

WEST VIRGINIA BAPTIST CONVENTION

MISSION TRIP POLICIES

OCTOBER 2019

The Stewardship Commission of the West Virginia Baptist Convention strongly supports personal involvement in missions. To facilitate mission involvement, the Commission adopts the following endorsement policies for mission trips related to the West Virginia Baptist Convention.

BASIC MISSION TRIP POLICIES FOR ENDORSED TRIPS

- Request for endorsement must be submitted to the Stewardship Commission at least 30 days prior to the trip to allow adequate time for Commission members to review and approve requests.
- Trip leader must complete the **Mission Trip Leader Training** at least once every three years.
- Trip leader must provide evidence of an invitation from the missionary host.
- Trip leader must provide the Commission with the following details:
 - Purpose of the trip
 - Dates
 - Estimated budget
- Only partner organizations of the West Virginia Baptist Convention and/or International Ministries will be considered.
- Following the completion of the trip, the trip leader must provide a written and/or verbal report of the trip to the Commission.

REASONS WHY ENDORSEMENTS ARE NECESSARY

1. It provides assurance to missionary hosts that the trip leader has been properly vetted and trained.
2. It provides credibility to the mission team as they promote and recruit additional volunteers.
3. It provides accountability to trip leaders to ensure the trip is safe and effective.
4. It provides a way for the Convention to celebrate mission involvement and promote opportunities for churches to do Christ's work together.

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GUIDELINES FOR ENDORSED MISSION TRIP LEADERS

OCTOBER 2019

1. Trip leader must complete the **Mission Trip Leader Training** at least once every three years.
2. Trip leader must adhere to the trip policies of the West Virginia Baptist Convention as determined by the Stewardship Commission.
3. Trip leader is accountable to the Convention through the Stewardship Commission for the faithful execution of their responsibilities relating to the endorsed trip.
4. Trip leader will be responsible to make the trip plans. This includes, but may not be limited to: travel, lodging, meals, budget, and other logistics related to the trip.
5. Trip leader will establish payment schedules for trip payments and be responsible to receive the payments and keep records of such.
6. Trip leader is responsible to meet all payment deadlines for trip-related transactions. If using the WVBC Office of Mission Support, one week lead time is required to process check requests.
7. Trip leader will have at least one group planning meeting to discuss the details of the trip and thoroughly explain:
 - a. WVBC trip policies
 - b. Budget
 - c. Preparations (shots, passports, visas, etc...)
 - d. Travel and luggage guidelines
 - e. Orientation about the location, culture and climate
 - f. Other costs related to the trip (meals en route, entry/exit taxes, etc...)
 - g. Other pertinent information needed for a safe and successful trip
8. Trip leader will be responsible for receiving and distributing the necessary tickets to the team members.
9. Trip leader will depart and return with the group and will participate in the daily activities of the team each day of the trip.
10. If using the Office of Mission Support, trip leader may request the balance in the trip account prior to departure to have on-hand to cover trip-related expenses.
11. As the funds for the trip are the property of the participants, the group will decide how to use the balance if there is one. The balance may be used for the project, be disbursed equally among the participants or entrusted to the Convention for future trips.