

May 31 - June 13, 2019
UGANDA MEDICAL MISSION LEADER
APPLICATION PACKET

Thank you for your interest in a Harmony Life International leader mission's trip. In this packet you will find:

- Short Term Team Policy and Guidelines
- Short Term Team Member Application
- Medical Information Form
- Emergency Release Form
- Financial Policy & Procedures
- Short Term Release of Liability Form
- Background Check Consent Form
- Release of Liability for Minors Form
- Mission Leaders Covenant

The forms can be filled out electronically or by hand. Please print and provide your signature in the areas noted. **The due date for this application is APRIL 2, 2019.**

Once completed, please turn in your completed and signed forms and application. Applications can be turned in to Harmony Life International.

MISSION PURPOSE

This is a mission aimed at training future mission team leaders. The intent is to provide orientation and training to future medical mission trip leaders and provide them with the necessary skill set to be successful on future trips.

- Future missions are intended to foster and cultivate personal relationships with God
- Provide training to local Ugandans in the delivery of primary and preventative healthcare services
 - Provide training to medical, nursing, and other students participating in missions
 - Establish a connected system of care that leverages population health data to drive improvements in health outcomes
 - Establish a self-sustaining model of care managed by the local community

After participation in this mission, leaders are expected to:

- Lead at least 1 medical mission trip in Uganda within the next 36 months
- Recruit future mission participants
- shepherd non-believers (mission participants & Ugandans), showing God's love through action

MISSIONS LEADER APPLICATION

Application and Trip Policies & Procedures:

POLICIES AND PROCEDURES:

- 1) Every applicant applying for a leaders mission trip must fill out an application and complete each individual section. This includes spouses and children.
- 2) Application or trip questions can be sent to: Matthew.rogers1974@gmail.com
- 3) Acceptance to go on a trip is not guaranteed. Acceptance to a trip is dependent on multiple factors including trip capacity, skillsets, ministry gifts and experience, etc. As part of the application process, leaders may choose to hold informational interviews with the candidates applying. Should you not be selected for the leadership trip you may be able to participate in future medical missions.
- 4) A background check may be performed on mission trip applicants.
- 5) Upon approval of the application, the trip leader will provide further information about the next preparation steps. **NOTE: DO NOT** solicit any funds for support and/or make any commitments on behalf of Harmony Life without prior approval.
- 6) Applicants
 - a) Individual: Individual applicants must be at least 16 years of age unless otherwise noted for a specific trip. All applicants 18 years and under must receive parental approval.
 - b) Family Applicants: Each family member must complete an application packet
 - i) Youth Age 10-16: Youth applicants age 10-16 must be accompanied by at least one parent or guardian.
 - ii) Children under age 10: Children under the age of 10 must be accompanied by two parents or guardians.
- 7) Team members and families are expected to attend all mandatory team training meetings.
- 8) Mission trips can be rewarding and life-changing; however, they can also be stressful. Please consider factors in your personal life at this time that may distract and prohibit you from fully committing to the mission of the trip and adapting to unusual conditions.
- 9) If you have physical limitations, please apply for a trip which you are physically able to participate. Some trips may be prohibitive for certain physical conditions. Please discuss with the team leader if you have concerns.
- 10) Team members assume responsibility for their personal belongings on the trip. Harmony Life International will not reimburse team members for items that are lost, stolen, or confiscated during the trip.

MISSIONS LEADER APPLICATION

Application Date: _____

Mission Location: _____ Trip Dates: _____

PERSONAL INFORMATION

Please type or print **FULL LEGAL NAME** (as it appears on your passport) legibly in black ink

Name: _____
(last) (first) (middle)

Preferred name: _____ Gender: _____

Date of birth: _____ Age: _____

Country of Citizenship: _____

- Street Address: _____ Apt. No. _____

City: _____ State: _____ Zip Code: _____

Phone: (check preferred contact number)

Home: _____ Cell: _____ Work: _____

Preferred Email: _____ Alt Email: (Optional) _____

Marital Status: (please check)

Single Engaged Married Widowed Separated Divorced

Spouse's Name: _____ # of children _____ Ages: _____

PASSPORT INFORMATION

Country: _____ Passport Number: _____

Issue date: _____ Place of issue: _____ Expiration date: _____

SHORT-TERM MISSIONS APPLICATION

Church Membership

Check one and complete the requested Information

Member Since: _____ (mo/year) Attended Since: _____ (mo/year)

Regular attender and active in church since: _____ (mo/year)

Occasional or non-involved attender

Specify church: _____

Are you currently attending a small group YES NO _____

List any missions you have been involved with past and present.

List 3 people who could serve as references:

PERSONAL BACKGROUND

Why do you want to be a medical missions team leader. (You may use additional sheets of paper if needed)

MISSIONS LEADER APPLICATION

Describe any past leadership experience:

What is your medical background and skill set ?

List any current medical certifications and note expiration date: (BLS, ACLS, etc.)

List the following current : Medical License #, DEA, NPI, etc.

SHORT-TERM MISSIONS APPLICATION

EXPERIENCE & SPIRITUAL GIFTS

List any cross-cultural and short-term experience. Indicate length of ministry, ministry name, short description, and team leader we can communicate with.

What gifts, talents, abilities, and professional skills do you have that might contribute to your ministry on a short-term mission trip?

If you have taken spiritual gifts assessment, what are your top spiritual gifts?

Do you speak a language other than English? If so, please list along with fluency (i.e. a little, conversational, fluent):

Briefly explain what you hope to see the Lord do in and through you on this mission trip.

SHORT-TERM MISSIONS APPLICATION

How do you think your involvement will strengthen the team?

What do you do when you have conflict with someone? How do you handle confrontation?

What are the realistic roadblocks that might keep you from going on a mission trip?

A mission's trip requires a major time commitment. In addition to the trip itself, the team meets for training. This training could be up to two hours per week for at least 8 weeks prior to the trip.

Are you willing to commit to the necessary time requirements for this trip? YES NO

What possible time conflicts might you have during the preparation and debriefing periods?

MISSION LEADER APPLICATION

Financial Policy & Procedures

FINANCIAL INFORMATION

Payment Options:

- In order to comply with the IRS, all checks should be made payable to **Harmony Life International**.
- All checks must include **participant's name** and **trip location** in the memo line
- Online option:

Trip Costs:

Each team budget will contain a number of major expense categories. Examples may include: airfare; housing costs; food and drink; ministry materials; gifts for hosts; and much more.

Every effort is made to minimize costs without jeopardizing the quality, effectiveness, or safety of the mission. We will work with travel agents who specialize in working with short term missions groups. These travel agents can find discounted rates for ministry work and are able to provide help in working with foreign governments, international banking, passports, and visas. The travel agents also provide invaluable help in dealing with emergency changes in travel itineraries approved by the short term trip leader.

Deposit Information:

- a \$100 non-refundable deposit is required with this application
- Make the check payable to Harmony Life International
- The \$100 deposit will go towards the total cost of your trip

Team Member Contribution:

Each team participant should contribute at least 10% out of his/her own personal finances toward the cost of the trip. This includes the \$100 deposit (submitted at time of application time). Participants are encouraged **not** to contribute more than 50% of the cost of their trip, even if they have the finances to afford it.

Payment Schedule:

- 120 days: Trip Closed
 - 90 days: 50% of balance due
 - 30 days: Full payment due
- Cancellations or failure to pay result in forfeiture

SHORT-TERM MISSIONS APPLICATION

Financial Policy & Procedures

Financial Memo of Understanding:

- I understand that I am responsible for raising 100% of the funds required for the trip. The money I raise covers travel costs, food, lodging, exit taxes, ground transportation, and other ministry expenses associate with the trip.
- I am responsible for passport fees, souvenirs, immunizations, prayer letters, personal meals separate from the team, and some tourist type events. The travel agency, Harmony Life International will not be responsible for extra trip expenses (i.e. airline changes)
- Financial donations made to Harmony Life International for this mission trip are not mine—they belong to God and have been given to Harmony Life in order to accomplish the mission and work of the church.
- If, for some reason, I do not ultimately participate on the mission trip to which I have been accepted, I am responsible for and will reimburse Harmony Life International for any fees incurred as a result of my cancellation. (i.e. purchased airline tickets)
- If, for some reason, I do not participate on the mission trip to which I have been accepted, I understand that the monies donated to my trip cannot be refunded to me or to the donors due to the non-profit status of Harmony Life International. All materials, including airline and other travel tickets, that have been purchased with donated funds cannot be transferred outside of the trip.
- I understand if I do not meet the funding deadlines, I may not be allowed to go on the Missions trip. Any money raised will not be refunded, but will be applied to the current trip or other mission's ministries.
- If I raise an amount of money that exceeds my needs, remaining money will be dispersed to other team members in need or used by Harmony Life International for other financial needs associated with this mission or future ministry trips.
- I will agree to return home at my own expense if the team leadership determines that my behavior is /has been inappropriate and none of the money raised will be refunded to me or any donors.

I have read and agree to the above policies, rules, and terms.

Participant's name (Please Print)

Signature

Legal guardian if under 18

Signature

Date

SHORT-TERM MISSIONS APPLICATION

In submitting this application:

- I am expressing my agreement with the Harmony Life International
- I have read and agree to the trip policies and procedures
- I whole-heartedly submit to the team leadership and will follow their direction and instructions.
- I will, attend all training sessions and complete all training requirements.
- I am confirming that I have the time and energy to devote to the pre, mid, and post-trip responsibilities.
- I am willing to work under the direction of missionaries and pastors to accept and to perform any and all assignments cheerfully and with a God-honoring attitude.
- I will be flexible in my department; adjusting my demeanor, posture and manner as needed.
- I will agree to return home at my own expense if the team leader determines that my behavior is/has been inappropriate.

Participant's name (Please Print)

Signature

Date

SHORT-TERM MISSIONS APPLICATION

Medical Information

MEDICAL INFORMATION

Name: _____

Insurance Information:

Insurance Company: _____

Policy Holder: _____ Relationship: _____

Policy # : _____ Group # : _____

Insurance Co Address: _____ Phone : _____

Physician Information:

Primary Care Physician: _____

Physician Address: _____ Phone: _____

Emergency Contact Information:

Please provide contact information of two individuals not traveling with your team who may be contacted in the event of an emergency

In Case of Emergency Please Notify:

Name: _____ Relationship: _____

Address: _____

City/State/Zip: _____

Phone: _____ Alt. Phone: _____

Email: _____

Alternate Contact:

Name: _____ Relationship: _____

Address: _____

City/State/Zip: _____

Phone: _____ Alt. Phone: _____

Email: _____

SHORT-TERM MISSIONS APPLICATION

Medical Information

Is your tetanus shot current? YES NO Date of last tetanus shot: _____

List any allergies (foods, medications, bees, pollen, etc.) and reactions to these allergies:

List any special dietary needs / requirements:

Please list any medications you are currently taking:

Do you have any health problems that might hinder you during this mission's trip? (back or chest pain, daily mandatory medical needs, physical or mental disability, etc.)

Please list your blood type if known: _____

Emergency Medical Release Form

Participants Name:

Harmony Life International Mission Teams and their appointed team leaders have my permission to authorize any medical treatment deemed necessary for me or my child by the aforementioned and the attending physician, including administration of medication, anesthesia, emergency surgery, or hospitalization. I agree to assume complete financial responsibility for all medical bills incurred by me or my child.

I agree to assume total financial responsibility to travel home immediately if it is necessary for medical or any other emergency reasons.

Signed: _____

Parent's Signature (if under 18 years of age): _____

And dated this _____ day of _____, 20____.

Short-Term Release of Liability

In signing this form, I, _____, agree not to hold Harmony Life International, its officers, employees, or other agents liable for any injury, loss, damage, or accident that I might sustain while on a short-term missions event/effort.

I realize and acknowledge that my participation on a missions 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 accidents, disease, war, political unrest, injury from construction projects, and other calamities.

I hereby assume any such risks that might result from my participation in any such missions project, and I unconditionally agree to hold Harmony Life International, its officers, employees, or other agents harmless 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 missions trip.

I hereby expressly forever release and discharge Harmony Life International its officers, employees, or agents from all such claims, demands, injuries, damages, or causes of action arising from any conduct on the part of Redeemer Bible Church, its officers, agents, or employees.

Signed: _____

Parent's Signature (if under 18 years of age): _____

And dated this _____ day of _____, 20____.

Short-Term Missions Trip Release of Liability for Minors

In signing this form, I, _____ the parent and/or legal guardian of _____ (Team Member's Name), agree not to hold Harmony Life International its officers, employees, or other agents liable for injury, loss, damage, or accident arising out of the church's negligence or that negligence of its officers, employees or other agents that I (and my minor children participating with me - listed below) might sustain while on one of its mission trips to _____ (Location of Trip) from _____(date) to _____(date).

I realize and acknowledge that my (and my minor child's/children's) participation on a missions trip to a foreign country includes many risks and possible dangers. I am well aware that my travel to a foreign country exposes me to such risks as accidents, disease, war, political unrest, injury from construction projects, and other calamities.

I hereby assume risks that might result from my travel to a foreign country, and I agree to hold Harmony Life International its officers, employees, or other agents harmless for liability concerning my personal health and well-being arising out of Harmony Life International negligence, and liability for my personal property that might be lost, damaged, or stolen while on a mission trip.

I also give permission for my child to travel with an assigned staff member from Harmony Life International, outside the United States of America, and give that person permission to administer medical care in the case of an emergency.

I have carefully read the foregoing and I understand that my signature herein holds Harmony Life International , its officers, employees, or other agents harmless for liability for injury, damage, loss, accident, delay, or irregularity in schedule arising out of the church's negligence or the negligence of its officers, employees, or other agent.

Parent or Guardian's Signature

Date

Minor Child Participating (under 18 years of age):

Name

Date of Birth

CRIMINAL RECORDS CHECK

I, _____, hereby authorize Harmony Life International to conduct a background screen by any entity chosen by the Harmony Life International specifically for conducting this search to release information regarding any record of charges or convictions in any criminal file maintained on me, whether said file is a local, state, or national file, and including but not limited to accusations and convictions for crimes committed against minors, to the fullest extent permitted by state and federal law. I do release Harmony Life International and other entities from all liability that may result from any such disclosure made in response to this request.

SIGNATURE OF APPLICANT

DATE

PRINT APPLICANT'S FIRST NAME (INCLUDING MIDDLE NAME): _____

PRINT ALL OTHER NAMES THAT HAVE BEEN USED BY APPLICANT (IF ANY, INCLUDING MAIDEN NAME): _____

DATE OF BIRTH: _____ SOCIAL SECURITY NUMBER: _____

ADDRESS: _____

CITY: _____ STATE: _____

ZIP: _____ COUNTY (not country): _____

DAYTIME PHONE: _____

Note: Harmony Life International children's and youth workers will only be subject to a criminal background check; not credit, driving, employment, etc.

Please give reference form to two individuals who know you well. If under 18, one should be from a parent/legal guardian.

Please return this form to:

- SHORT TERM MISSIONS REFERENCE FORM -

Name of Applicant: _____ **Your relationship to the applicant:** _____

It is important that you be as candid as possible in your responses. If you need more space, please use a separate piece of paper and write the applicant's name at the top of that sheet. If you would like to discuss an issue that might relate to a particular question, please contact the team leader. We are not looking for perfect people for our mission trips, but we do want to identify negative traits that may be a detriment to our team in a successful ministry situation. Answering any question negatively will not necessarily disqualify the applicant from the trip. It will show us the areas that may need working on in preparation for the trip. Please do not answer questions simply "yes" or "no", but give further explanation that you think might be helpful to us.

Do you believe the applicant is ready for this trip (spiritually, emotionally, socially)?

Does the applicant respond positively to authority figures?

Does the applicant display spiritual fruit at home, work and school? What fruit do you see?

How does the applicant respond when he/she doesn't get his/her way?

Does the applicant display servant-like characteristics at home or in your relationship?

Does the applicant have personal devotions on a regular basis?

(For parents) If the applicant does not have enough money to pay for this trip, are you willing to help him/her work towards a plan to pay off the difference?

Your Name: _____ **Phone:** _____

Signature: _____ **Date:** _____

Please give reference form to two individuals who know you well. If under 18, one should be from a parent/legal guardian.

Please return this form to: matthew.rogers1974@gmail.com

- SHORT TERM MISSIONS REFERENCE FORM -

Name of Applicant: _____ **Your relationship to the applicant:** _____

It is important that you be as candid as possible in your responses. If you need more space, please use a separate piece of paper and write the applicant's name at the top of that sheet. If you would like to discuss an issue that might relate to a particular question, please contact the team leader. We are not looking for perfect people for our mission trips, but we do want to identify negative traits that may be a detriment to our team in a successful ministry situation. Answering any question negatively will not necessarily disqualify the applicant from the trip. It will show us the areas that may need working on in preparation for the trip. Please do not answer questions simply "yes" or "no", but give further explanation that you think might be helpful to us.

Do you believe the applicant is ready for this trip (spiritually, emotionally, socially)?

Does the applicant respond positively to authority figures?

Does the applicant display spiritual fruit at home, work and school? What fruit do you see?

How does the applicant respond when he/she doesn't get his/her way?

Does the applicant display servant-like characteristics at home or in your relationship?

Does the applicant have personal devotions on a regular basis?

(For parents) If the applicant does not have enough money to pay for this trip, are you willing to help him/her work towards a plan to pay off the difference?

Your Name: _____ **Phone:** _____

Signature: _____ **Date:** _____

SHORT-TERM MISSIONS APPLICATION

Team Covenant

TEAM COVENANT:

The Harmony Life International Mission Leaders Team believes that God is calling short-term missionary teams to bring the fruit of the gospel for the good of the world. (John 15:16) The Team believes the following elements are crucial to the effectiveness, quality, and safety of a short-term mission trip. As a member of a short-term mission's team, I will agree to:

- 1) Remember that I am representing Jesus Christ as well as Harmony Life International. I will model Jesus in my behavior and attitude.
- 2) Remember that I am a guest working at the invitation of my hosts. I will respect their ministry methods realizing that ministry in other parts of the world may look different than what I am used to.
- 3) Commit being a group of individuals who unite as one in purpose, striving to accomplish the same goal of glorifying Christ and increasing His church. (1 Corinthians 12:1-31)
- 4) Develop and maintain a servant's attitude toward all nationals and my teammates.
- 5) Commit to resolving all inter-team conflicts according to biblical principles as laid out in Matthew 18:15-20. In all issues of conflict, I will commit to maintain a humble spirit of confidentiality, while seeking to affirm one another in love (Ephesians 4:29; Colossians 4:6).
- 6) Respect my team leader and his or her decisions. In situations of team concerns, the team leader will be the team guide.
- 7) Refrain from a complaining or criticizing attitude towards nationals, team leaders, and my teammates. I recognize that travel can present numerous unexpected and undesired circumstances, but the rewards of conquering such circumstances are innumerable. I will strive to be creative, accommodating and supportive in all situations in order to promote a positive team environment without judgment.
- 8) Respond without defensiveness when corrected, believing the other team members have my best interests and the interests of the team in mind. (Proverbs 27:5-6)
- 9) Refrain from gossip. (Ephesians 4:29)
- 10) I will strive (with God's help) to be an imitator of Christ (1 Corinthians 11:1), not causing a brother to stumble (1 Corinthians 8:9-13), and acting in a manner appropriate to the host culture, doing all for the glory of God. (1 Corinthians 10:31)
- 11) Refrain from illegal drugs.
- 12) Refrain from the use of inappropriate or obscene language. (Ephesians 5:4, Colossians 3:8, 4:6)
- 13) If I am attracted to a teammate, I will not attempt to pursue a relationship until after we return home.
- 14) Refrain from any activity that could be constructed as a romantic interest toward a national. I realize that certain activities that seem innocent in our own culture may seem inappropriate to others.
- 15) Attend all team meetings before, during and after the trip. Team meetings are crucial for accomplishing the objectives of the trip and creating unity among the team.
- 16) Commit myself to personal quiet times by being faithful in my daily time with God. Growing individually is essential to growing as a team.
- 17) Commit myself to daily prayer, every day up to and including our time in the field, for the individuals on our team, our global partners we will serve with, and the church.

Mission Team Leaders Core Convictions

1. We believe that God is calling us to step out of our comfort zones and trust Him to do more than we can ask or think.
2. We believe that God is committed to our transformation, not our comfort.
3. We believe that God is calling His people to join Him in a passion for seeing His Name proclaimed amongst every tribe, tongue, and nation of the earth.
4. We believe that the Gospel itself is the true source of motivation and power in giving ourselves for the cause of global missions.
5. We believe that God is uniting His children, and calling us to welcome and embrace people from every ethnicity and culture, striving to show no partiality, by the grace of God.
6. We believe that in this day, God is forging ministry from everywhere to everywhere, calling us to humble partnership, both serving and being served, teaching and learning from others.
7. We believe that God cares about all needs, including spiritual, physical, social, and psychological, with an emphasis on seeing souls regenerated to eternal life.
8. We believe that in our own strength we are powerless to affect God's kingdom and thus are to be prayerfully dependent on the power and love of a God who is eager to answer and empower.
9. We believe that God is a relational God who knows us intimately and thus calls us, not to an ambiguous cause, but to minister as individuals and to individuals.