



Information Packet
Baja Mission Trip -- February 2020

The following pages are for your information.
Keep these for your reference.

TEAM MEMBER CHECKLIST

APPLICATION: Complete, initial and sign the Application Form and the following attachments:

- Medical Information Form
- Medical & Liability Waiver Form
- Participant Covenant (Behavioral Standards) Form
- Copy of Passport

Review other materials to attach to this Application Form:

- Itinerary
- Budget
- BelPres Mission Trip Fundraising policies and procedures
- Sample Support Letter
- Fundraising Response Card

DEADLINES:

- Submit Application, attachments, passport copy and initial by **September 27, 2020**
- Non-refundable Deposit of \$100 per person (applied to airfare) **October 27, 2020**
- Submit additional airfare cost of \$300 in your account by **November 24, 2020**
- Submit remainder of total trip cost (less support raised) by **January 17, 2020.**

REQUIRED TRAINING AND PREPARATION:

Pray: Solicit prayer and financial support

1. Training #1: **October 27, 2020 @ 12:15pm** at BelPres:

- “Sharing Your Faith: My Story” (Share the story of your faith journey, aka your “Testimony” (3 minutes) with team. Respond to questions and comments. Discuss how your story might impact others, particularly teammates or those whom we are going to serve in Mexico. Plan for prayer and devotional times - for the team as a whole and individuals - before, during and after the trip.)
- **Raising Support & Financial Guideline:** There are strict BelPres and IRS policies on raising support for missions trips. The **BelPres Finances and Fundraising Policy** is included in these attachments below.

2. Training #2: **December 1, 2020 @ 12:15pm** at BelPres: “Cultural Awareness” (Humility, service and cultural similarities/differences between Americans here and Mexicans there.)

3. Training #3/Team Dinner: **Time/place TBD, late January:** “Being part of a team”

6. Commissioning (**February 9, all services.**)

7. Post-trip Reunion & Debrief: About 2 weeks after trip, time and place TBD.

Itinerary February 19-23, 2020

BelPres Baja Mission Trip with Baja Christian Ministries (BCM)

(Times and days are flexible)

WEDNESDAY:

3:00 PM - Be at airport

5:00 PM - Depart SeaTac on Alaska Airlines (or other)

7:00 PM - Arrive San Diego

8:00 PM - Load van(s) and drive 1 hour to Rosarito, Mexico

9:00 PM - Arrive Rosarito, Mexico (Lodging in large home(s), condo or hotel)

THURSDAY:

Individual or group morning devotionals

7:30 AM - Breakfast at home or at Pancake Republic (Meet BCM building team)

9:00 AM - Depart for site of house build

9:30 AM - Arrive at build site, get oriented and begin construction/assembly of house

5:00 PM - Depart build site

7:00 PM - Dinner at Tacos Manuel, a trusted local street-side restaurant

8:30 PM - Arrive back at lodging for individual fellowship

FRIDAY:

Individual or group morning devotionals

7:30 AM - Breakfast at home or at Pancake Republic with BCM building team

9:00 AM - Depart for site of house build

9:30 AM - Arrive at build site, get oriented and continue construction/assembly of house

4:00 PM - Complete house, present keys to owners, pray

5:00 PM - Hot dog fiesta at Iglesia Bautista with Pastor Carlos & Gina and neighbors/church

7:30 PM - Return to lodging, free time

SATURDAY:

Individual morning devotionals

8:00 AM - Breakfast at Pancake Republic (meet BCM evangelism team, orient to the events of the day)

9:30 AM - Depart for a local neighborhood selected by BCM outreach staff/pastors

Mid-morning - Neighborhood evangelism (you'll be shocked at how easy/fun this is)

Late morning/noonish - Gospel presentation by BCM staff, meeting and praying with

neighbors, distributing Bibles and "The Purple Book" (a Bible study guide for new believers)

Mid afternoon - Lunch (tacos again, somewhere)

Late afternoon/early evening - Visit local church

About 7:30 PM - Arrive back at lodging. More fellowship (and hot-tubbing?)

SUNDAY: (Departure time may vary by group)

7:00 AM - Pack up and prepare to depart lodging

7:30 AM - Team fellowship, worship and debrief with continental-type breakfast

8:30 AM - Depart for border

9:15 AM - Arrive at Tijuana border crossing

11:15 AM - Clear border

Noon - Arrive San Diego. If early departure, check in. If later departure, visit nearby park/beach for additional fellowship and debriefing.

Evening - Arrive back in Seattle

BUDGET

BelPres Baja Mission Trip with Baja Christian Ministries (BCM)

(How is the trip cost calculated?)

BelPres has established a fixed cost for our Baja trips based on actual costs averaged over the number of participants on our various teams. **Adults pay \$1500** and **youth under 18 pay \$950**. This provides a fixed budget for each team member and trip. Most teams raise more than is needed. A few do not. Even though many team members are capable of self-funding their trip, every team member is strongly encouraged to solicit both prayer and financial support.

This page is provided in the interest of transparency so that team members can understand how the trip cost is calculated; here are some of the costs.

TEAM COSTS paid to BCM for the house being built. This cost is fixed and needs to be raised by each team, regardless of the number of members on the team::

House (paid to BCM)	\$8500
Outhouse (baño - optional)	\$1500
Total	<u>\$10,000</u>

INDIVIDUAL COSTS (3 day trip):

Airfare (e.g., Alaska Air group rate)	\$300-\$375
Van rental, including Mexico insurance	\$70-\$80
Lodging	\$120-\$150
Meals	\$75-\$90
Total	<u>\$565 - \$695</u>

Airfares must be paid 60 days before departure. To assure that the church has money to cover this expense, we ask that each team member have sufficient funds in their account to cover this amount 90 days before departure.

OTHER COSTS:

A passport (valid 6 months beyond trip date) or current Enhanced Driver License is required for travel to and from Mexico. Cost is about \$85.

July 10, 2018

Dear Family and Friends,

I am again headed to Baja October 11-14 with a group from BelPres. We arrive on Thursday evening, build (assemble) a 480 sf home for a deserving family on Friday, visit the neighborhood on Saturday to explain what we do and why we do it and are back home Sunday evening.

Our Mexico partner for this project is [Baja Christian Ministries](http://bajachristian.org/) (BCM - bajachristian.org/) in Tijuana. BCM has been active in the area for over 20 years. Their work to improve the lives of the people in northern Baja is impressive. The local government credits them for a significant decrease in the crime rate in the area. In fact, this area is one of the few parts of Mexico where that is the case.



The impact we can have on the life of not just one family but a whole community in a single long weekend is heart-warming. When we were there last fall, the family's 12 year old son left for school in the morning from a small worn out travel trailer just as we went to work. When he got home that afternoon and saw his new house, painted and nearly ready to move in, he broke into tears and sobbed for several minutes. He then joined us for the finishing touches. An hour later, as the sun was settling into the Pacific, we presented his mother with the keys to a safe, clean and secure new home. He cried again - as did all of us. That keeps me coming back. [Here's photos from last year.](https://photos.app.goo.gl/4WeHTfsN76RyllG82)
<https://photos.app.goo.gl/4WeHTfsN76RyllG82>

We have not yet been told for whom we will be building this fall, but the families are well-screened by BCM staff and a pastoral team who live and work in the neighborhoods. Only about 1 in 50 applicants qualify. In all communities where BCM builds homes, churches and does outreach, follow up and forming a faith community is emphasized.

I appreciate your prayers for safe travel, a smooth and injury-free project, good team bonding and good health. Pray also for the family who will receive the home that we will build, and for open hearts during the neighborhood outreach Saturday.

As usual I am funding my own travel expenses, but each team needs to raise \$10,000 to pay BCM for the house and baño (outhouse). That's dirt cheap by Seattle standards - about \$20 psf; if you are able to partner with me to bless one of these lovely families I would be grateful. Please see information on the following page on how to participate.

Thank you very much for your partnership on this project. I'll send you a report of our trip.

Chuck Pilcher

Mission Trip Financial Guidelines--Part 1: Participants

Bellevue Presbyterian Church

Mission Trip Financials Background

Bellevue Presbyterian Church (BelPres) Mission Trips are a meaningful and transformational experience for the participants, team leaders and host agencies and communities.

The purpose of this document is to provide team leaders and members the **financial** guidance necessary to accurately process Mission Trip expenses and contributions. This will ensure contributions made to the church intended for a specific Mission Trip are properly directed and comply with church policies and IRS regulations. Please refer to the Mission Trip Leader Guide for general guidance in preparing for your Mission Trip experience.

Please follow the guidelines below and ask the Missions Department if you have questions.

Fundraising Policy

Global Outreach may approve fundraising efforts that meet the following criteria:

- The fundraising appeal, in letter or other form, shall be presented and approved by Mission Dept leaders prior to use
- Individuals are responsible for their own mailing list (No church database information will be used)
- The total number of BelPres members/attenders to be included in mailings related to the mission shall be no more than 10% of the membership
- All contributions should be received by the church at least one week prior to the trip to ensure all funds are accounted for prior to departure
- Any money raised exceeding the amount needed, will typically go to support the Mission Trip fund in general or will go to the associated organization at the discretion of the Global Outreach team. It cannot be returned to the donor or the team participant.

Note: There are many congregants, family members and friends who would like to support the mission, but do not have the ability to travel. Inviting others to participate as “senders” can often be a gift to them as well.

Process:

- **Participant will submit draft letter to Missions for approval**
- Upon approval, participant sends letter to family and friends
- The Missions Department will notify the Team Leader or individual of support received and will deposit money into fund or project account
- Team Leader or Accountant will provide team members of account balances
- Team Leader or Accountant will collect all due balances
- Team Member is responsible to send “thank you” notes as funds are received

Support Letters

The Missions Department has examples of support letters and recommends that team members use those to develop their letter. [See example provided]

A Support Letter should include:

- An update on your life (school, work, family, activities, living situation, church, etc.)
- What has led you to participate in a Mission Trip?
- Introduction to Mission Trip purpose and your hopes and goals for experience
- How people can be your partner in this trip (financially and prayerfully)
- An estimate of trip expenses so that they know the total goal for fundraising

Mission Trip Financial Guidelines--Part 1: Participants

Bellevue Presbyterian Church

- These statements (**please use the exact language below**):
 - Please make checks payable to Bellevue Presbyterian Church and for tax purposes, please do not write my name on the check. Instead, please fill out the enclosed response card, and include it with your check to indicate your preference.
 - Gifts to the church, with an expression of a preference for my trip expenses, are tax-deductible to the extent allowed by law.
 - Any contributions received beyond my individual cost will be applied to the Mission Trip expenses as a whole, be withheld in a fund for future trips, or otherwise be used at the discretion of BelPres.
- A deadline when you'd like to hear back (specific date)
- Response card and return envelope (see below)
- Instructions to mail to church:
Bellevue Presbyterian Church, Missions
1717 Bellevue Way NE
Bellevue, WA 98004
- Express gratitude for their consideration and that you will write them when you return to report on your experience

Refunds to Team Members

All contributions made to the church, for use toward a Mission Trip, are considered a charitable contribution and are tax-deductible. The church cannot refund charitable contributions. Any money raised will typically remain in the Mission Trip Fund Account to support the Mission Trip in general, or the associated mission organization. As required by law, BelPres has full discretion over how all contributions will be used.

Left over money from a trip will not be returned to team members. Funds are charitable gifts to the church and received as support of the mission at BelPres. Refunding unspent funds goes against the intent of a "charitable gift," and does not conform to appropriate IRS rules and regulations.

Funds can only be refunded in the case of Mission Trip cancellation at which point donors will be offered an opportunity to change their designation preference, or receive a refund at the discretion of Bellevue Presbyterian Church.

Reimbursement for Trip Expenses

If the individual spends personal money on Mission Trip expenses and there are funds in the Fund Account, the individual can request reimbursement.

- Receipts for expenses must be translated into US dollars
- If charged to a credit card, a copy of the credit card statement needs to be submitted along with detailed receipts and explanation
- Reimbursement will include transaction fees levied by the bank
- Individual may submit an additional check request form for reimbursement

Mission Trip Financial Guidelines--Part 1: Participants

Bellevue Presbyterian Church

Sample Response Card

We want to provide support to the **Baja Mexico, 2019 Mission Trip** through Bellevue Presbyterian Church.

Through Prayer

Through Finances: *Enclosed check (Do not list names on the check, but include this form)*

Our preference is that this gift will be used to support the work of _____. We understand that the use of the gift is subject to the discretion and control of Bellevue Presbyterian Church. Thank you!

Donor information

Name: _____

Address: _____

E-mail address: _____

Other Fundraising Appeals

All other fundraising asks require preapproval of the Finance Committee.

Mission Trips not Sponsored by BelPres

BelPres does not participate with financing of mission trips sponsored by other agencies. Mission trip contributions intended for trips operated by anyone other than BelPres should be paid directly to the operating organization and not directed to BelPres.