



# RENEWAL VOLUNTEER APPLICATION PACKET

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Thompson Station Church

Along with filling out this application please submit a copy of your Passport. If you are traveling to East Asia submit a copy of your driver's license along with a copy of your Passport.

Mission Trip: \_\_\_\_\_  
Dates: \_\_\_\_\_

Name: \_\_\_\_\_  Male  Female      Grade: \_\_\_\_\_

Email: \_\_\_\_\_

Birthdate: \_\_\_\_\_      Age: \_\_\_\_\_      Marital Status: \_\_\_\_\_  
                    Month                      Day                      Year

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

# of Trips taken this year including this one: \_\_\_\_\_

## PERMANENT ADDRESS

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

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

## IN CASE OF EMERGENCY CONTACT:

Name: \_\_\_\_\_      Phone # : (\_\_\_\_) \_\_\_\_ - \_\_\_\_

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

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

Email: \_\_\_\_\_      Relationship to you: \_\_\_\_\_

## PASSPORT DATA

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Do you have a current passport?  YES or  NO

Passport number: \_\_\_\_\_      Expires: \_\_\_\_\_

Where was it issued? \_\_\_\_\_

# Mission Project Financial Policy

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Effective Fall 2007 (Updated Winter 2017)

## Guiding Principle

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A mission project is an exciting journey of faith and personal sacrifice. If a believer is obedient to God's calling, God will provide the financial resources in His timing. Therefore, with total dependence upon God, a mission team volunteer is responsible for his or her own project expenses, subject to the policies below.

## Financial Policies

1. Each mission project volunteer shall provide or raise all of his or her own financial support. An estimated total cost, expected payment deadlines and funding ideas will be given to each volunteer by the team leader. Each participant will be responsible for actual costs incurred or obligated as to his or her participation in the project.
2. Church members are encouraged to give primarily to the church budget, a portion of which will be invested in the volunteer mission's fund. While it is natural and appropriate for a volunteer to personally tell close friends, individual Connect groups, and family members about his or her financial needs for a mission trip, the GO Team requests that all volunteers refrain from making individual requests for financial support to the church body at-large. However, a volunteer is more than welcome to make requests from those they know.
3. The team leader or Missions Pastor will provide a letter for volunteers of approved projects to mail at their own expense to family members, friends and others outside the church family for the purpose of obtaining financial support.
4. As to the distribution of church funds that may be available to supplement expenses for a project, the GO Team will evaluate each project that submits a request for project financial support.
5. Once a volunteer has attempted all options at his or her disposal for raising financial support, a volunteer may approach the mission team leader for mission project volunteer assistance. The team leader has the ability to utilize team funds, or can make the GO Team aware of the need by filling out a financial assistance form. The GO Team will confidentially evaluate each request and advise the team leader if assistance is available or not available. The team leader will then contact the volunteer and inform of the decision.
6. For a donation to a mission project to be tax deductible, Thompson Station Church must be in full administrative and accounting control over the donation and disbursement.
7. It is Thompson Station Church's policy that the Missions Pastor and Sr. Pastor approve any special offerings. Also, the Missions Pastor must approve all fundraising activities, including those for mission projects. A mission team must inform the Mission's Pastor of all fundraising activities before scheduling them.
8. In the event that funds received exceed the cost of the trip for a mission project, the use of any excess funds shall be determined by the GO Team, Missions Pastor, & Team Leader. All extra monies received for missions will go strictly to a mission's project.
9. It is understood that money received from a third party may be given to help pay costs related to this trip. If for any reason someone must cancel their trip the money given by a third party would not be reimbursed. If for any reason a team member must cancel for medical reasons or family emergency, any funds committed to non-refundable expenses (e.g. airline tickets, projects, etc.) cannot be returned. However, TSC may be able to refund contributions you gave personally or apply to another mission trip within the same year as the cancelled trip.

This policy is intended to facilitate the mobilization of mission volunteers into God's harvest field. It is not intended to be comprehensive nor limit God's activity but to provide a coordinated, efficient structure for our church mission's strategy for the glory of God and the spread of the gospel.

*I have read the above mission trip financial policy and agree to abide by it.*

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Mission Project Volunteer's Signature

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Date

# MISSION TRIP CANCELLATION POLICY

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## THOMPSON STATION CHURCH

In the rare event of a trip being cancelled by Thompson Station Church or red-flagged for security, the policy below will be initiated. The policy below is setup in a question and answer format so as to help you find the answer to your question.

### **Who makes the decisions to cancel/red-flag trips and why?**

In most cases, trips are cancelled for security concerns or because a team leader is found to be unqualified or unable to go. Trips cannot occur without a team leader. On issues of cancellation, the Senior Pastor, Executive Pastor, Missions Pastor, and Global Outreach Team are made aware of the situation and the call is made. The decision is not made by solely the team leader for the trip.

## Cancelled Trips

### **Will the trip be offered at a later date?**

Most trips at TSC are planned at minimum 3 months out and typically closer to 6 months out. More than likely, it will be at least 6 months if not the following year before a cancelled trip becomes available again. If a trip has merely been postponed, the team leader would inform the team of the date change.

### **Am I able to get money I deposited for the trip back?**

Maybe. Any money that you gave personally or your immediate family (i.e. family of origin for students) gave for you may be refunded to you or transferred to another missions account should you decide to go on a different trip with that year. Any funds committed to non-refundable expenses (e.g. airline tickets, projects, etc.) cannot be returned. However, TSC may be able to refund contributions you gave personally or apply to another mission trip.

### **What about monies/contributions donated from others that I appealed for money from? Is that refundable?**

No. That money is non-refundable as it was given as a donation, and for tax purposes we cannot refund this amount. However, we can choose to transfer this money to another account for you if you decide to go on another trip within the same year as the cancelled trip.

### **What if a plane ticket has already been purchased in my name with the amount I have raised?**

While this issue must be handled individually, team leaders are encouraged to make tickets transferrable to other dates and locations in the event of a cancelled trip. Refunds for cancelled flights will be attempted but cannot be guaranteed. Therefore, returning donated funds to participants will be attempted but is contingent upon the airlines policy. We book our trips typically through travel agents for this purpose. Questions regarding future flights will be handled on a case by case basis, as there are a variety of issues, and hopefully solutions, to this question.

### **What about monies spent on supplies/shots/passports/etc. for the trip?**

No money is refunded for things not included in the trip cost. Use such things for a future mission trip if possible.

## Red-Flagged Trips

### **What does it mean that my trip has been red-flagged?**

A red-flagged trip means that TSC has deemed a trip beyond “the norm” of safety for a typical mission trip. This typically indicates that there is a high risk involved due to a variety of factors such as a lack of medical help in the event of a medical emergency, possible danger due to political unrest or religious persecution, high crime rate, and/or a travel warning issued for the region/country.

### **What if my trip has been red-flagged and I am an adult?**

It is up to you whether or not you go on the trip. However, your team leader must have you sign that you have read the travel advisory in addition to the liability form before you are allowed to go on the trip.

### **What if my trip has been red-flagged and I am a high school/college student?**

High school students will be considered at that time ineligible for the trip. They should treat the trip as if it has been cancelled, and should see the above information regarding cancelled trips. College students up to age 21 must have parents sign the travel advisory form or some form of written information advising against the difficulties/potential dangers of the trip in addition to themselves. The liability form must also be signed as well.

If a college student or student’s parent indicates that they are unwilling to put their student at-risk by not signing the advisory form, the student’s trip is considered cancelled, and they are to see above information on cancelled trips.

### **Can I personally decide not to go on a trip and get my deposit back due to safety/security concerns?**

No. TSC must officially “red-flag” a trip, or cancel a trip for the cancellation policy to go into effect.

*I have read the above mission trip cancellation policy and agree to abide by it.*

Volunteer’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Mission Project Policies

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Thompson Station Church

## Policies for Short-Term Member Selection

### Criteria for team member selection

All team members must have a testimony of salvation through Jesus Christ and be able to verbally express this testimony before the team leaves.

Team member's age depends on the nature of the trip. (ie family trip vs. trip overseas)

Team members must demonstrate willingness to complete the Thompsons Station Church short-term training as prescribed by the team leader(s) including all other requirements and meetings required by the team leader.

### Application for the team

Team members must complete the Thompsons Station Church short-term mission team application and submit it to the team leader by the prescribed dates for review and approval by the GO Team, Missions Pastor, and team leader.

For returning volunteers to the short-term mission field, a shorter renewal form can be used each year.

The GO Team or team leader may require interviews with potential team members in addition to the application.

Short-term members must agree to and comply with the Thompson Station Church Mission Project Financial Policy and Cancellation Policy.

## Policies for Team Behavior and Attitude

Team members participating on Thompsons Station Church sponsored short-term trips are reminded that they are ambassadors of Jesus Christ (II Corinthians 5:20). As teams go overseas or to other countries they not only represent Him, but TSC, the United States, and the supporting mission agency. This is a tremendous responsibility. For this reason, the GO Team requests that each team member seek to be above reproach in his/her actions and attitudes.

### Team members must submit to the team leader's authority.

Due to the political instability and anti-American sentiment in various countries around the world, TSC asks that team members refrain from expressing political opinions while overseas. Other verbal restrictions may apply depending upon the area visited.

Abstain from the consumption of alcoholic beverages or any use of tobacco or illegal drugs while on the trip.

The team member must adhere to the behavioral guidelines for each specific team set by the team leadership or missionary agency with a mind toward the culture to which the team is going. This will require a servant attitude toward all nationals and team members, as well as the willingness to learn from the host culture. (I Cor. 9:19-23a).

After consultation with the GO Team or Missions Pastor, the Team Leader reserves the right to ask a problem team member to return home if that team member's behavior is destructive to the team, the ministry, or the lost community. Any additional cost incurred as a result of this action will be at the team member's expense. In addition, a team member who is disciplined in any way on a mission trip could be subject to a ban from future TSC mission trips for a period of time as defined by the GO Team, Sr. Pastor, or Missions Pastor depending on the extent of the situation.

*I have read the above mission project policy and agree to abide by it.*

Volunteer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Release of Liability & Acknowledgement of Risks

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Mission Trip Year: \_\_\_\_\_

Page 1 of 2 of Liability Form

Name: \_\_\_\_\_  
For Travel during the Following Period: \_\_\_\_\_  
To the following countries: \_\_\_\_\_

The undersigned wishes to participate in a short-term International activity (herein the "Activity") sponsored by Thompson Station Church, a Tennessee non-profit Organization (herein "TSC"), who is providing assistance in arranging this trip.

TSC and the undersigned acknowledge and agree that participation in the Activity may present the possibility of serious injury or death due to risks of International activity travel, including, but not limited to, natural disasters, lack of medical care or improper care, terrorist activity, kidnapping or other criminal acts or other third party actions over which TSC has no control.

The undersigned acknowledges that it is the policy of TSC that in the event the undersigned and/or other participants in the Activity are taken hostage, ransom, or other extortion should not be paid. If at all possible, alternative resolutions that do not involve payment of ransom or extortion should be sought during negotiations.

The Undersigned acknowledges that he/she has been advised by TSC of the risks associated with International activity travel, including the possibility of serious injury or death, personal property loss, health conditions or expenses as a result of accident, illness, medical care, political upheaval, terrorism, crime or other inherent risks. The Undersigned understands these risks and is willing to accept these risks.

The Undersigned is aware of State Department warnings and advisories and is willing to assume the risk associated with travel International activity despite being aware of such.

<http://travel.state.gov/content/passports/en/country.html>

The Undersigned hereby states that he/she understands the inherent risks and dangers involved with participation in International activity travel contemplated herein and its associated activities, and acknowledge the existence of risks which are not obvious or predictable, and hereby intend this release to extend to injury or loss which results from both obvious or predictable risks, as well as risks that are unpredictable and not obvious.

In consideration of being permitted to participate in this Activity I agree for myself, heirs, executors or administrators, legal representatives, and assigns, to hereby release, waive, and discharge and hold harmless TSC, its officers, directors, employees, agents, and representatives from any and all liability for any and all loss or damage, and any claim or damages resulting there from, on account of any injury to my person or injury to property, even injury resulting in death, while participating in any activity related to or associated with participation in the aforementioned International activity travel and event.

I further agree to indemnify TSC, its officers, directors, employees, agents, and representatives from any loss, liability, damage, or cost that may be incurred due to my presence or participation in the aforementioned International activity travel and event, whether caused by TSC or otherwise.

# Medical Release

**Please supply ALL of the following information for Medical purposes:**

Medical Insurance Co.: \_\_\_\_\_  
Group# \_\_\_\_\_ Policy#: \_\_\_\_\_ Company Phone :(\_\_\_\_) \_\_\_\_\_  
Company address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Family Physician's Name: \_\_\_\_\_  
Phone: (\_\_\_\_) \_\_\_\_\_ Blood Type: \_\_\_\_\_

Physical Limitations (Asthma, diabetes, allergies, etc.), and/or special instructions  
(Allergic to certain meds, rare blood type, wears contact lenses, etc.):

List ALL medication taken on a regular basis and/or any brought with you, use back if needed (Prescription meds  
MUST have a pharmacy label and name of doctor):

I hereby give permission to medical personnel selected by the participant's Church sponsor/his designee or conference staff to order X-rays, routine tests, and treatment for myself. In the event of an emergency and neither my primary contact nor secondary can be reached, I hereby give permission to the physician selected by the Authorized Agent to hospitalize, secure proper treatment, order injections and/or anesthesia and/or surgery to myself as named above. I further authorize the release of the above medical information to appropriate medical personnel and/or the health coverage insurance company. In addition, I have, and do hereby, release the church, its employees or agents from liability associated with participation in a church activity. I understand that if I do not have medical insurance, I, as the parent or guardian, will be responsible for any medical expenses in the event of a sickness and/or injury. I understand that there are risks involved in taking part in recreation activities and other activities related to participation in youth/children's functions. These risks include and may not be limited to, the following: sickness, bodily injury, death, emotional injury, personal injury, property damage and financial damage. Further, as parent/guardian of participant, I [redacted] (initials) **release and promise to indemnify**, defend, and **hold harmless** the Activity Sponsor for any injury arising directly or indirectly out of the described Activity or transportation to and from the Activity, whether such injury arises out of the negligence of the Activity Sponsor, the Participant, or otherwise. I realize and acknowledge that my participation on a mission trip to a foreign country includes risk and possible dangers. I am well aware that my travel to such a foreign country exposes me to such risks as fatal and non-fatal accidents, disease, war, political unrest, abduction, injury from construction projects, and other calamities. I hereby assume any such risks that might result from my participation in a short-term mission's project, and I unconditionally agree to hold Thompson Station Church its officers, employees, or other agents blameless for any liability concerning my personal health and wellbeing, or any liability for my personal property that might be lost, damaged, or stolen while on a short-term mission trip. I also **assume financial responsibility** [redacted] (initials) for any damage my child may cause including but not limited to providing transportation home should it become necessary for disciplinary reasons. I [redacted] (initials) give my permission to the Thompson Station church staff, its representatives, and the adult sponsors and chaperones to **search my child's personal belongings**, including but not limited to all luggage, purses, and backpacks, if deemed necessary on rare occasion for security reasons. If a dispute over this agreement or any claim for damages arises, the Participant (or parent/guardian) agrees to resolve the matter through a mutually acceptable alternative dispute resolution process. If the Participant (or parent/guardian) and the Activity Sponsor cannot agree upon such a process, the dispute will be submitted to a three-member arbitration panel for resolution pursuant to the rules of the American Arbitration Association.

**\*\*\*CAUTION:** By signing this form you acknowledge that you the participant are 18 years and older or are the legal parent/guardian of the underage participant who is participating in this activity. You have read and understood the release of liability and acknowledgment of risks and medical release.

\_\_\_\_\_  
Signature of Applicant or Parent/Guardian

Seal Stamp Here

State of \_\_\_\_\_  
County of \_\_\_\_\_

Personally appeared before me, \_\_\_\_\_, with whom I am personally acquainted, and who acknowledged that he/she executed the within Instrument for the purposes therein contained. Witness my hand, at office, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public My commission expires: \_\_\_\_\_



# TSC MISSIONS

## Background Check Authorization

If you are 18 years or older please click on the link below (or go to the website listed) to get started with your background check. A background check is required or to be renewed every 3 years. Please check with the TSC office if you are not sure or think you might be due for a background check. If you are due for one, complete steps 1-4 below.

1. Click on the link: <https://www.ministryopportunities.org/ThompsonStation>
2. Fill out the information form
3. You will receive the Disclosure and Authorization Statement (printing is optional)
4. Once you complete the form you will receive an "Application Complete" statement. Please print this off and return to the Mission Office with this form.

The information contained in this application is correct to the best of my knowledge. I hereby give Thompson Station Baptist Church and its designated agents and representatives the right to conduct a comprehensive review of my background causing a consumer report and/or an investigative consumer report to be generated for employment and/or volunteer purposes. I understand that the scope of the consumer report/ investigative consumer report may include, but is not limited to the following areas: verification of social security number; current and previous residences; employment history, employment credit history, education background, character references; drug testing, civil and criminal history records from any criminal justice agency in any or all federal, state, county jurisdictions; driving records, birth records, and any other public records. I further authorize any individual, company, firm, corporation, or public agency (including the Social Security Administration and law enforcement agencies) to divulge any and all information, verbal or written, pertaining to me, to Thompson Station Baptist Church or its agents. I further authorize the complete release of any records or data pertaining to me which the individual, company, firm, corporation, or public agency may have, to include information or data received from other sources. I hereby release Thompson Station Baptist Church the Social Security Administration, and its agents, officials, representative, or assigned agencies, including officers, employees, or related personnel both individually and collectively, from any and all liability for damages of whatever kind, which may, at any time, result to me, my heirs, family, or associates because of compliance with this authorization and request to release.

I understand that I have the right, upon written request made within a reasonable amount time after the receipt of this notice, to request disclosure of the nature and scope of any investigative consumer report to Protect My Ministry, LLC., 14499 N. Dale Mabry Hwy., Suite 201 South, Tampa, FL 33618 or 1-800-319-5581. For information about Protect My Ministry's privacy practices, see [www.protectmyministry.com](http://www.protectmyministry.com)

By signing this form, you state that you have completed the background check process.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<b>Office Use Only:</b>	
Last background check: _____	
Next background check due: _____	Checked by: _____



**thompson  
station**  
CHURCH

## Sexual Abuse Prevention Policy

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At Thompson Station Church it is our desire to provide an environment of care and safety for minors and vulnerable adults while in the care of our volunteers and employees. We will make every effort to safeguard these individuals as well as the ministries of Thompson Station Church.

We have drafted this sexual abuse prevention policy, coupled with our current screening process and procedures, to provide awareness and direction for appropriate conduct to employees and volunteers in all ministries. Volunteers and employees must agree to the following:

1. Volunteers and employees engaged in any activity involving a minor (any person under the age of 18) or vulnerable adult must agree to be screened. The screening process includes a criminal background check, as requested by Thompson Station Church and an interview with a TSC staff member.
2. To abide by Thompson Station Church ministries handbook, policies, and covenant given to them at the time of acceptance of the position.
3. To ensure that at least two screened adults are present at every function and in each classroom, vehicle, or other enclosed area during all activities involving minors or vulnerable adults.
4. To meet or counsel with an adult person of the opposite sex only when there is another screened adult present.
5. To meet with a minor or vulnerable adult, male or female, in an open, public, or otherwise accountable setting and only when there are a minimum of two adults present, one of which must have gone through the screening process.
6. To immediately report suspected or inappropriate sexual behavior to their supervisor or pastoral staff person who will ensure appropriate steps are taken and legal authorities are contacted.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Office Use Only:**

Last background check: \_\_\_\_\_

Next background check due: \_\_\_\_\_ Checked by: \_\_\_\_\_