

**Team Leader Information**

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# ReachGlobal Crisis Response, the crisis response ministry of EFCA

Revised October 2019

We exist to Develop, Empower, and Release the Body of Christ to show His love in times of crisis…to multiply Transformational churches among all people.

Mark Lewis, Director

ReachGlobal Crisis Response

19380 N. 10th Street

Covington, LA 70433

Crisis Response

**Thank You…**

Thank you for your willingness to serve with ReachGlobal Crisis Response. God sends us into areas affected by disasters to build relationships in the lives of the people with whom we will come in contact. Those relationships create the opportunity to make disciples for the Kingdom and to multiply transformational churches.

**Hands and Feet – living your faith**

Coming to serve on at team is an opportunity to live out your faith by working at the intersection of the Great Commandment and the Great Commission.

Plan to serve as God leads. Be open to ministering to the spiritual, emotional and physical needs of those affected. If you focus on letting the light of Jesus shine through you in all of the details and plans, He will be glorified and you will receive maximum joy. Removing drywall and carpet becomes an opportunity to thank God for the things He has given you. Sitting through traffic becomes a quiet time. Listening to a homeowner share their story becomes a chance to encourage another and grow relationally. Living every moment as a conduit for Christ can become life changing in this fertile environment! Your ministry investment will add to ongoing church planting partnership efforts.

**All the People of the World – it’s about the people**

We serve all of God’s people: rich, poor, all colors, shapes and sizes. Though sent to do work tasks, we are ultimately in a position to be Christ-like servants by loving homeowners and their neighbors. We have a unique chance to be Jesus in the flesh to someone who perhaps has never met Him…someone who never gave a thought to the need for a Savior in their life. ***We are about the people, not the work****.*

**“That’s Just the Way I Like It!” – God is in control**

***Flexibility*** is crucial for all short-term missionaries - which is what you are by partnering with us on this trip! No one knows what God will bring your way or ask you to do. Be ready for the unexpected by eliminating preconceived expectations. In this ministry, when things don’t go according to schedule or in the way that you think things should go, our adopted slogan is, “That’s just the way I like it!” It reminds us that God is in control and my plan is quite subpar to His. Your ***success*** in this ministry is truly measured by your ***obedience*** to God. A willing spirit and open mind will enable wonderful engagements between you, your team members, and homeowners. Please consider using the “Release of Rights” contract (included in this packet) with your team to prepare you for a week of short-term missions!

**Join the Revival – make it part of your DNA**

Our prayer is that after you return home, you will keep this experience in the forefront of your mind, and bring home the idea that serving God and people can happen right in your own back yard! While here, we hope God will ignite new ideas and passions in your heart and you and the members of your team will return home with a desire to serve the Lord in new and meaningful ways!

Serving Him in constant awe,

***ReachGlobal Crisis Response Staff***

**TABLE OF CONTENTS**

|  |  |
| --- | --- |
| Team Application | 4 |
| Team Leader Checklist  Trip Costs | 5  8 |
| Paperwork  Preparing for Your Mission Trip | 9  11 |
| Location and Navigation | 12 |
| Weekly Schedule  Packing Lists | 12  13 |
| Important Items to Consider | 14 |
| Payment Forms | 15 |
| Release of Rights | 17 |
| Team Demographic Form | 18 |
| Liability Forms for Adults and Minors | 19 |
|  |  |
|  |  |



Response Team Application

Instructions: To serve, fill out this one page document

Scan the completed document to [respond@efca.org](mailto:respond@efca.org).

Email [respond@efca.org](mailto:respond@efca.org) or call 985.888.1060 with any questions.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **CHURCH INFO** | Church Name: | | | |
| Mailing Address: | | | |
| City: | State: | | Zip: |
| Phone: | | | |
| Email: | | | |
| *Please check where your church would like to serve:*    New Orleans, LA \_\_\_\_\_ Central Houston, TX \_\_\_\_\_\_ SE Houston, TX \_\_\_\_\_\_  Corpus Christi, TX \_\_\_\_\_ Morehead City, NC \_\_\_\_\_\_  *Have you served with us before?*  Where\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ # of times\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
|  | | | |
| Please have your pastor/elder approving this short-term mission trip sign below: | | | |
| Pastor / Elder Approver’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
| Phone: | | Email: | |

|  |  |  |
| --- | --- | --- |
| **TEAM INFO** | Team Leader Name: | # of Men:  # of Women: |
| Cell Phone: | Total # of Team Members: |
| Other Phone: |  |
| Email: Arriving by: Car Van Bus Plane Other | |
|  | |
| 1st Choice Arrival: **/  /** | 2nd Choice Arrival: **/  /** |
| 1st Choice Departure: **/  /** | 2nd Choice Departure: **/  /** |
| *Requested dates are subject to availability until an email confirmation is received* | |
| **Team Fees:**  $25 deposit per person due upon emailed confirmation from [respond@efca.org](mailto:respond@efca.org).  Total fee: $275 per person for the week (exclude deposit from total when applicable). Please send payment forms on pages 29 and 30 when making payments. | |

*TEAM LEADER CHECKLIST*

*All items listed below, unless noted, must be scanned to respond@efca.org.*

*If you are unable to scan, fax to 985.893.0175. Payments and original notarized liability forms*

*must be mailed to: ReachGlobal Crisis Response, 19380 N. 10th Street, Covington, LA 70433*

* Pray. Ask God to guide your church, you and your team members as you seek His will in sending you to the mission field. "Trust in the Lord with all your heart and lean not on your own understanding; in all your ways acknowledge him, and he will make your paths straight" (Proverbs 3:5-6).
* If you haven’t already done so, complete a team application found on the previous page (page 4) in this packet.
* Scan your completed application to [respond@efca.org](mailto:respond@efca.org). If you are unable to scan, you can fax your application to 985-893-0175. Another option is to mail the application to ReachGlobal Crisis Response, 19380 N. 10th Street, Covington, LA 70433. Your application will be reviewed to ensure the dates are available.
* If you have not received confirmation within five working days for application that was scanned or faxed, please email [respond@efca.org](mailto:respond@efca.org) to confirm application was received. **Please include your church name, and where and when you will be serving in this and all future emails.** Upon confirmation you will receive additional site specific information, such as details on housing and meals.
* You will receive an email from [respond@efca.org](mailto:respond@efca.org) with a link for online forms. Please forward this link to all members of your team so that they can fill out their forms, and also inform the Prefield Volunteer Coordinator of the total number of team members who received the email. This will help our staff to know when we have received all the information.
* Complete the Deposit Payment Form (page 15) and attach one check to cover the $25 per person non-transferable, non-refundable deposit **after** you receive confirmation that your mission dates are available. Send the Deposit Payment Form with the deposit to ReachGlobal Crisis Response, 19380 N. 10th Street, Covington, LA 70433.
* Continue to pray. Ask God to guide your church, you and your team members as you obey Luke 10:2: "The harvest is plentiful, but the workers are few. Ask the Lord of the harvest, therefore, to send out workers into his harvest field.” The most important thing you can do daily is to pray for your team. From the seed of an idea to serve to the moment you return, our desire is that as the team leader you will be in constant prayer for your team.
* Read the entire **team** **leader** packet to get an overview of your mission trip. As the team leader, you have accepted the responsibility to coordinate the completion of the paperwork for your team.
* Create a binder to hold all your materials related to your mission trip, including copies of forms team members submit to you.
* Calculate the cost of the trip. Known costs per person are listed on page 8.

**TEAM LEADER CHECKLIST (continued from page 5)**

* Develop a calendar of scheduled meetings with your team. It’s highly suggested that you meet regularly to build a team that is unified and God honoring. Meetings should take place in a place where everyone will be comfortable, yet alert to plan for the mission trip.
* Schedule team meetings.
* Distribute liability waivers/photo release forms to each team member on your team (page 19 for adults and 20 for minors).
* If team members are required to raise support, ask them to draft their support letters as soon as possible, but to obtain your review and approval of their support letter prior to mailing. A sample letter requesting support is available upon request.
* Distribute the “Release of Rights” form to team members (pg. 17). **This form is not to be returned to ReachGlobal**, but is a tool for the team leader to review with each team member to remind them that God is in control and they are in God’s care.
* Please check with your team to see if there are any medical conditions that could cause difficulty to participate on a mission trip. If there are concerns or questions about the health of any team member, please email [respond@efca.org](mailto:respond@efca.org) or call 985-888-1060 before purchasing a plane ticket for the individual in question (i.e. bladder or heat related issues, allergies, etc.).

**MINIMUM OF EIGHT WEEKS PRIOR TO DEPARTURE (before if possible)**

* Please coordinate your arrival times at the missions site so that all of your team will arrive at the same time, and all members will be present for orientation
* After you receive your mission trip confirmation, if traveling by plane, purchase team’s airline tickets (air travel is a separate cost from the ReachGlobal fee). Book flights for a Sunday arrival (landing before 4:00 pm) and a Saturday departure (flight leaving before 11:00 am). Contact [respond@efca.org](mailto:respond@efca.org) if requesting alternative dates or travel times.

**MINIMUM OF SIX WEEKS PRIOR TO DEPARTURE (before if possible)**

* Inform the team that they will be required to submit **one** **original** signed and notarized Policy Agreement, Permission, and Release of Liability form to the team lead at least six weeks prior to your arrival to the mission field. **Prior to mailing,** scan each volunteer’s liability form to [respond@efca.org](mailto:respond@efca.org). The staff will review the forms and let the team leader know if any information is missing.

Please confirm in advance that all forms have these six items completed.

* + Volunteer name
  + Location of where they will be serving
  + Dates of the missions trip
  + Name of their church
  + Photo release box checked (If a volunteer declines, please write Decline at the end of the last sentence.)
  + Signatures of the volunteer and notary
* Once the staff determine that the scanned liability forms are complete, they will notify the team leader to mail one original signed and notarized waiver per volunteer to ReachGlobal Crisis Response, 19380 N. 10th Street, Covington, LA 70433. The packet contains one liability form for adults (page 19) and another for minors and their parents to complete (page 20).

**MINIMUM OF FIVE WEEKS PRIOR TO DEPARTURE (before if possible)**

* **Inform team members to obtain a Tetanus shot** if the volunteer as not had one in the last 10 years. You do not need to provide confirmation; however, let team members know the importance of a Tetanus shot due to the nature of relief work.

**MINIMUM OF FOUR WEEKS PRIOR TO DEPARTURE (before if possible)**

* Mail the balance check payable to EFCA in the amount of $250 per person using the **Balance Payment Form** (page 16). If the deposit was not yet submitted, send in $275 per person. List the location you are serving and ‘Team Balance’ in memo line of the bottom of the payment.
* Scan a completed copy of the Team Demographics form (page 18) to respond@efca.org
* Please obtain a copy of everyone’s medical insurance card/information. This comes with you on the trip and should be available in the case of an emergency situation.
* Confirm with the Volunteer Coordinator that all of the online forms for your team have been submitted by the volunteers on your team.

*TRIP COSTS*

**Trip Cost**: The total cost for the trip is $275 plus travel and personal expenses.

Included in the fees listed above each volunteer will receive a ReachGlobal Crisis Response t-shirt. Volunteers may purchase an additional t-shirt for $10.

**Payments:** The mission trip fee is paid in two payments. A $25 per person non-refundable, non-transferable deposit is required when you receive confirmation that your application to serve was approved.

The $25 deposit per person will be applied to the $275 for the mission trip. Send the deposit no later than 30 days prior to the team’s arrival on the mission field.

**Example: Calculating Mission Fee for Team of 10**

Deposit: 10 x $25 = $250

Balance pmt 10 X 250=$2500

Total for trip= $2750\*

Additionally, all travel, incidental costs and lunches are the team's responsibility

The trip cost goes toward sustaining the volunteer response during the long-term recovery, ministry/construction supplies/materials, and to cover ongoing ReachGlobal ministry needs.

To make your deposit, please complete the Team Deposit Payment Form (page 15), attaching **one check** to pay for the entire team. Make the check payable to "EFCA" In the memo line, please note your church’s name if it’s not on the check, and the location where you will be serving. The amount of the check is based upon the number of volunteers you plan to send (see example above).

Mail deposit check to:

**ReachGlobal Crisis Response**

**19380 N. 10th Street**

**Covington, LA 70433**

One month prior to your arrival, complete the Balance Payment Form (page 16), attaching the balance check for the entire team made payable to “EFCA”. Please continue with the practice of noting the name of your church and where you are serving in the memo line.

The amount of the balance check is based upon the number of volunteers who are going on the mission trip. In the Calculating Mission Fee for Team of 10, example above, if the number of volunteers for the trip remained at ten (10), the balance check would be made out to EFCA in the amount of $2500 ($250 x 10). Please use the mailing address listed above.

*PAPERWORK*

As the team leader, you have the responsibility to collect and send the following completed forms to ReachGlobal Crisis Response to capture information on each volunteer on your team:

* Application to Serve
* Policy Agreement, Permission, and Release of Liability form
* Team Demographics

**Please include your church name, week of service, and desired location on all forms you submit to ReachGlobal Crisis Response.**

The following pages are provided to help you correctly complete the forms prior to sending the materials to ReachGlobal Crisis Response. Once you submit your documents, the Pre-field Coordinator will contact you if necessary with a request to provide missing or incomplete information.

The notarized liability waivers (pages 19-20) are the only documents, other than payments, that must be mailed to 19380 N. 10th Street, Covington, LA 70433. Other forms can be scanned to [respond@efca.org](mailto:respond@efca.org) or mailed to ReachGlobal Crisis Response, 19380 N. 10th Street, Covington, LA 70433.

**INSTRUCTIONS: Policy Agreement, Permission, and Release of Liability form – Page 19**

|  |  |
| --- | --- |
| 1a. Fill in the information on the liability waiver as shown in the example to the right. **Wait to sign the form until a notary is present.**  If volunteer is under 18, complete the liability form for minors (page 20). The parent must be present to sign in front of the notary. |  |

*PREPARING FOR YOUR MISSION TRIP*

***POSSIBLE WORK TEAM ASSIGNMENTS*:**

* + Construction
  + Relational Ministry
  + Prayer
  + Help support our Church Planter partners in a variety of ways
  + Community Ministry (VBS; sports; music; etc.)
  + Other needs as determined

ReachGlobal staff will use the information you complete on the online form (that will be emailed to you) to best utilize the skills and gifts of your team. Please understand that we may need to divide your team into multiple groups based upon the work assignments scheduled during your time on the mission field.

Your work will be assigned prior to your arrival. You can expect a call from ReachGlobal staff approximately one week before discussing what you most likely will be working on during your trip. If upon your arrival you are assigned to a different task, please be flexible and willing to do whatever is needed.

Thank you in advance for your flexibility!

***PRE-FIELD WORK TRAINING:***  Many potential work assignments include various aspects of reconstruction. In order to better prepare your team for construction type work, and to help build team unity, we suggest that you contact your local home improvement store, requesting that they provide training classes for basic reconstruction elements, such as drywall hanging and finishing; painting; or roofing. We have found that most stores will even schedule special classes for your group, especially when they know that you’ll be working at a crisis response site. An alternative idea is to utilize a contractor in your church to hold such training classes, or perhaps even work with that contractor to help a needy person in your own community, learning while serving. While this pre-field work training is not mandatory, it can be used to develop skills and build team unity.

***PRE-FIELD MINISTRY TRAINING:*** Since the focus of our ministry is people, we ask that you, as part of your team building and trip preparation, engage in at least three (3) team meetings to pray for the trip; to study God’s Word in relation to compassion, service and share the Gospel; to build team relationships; and to coordinate logistics for the trip. We also suggest that you consider serving as a team in your own community prior to coming to serve.

***TEAM MANAGEMENT:*** You are responsible for transporting your team and the tools to the site each day. Please be flexible with us as specific work assignments may require that your group be divided up to work at multiple worksites. Someone on your team will be asked to be a site team leader to work along side the site supervisor, a ReachGlobal staff member or trained friend of the ministry. The site team leaders will be provided with contact information, directions and maps to their work sites.

*LOCATION AND NAVIGATION*

***LOCATION OF WORKSITES*:** A description of your likely worksites for the week will be shared with you prior to your arrival by either the onsite volunteer coordinator or the construction supervisor. On your frst full day with us, your training will include the address of where you will be serving. Once you have the exact address, most people find that the GPS on their cell phone works best for navigating to the worksite.

***PARKING:*** Parking availability is based upon where your team is scheduled to work. It’s anticipated that you will be able to park in front of or near the site where you will be working. Be sure to by parking signs to avoid a parking citation.

Please do not bring campers to the hosting churches. We do not have the capacity to host volunteers in campers.

***FLYING:*** If your team is flying to the missions site, please make sure that all members of your team have a REAL ID compliant form of identification. As of now all states are compliant or under an extension, but it is your responsibility to be aware of this requirement as things change.

*WEEKLY SCHEDULE*

**Week-long mission trip** starts Sunday evening and concludes Saturday morning. Teams have the option to leave Friday afternoon to start their journey home or depart early Saturday morning.

***WEEKLY SCHEDULE (subject to change)***

SUN – Arrival – get settled in, purchase food, orientation

MON – THURS – Devotions, workday, prayer walk, relationship building, sharing time

FRI – Devotions, Team Debrief, Half workday

SAT –Please plan to depart for home by 9 am

***MEALS***

We do provide breakfast M-F and dinner M-T. Teams are expected to provide their own lunches. Please let us know if you will not be joining us for a meal at any point during the week, as many of them are brought by church members, and we work very hard to provide an accurate headcount to our cooks for meals.

*PACKING LIST*

**PERSONAL PACKING LIST**

 Bible

 A flexible and servant-like heart and attitude!

 Sleeping bag/linens

 Pillow

 Flashlight

 Soap

 Shampoo/conditioner

 Deodorant

 Toothbrush/toothpaste

 Towel

 Insect repellant

 Sunscreen

 Handi wipes

 Twin-size air mattress (as needed, by location)

 Copy of your medical insurance card

CLOTHES:

 Work clothes

 Long-sleeved shirts for November-April

Long pants and/or cargo shorts

Casual clothes for evening times and traveling

 Sweater, sweatshirt, or light jacket in season

 Modest sleeping clothes

Raingear

Hat

 Versatile walking shoes

Work shoes (Tennis shoes are acceptable; steel toes are optional)

 Flip-flops for showers or evenings

Optional:

 Earplugs

 Laptop (WI-FI not available in all locations)

 Alarm clock

 Gift cards to donate to the ministry from Lowes, Home Depot, Wal-Mart etc.

 Gatorade dry mix or bottles

 Igloo's or coolers (As needed, by location)

*IMPORTANT ITEMS TO CONSIDER*

**REST**

An overly tired worker may not be able to minister effectively when opportunities arise. It is important that everyone work at a reasonable pace throughout the day and stay hydrated.

**RISK**

The work sites will by nature have risks associated with them. Your safety is not guaranteed. We ask that each team member read, sign and have notarized the EFCA Policy Agreement, Permission, and Release of Liability for Adults or Minors. The waiver sheets must be completed, notarized and submitted to the Pre-field Volunteer Coordinator **at least three weeks** before you leave for this trip. Anyone under the age of 18 must get a parent or guardian to sign the waiver. Also, while at some work sites, wearing long pants are suggested, so plan ahead and include a pair of long pants in your suitcase. Safety goggles are also recommended. **A Tetanus immunization within the last 10 years is required**, but documentation is not required. Confirm with each volunteer that their Tetanus shot is current.

**DONATED ITEMS**

There are a number of items that we would greatly appreciate, but they vary throughout the life of the response and by location. Please don’t bring any items without clearing it with the on-site volunteer coordinator first. Our storage space is limited and we often have difficulty distributing well-intentioned donations.

Any of our sites would appreciate gift cards to Wal-Mart, Home Depot, Lowes, Sam’s Club, Office Depot, or Visa gift cards. You can also check with the on-site coordinator to see what would be most helpful at the location where your team is serving.

**MAILING ADDRESS FOR FORMS AND FEE PAYMENTS**

**(Please include payment forms on pg 18 & 19 with checks)**

ReachGlobal Crisis Response

19380 N. 10th Street

Covington, LA 70433

**QUESTIONS**

If you have any questions or concerns, please don’t hesitate to call us at 985.888.1060 or email us at [www.respond@efca.org](http://www.respond@efca.org).

Please send to:

**ReachGlobal Crisis Response**

**19380 N. 10th Street**

**Covington, LA 70433**

**RESPONSE TEAM DEPOSIT**

**Payment Form**

*(Please include with payment. Do not staple. Make check payable to EFCA.)*

Church/Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Response Site: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Trip Dates (arriving/departing): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Team Leader: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

🞎 **DEPOSIT**: \_\_\_\_\_\_\_ people x $25 = **Total Enclosed $\_\_\_\_\_\_\_\_\_\_\_**

Please send to:

**ReachGlobal Crisis Response**

**19380 N. 10th Street**

**Covington, LA 70433**

**RESPONSE TEAM BALANCE PAYMENT**

**Payment Form**

*(Please include with payment. Do not staple. Make check payable to EFCA)*

Church/Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Response Site: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Trip Dates (arriving/departing): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Team Leader: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

🞎 **BALANCE PAYMENT**: \_\_\_\_\_ people x $250 for a week = $\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_ people x $275 for a week if no deposit paid $\_\_\_\_\_\_\_\_\_\_

TOTAL ENCLOSED = $ \_\_\_\_\_\_\_\_\_\_

**Release of Rights**

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

We ask you to consider laying down your rights on this mission trip. Not to lay them down for better or for worse, but to entrust them to the Lord or transfer the responsibility of them to a place of safe keeping. These rights may seem reasonable but on a short-term mission trip they could cause dissension. **Would you take time to search your heart and consider your willingness to surrender your rights to the Lord?**

**Romans 12:1**

|  |  |
| --- | --- |
| I GIVE UP MY RIGHT TO: | I ENTRUST TO GOD: |
| A comfortable bed | My strength and endurance |
| Having three meals a day | My health and strength |
| Having familiar food | My likes and dislikes of food |
| Dressing fashionably | My security in Him |
| Seeing results | His purposes and fruit in His timing |
| Control of myself | My need for His Spirit control |
| Control of others | His workmanship in others |
| Control of circumstances | My circumstances to His purposes in making me Christ-like |
| Having pleasant circumstances | The privilege of suffering for His sake |
| Making decisions | His sovereign hand on my life |
| Taking up offense | My deepest needs |
| Being successful  Being understood | My security in His love  My reputation |
| Being heard | My need for recognition |
| Being right | 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.

## \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (signed) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date)



**TEAM DEMOGRAPHICS AND DETAILS**

As you prepare to set out on your mission trip, we ask that you **print, complete, and then scan** this form to provide a few details that will help the ReachGlobal Crisis Response team with the coordination of your mission trip. Please submit this form a minimum of three weeks prior to your arrival to the ReachGlobal Response site. If you have questions or concerns, please contact the Pre-field Volunteer Coordinator by email [respond@efca.org](mailto:respond@efca.org) or by calling our response headquarters at 985.888.1060.

Name of church/organization:

Response location (check the box to indicate where you are going to serve):

Central Houston, TX

Southeast Houston, TX

Corpus Christi, TX

New Orleans, LA

Morehead City, NC

Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date you will arrive at the response site (MM/DD/YY):

Estimated time you will arrive to the response site (please indicate am or pm): \_\_:\_\_ (Example 5:30 PM.)

**Please note that the team asks that you arrive at the site between 5:30 and 6:00 pm on the date of your arrival.**

Gender breakdown of team (please include all volunteers, including leaders):

Males -

Females -

Is the above information a change of size or make-up of group? No Yes.

Is your team prepared to lead devotionals (as specified by onsite volunteer coordinator)? Yes No

If driving from home to site, number of vehicles:

If flying from home to site, list airport that are you flying into:

Airline name:

Time of scheduled arrival:

If flying from site to home, list airport that you are flying out of, if different than arrival:

Airline name:

Time of scheduled departure:

Date you will leave the response site to head for home (MM/DD/YY):

Estimated time you will depart the response site (please indicate am or pm): \_\_:\_\_ (Example 8:00 AM.)

Please provide contact information for team leaders, and indicate if it is ok to share your contact information with other teams (example: teams serving your same week, future teams that want your insight on what to expect, etc.)

Name: Cell: Ok to contact?  Yes  No

Name: Cell: Ok to contact?  Yes  No

Name: Cell: Ok to contact?  Yes  No

Write any other comments you feel are important for ReachGlobal Staff to know:

**

**A Ministry of the Evangelical Free Church of America (EFCA)**

**Policy Agreement, Permission, and Release of Liability**

* ***Complete the five blanks found below (last one at the bottom of the page), including your full name and the full name of your church or organization (no abbreviations). The last blank gives authorization to release your photo.***
* ***After filling in the five blanks, print the completed form before signing, then take before a notary to sign (required).***
* ***Mail your notarized form to the appropriate address at the bottom of this page.***

I hereby acknowledge that I,       (full name) consent to participate on a short-term mission in       (location) during these dates       with the EFCA ReachGlobal team serving there, including but not limited to, foreign and domestic travel, ministry training, construction, outreach ministry, sightseeing, sports, recreation, and debriefing.

I agree to abide by any policies and procedures as are deemed necessary, for the ministry and my safety, by the short-term mission leaders and EFCA/ReachGlobal Leadership. I realize that infraction of rules, misconduct, or culturally inappropriate behavior will result in my dismissal from the short-term mission. In the event that I am dismissed, I agree to return home immediately, entirely at my own expense. I understand that there will be no refund of the short-term mission package cost.

I, of my own free will and under no duress whatsoever, do absolutely and unconditionally release EFCA/ReachGlobal,       (my church), their agents, employees, and volunteers from any liability whatsoever for any damage, loss, accident, hardship, injury, sickness, disease, or death that I may sustain for any reason during my travel and service with EFCA/ ReachGlobal, or from any other cause, event or occurrence, including, but not limited to, natural disasters, animal attack, terrorist acts, war, civil disturbances, and alleged negligence. I acknowledge and accept that, in any travel and on any ministry/construction site, there is inherent risk. I hereby fully and voluntarily accept such risk, and serve entirely at my own risk.

I fully understand and agree that EFCA/ ReachGlobal is opposed to the payment of ransom for the return of its members or their families who have been kidnapped for financial reasons, taken hostage for political reasons, or seized for any other purpose or reason. I agree to support the Crisis Management Team (CMT) appointed by ReachGlobal, should such an event occur, and further agree not to interfere with or bypass the crisis management process established by said CMT.

Any claim or dispute arising from or related to this agreement shall be settled by mediation and, if necessary, legally binding arbitration in accordance with the *Rules of Procedure for Christian Conciliation* of the Institute for Christian Conciliation, a division of Peacemaker® Ministries (complete text is available at [www.HisPeace.org](http://www.HisPeace.org)). Judgment upon an arbitration decision may be entered in any court otherwise having jurisdiction. The parties understand that these methods shall be the sole remedy for any controversy or claim arising out of this agreement and expressly waive their right to file a lawsuit in any civil court against one another for such disputes, except to enforce an arbitration decision.

I understand that EFCA/ReachGlobal does not accept responsibility for any lost, damaged, or stolen personal property.

Furthermore, ReachGlobal and its appointed short-term mission leaders, and/or personnel have my permission to authorize medical treatment, including administration of medication, anesthesia, emergency surgery, or hospitalization for me as is deemed necessary by the aforementioned and the attending physician. I agree to assume complete financial responsibility for all medical bills incurred by me, and agree to reimburse ReachGlobal fully for medical payment made on my behalf. My major medical insurance policy covers me while I am in the United States or abroad, or if not, I will purchase short-term medical insurance that will cover me on this short-term mission.

I agree to assume total financial responsibility for me to travel home immediately if it is necessary to dismiss me from the short-term mission for either disciplinary or medical reasons.

      I do willingly check this box to authorize the EFCA and its employees or agents to use my photo and/or other likeness for publication processes, including electronic, print, digital or publishing via the Internet.

I do willingly affix my signature in full and unreserved agreement with all of the aforementioned statements and agreements.

X\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

**Legal signature of team member** **Date**

**Subscribed and sworn before me on \_\_\_\_day of\_\_\_\_20\_\_\_\_**

X\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_ Notary Seal/Stamp  **Signature and seal of notary public My commission expires -**

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**A Ministry of the Evangelical Free Church of America (EFCA)**

**Policy Agreement, Permission, and Release of Liability for a Minor**

* ***Complete the five blanks found below (last one at the bottom of the page), including your full name and the full name of your church or organization (no abbreviations). The last gray blank authorizes the release of your child’s photo.***
* ***After filling in the five blanks, print the completed form before signing, then take before a notary to sign (required).***
* ***Mail your notarized form to the appropriate address at the bottom of this page.***

I/we do hereby grant permission for my son/daughter,       (name), to participate on a short-term mission in       (location), during these dates       , with the EFCA/ReachGlobal team serving there, including but not limited to, foreign and domestic travel, ministry training, construction, outreach ministry, sightseeing, sports, recreation, and debriefing.

I/we agree to abide by the policies and procedures as are deemed necessary, for my son/daughter’s management and safety, by the short-term mission leaders and EFCA/ReachGlobal leadership. I realize that infraction of rules, misconduct, or culturally inappropriate behavior will result in my dismissal from the short-term mission. In the event that my son/daughter is dismissed, I/we agree that my son/daughter will return home immediately, entirely at my/our own expense. I/we understand that there will be no refund of the short-term mission package cost.

I/we, of my/our own free will and under no duress whatsoever, do absolutely and unconditionally release EFCA, ReachGlobal,       (son/daughter’s church), their agents, employees, and volunteers from any liability whatsoever for any damage, loss, accident, hardship, injury, sickness, disease, or death that may be sustained by my son/daughter for any reason during his/her travel and service with ReachGlobal, or from any other cause, event or occurrence, including, but not limited to, natural disasters, animal attack, terrorist acts, war, civil disturbances, and alleged negligence. I/we acknowledge and accept that, in any travel and on any construction site, there is inherent risk, and that my son/daughter/I/we accept(s) that risk, and serve(s) entirely at his/her/my own risk.

I/we fully understand and agree that EFCA/ReachGlobal is opposed to the payment of ransom for the return of its members or their families who have been kidnapped for financial reasons, taken hostage for political reasons, or seized for any other purpose or reason. I/we agree to support the Crisis Management Team (CMT) appointed by ReachGlobal, should such an event occur, and further agree not to interfere with or bypass the crisis management process established by said CMT.

Any claim or dispute arising from or related to this agreement shall be settled by mediation and, if necessary, legally binding arbitration in accordance with the *Rules of Procedure for Christian Conciliation* of the Institute for Christian Conciliation, a division of Peacemaker® Ministries (complete text is available at [www.HisPeace.org](http://www.HisPeace.org)). Judgment upon an arbitration decision may be entered in any court otherwise having jurisdiction. The parties understand that these methods shall be the sole remedy for any controversy or claim arising out of this agreement and expressly waive their right to file a lawsuit in any civil court against one another for such disputes, except to enforce an arbitration decision.

I/we understand that EFCA/ ReachGlobal does not accept responsibility for any lost, damaged, or stolen personal property.

Furthermore, ReachGlobal and its appointed short-term mission leaders, and/or personnel have my/our permission to authorize medical treatment, including administration of medication, anesthesia, emergency surgery, or hospitalization for my son/daughter as is deemed necessary by the aforementioned and the attending physician. I/we agree to assume complete financial responsibility for all medical bills incurred by my son/daughter/me, and agree to reimburse ReachGlobal fully for medical payment made on behalf of my son/daughter. My/our major medical insurance policy covers my son/daughter while he/she is in the United States or abroad, or if not, he/she/I will purchase short-term medical insurance that will cover my son/daughter while serving on this short-term mission.

I/we agree to assume total financial responsibility for my son/daughter to travel home immediately if it is necessary to dismiss my son/daughter from the short-term mission for either disciplinary or medical reasons.

I do willingly affix my/our signature(s) in full and unreserved agreement with all of the aforementioned statements and agreements.

      I do willingly check this box to authorize the EFCA and its employees or agents to use my child’s photo and/or other likeness for publication processes, including electronic, print, digital or publishing via the Internet.

X\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

**Legal signature of team member** **Date**

**Subscribed and sworn before me on \_\_\_\_day of\_\_\_\_20\_\_\_\_**

X\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_ Notary Seal/Stamp  **Signature and seal of notary public My commission expires -**