



Short-Term Missions (STM) Checklist and Instructions

Thank you very much for contacting the Missions Team with your desires to embark on a missions trip. We are excited to journey with you and pray that our relationship together will be a blessing to yourself, the SCommAC Missions Team, the entire congregation. But most importantly, may it be glorifying to God.

- Read carefully the *Short-Term Missions Policy* (pages 1-5) before completing the forms. If there are any questions, please do not hesitate to ask a current SCommAC Missions Team member.

PRE-TRIP

- Complete the *Short-Term Missions Application Form* (Appendix III, pages 9-11), regardless of financial support request, and return it, preferably electronically, to a current Missions Team member.

** Applications must be submitted **at least 3 months** prior to the start of the STM trip day.**

Please do NOT exceed the text boundaries, unless otherwise stated. Keep your answers short and concise. However, if you feel strongly to write more than what is allocated, you can include it in another document as an addendum.

In the application form, to check the grey boxes, double-click the box and under "Default Value", select "Checked" then "OK". You will see an "X" in the box.

- The Missions Team will schedule with you an informal pre-trip interview prior to your departure to build a more personal relationship with you and for you to learn more about who we are and how can support you (e.g., financially, prayerfully, corporately, etc.).
- After reviewing your application form and after the informal interview, the Missions Team will notify you of the approved financial support, if applicable.
- Do keep the Missions Team updated as you prepare for your trip and during your trip.

POST-TRIP

- Complete the *Post-Trip Reflection* (Appendix IV, pages 12-14) and return it, preferably electronically, to a current Missions Team member.

This form must be submitted within **30 days after the return of the short-term mission trip.**

Please do NOT exceed the text boundaries, unless otherwise stated. The space constraints will hopefully keep your answers short and concise. However, if you feel strongly to write more than what is allocated, you can include it in another document as an addendum.

- If financial support was given, complete the *Expenses Financial Accounting* form (Appendix V, pages 15) and return it, along with the *Post-Trip Reflection*, to a current Missions Team member.
- The Missions Team will schedule with you an informal post-trip interview after reviewing your *Post-Trip Reflection* in order to support you as you settle back in Canada, and as you share your experiences with your friends, family, small groups/fellowship and/or the congregation.
- If there are any questions anytime during the process (pre-trip, during the trip, post-trip), please do not hesitate to ask and communicate with a current Missions Team member.

“Missions exist because worship doesn’t” – John Piper