baptist Church and mail it to:

**Your Name
Your Address**

Please use the enclosed envelope when making your donation. I have included on the envelope my name and the mission trip name so that your donation will be credited toward my expenses. On the memo portion of your check you may note _____ (Country name trip). You do not need to put my name on your check.

In the event that I receive financial support which exceeds the amount needed to cover my expenses for the trip, any additional funds will be allocated to helping other team members participate, or toward the general team expenses, such as tracts, Bibles, first aid supplies, etc. Likewise, in the event that I cannot go on the trip (due to the inability to raise the necessary funds or for some other unforeseen reason), all funds donated on my behalf will go toward the trip for other team members or for general team expenses. Total funds needed for this mission trip are due by _____ (date), as our team is scheduled to leave on _____ (date).

Thank you in advance for partnering with me in this mission endeavor. Even if you are unable to contribute financially, I ask for your prayers as I prepare for this mission trip and as our team travels to _____ (country). Your prayers are vitally important for this mission and myself! I look forward to sharing with you soon the great things that God has done in _____ (country) because of the efforts of you and everyone who is a part of this great endeavor!

Sincerely,

*See Financial Policies/Procedures

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PRAYER COVENANT LIST

“...the prayer of a righteous man is powerful and effective.”

James 5:16(b)

*This is the most important preparation
you will do for your mission trip!*

You are responsible for raising a prayer support base of up to ten (10) people who will pray for you regularly (at least once a week) during your preparation and training; and also on a daily basis during the actual mission trip.

These must be people whose prayer life you know and trust. They need to be mature Christians who will take very seriously your prayer covenant with them. They cannot be members of your team, or people who will be on a mission trip at the same time you are on yours.

Those that you choose to be your *Prayer Partners* should be contacted by you, at least three times (two prior and once upon return) through prayer letters, so that you can give them current prayer requests and follow up praises in writing.

| NAME | ADDRESS | PHONE | E-MAIL |
|------|---------|-------|--------|
| 1. | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |
| 5. | | | |
| 6. | | | |
| 7. | | | |
| 8. | | | |
| 9. | | | |
| 10. | | | |

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SAMPLE PRAYER LETTER

Date

Mr. & Mrs. Robert Jones
777 Heavenly Way
Glory Falls, FL 77777

Dear Bob and Judy,

The Lord has placed it on my heart to be involved in the mission ministry at my church, Sarasota Baptist Church. I have volunteered to participate in a mission trip to _____. **(Example)** The trip will be a medical mission trip, in that we will be setting up medical stations at several different sites during the week to provide the much needed medical advice and medication. Many of these people have not seen a doctor in their village for several years. We will also be witnessing to each “patient” that comes in. We expect to see approximately 100 people a day.

One of the most important things I will need in preparation for, and during my mission trip, is prayer. I know that both of you are prayer warriors and that you have a heart for missions also. I would like to ask both of you to be in prayer for myself, my team, and those whom we will be witnessing to in _____.

We will be leaving on _____ and will be gone for _____ days, returning on _____. There will be _____ members on our team.

I am very excited to see what the Lord is going to do through this team. I look forward to returning and telling you both all about it. We serve an awesome God and I thank Him for both of you.

Serving Him,

“ the prayer of a righteous man is powerful and effective.”
James 5:16b

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GLOBAL MISSIONS RELEASE OF LIABILITY

In signing this form, I, _____, agree not to hold Sarasota Baptist Church, its officers, employees, or other agents liable for any injury, loss, damage, or accident that I might encounter while on one of their mission trips.

I realize and acknowledge that my participation on a mission trip includes many risks and possible dangers. I am well aware that my travel to a foreign country exposes me to such risks as accidents, disease, war, political unrest, injury from construction projects, and other calamities.

I hereby assume any such risks that might result from my travel. I unconditionally agree to hold Sarasota Baptist Church, its officers, employees, or other agents blameless for any liability concerning my personal health and well being, or any liability for my personal property that might be lost, damaged or stolen while on a mission trip.

I have carefully read the foregoing and I understand that my signature herein holds Sarasota Baptist Church, its officers, employees, or other agents harmless for any liability for injury, damage, loss, accident, delay, or irregularity in schedule.



Signed _____

and dated this _____ day of _____, 20_____

Witnessed By: _____

Witnessed By: _____

Parent Signature: _____
(if under 18 years of age)

“For we are laborers together with God.”
I Corinthians 3:9

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RELEASE OF RIGHTS (TO KEEP)

We live in a world that is full of rights. Our particular culture is one where we take pride in our rights. The rights of individuals are constitutional; however, as we see the demanding of individual rights increase, we see more of the moral fiber of our society decrease. Our Lord Jesus Christ laid down His rights to the heavens and all His glory to become a man and to serve, not to be served (Philippians 2:5-11; Mark 10:45).

Consider laying down your rights on this mission trip. Not to lay them down for better or worse, but to entrust them to the Lord, or transfer the responsibility of them to a place of safekeeping. These rights may seem reasonable but could still cause dissension on a short-term mission trip. Take time to search your heart and willingly surrender your rights to the Lord.

Romans 12:1

I give up my right to:

*a comfortable bed
three meals a day
familiar food
dressing fashionable
seeing results
control of myself
control of others
control of circumstances
pleasant circumstances
making decisions
taking up offense
being successful
being understood
being heard
being right*

I entrust to God:

*my strength and endurance
my health and strength
my likes and dislikes of food
my security in Him
His purposes and fruit in His timing
my need for His Spirit control
His workmanship in others
my circumstances to His purposes in
making me Christ-like
the privilege of suffering for His sake
His sovereign hand on my life
my security in His love
my reputation
my need for recognition
my need for His righteousness*

***I give God permission to do anything He wishes to me,
with me, in me, or through me, that would glorify Him***

Signature

Date

☪ ☪ ☪ ☪ ☪ ☪ ☪ ☪ ☪ ☪

**Laying down your rights will be the key
*to your experience and effectiveness.***

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RELEASE OF RIGHTS (FOR TEAM LEADER)

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*a comfortable bed
three meals a day
familiar food
dressing fashionable
seeing results
control of myself
control of others
control of circumstances
pleasant circumstances
making decisions
taking up offense
being successful
being understood
being heard
being right*

I entrust to God:

*my strength and endurance
my health and strength
my likes and dislikes of food
my security in Him
His purposes and fruit in His timing
my need for His Spirit control
His workmanship in others
my circumstances to His purposes in
making me Christ-like
the privilege of suffering for His sake
His sovereign hand on my life
my security in His love
my reputation
my need for recognition
my need for His righteousness*

***I give God permission to do anything He wishes to me,
with me, in me, or through me, that would glorify Him***

Signature

Date

☪ ☪ ☪ ☪ ☪ ☪ ☪ ☪ ☪ ☪

Laying down your rights will be the key
to your experience and effectiveness.

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SHORT-TERM MISSION TRIP EVALUATION

(To be completed upon return)

Name _____ Date _____

Country of Ministry _____

1. Describe your most important objectives during the pre-trip stage.
2. What were your greatest concerns during the pre-trip planning stage?
3. What was the greatest lesson you learned during this mission trip?
4. What helped you learn this lesson? (Describe the experience, people, etc.)
5. What were the best parts of the overall experience?
6. How was the balance of the work, fellowship, and witnessing for you?

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SHORT-TERM MISSION TRIP EVALUATION

(CONTINUED)

7. Which tasks were most fulfilling for you?

8. How would you describe the effect this trip had on your personal:

(a) Self image?

(b) Spiritual life?

(c) Interest in future missions?

(d) God's overall plan for your life?

SHORT-TERM MISSION TRIP EVALUATION (CONTINUED)

9. Will you covenant to pray for any of the people with whom you worked?

10. Do you plan to maintain contact with any of the people you met?

11. Where do you rate yourself regarding mission service?

- I am definitely going to be a missionary.
- I definitely want to return on another short-term mission trip.
- I am open to being a missionary, but I am unsure where.
- I just started thinking about being a missionary.
- I am going to be a supporter of other missionaries.
- I will be a prayer partner for other volunteers.
- I do not think I will go on another mission trip.

12. What would be your advice concerning improving our teams in the future?

13. Any general comments?

14. On a scale of 1 to 5; 1 being 'poor' and 5 being 'excellent', please rate the following:

| | | | | | |
|----------------------|---|---|---|---|---|
| Travel Arrangements | 1 | 2 | 3 | 4 | 5 |
| Team Leadership | 1 | 2 | 3 | 4 | 5 |
| Pre-trip Training | 1 | 2 | 3 | 4 | 5 |
| Host Obligations Met | 1 | 2 | 3 | 4 | 5 |

☺ ☺ ☺ ☺ ☺ ☺ ☺ ☺ ☺ ☺

Thank you for your participation and response.

Please return this evaluation to: Team Leader at 1st Follow-Up Meeting

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