

## **Application Instructions:**

Print out and complete the following application.

Bring your completed application, your check or cash deposit for your trip, and turn them in at the Global kiosk in the lobby on Sundays. During the week you can deliver your application to Brooke Miller in the Global Disciple-Making department at the church office.

If you have questions or need additional information regarding the application process contact:

**Brooke Miller**

(205) 313-7745

brookem@brookhills.org

THE  CHURCH  
AT BROOK HILLS

**Global Disciple-Making**  
Team Member Application

# Short-Term Team Member Application



Application Date: \_\_\_\_\_

Location and Dates of trip: \_\_\_\_\_

## Personal Information

Name: \_\_\_\_\_  
Last First Middle

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: (\_\_\_\_)\_\_\_\_-\_\_\_\_ Work Phone: (\_\_\_\_)\_\_\_\_-\_\_\_\_ Cell Phone: (\_\_\_\_)\_\_\_\_-\_\_\_\_

Email: \_\_\_\_\_ Gender: ( ) Male ( ) Female Date of Birth: \_\_\_\_\_

Marital Status: Single Engaged Married Widowed Separated Divorced

If Married, Spouse's Name: \_\_\_\_\_

If you have children,

<u>Children's Name(s)</u>	<u>Age</u>	<u>Gender</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Do you regularly attend a small group? ( ) Yes ( ) No

Please give the name of small group leader and how long you have attended: \_\_\_\_\_

## Relationship to The Church At Brook Hills

Check one and complete the requested information

- Member since \_\_\_\_\_ (month/yr) and have attended since \_\_\_\_\_ (month/yr).
- Regular attendee and active in church since \_\_\_\_\_ (month/yr) and expect to begin Impact \_\_\_\_\_ (month/yr).
- Member of a church other than The Church At Brook Hills. Specify church \_\_\_\_\_

## References

List a small group leader or another church leader (elder or deacon) of The Church At Brook Hills who knows you and could best serve as a reference.

Passport Information

Do you have a passport? ( ) Yes ( ) No ( ) Applying

Name (as it appears on your passport): \_\_\_\_\_

Passport Number/Issue Date: \_\_\_\_\_

Nationality/Place of Issue: \_\_\_\_\_

Passport Expiration Date: \_\_\_\_\_

Travel Insurance Information

The Church At Brook Hills will purchase traveler's insurance on your behalf. Please list your beneficiary for this purpose below.

\_\_\_\_\_

\_\_\_\_\_

Name

Relationship

### Personal Background

Please share your story of salvation in Jesus Christ with 100 words or less.

Describe two or three defining moments in your spiritual journey and explain their significance.

Describe your current devotional practices (Bible study and prayer) to grow in your relationship with Christ.

Explain the gospel and when the last time was you shared with someone.

What do you believe is the biblical purpose/goal of global “missions”?

How are you practically living out the biblical mandate “to make disciples” in this context?

What is your current occupation (i.e. student, business, media, etc.)?

Tell us more about your talents, work experiences, skills, and/or foreign languages that may be helpful for future trips. Please indicate your level of proficiency: working knowledge, fluent, etc.

### Ministry Experience

List ministries of The Church At Brook Hills that you have been involved in, both past and present. Include length of involvement and ministry leader for each ministry.

List any cross-cultural and short-term global experiences you have had (beginning with the most recent). Indicate the length of each, the country, the ministry name and a team leader. Also indicate if you have ever been a short-term leader.

If you have been on a previous short-term teams, describe any missions-related involvement since your last trip (i.e. books read, conferences attended, ministries you are part of, missionaries supported, etc.).

All other travel experience:

### This Trip

Your expectations greatly influence the success of a short-term mission trip. Over the months ahead, the training you will receive will help refine your expectations. Please describe your initial expectations.

What is your family's attitude toward your interest in this trip?

How do you sense the Lord is leading you to be a part of this mission team?

### Registration

Registration is complete for a participant only when BOTH a \$100 non-refundable, non-transferable deposit and Team Member Application are turned in to the Global Disciple-Making Team. Registration can be initiated by turning in the deposit or application but will not be complete, and therefore reviewed, until the other component is received.

### Payment Schedule

All payments for Global Disciple-Making coordinated or approved trips should be turned in to a Global Disciple-Making Representative and be made out to The Church At Brook Hills. Further details can be found in the Short-Term Mission Team Financial Policy document included in this packet.

- \$100 non-refundable, non-transferable deposit
- 50% of the cost of the trip (or cost of plane ticket, whichever is greater) is due 60 days prior to departure
- 75% of the cost of the trip is due 45 days prior to departure
- 100% of the cost of the trip is due no later than 30 days prior to departure

Note: No refunds will be given for excess funds given.

### Disclaimer

Please initial in the space provided as a indication of understanding and agreement of the statements.

\_\_\_\_ The Church at Brook Hills' will not be responsible for extra trip expense (i.e., airline or hotel fare changes). Should these occur, they will be passed along to the traveler.

\_\_\_\_ I will agree to return home at my own expense if the Team Leader in conjunction with the Global Disciple-Making Team determines my behavior is/has been inappropriate and therefore jeopardizing the short and/or long-term ministry.

\_\_\_\_ I understand that my involvement on this trip can be denied prior to travel in the event that I do not participate in the full preparation of the trip (i.e., Team Member Training) and as a result could compromise the effectiveness of the trip.

In submitting this application:

- I am expressing my agreement with The Church At Brook Hills' Vision, Mission, Goal, Values, and Strategy<sup>1</sup>; Statement of Beliefs<sup>2</sup>; and Community Covenant.
- I am willing to work under the direction of the Global Disciple-Making Team, Team Leader, and Field Partners to accept and to perform any and all assignments with a God-honoring attitude.
- I am willing to conform to the standards of the national Christians, even if those standards are stricter than my own.
- I agree to be subject to a background check.
- I am confirming that I have the time and energy to devote to the pre-, mid-, and post-trip responsibilities.
- I agree to participate in the Short-Term Team Member Training arranged by the Short-Term Team Leader and complete all requirements for the trip.
- I have read and agree to the above deposit and payment information along with the financial guidelines described in Brook Hills Short-Term Mission Team Financial Policy document.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

<sup>1</sup> <http://www.brookhills.org/new/mission.html>

<sup>2</sup> <http://www.brookhills.org/new/beliefs.html>

## COVENANT COMMUNITY

As members of The Church at Brook Hills, we affirm this covenant with one another by God's grace, for our good, and ultimately for God's glory.

Having been brought by divine grace to repent and believe in the Lord Jesus Christ (Ac. 2:38; 16:31; 20:21; Rom. 10:9-10) and to surrender our lives to Him (Luke. 14:25-33), and having been baptized as Christians in the name of the Father and of the Son and of the Holy Spirit (Mt. 28:19; Ac. 2:41; Rom. 6:1-4), we covenant together to glorify God (Is. 43:7; 1 Cor. 10:31) by making disciples (Mt. 28:18-20; 2 Tim. 2:2) of all nations (Ps. 67:1-2; Rev. 7:9-10).

- Together, we will draw near to God in worship (Heb. 10:22; Rom. 12:1-2). We will delight in the glory of God (Ps. 16:11; 37:4; 63:1-11), depend on the presence of God (Ex. 33:14-18; Mt. 28:20; Jn. 15:5; Jas. 4:8), grow in the knowledge of God (Phil. 3:10; Col. 1:9-12; 2 Pet. 3:17-18), and submit to the Word of God as the all-sufficient authority in our lives and in His church (2 Tim. 3:14-4:5; Ps. 19:7-11; 119:105-112).
- Together, we will hold fast to the hope we profess (Heb. 10:23). We will regularly participate in communion as we solemnly and joyfully remember the past work of Christ on the cross, celebrate the present work of Christ at the Father's right hand, and anticipate the future work of Christ in His return for His bride (Lk. 22:7-23; Ac. 2:42; 1 Cor. 11:23-32).
- Together, we will spur one another on to love and good deeds (Heb. 10:24). We will meet with one another consistently (Heb. 10:25), pray for one another regularly (Phil. 1:3-6), and serve one another selflessly (Rom. 12:9-13). We will share each other's joys and bear each other's burdens (1 Cor. 12:26; 2 Cor. 2:3; Gal. 6:2). We will edify one another with our speech (Eph. 4:29-32) and encourage one another with our example (1 Cor. 10:31-11:1; Phil. 4:9). We will humbly and gently confront one another and receive correction from one another in accordance with a New Testament understanding of church discipline and restoration (Mt. 18:15-20; 1 Cor. 5:1-13; Gal. 6:1). We will give cheerfully and generously to the support of the church, the relief of the poor, and the spread of the Gospel through all nations (2 Cor. 8-9).

We will submit to the leadership of elders who have been entrusted by God to serve and care for this body by teaching the Word of Christ to us and modeling the character of Christ before us, and we will affirm deacons as leading servants in the church (Heb. 13:17; Ac. 6:1-7; 20:28-31; 1 Tim. 3:1-13; 5:17-20; 1 Pet. 5:1-4).

If we move from this local body, we will as soon as possible unite with another local church where we can carry out the spirit of this covenant and the principles of God's Word. (Heb 10:25)

May the grace of the Lord Jesus Christ, and the love of God, and the fellowship of the Holy Spirit be with us all. (2 Cor. 13:4)

Amen.

**The Church at Brook Hills**  
**Global Disciple-Making**  
**Short-Term Mission Team Financial Policy**

It is the desire of the Global Disciple-Making Staff to be good stewards of the finances we have been entrusted with. These policies were developed with that desire in mind.

Mission Team Leaders are responsible for communicating these policies to team members and ensuring that all team members adhere to the payment schedule.

**Payment Options:**

- All checks should be made payable to **The Church at Brook Hills**. All checks must include, "**appealed by (team member's name, trip location and date)**", in the memo line. Any checks received not including this information will be returned. The Church at Brookhills is registered with the Internal Revenue Service as a 501 © (3) non-profit organization. Donors will receive receipts for their gifts with the understanding that the disbursement of those gifts is completely at the discretion of TCABH and that the gifts are non-refundable and non-transferable, per IRS regulations. Gifts may be tax-deductible; please consult a tax advisor.
- Personal checks may be mailed to The Church at Brook Hills, Attn: Brooke Culpepper, PO Box 380543, Birmingham, AL 35238. Support checks must be mailed to the team member appealing for that assistance. The team member can either give those checks to the team leader or send them to the name and address above.
- You may deliver your checks in person to the receptionist desk on the 2<sup>nd</sup> floor during business hours (M-F 8:00-5:00) or to the Global Kiosk before or after Sunday services.
- You may also bring checks to your team meetings, if your team leader chooses. Checks will then need to be collected and turned in to the church office.

**Deposits and Registration:**

- A **\$100 non-refundable deposit** is due at the time of registration. Your registration is not confirmed until we receive your deposit.
- Deposits are non-refundable and non-transferable.
- Registration for each trip will be closed 90 days prior to the departure date.

**Payment Schedule:**

- 50% of the cost of your trip (or the cost of your plane ticket, whichever is greater) is due to the Global Disciple-Making office **60 days prior to departure**.
- An additional 25% of the cost of your trip is due to the Global Disciple-Making office **45 days prior to departure**.
- The remaining balance is due to the Global Disciple-Making office no later than **30 days prior to departure**.
- Contributions will not be accepted toward a trip past 30 days prior to departure. Any outstanding balances will need to be handled through your team leader after this time.
- **Personal fund raising for trip support should begin immediately after registration.** The following language should be included in support letters: "I invite you to share in this ministry. Please make checks payable to The Church at Brookhills and mail directly to me. The memo line on your check should include, "appealed by (team member's name, trip location and date). Your check will provide TCABH with all necessary information for them to send you a receipt for your tax records after the end of the year. They request that you send all donations by, (insert date, 90 days prior to departure of the trip). TCABH is registered with the IRS as a 501 © (3) non-profit organization. Donors will receive receipts for their gifts with the understanding that the disbursement of those gifts lies completely at the discretion of TCABH and that the gifts are non-refundable and non-transferable, per IRS regulations. Gifts may be tax deductible; please consult a tax advisor."
- Any amount received in excess of the cost of the trip will be used for other team expenses or transferred to the Global offering. **No refunds will be given.**

**Expenses:**

- **Expenses will not be paid unless there are adequate funds in your trip account.**
- A budget of all anticipated expenses should be submitted within 2 weeks of initially registering the trip with Global Disciple-Making.
- Any changes in expenses must be communicated with the Global Disciple-Making staff immediately. The cost of the trip should be adjusted accordingly if necessary.
- Additional expenses incurred while on the trip will not be covered by The Church at Brook Hills. It is important to allow for a 10-15% contingency in your budget to cover any unexpected costs.
- Airline tickets are generally purchased **60 days prior to departure**. Tickets are non-refundable and non-transferable.
- Please notify the Global Disciple-Making Coordinator of all expense payment dates no later than **30 days prior to departure**. Check requests generally take 2 weeks to process.
- All receipts must be turned in to the Global Disciple-Making Coordinator by **2 weeks after** you return from your mission trip.
- Any use of remaining budget money from a trip, greater than \$500, must be pre-approved by the GDM staff.

**Changes and Cancellations:**

- Changes or cancellations to your registration should be communicated to the Global Missions Coordinator through your team leader.
- Refunds will be issued only for expenses that have not been paid.
- Payments for expenses that have already been paid are non-refundable and non-transferable between trips.