

Mission Trip Guidelines



ST ANDREWS
CHRISTIAN COLLEGE

INSPIRED BY
FAITH

DISTINGUISHED BY
CHARACTER

LEADERS BY
INFLUENCE



Mission Trip Guidelines

PREAMBLE

All policy, protocols and procedures flow from the St Andrews Christian College Mission Statement:

“To educate our students so that they are well skilled, understand life on the basis of biblical truth, and are motivated to walk with God and serve Him in their lives, so that they will be a positive Christian influence in the world.”

POLICY DOCUMENT INFORMATION

TITLE:	Mission Trip Guidelines
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ACKNOWLEDGEMENTS:	Trinity Christian School, ACT Pacific hills Christian School, NSW
PURPOSE:	To provide policy and direction for all the College Community.
RELATED DOCUMENTS:	Christian Community and Service Policy Mission Protocols

KEY DATES

ISSUE DATE:	September 2016
REVIEW DATE:	2019



1. RATIONALE

Mission trips are an integral component of student and staff involvement in cross cultural mission and participation is encouraged from all parts of the school community. These guidelines for the conduct of short-term mission trips cover such areas as locations, team composition, travel, risk management, finances, training, debriefing, contingencies, insurance, timing, including duration.

2. LOCATIONS

All proposed mission trips are to undergo thorough processes before being approved to make sure they not only meet the mission purposes of the College, but are considered reasonably 'safe' and every possible, conceivable incident is considered. The location of trips must have DFAT approval.

3. TIMING AND DURATION

Mission trips will ideally be conducted during school holiday periods but can also be conducted in a combination of term time and school holidays. Most mission trips will be approximately two weeks in length.

4. TEAM COMPOSITION

All prospective team members should seek the guidance and counsel of their own church / pastor, in addition to the counsel of school staff, before embarking on a short-term mission trip. Anyone considering a mission trip needs to be aware of the substantial cost and time commitment that will be required if they are to be a member of the mission team; before, during and after the trip. This early information would normally be contained in a flyer about the mission trip.

Overseas mission trips are open to Senior students, due to age requirements in some countries and in order that participants have a reasonable degree of maturity and ability to minister to others who may be of a similar age or younger.

All interested parties will be required to submit an Expression of Interest form with an appropriate deposit. In some cases more substantial application forms may be required by external organisations and by the College. In any case these will supplement, but not replace, St Andrews specific forms. Final selection of the team will be made by the Principal in conjunction with advice from Executive members and the Team Leader after interviews with prospective team members.

Each team will be lead by a St Andrews staff member. Where the team consists of both male and female students, at least one adult is required from each sex. Ideally the adult to student ratio will be at the most 1:5 and preferably in the vicinity of 1:4 for overseas mission trips.

Adult members of a mission team may be drawn from St Andrews staff, parents, or if necessary from local church members. All adult members of the mission team must either be St Andrews staff members, be VIT registered or must complete a Working with Children Check.

Each adult must be aware of child safety implications, put into place child safe policies and guidelines throughout the trip and be prepared to undertake a 24 hour daily duty of care throughout the whole trip. St Andrews Christian College has a commitment to child safety and has zero tolerance for child abuse.

5. TRAVEL AND INSURANCE

Travel will need to happen and it should not go against any other College policies with respect to transportation, wherever possible and practicable. When mini buses are used, they should have a designated



driver who has no student responsibilities on the team. Wherever possible group airfares are to be obtained; they have the added flexibility of late airfare payments and late provision of names. This flexibility could allow for a team member to withdraw without penalty up to 45 days before departure if a replacement team member can be found. All team members will be required to pay for travel insurance specific to the mission trip. This will be incorporated into the team costs for the trip and will be arranged through the College.

All participants will be required to receive appropriate vaccinations and approval from their doctor as to their fitness to go on the mission trip. Thorough medical forms are to be completed and submitted to team leader.

6. RISK MANAGEMENT

All mission trips carry with them some degree of risk. By careful planning and preparation, it is intended that the risks will be managed or minimised, and will not be unexpected. In the event of danger or a major occurrence, the mission trip leader will contact the Principal as a matter of priority. A detailed risk assessment should be completed in the appropriate format prior to the departure of the mission team.

It will be the Deputy and Principal's responsibility to sign off on the acceptance of the submitted Risk Assessment. The Deputy / Principal will cancel the trip if any part of the trip is considered an 'unreasonably high risk' to students.

7. FINANCES

All costs associated with the trip are the responsibility of the team member. Any mission trip will incorporate team and individual costs. Team costs will be included in the promulgated cost of the trip and will include international travel, local travel, accommodation, food, local tourism, visas, mission agency and school administrative costs and travel insurance. Individual costs include obtaining a valid passport, vaccinations, clothing specific to a trip and spending money.

The College will pay all costs involved / fares to the team leader (staff member) of the trip. Depending on costs and availability of funds, the College may assist accompanying staff with fares.

8. SUPPORT

The school administration will provide personnel and practical support to the planning and conduct of short-term mission trips including the financial management of funds associated with the trip and general office support.

9. PRAYER

Prayer is an integral part of missions and the success of missionary endeavours. Ideally a 'missions' prayer group will meet and pray on a regular basis to support those staff and students planning and preparing to go on a mission trip.

Each individual member of the mission team must have the support of their church and prayers who will commit to daily prayer for the entire trip.

10. TRAINING, DEBRIEFING AND EVALUATION

All members of a short term mission team are to complete the pre-mission training which will be run by the team leader and other participating staff. All team members are required to participate in the debriefing and evaluation aspect of the mission trip, and should willingly participate in any presentations that are made about the mission trip. This will be an ideal opportunity to mobilise other students for future mission trips.