

MINISTRY TRIP APPLICATION INSTRUCTIONS



Thank you for your interest in one of our upcoming International Ministry Trips. This packet is to help you prepare for your trip and we hope it will be beneficial in answering your questions. **Please read all instructions carefully.** The application packet covers the following areas:

- Application instructions and important information
- Ministry guidelines and conduct policy
- FORM A: Team Member Application Form
- FORM B: Confidential Reference Evaluation (we require one pastoral and one personal reference)

COMPLETING YOUR APPLICATION

Applications can be completed electronically via our website or this PDF document can be scanned and emailed or posted to Global Mission Awareness. Once you have completed the application form (either online or hard copy), we require a \$50 non-refundable **application fee** to be **paid online** via the link below or **by cheque** made out to Global Mission Awareness. Applications will not be processed until your application fee has been received.

Online applications, visit www.globalmissionawareness.com/trips and select the trip

Email application forms to admin@globalmissionawareness.com with subject: Ministry Trip Application

Post application forms to: ATTN: Ministry Trips
 Global Mission Awareness
 PO Box 3049
 Peachtree City GA 30269

QUESTIONS OR CONCERNS?

Please do not hesitate to contact our office at admin@globalmissionawareness.com with any questions or call +1 770-487-4800. God bless each one of you as you prepare for a GMA International Ministry Trip and we thank you for partnering with Global Mission Awareness!

Every nation in our generation,
Leif Hetland
Founder and President

IMPORTANT INFORMATION

NOTIFICATION OF ACCEPTANCE

If your application is successful, we will email a trip acceptance packet with further information and instructions to proceed to paying your \$450 trip deposit. Once this deposit is received, your place on the team will be confirmed. Space is limited and acceptance is based on a first come, first serve basis.

PACKAGE COST

While package costs vary per trip (please see our website for specific package pricing), our application fee (\$50 non-refundable) and deposit (\$450) amounts are standard across all ministry trips. If successful, these fees will contribute toward your total trip expense.

Package cost: includes all in-country transportation, accommodation and two (2) meals per day including breakfast. Where trips require internal flights, these will be included in the package cost and listed in the inclusions. The package cost does not include your passport/visa* purchase or passport/visa* photos, trip travel insurance, vaccination or medication expenses, country departing taxes, souvenirs, meals bought traveling to and from the outreach location, additional snack purchases or any other personal items you might desire or need. (**In some cases visas will be included*).

PAYMENTS

All payments for ministry trips must be paid either **online** via our secure payment portal (see link on page one) or by **cheque** made out to Global Mission Awareness. *If paying via cheque please make sure the check is designated for your chosen trip with your name on an attached note, so it will be appropriately credited to you.*

Payments may be made via instalment or in full but all payments must be received by the due date listed online and in the acceptance packet. Your friends and family may also contribute to your trip expenses if you wish to raise support – simply forward the payment portal link and have them follow the instructions. They can also mail a cheque and note your name and trip if preferred.

CANCELLATION, REFUNDS & LATE PAYMENTS

The \$50 application fee is non-refundable. The \$450 deposit confirming your place is refundable up until six (6) weeks prior to the trip departure date. After this point, trip deposits are not refundable. Should you choose to cancel your place within the six (6) week window of the departure date, any money paid above the deposit will be refunded in full **up until** the final payment due date specified. This date is usually three (3) weeks prior to the departure date. If cancellation occurs after the due date of full payment, a refund of additional monies above the deposit cannot be guaranteed and may incur cancellation fees.

Final payment must be received by the appointed date to avoid possible late fees and additional airfare charges, even if you are traveling from a hub airport.

PASSPORTS

Passports and visas will be needed for your trip (unless it's a trip in the US). If you do not have a passport, you need to begin working on getting it immediately. You can go to the U.S. Department of State website, http://travel.state.gov/passport/passport_1738.html, to see how to obtain your passport. **Also, you will need to have a color, notarized copy of your passport to give to your team leader.**

PLEASE **DO NOT** ATTEMPT TO ACQUIRE YOUR VISA, if needed, PRIOR TO RECEIVING YOUR ACCEPTANCE PACKAGE! You do not have to be concerned about your visa until 6-8 weeks before the trip if you need one. The approximate cost for a Visa and processing fees varies per country. At times GMA will obtain your visa depending on the country of our visit. We will inform you if this is the case.

MINISTRY TRIP GUIDELINES & CONDUCT POLICY

MINISTRY CONDITIONS

Some of the ministry settings we will visit may seem primitive in comparison to what you are used to. The pace required on these trips can be rigorous, emotionally draining, and at times, physically exhausting. Every applicant must be able to handle this intense environment. It may not be easy, but we will also have lots of fun! Please ensure as you complete the application that you keep this in mind.

TEAM CONDUCT

We recognize that Ministry Team Members must be in correct relationship with God and with others, in order to ensure completion of mission objectives. The consequences of conflict, sin or disobedience have the potential to bring confusion and destruction to any ministry trip. We desire to come along side each Ministry Team Member in loving correction only when necessary.

“If your brother sins, go and show him his fault in private; if he listens to you, you have won your brother. But if he does not listen to you, take one or two more with you, so that by the mouth of two or three witnesses every fact may be confirmed. If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, let him be to you as a Gentile and a tax collector.” Matthew 18:15-17

It is the intent of Global Mission Awareness to follow the biblical patterns of discipline within the confines of all international ministry trips. Global Mission Awareness ministry trips are attempting to open up countries to renewal and revival, often attracting spiritual warfare. The goal of Global Mission Awareness is to create a safe, healthy environment, in order to minister to the people of the country visited.

Below are procedures that will be followed by Global Mission Awareness leadership if any disciplinary action is necessary. To avoid any misunderstanding, please read the outlined procedures below, sign the consent form, and return it to Global Mission Awareness. By consenting to the following, you agree to receive correction or removal, if decided necessary by Global Mission Awareness leadership. If issues of sin or disobedience come to light, the steps below will be followed to bring resolution to the situation.

1. If you have a problem with any individual, you are to lovingly approach that person first, without going to any other Ministry Team Member. Attempt to bring understanding and resolution to the conflict. If it is with someone of the opposite sex, please talk with him or her in a place where others are present, but cannot hear your conversation. Many times what you may consider a problem is simply a misunderstanding and bringing it to their attention often brings resolution.
2. If you find no resolution after you have conversed with the individual, the individuals involved are required to discuss the problem with a Ministry Team Leader. The Ministry Team Leader should be able to determine what the problem is, identify a solution, and bring closure to the situation.
3. If the Ministry Team Leader discovers that there has been no closure to the situation, there will be another meeting with the parties involved, the Ministry Team Leader, and the Trip Coordinator in order to bring closure to the difficult situation.
4. If the Ministry Team Leader and Trip Coordinator find any individual to be in *rebellion to correction*, a senior Global Mission Awareness representative will be informed. A senior Global Mission Awareness representative will bring definite closure to the situation, in which all parties will be present to hear the final conclusion of the matter. Possible conclusions may include an individual returning home within 24 hours or if absolutely necessary, the Ministry Team will be informed not to have any personal contact with the individual throughout the remainder of the trip.
5. If any individual is involved in any sin that can not, at the discretion of leadership, be taken care of in a timely manner or would affect the team in an adverse way, leadership reserves the right to put procedure (4) into action immediately.

FORM A - MINISTRY TRIP TEAM MEMBER APPLICATION

NOTE: This form can be completed online at www.globalmissionawareness.com/trips

I am applying for acceptance as a global mission awareness ministry team member for:

Trip (Country) _____ Dates of trip _____

Last Name _____ Given Name/s _____
(exactly as it appears on your passport)

Date of birth ___/___/___ Gender Male Female Occupation* _____

*If you are a medical professional, please indicate your field _____

Street address _____

City _____ State _____ Zip _____ Country _____

Home (_____) _____ Work (_____) _____

Cell (_____) _____ Email _____

Passport number _____ Passport expiration date _____

Emergency contact name _____

Relationship _____ Phone (_____) _____

Shirt size: Small Medium Large XL XXL

Medical insurance provider _____ Policy # _____

Phone (_____) _____ (if possible, other than toll free number)

Please list any condition that may limit your participation and any medications you are currently taking

Please list any allergies to food, medicine, etc. _____

Do you have any physical disability? Yes No Please describe and advise of impact on participation if any

Have you ever been treated for any psychological/emotional condition? Yes No If YES, please describe

Church name _____ Denomination _____

Church address _____

City _____ State _____ Zip _____ Country _____

FORM A - continued

Church Phone (_____) _____ How long have you attended? _____

Name of Pastor _____ Phone (_____) _____

Do you attend church regularly? Yes No

In what areas of church life are you currently serving or have you served in the past? _____

Are you currently serving in full-time Christian ministry? Yes No

What do you believe are your primary spiritual gifts? _____

Have you received any ministry training in the area of healing? Yes No

If so, please describe _____

Have you received any other Christian ministry training? Yes No If so, please describe

Are you fluent in any languages other than English? Yes No Language/s _____

Have you previously travelled with GMA? No Yes If YES, give location/dates _____

PERSONAL TESTIMONY

In your own words, write a brief description of your salvation experience (use a separate sheet if needed):

In your own words, write a brief description of why you want to join this trip (use a separate sheet):

MEDIA RELEASE

Global Mission Awareness often takes photographs and video footage on ministry trips for use in Global Mission Awareness advertising, promotional materials, web page, and publications. In signing below, you fully authorize Global Mission Awareness to use video or photographs taken of you in any or all of the above mentioned materials.

I authorize global mission awareness to use any photographs or video footage taken of myself in any and all publications mentioned above. Yes No

AGREEMENT

I, _____, declare that the information provided by me in this application is true, correct, and complete to the best of my knowledge. I authorize global mission awareness to verify any and all information provided above.

I have read the important information and ministry trip guidelines and conduct policy outlined in this packet and agree to follow the ministry trip guidelines & conduct policy. As a ministry team member I agree to follow the directions and decisions made by Global Mission Awareness leadership regarding other ministry team members. I also agree not to consume any alcohol, drugs and/or tobacco, and not to use any foul language for the duration of the trip.

Signed _____

Date ____/____/____

END OF FORM

FORM B – PASTORAL/PERSONAL REFERENCE

NOTE: This form can be completed online at www.globalmissionawareness.com/trips

Dear Referee of Ministry Trip Applicant,

You have been nominated by the applicant to complete this confidential reference to ascertain the suitability of the applicant for a Global Mission Awareness Ministry Trip. We take seriously our responsibility toward those to whom we minister, both here and abroad. Therefore, Global Mission Awareness greatly appreciates your supplying the information requested on this form. This form may be completed online or may be returned to us via email at admin@globalmissionawareness.com or via post to the address listed at the end of this form.

This form must not be completed by a family member or relative of the applicant. References will be checked to ascertain the integrity of the reference.

Applicant's Name _____ Trip Destination _____

Referees Full Name _____ Phone (_____) _____

Referees Email _____

How long have you been acquainted with the applicant? _____

What is your relationship to the applicant? _____

In which area(s) of church life has the applicant served, and in which area(s) is he/she currently serving?

Evaluation of Applicant's Emotional & Spiritual Maturity: The applicant must be able to accommodate himself/herself readily to unaccustomed living conditions and new social situations. Adjustment may have to be made in relation to diet, social customs, climate changes, etc. Keeping in mind the challenge of these unusual demands, please rate this applicant by checking a block under each of the following categories.

PHYSICAL CONDITION

- Below average health
- Average health
- Good health
- Excellent health

SOCIAL INTERACTION

- Avoided by others
- Tolerated by others
- Liked by others
- Well-liked by others

TEAMWORK

- Frequently causes friction
- Insists on having own way
- Usually cooperative
- Works well with others
- Energized by teamwork

ACHIEVEMENT

(Ability to formulate, execute & carry plans to conclusion)

- Starts but does not finish
- Does only what is assigned
- Meets avg expectations
- Superior creative ability

EMOTIONAL RESILIENCE

(In trying situations)

- Gets angry; impulsive
- Withdrawn
- Easily discouraged
- Calm & resilient

WILLINGNESS TO SERVE

- Reluctant
- Motives confused
- Usually willing
- Eager

LEADERSHIP

(Ability to inspire others & maintain their confidence)

- Low leadership ability
- Tries but lacks ability
- Some leadership ability
- Competent leader

PRAYER MINISTRY

(Experience praying for inner and physical healing)

- Very little experience
- Moderate experience
- Experienced minister
- Highly experienced

CHRISTIAN EXPERIENCE

- Relatively superficial
- Over-emotional
- Genuine but mild
- Rich and growing

INTELLIGENCE

- Slow learner
- Sound intelligence
- Alert and good mind
- Brilliant, exceptional

RESPONSIVENESS

(To feelings & needs of others)

- Low sensitivity
- Reasonably responsive
- Understanding/thoughtful
- Extremely responsive

FORM B - continued

Listed below are some of the tendencies which, if present, may reduce the effectiveness of the applicant. Please tick any words or descriptions which pertain to applicant (leave blank if none apply)

- | | | | |
|--|---|--|---|
| <input type="checkbox"/> Impatient | <input type="checkbox"/> Critical of others | <input type="checkbox"/> Nervous or tense | <input type="checkbox"/> Unable to cope with stress |
| <input type="checkbox"/> Argumentative | <input type="checkbox"/> Anxious | <input type="checkbox"/> Given to moods | <input type="checkbox"/> Erratic in attitudes |
| <input type="checkbox"/> Domineering | <input type="checkbox"/> Easily embarrassed | <input type="checkbox"/> Intolerant | <input type="checkbox"/> Racially Prejudiced |
| <input type="checkbox"/> Cocky | <input type="checkbox"/> Easily discouraged | <input type="checkbox"/> Lacking in humor | <input type="checkbox"/> Self-absorbed |
| <input type="checkbox"/> Easily offended | <input type="checkbox"/> Frequently worried | <input type="checkbox"/> Can't take a joke | |

Please comment briefly on the family and social background of the applicant (if known) _____

Is the applicant financially responsible? Yes No

Please describe any physical limitations the applicant may have _____

To the best of your knowledge, has the applicant:

- | | | |
|---|------------------------------|-----------------------------|
| Proven on any occasion to be unreliable, dishonest, or of questionable character? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Ever been arrested for any offense other than minor traffic violations? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Ever been involved in drug abuse, homosexuality, or the occult? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Ever received psychiatric treatment? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Any unresolved problems in their life? (eg. anger, unforgiveness, impurity) | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

If you responded YES to any of the above please briefly outline details _____

What is your overall evaluation of the applicants promise as a Ministry Team applicant?

- | | |
|---|--|
| <input type="checkbox"/> He/she is definitely unsuited | <input type="checkbox"/> He/she is an average prospect |
| <input type="checkbox"/> At this time I feel he/she is not suited | <input type="checkbox"/> He/she is an above average prospect |
| <input type="checkbox"/> He/she is a good prospect, but I have reservations | <input type="checkbox"/> He/she is an exceptional prospect |

Check any of the following that you feel are motivating the applicant to become involved with ministry team:

- | | | |
|--|--|---|
| <input type="checkbox"/> Christian Service | <input type="checkbox"/> Desire to spread the gospel | <input type="checkbox"/> Receive help, ministry |
| <input type="checkbox"/> Travel | <input type="checkbox"/> Desire to help others | <input type="checkbox"/> Escape unpleasant home situation |
| <input type="checkbox"/> Adventure | <input type="checkbox"/> Discipleship | <input type="checkbox"/> Other: _____ |

Signed _____

Date ____/____/____

Thank you for your assistance in this process. Please email this PDF form to admin@globalmissionawareness.com or post to:

ATTN: Ministry Trips
Global Mission Awareness
PO Box 3049
Peachtree City GA 30269
USA