

**Mission Trip Team and  
Financial Covenant**

Registration

Registration is complete for a participant only when 10% non-refundable, non-transferable deposit and Team Member Application are turned in to the First Baptist Wylie Missions Office. 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 Mission Trips should be turned in to the First Baptist Wylie Mission Team Leader or Missions Department and are to be made payable to First Baptist Wylie. Further details can be found in the Short-Term Mission Team Financial Policy document included in this packet. **Team Leaders will be giving team members a date of when airfare will be purchased and the amount.**

- **10% non-refundable, non-transferable deposit – Due at First Team Meeting**
- **50% of the cost of the trip is due 90 days prior to departure**
- **75% of the cost of the trip is due 60 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 raised or given. Overfunding will be transferred to the FBW on Mission account.**

Disclaimer

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

\_\_\_\_ First Baptist Wylie will not be responsible for extra trip expense (i.e., airline, hotel fare changes, or medical). Should these occur, they will be passed along to the traveler. First Baptist Wylie provides Travelers Insurance. All other expenses are yours.

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

\_\_\_\_ 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. **You will need to be at 75% of the meetings.**

\_\_\_\_ I will abstain from the purchase and consumption of alcohol on this trip regardless of my personal convictions.

**In submitting this application:**

- I am expressing my agreement with First Baptist Wylie’s Vision, Mission, Goals, Values, and Strategy.
- I am willing to work under the direction of the First Baptist Wylie Missions Department, 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 in country 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 First Baptist Wylie’s Financial and Team Covenant.

\_\_\_\_\_  
Your Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Notary Signature and Seal

\_\_\_\_\_  
Date

## **First Baptist Wylie Mission Team Financial Policy**

It is the desire of mission department staff to be good stewards of the finances we have been entrusted with for the purpose of “spreading God’s fame by making disciples of all people” through short-term mission trips.

**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:**

- Checks should be made payable to First Baptist Church of Wylie. Please include trip information on the memo line of check so that it is clear how the payment is to be applied. Cash and/or checks may be delivered in any of the following ways:
  - **By Mail:** Send check(s) to 100 N. First Street, Wylie, TX 75098. We do not recommend mailing cash.
  - **Drop Box:** You may deliver your payment to one of the two drop box locations. One is located beside the south stairwell in the Mall. The other drop box is located in the reception area of the church office at 200 N. Ballard. Please be sure your payment is clearly labeled and enclosed in an envelope.
  - **In Person:** You may personally deliver your payment to your Mission Team Leader or to our Missions Associate Minister, Debra Tobolka.
- Online payments may be made by visiting [www.fbw.church](http://www.fbw.church).
  - Click “Give Online”.
  - Giving Type “Place Other”.
  - In the Memo box, place Trip Name & Whom Funds go to.
  - You may use a credit card or debit card.
    - Transaction fees to the church are smaller if you use a debit card by choosing “give from a bank account.”
    - Your payment will be processed quickly and safely.

### **Payment Schedule:**

The payment schedule for your short-term mission trip is as follows:

- **10% non-refundable, non-transferable deposit – Due at First Team Meeting**
- **50% of the cost of the trip is due 90 days prior to departure**
- **75% of the cost of the trip is due 60 days prior to departure**
- **100% of the cost of the trip is due no later than 30 days prior to departure**

### **Expenses:**

- **Trip costs such as air fare will not be paid toward the cost of your trip until there are adequate funds in your trip account to cover these costs.**
- The Mission Department will provide you with a budget of all anticipated expenses within 2 weeks of approval of your applications.
- Any changes in expenses must be communicated with Jon or Debra immediately. The cost of the trip should be adjusted accordingly.
- Personal expenses incurred during the trip will not included in the trip cost collected and paid by First Baptist Wylie.
- Airline tickets are generally purchased **90 days prior to departure**.
- Tickets are non-refundable and non-transferable.

**Changes and Cancellations:**

- Changes or cancellations to your registration should be communicated to the Missions Department.

**Other Notices:**

- In accordance with IRS Publication 17, Chapter 24, generally, you can claim a charitable contribution deduction for travel expenses necessarily incurred while you are away from home performing services for a charitable organization if you are on duty in a genuine and substantial sense throughout the trip. You may enjoy the trip, but there can be no significant element of personal pleasure, recreation, or vacation in the travel.

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- Deductible travel expenses include:
  - Air, rail, and bus transportation;
  - Out-of-pocket expenses for your car;
  - Taxi fares or other costs of transportation between the airport or station and your hotel;
  - Lodging costs; and
  - The cost of meals.

**\*You can save your receipts on the listings above for any personal funds spent on mission related expenses. You can claim these items on your income tax.**

- Non-deductible expenses:
  - Personal expenses, souvenirs, entertainment. For example, in the evening you go to the theater. You can claim your travel expenses as charitable contributions, but you can't claim the cost of your evening at the theater.
- Overfunding or payments made in excess of trip cost will not be refunded, but will be transferred to the FBW on Mission designated account.
- First Baptist Church of Wylie is a qualified section 501c3 organization non-profit organization. In order for tithes, offerings and donations to be tax deductible, control must relinquished to the church in accordance with IRS regulation.
- Please consult a tax advisor for additional information about the tax deductibility of your payments.

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Your Signature

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Date

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Notary Signature and Seal

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Date