

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**. Please include team member's name, trip location, and travel dates in the memo line.
- Checks may be mailed to The Church at Brook Hills, Attn: Brooke Culpepper, 3145 Brook Highland Parkway, Birmingham, AL 35242.
- You may deliver your checks in person to the receptionist desk on the 2nd 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:

- 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.

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.

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 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 Missions Coordinator of all 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 Missions Coordinator by **1 week after** you return from your mission trip.

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.