



## Mission On The Move

Thomas E. (Ernie) Sizemore - Director

PO Box 206, 220 Cypress Point Rd., Springfield, GA 31329  
912-754-3349ph / 912-754-3351fx missiononthemove@windstream.net

To All Mission Teams,

Thank you for your interest in our mission team ministry. Below are some guidelines that will help you as you plan your trip. Address your questions and arrange the details of your trip directly with the missionary. Once you have finalized the details, let me know. Your reservation will not be official until I have received your registration form and \$250 non-refundable registration fee.

Enclosed you will find the necessary forms that need to be filled out and returned to our office **no later** than **one month before your mission trip**. Please note that these enclosed forms are your "originals" and you will have to make copies of some of the forms so that each team member will have a form to fill out. If you need additional forms they are available for download from our website – [www.missiononthemove.org](http://www.missiononthemove.org).

A list of Mission Team Requirements & Guidelines is also enclosed. BE SURE TO READ THIS FIRST! All team members will be accountable for following all of these mission team requirements.

When ordering your airline tickets you may use the MOM credit card for your purchase, by doing so you will earn Frequent Flyer Points for MOM. This helps with our flights to and from Mexico and Honduras and also with guests we invite to help with the ministry. If you choose to use MOM's credit card, please send a check to MOM for the full price within one week of purchase to help us avoid additional charges on the credit card which allows us to pay the balance in full each month.

Each Team Leader will fill out the following forms for their Mission Team and send them to our office:

- Mission Team Registration & Information Form (if not previously completed)
- Mission Team Requirements & Guidelines Form
- Mission Team Insurance Form

Have each missionary (team member) fill out:

- Missioner's Agreement & Release of All Claims form
- Missioner Profile: Team Member Info & Personal Data Sheet

Give each team member a copy of the Dress Code, Child Safety Rules, & a copy of the CMA Int'l Insurance Information-(this is Travel/Accident Insurance) when you receive it.

Please send originals to the office and keep a copy of all forms for yourself. Again, these forms are due in our office with your team money **no later than 1 month** before your departure date. Thank you in advance for your cooperation & support of our Work Team Ministry. We are looking forward to working with you and we hope your team will have a wonderful and blessed experience as you go out in the name of Jesus Christ to serve.

Thanks,

*Carole Shealy*

MOM Office Manager

## **MISSION ON THE MOVE**

### **Mission Team Requirements & Guidelines**

1. Team Leaders should make your team's travel arrangements. You may charge the tickets to the MOM Credit Card to help earn Frequent Flyer credits to help with MOM's travel expenses. Money for airline tickets should be sent to the MOM office within one week of purchase. Call our Office Manager at 912-754-3349 to get our credit card information. Remember the airlines require each person's name as it appears on their passport in order to issue each person a ticket.
2. You will need to contact the airline company to see if there are any restrictions on different types of luggage or package/containers at the time of your mission trip.
3. Every MOM Team Member will need passports. WE MUST HAVE A COPY OF EVERYONE'S PASSPORT IN THE MISSION ON THE MOVE OFFICE BEFORE YOU LEAVE. Be sure all passports are valid for six months beyond the return date of your trip.
4. Mission On The Move requires that all missioners have the insurance offered through our carrier. Currently the cost for the required insurance is \$1.84 per person, per day, but is subject to change. Please fill out the Mission Team Insurance Form and include the appropriate amount with your team money sent to the MOM office. Additional insurance may be purchased to meet individual or church needs. Note this web site for more information - <http://www.shorttermmissions.com/articles/insurance>.
5. All forms need to be filled out completely. Send the originals to the office and the team leader needs to keep a copy.
6. Team Leaders are required to have gone on at least one mission trips with MOM and have completed MOM's Team Leader Training before they will be allowed to lead a team. Potential Team Leaders that have been on one trip but lack the Team Leader Training can schedule individual Team Leader Training with our office on request.
7. We encourage each team leader to write a brief paragraph or two about their experience on the trip and send them to our office with a team photo. Mission On The Move reserves the right and permission to use any submitted photos or other media in our promotional programs and materials. *Additionally, media taken by our staff and volunteers are public and may be used in MOM publications and other church publications to promote the work of Mission on the Move.*
8. We encourage all teams to post entries about their trip on social media in real time and after the trip.
9. All Teams are required to comply with the Dress Code for Mission Teams. This guideline is presented in order to ensure your team members maintain an effective witness and are not designed to restrict personal freedoms or expression of your heart.
10. If your team is going to use MOM's bus and truck, the rate should be negotiated with the missionary in the country where you participate. Fees typically do not include fuel and may or may not include the driver cost. Each team must pay for their own fuel and for the repairs if the bus and/or truck are damaged during your use of them.

#### **RECAP:**

- |  |  |
|--|--|
| <input type="checkbox"/> Registration Form ( <b><i>DUE IMMEDIATELY</i></b> ) | <input type="checkbox"/> Copy of passports to MOM office                               |
| <input type="checkbox"/> Registration Fee ( <b><i>DUE IMMEDIATELY</i></b> )  | <input type="checkbox"/> Money for airline tickets to office within 1 week of purchase |
| <input type="checkbox"/> Review Dress Code with Team Members                 | <input type="checkbox"/> Insurance form & payment to office                            |
| <input type="checkbox"/> Review Child Protection policy with Team            | <input type="checkbox"/> Complete and send original forms to MOM, keep copies for self |

All questions should be addressed to Carole Shealy at the Mission On The Move office or to Ernie Sizemore, Exec. Director.

**Once you have read the guidelines, please sign and return this form to Mission On The Move.**

**DO NOT FORGET TO KEEP A COPY OF THESE GUIDELINES!**

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# Mission On The Move

## MISSION TEAM INSURANCE FORM

Contact Info: Carole / 912 754-3349 Fax: 912 754-3351; [missiononthemove@windstream.net](mailto:missiononthemove@windstream.net)  
Send your check for the Premium Fees to Mission On The Move, P.O. Box 206, Springfield, GA 31329

Team Leader:

Email:

Phone #:

Alt Phone #:

Fax #:

Destination:

Number on team:

Departure:

Return date:

Number of days:

Medical Coverage: \$25,000 - Insurance cost is \$1.84 per person/per day - Premium Fee: \$ \_\_\_\_\_

(Remember to include travel days in your calculation for number of days multiplied by number of people by \$1.84)

Name (List team leader first) / Date of Birth

Traveling dates if different from above



## **Dress Code for Mission Teams**

### **Women**

Wear clothing that is edifying to God and doesn't offend even conservative dressers  
Knee length shorts and capris are permitted in Honduras.

Shorts in Mexico are permitted, but should be no more than 4 inches above the knee

Gym Shorts can ONLY be worn over Bathing Suits at the beach and water park.

Bathing Suits must be one piece, but worn with shorts

Please do not wear revealing tops or shirts with mid-driffs (stomach/belly) showing

Sleeveless shirts and tank tops with wide straps are acceptable.

No skirts or dresses more than 4 inches above the knee.

Slacks and Jeans are permitted.

Slacks or dresses/skirts are appropriate for Morning Worship Services

Please only wear tasteful, conservative amounts of Jewelry to avoid becoming a target:

- No toe rings

- No more than 2 bracelets

- No more than 2 earrings in each ear

- No flashy jewelry

- No Diamonds

- Gold Jewelry is STRONGLY discouraged

### **Men**

Walking, knee length Shorts are acceptable but No Gym shorts

No Tank Tops or sleeveless shirts of any type permitted

Bathing suits need to be boxer type or Board shorts

Please do not wear flashy or expensive jewelry

No gold chains or bracelets

No earrings

### **General**

Tattoos must be covered

No tobacco or alcohol LOGOS on clothing, hats, or luggage

No crosses should be worn in Mexico or Honduras

***Some of the above is acceptable in the USA but in the Evangelical Community in Mexico and Central America these things do not portray a good Christian Witness.***

***There are two reasons that excessive jewelry should not be worn – whether costume or fine jewelry – it is not safe and it portrays you as a rich American.***

***Mission On The Move expects all Team Members to dress conservatively so they can be a witness through the ministry wherever they may be serving. An offensive outfit may ruin the opportunity for effective witnessing and sharing the love of Jesus.***



## **TEAM MEMBER BASIC CHILD SAFETY RULES**

**TWO ADULT RULE:** The “2 Adult Rule” shall be observed (2 responsible adults per classroom/activity OR 2 responsible adults within line of sight.) When there are not enough workers for two Responsible Adults for each group, the Sending Church or Missions Agency should assign at least one Responsible Person per group and have one Floater who can visit all the rooms randomly. Understanding that there is safety in numbers, one responsible adult can be in contact with multiple youth (6<sup>th</sup>-12<sup>th</sup> grade) so long as they are in line of sight of other adults. When working with children under the age of 12 years old, at least one of the responsible adults should be a woman.

### **OPEN ROOMS:**

All activities should take place in rooms/classrooms with doors open or with windows for observation.

### **FIVE YEAR OLDER RULE:**

When working with youth, the responsible adult must be five years older than the oldest youth.

### **OPEN DOOR COUNSELING:**

Any one-to-one mentoring or consulting shall be conducted in sight of another adult. If done in a room, the door must be left open and another responsible adult should be within line of sight.

### **NO SPANKINGS OR CORPORAL PUNISHMENT FOR DISCIPLINE:**

Team Members should never administer discipline to children not their own through spanking or other forms of corporal punishment.

## **REPORTING OF INCIDENTS**

If an adult worker/volunteer observes or suspects a violation of the safety of a child, these steps must be taken immediately.

- A. Address any immediate needs the child or youth may have.
- B. Report concerns to Missionary and Team Leader.
- C. Cooperate with leadership and authorities throughout the process.

If an adult suspects that abuse or any suspected violation of the local or federal law is taking or has taken place, he or she or the Missionary in charge shall report the abuse to the appropriate local law enforcement agency and/or child protective services.

I have read and understand the rules above for interacting with the children in care of MOM. By signing below, I agree to abide by these rules and guidelines.

PRINTED NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

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