



PROCLAIM! Missionary Expectations and Policies Agreement (2 months or more in the mission field)

Pre-Requisites

- Prospective PROCLAIM! missionaries:
 - must complete the Initial Interest Inquiry Form
 - must be a born-again believer for at least two years
 - must agree with Calvary Chapel WestGrove's Statement of Faith
 - must have at least one year of consistent ministry experience and provide references for this experience (i.e. children's ministry, worship team, etc.)
 - must have visited the country they desire to minister to at least once, and for a minimum of two weeks
 - must have a working knowledge of the culture they desire to minister to (i.e. should be able to clearly state the challenges they will face, and the differences between that culture and American culture)
 - should explain his/her calling as a missionary to the Missions Pastor prior to filling out a missionary application then fill out application

- If CCWG is the primary sending church of the missionary, then the candidate must have faithfully attended CCWG for a minimum of six months

- For those applicants who do not attend CCWG:
 - their home church must be in agreement with their decision to enter the mission field long-term
 - must be able to provide a pastoral recommendation letter

Pre-Departure Expectations

(Once the Missions Application has been approved by the Missions Board and/or Missions Pastor)

☐ Document Requirements (submitted to the Missions Pastor by the missionary):

- Proof of medical insurance
- Proof of necessary visas, passport, immunizations, and medications necessary to live in-country
- Formulate an estimated budget for living expenses (in-country)
- Provide contact information for the agency/church that will be partnered with while in country (Missions Pastor/Board will evaluate this agency/church to approve partnership)
- Formulate a detailed written vision statement that includes:
 - A general plan for the next year
 - A general plan for the next five years
 - Measurable goals to indicate progress
 - What people group(s) will be served
 - What specific needs will be met by the missionary
 - How long the missionary sees himself/herself in this role
 - Any specific strategies or plans the missionary has for ministry

☐ Support Requirements

- Generate awareness of the need for ministry partners/care team (a team of people committed to addressing the issues of logistical, financial, spiritual, and communication support)
- Two weeks prior to departure, the missionary must have firm financial commitments from sponsors, and have financial requirements met

☐ Training Requirements

- Completion of Jeff Jackson's Missions Studies
 - A one-paragraph summary must be completed at the end of each of the 12 studies (For missionaries that have already served a minimum of one year in the mission field, this study is recommended, but not required.)
- Read the following books and write a one page summary of each:
 - Serving as Senders by Neal Pirolo
 - Ten Who Changed the World by Daniel L Akin
 - Ministering Cross-Culturally by Sherwood Lingenfelter
 - What is the Gospel by Greg Gilbert
 - Invasion of Wales by James S. Stewart
 - View Pastor Rob Douglass's cross-Cultural training videos that go with the book Ministering Cross-Culturally

These studies & books are received from Pastor Brent

- Complete CCWG's mission training program (If the missionary has already served in the mission field for one year, this training is still recommended, but not required.)

In-Country Expectations

- Send correspondence to CCWG on at least a quarterly basis, and preferably a monthly basis through email, hand-written letter, or blog.
- Notify CCWG of any significant changes in the missionary's responsibilities or ministry activities
- Attend weekly worship services (It is preferable that the missionary attends a Calvary Chapel affiliated fellowship, but not required)
- Be in submission to the spiritual authority that you have identified to CCWG prior to departure. This should be someone who is in good standing with the church and in a leadership role, who agrees to provide accountability to the missionary and be available for us to communicate with regarding the missionary. This authority must be someone who is in a supervisory position over the missionary during serving hours and should not be a fellow missionary. Ultimately a missionary sent out by CCWG will be under the CCWG Missions Pastor.

While on Furlough

- The missionary will meet with the Missions Pastor and/or Missions Board a minimum of one time, and preferably twice; once upon arrival, and once before departure.
- As opportunity permits, a time will be scheduled for the missionary to present his/her update before the church.

Financial Support from CCWG

- If CCWG approves financial support, it will typically begin when the missionary leaves for the field, or when the sending agency or CCWG establishes a start-date (if agreed upon).
- For the donations of the supporters to be tax deductible, CCWG must be in control of funds donated (as per IRS). A request for funds must be submitted for monthly release of funds. Every effort will be made to have 100% of all donations go directly to the missionary or project; however it is at the discretion of CCWG.
- Missionaries will be issued a 1099 form for all funds received during the calendar year or will have an accountable arrangement and be required to provide receipts for all funds received. It is the missionary's responsibility to file their tax return with the IRS.
- Missionary must agree to become a self-employed individual, have an accountable arrangement or become an employee of a sending mission's organization such as Saving Grace World Missions.

- Missionaries are acknowledging that they are going out on faith. CCWG may or may not approve monthly financial support. Missionaries are responsible for understanding that their ultimate dependency needs to be on God.

Termination of Support

- If the PROCLAIM! participant receives support, it may be terminated immediately for the following reasons:
 - Deviation from CCWG's Statement of Faith
 - Failure to conform to CCWG's stated policy on moral character
 - Failure to faithfully correspond as per the correspondence agreement
 - The missionary is gainfully employed in the mission field and no longer needs support
 - The missionary's furlough lasts longer than three months

CCWG's Commitment to Our Missionaries

- CCWG is committed to spiritual support by means of correspondence, availability of pastoral staff for counsel, short-term internships, literature and articles, furlough involvement, posting updates to our church body, and prayer.
- CCWG is committed to morally supporting our missionaries by letter writing and/or phone calls, adopt-a-missionary program, in-field visits, goal setting, and evaluation.
- CCWG may present to the church special projects in affiliation with our missionaries.
- CCWG will send the financial support that has been promised to the missionary in a timely and orderly fashion (as arranged prior to departure).
- CCWG missionaries are approved by the CCWG Missions Pastor and the Church Board prior to field assignment and again on an annual basis. This may include commissioning of the missionary. Commissioning will be on a yearly basis and can be revoked at any time by the Church Board.
- CCWG will approve that the missionary's selected ministry is a legitimate activity in furtherance of the gospel.
- CCWG will ensure that missionaries receive the proper training and development.
- CCWG is responsible to control donated funds through a budgetary process keeping with the guidelines of the IRS. Monthly missionary support must be approved by the CC Missions Pastor and Church Board (if applicable).
- CCWG will make sure all monies paid directly to self-employed missionaries are reported as compensation on Form 1099-MISC. Missionaries who have an accountable arrangement will be required to provide receipts for all funds received. Missionaries who are part of a sending organization may receive a W-2 from that organization depending upon the organization's policy.

- Donations will be tracked and designated in sub accounts by missionary's name and country. Monthly reporting of the sub accounts will be given to the CCWG Missions Pastor and can be reviewed by the missionaries. Donation amounts donated by individuals will not be given to the missionaries, but names and addresses of donors will be available so that missionaries can properly thank those who give.
- Monthly budgeted funds will be sent to either the missionary sending organization such as Saving Grace World Missions, or for those becoming self-employed or with accountable arrangements, to their accounts. These funds will be sent out on a consistent date in order to ensure that the missionaries will receive support in a predictable manner.
- CCWG is responsible to maintain a missionary website where donors can easily donate a one time or a recurring monthly financial gift as well as know the missionary's prayer needs.
- CCWG missionaries can put in an emailed purchase order for additional funds monthly, as needed, for various missions expenses, outreach, and/or emergencies to the CCWG Missions Pastor for anything less than \$500 a month. Any purchase order over \$500 in any given month will need to be approved by the CCWG Missions Pastor and Church Board.

The following statement will be located on the website and communicated to donors.

It is our desire to honor all requests by applying funds to specific missionaries. However, in order to be in compliance with IRS guidelines, contributions for individuals must be made with the understanding that Calvary Chapel WestGrove has complete control and administration over the use of the donated funds.

Calvary Chapel WestGrove
Statement of Faith

- ❖ *We Believe* that the Bible is the inerrant Word of God, and was written by men who were inspired by the Holy Spirit.
- ❖ *We Believe* in the true and living God who created the heavens and the earth and who has revealed Himself to us in three persons; the Father, the Son, and the Holy Spirit.
- ❖ *We Believe* that salvation and the forgiveness of sins is received as a gift from God on the basis of faith in His Son Jesus Christ.
- ❖ *We Believe* that Jesus Christ died on the cross to atone for sin, that God raised Him from the dead on the third day, and that He is alive and present with us in the person of the Holy Spirit.
- ❖ *We Believe* that Jesus Christ is coming again to judge the world in righteousness and to establish God's kingdom on the earth.
- ❖ *We Believe* that the worship of God should be in Spirit and in Truth, therefore we emphasize singing songs of praise and thanksgiving along with the preaching and teaching of God's Word.

- ❖ We *Believe* that the chief characteristic of God is love and that our highest priority in life on this earth is to love God and to love one another.

Moral Conduct

Generally speaking, we expect each person to act in a mature and responsible way at all times. However, to avoid any possible confusion, some of the more obvious unacceptable activities are noted below. Your avoidance of these activities benefits you as well as Calvary Chapel WestGrove. If you have any questions concerning rules or any of the unacceptable activities listed below, please contact the Missions Pastor for an explanation.

Occurrences of any of the following violations, because of their seriousness, may result in immediate dismissal without warning:

- Any act of harassment; sexual, racial or otherwise; telling sexist or racial-type jokes; making racial or ethnic slurs.
- Willful violation of any church rule; any deliberate action that is extreme in nature, and is obviously detrimental to CCWG's Missions efforts to operate responsibly.
- Negligence or any careless action that endangers the life or safety of another person.
- Being intoxicated or under the influence of controlled substance drugs while at work; use, possession, or sale of controlled substance drugs in any quantity except medications prescribed by a physician.
- Unauthorized possession of illegal firearms, weapons or explosives.
- Engaging in criminal conduct or acts of violence or making threats of violence toward anyone when representing CCWG.
- Insubordination or refusing to obey instructions properly issued by your supervisor or the Missions Pastor pertaining to your work.
- Dishonesty; willful falsification or misrepresentation of information on your application or other records; or falsifying other data requested by CCWG Missions.
- Maliciously gossiping and/or spreading rumors; engaging in behavior designed to create discord and lack of harmony.
- Immoral conduct or indecency.
- Conducting a lottery or gambling.

Initial Interest Inquiry for PROCLAIM! Missionary

This form is for those who feel that the Lord may be leading them to be involved in the PROCLAIM! Missionary Discipleship Program. It will help the Calvary Chapel WestGrove Mission Board and Missions Pastor begin to understand the vision and be able to assist as the Lord leads.

Please complete the following, (you may continue on the back or type on a separate sheet):

Name _____ Date _____

Phone Number: _____

Alternate Number: _____

Best time to call: _____

E-Mail: _____

1. Have you completed a Mission Application and have it on file with CCWG?
_____ yes _____ no

2. Describe your current walk with the Lord.

3. What do you believe God is calling you to do in the mission field?

4. Give a brief description of how the Lord has led you to consider participating in missionary activity. Please list any missions, cross-cultural training, or experience that you have had; including any "short-term" mission trips that you have taken.

Note: When this form is received, you will be contacted by a member of the Mission Board. The next step will be an interview with the Mission Board and/or Missions Pastor.

Release and Waiver of Liability

I am a volunteer trip participant eighteen (18) years of age or older, a/the legal guardian of a volunteer trip participant, and this RELEASE is binding on me and my executor, administrators, heirs and assigns.

I /or the person for whom I am legal guardian desire to travel to one or more foreign countries in cooperation with Calvary Chapel WestGrove. Calvary Chapel WestGrove is organizing the mission trip and it is my desire, in recognition of this valuable service to me, that Calvary Chapel WestGrove and its employees, representatives and directors (the "Released Parties") have no legal exposure. Therefore, I covenant and agree as follows:

To the fullest extent permitted by law, I, on behalf of myself, my family, my estate, and each of such person's heirs, executors, administrators, successors, affiliates, and assigns (together with myself, the "Releasing Parties") fully, unconditionally, and without reserve, release, and forever discharge, the Released Parties from any and all claims, demands, losses, costs, expenses, including attorneys' fees and expenses, obligations, liabilities, deficiencies, or damages of every kind and nature whatsoever, known or unknown, now existing or that may arise in the future, which arise out of or are attributable to or in any way based upon or related to my taking part in a mission trip with Calvary Chapel WestGrove. I UNDERSTAND AND ACKNOWLEDGE THAT THE CLAIMS BEING RELEASED HEREUNDER INCLUDE, WITHOUT LIMITATION, CLAIMS, IF ANY, BASED UPON OR IN ANYWAY RELATED TO THE NEGLIGENCE OF CALVARY CHAPEL WESTGROVE AND/OR ANY OR ALL OF THE RELEASED PARTIES.

The Releasing Parties agree, jointly and severally, to indemnify and hold harmless Calvary Chapel WestGrove from and against any and all costs, liabilities, expenses, including attorneys' fees and expenses, damages, claims, losses, and actions arising out of any matter released or purported to be released by the Releasing Parties herein, whether or not such costs, liabilities, expenses, damages, claims, losses, or actions arise out of the sole or contributory negligence of any of Released Parties. I understand, without limiting the foregoing, that this means that I will make sure Calvary Chapel WestGrove and its employees, representatives and directors never have any loss as a result of their activities, even if negligent.

I am willing to be led by the authority of the Calvary Chapel WestGrove staff and its representatives and will abide by the rules and policies of Calvary Chapel WestGrove.

I understand that travel, particularly for mission purposes, may involve significant risks and that travel to some areas of the world involves greater health and safety risks than general international travel. My signature on this RELEASE, and my participation in any such activity associated with the mission trip indicates that I have to my full satisfaction obtained all information necessary for me to assess the risk and to willingly participate.

Furthermore, I give Calvary Chapel WestGrove and its representative(s) authority to request and authorize medical and/or hospital treatment for the benefit of me in the event of any injury or sickness sustained by me while on any such mission trip or during any activity on or related to such mission trip, including, without limitation, while traveling to and from any foreign country.

I understand that secondary insurance, including emergency medical evacuation insurance, will be my responsibility. I understand that the coverage provides a basic level of protection and is not intended to replace any personal insurance that I may have. In case of an incident, I agree to pay for all such treatment and to reimburse Calvary Chapel WestGrove for all costs and expenses incurred by it with respect to such treatment. In the event of such an emergency, I understand that Calvary Chapel WestGrove will notify the named emergency contact from my mission trip application as soon as reasonably possible.

International acts of terrorism, violence, and kidnapping are a tragic part of current reality. I agree with Calvary Chapel WestGrove that governments, organizations, and individuals have a common interest in not giving in to terrorist demands. I agree with Calvary Chapel WestGrove that concessions, whenever made, only encourage further attacks and put additional people at risk. I understand that in the event that I am held as hostage or a victim of kidnapping, Calvary Chapel WestGrove will use every legitimate means to secure my release but will not make any concessions to terrorists nor negotiate payment of ransom for my release.

Each Releasing Party agrees that the foregoing release, waiver, and indemnity agreement is intended to be as broad and inclusive as is permitted by the law of the State of California and that if any portion of this release, waiver, and indemnity agreement is held invalid, the balance will, notwithstanding, continue in full legal force and effect. I agree with any claim or dispute arising from or related to this Mission Trip Release and Waiver of Liability or any mission trip in which I participate in with Calvary Chapel WestGrove shall be governed by California law and applicable laws of the United States. The venue for resolving such dispute shall be Los Angeles, California.

Printed Full Name of Trip Participant

Signature of Trip Participant

Date

Signature of Parent or Legal Guardian

Date

Signature of Missions Pastor, CCWG

Date

Notary

Date

Acknowledgement and Agreement of Policies

I have read and agree with the policies and procedures specified in the Calvary Chapel WestGrove Long-Term Missionary Expectations and Policies Agreement.

X

X

Missionary

CCWG Missions Pastor

Date

Date

Reference Form – Pastor

_____, has applied to be a participant in the PROCLAIM!
Missionary Discipleship Program with Calvary Chapel WestGrove.

Please write a brief paragraph below attesting to the character and qualifications of the applicant and state how long you have known them. You may write on the back or on an attached sheet of paper if you need more space.

_____Name (Please Print)

Email Address

Phone Number

Please mail this completed reference in the attached pre-addressed stamped envelope or e-mail directly to: brentkaser@mac.com

Reference Form – General

This reference form should be completed by someone you have known for at least 1 year. This person cannot be a relative.

_____, has applied to be a participant in the PROCLAIM! Missionary Discipleship Program with Calvary Chapel WestGrove.

Please write a brief paragraph below attesting to the character and qualifications of the applicant and state how long you have known them. You may write on the back or on an attached sheet of paper if you need more space.

_____Name (Please Print)

Email Address

Phone Number

Please mail this completed reference in the attached pre-addressed stamped envelope or email directly to: brentkaser@mac.com