ADMINISTRATION GUIDELINES FOR
Category 8: FIELD VISITATION TRIPS (GLOBAL)
AND
Category 9: FIELD VISITATION TRIPS (LOCAL)

A. Purpose

To encourage and support members of ACEM churches to gain experience and exposure and to actively participate in both global and local missions works as defined in the Missions Policy. The goal is to build relationship and develop long-term ministry partnership with ACEM churches and the missions fields.

Missions is defined as any holistic missions work which is directed to fulfill the Great Commission of Jesus Christ by proclaiming the Gospel of Jesus Christ, making disciples, planting churches, and transforming communities. ACEM's missions fund will support missions works with independent legal entities which are at arm's length with any ACEM churches.

Global Missions is defined as any holistic missions work that is carried out in countries other than Canada and the United States.

Local Missions is defined as any holistic missions work that is carried out in Canada and the United States.

Glocal Missions is defined as any missions work that integrates missions carried out in Canada and in overseas countries.

B. Program Eligibility

1. Organizer: The field visitation team shall be organized and supervised by ACEM Missions Office, ACEM churches, or Christian organizations supported or endorsed by ACEM.
2. Team leader: The team must be led by an ACEM pastor, or a deacon or a ministry leader, with previous short-term missions experience.
3. Minimum duration:
    1. For **local** trip – the minimum duration must be at least FIVE consecutive full days in residence at the ministry location, excluding travel time.
    2. For **global** trip – the minimum duration must be at least NINE consecutive full days, excluding travel time.

C. Applicant Qualifications

In addition to the guiding principles as specified in the Missions Policy, the following specific qualifications are required for both Global and Local categories:

1. Applicants aged 18 and above:
   a. Must be members of an ACEM church or baptized Christians regularly attending the weekly worship service of an ACEM church for a minimum of two years;
   b. must have a desire to witness Christ and to serve others; and
   c. must be actively involved in ACEM local church activities or ministries.
2. Applicants who meet the qualifications as stated in C.1, but are currently studying outside of the GTA will be considered on an individual basis.
3. Applicants aged 14 to 17 must be accompanied by their parent(s) or guardian(s) who meets the qualifications as stated in C.1.
4. Applicants aged 8 to 13 must be accompanied by their parent(s) or guardian(s) who meets the qualifications as stated in C.1. In addition, recommendations must be provided by:
   a. Team leader (to specify how the applicant can contribute to the missions works); and
   b. Children Pastor or Sunday School Teacher.
5. Applicants under age 8 will not be considered for subsidy.

D. Application Procedure

1. Applicants must submit a completed and signed Application Form, which includes a declaration of agreement to arrange sufficient coverage of Travel Medical & Hospital Insurance covering the period of travel, and Waiver of Responsibility together with a blank Recommendation Form to the leader or pastor of their church**.**
2. If the applicant is a pastor who is the only pastoral staff in his/her church/congregation, he/she and his/her family members must seek prior approval of the Executive Church Board / Ministry Committee.
3. If the applicant is a Senior Pastor/Leading Pastor, he/she must seek prior approval of the Executive Church Board / Ministry Committee.
4. For applicants under age 18, the Waiver of Responsibility form must be signed by a parent or a legal guardian.
5. All forms are available on ACEM website: www.acem.ca
6. Applicants must read and agree to the rules and regulations as established in ACEM Missions Policy. The policy is available on ACEM website.
7. Leader and pastor of the church will evaluate and complete the Recommendation Form and submit the whole application package to ACEM Missions Office at least two months prior to departure, or the earlier deadline as specified by ACEM Missions Committee.
8. Upon receipt of the application, ACEM Missions Committee will evaluate and interview the applicant, if necessary.
9. Applicants are encouraged to seek prayer support from the congregation of their church.

E. Eligible FVT Expenses:

- Airfare (economy class only)
- Fee for first check-in luggage
- Land Transportation cost (if travel by automobile such as car, van or bus, rental, gasoline, and insurance are included)
- Accommodation
- Visa applications
- Personal emergency medical and hospital insurance (except within the province of Ontario)
- Travel vaccinations or disease prevention medications required for missions destination
- Registration cost and/or missions agency administration fee
- Other ministry expenses (as determined by the team leader and not exceeding 10% of the total ACEM subsidy for the team.)

F. Financial Support

Financial support will be approved as a percentage of the allowable eligible expenses ($1,650 for local trip, $3,300 for global trip) up to a certain amount as specified, whichever is lower. Each participant will be eligible to apply for financial subsidy up to three (3) trips per year.

Number of Trip	**Local Trip**	**Global Trip**
First trip	30% up to $495	30% up to $990
Second trip to the same missions field	50% up to $825	50% up to $1,650
Third and subsequent trips to the same missions field	60% up to $990	60% up to $1,980

Candidates are allowed to raise the rest of their needs from other sources. They should report the outcome to the Missions Office. No subsidy for more than the total cost will be granted.

If approval is granted, ACEM Missions Office will issue cheques for the subsidized amount to the organizing agency or the ACEM local church. If the subsidy cheque needs to be issued to the individual, original receipts are required for reimbursement. Otherwise, a T4A will be issued to the individual for the subsidized amount. However, financial subsidy is not guaranteed.

G. Applicant Responsibilities

1. A financial report showing the expenses incurred and subsidies received with original expense receipts attached should be submitted to the ACEM office upon return from the missions trip.
2. Within three months of returning from the trip, applicants or teams are expected to make written or oral reports to local ACEM churches through participation in Sunday services or small group meetings.

H. Cancellation of Trips

The financial compensation will be applicable, if:

1. the trip is cancelled by the organizer, or
2. the situation is not safe for the team as determined by ACEM Missions Committee, or
3. it is not recommended by The World Health Organization or the Government of Canada to enter the destination.

The following eligible expenses incurred will be reimbursed:

1. 50% of the cost of penalty on flight cancellation, or cost of flight changes if these changes are made for another trip on a later date;
2. 50% of the cost of the airfare if the flight ticket has a non-cancellation condition and members had to forfeit the flight due to trip cancellation;
3. 50% of the cost of vaccination, visa and medical travel insurance incurred;
4. 100% of ministry expense up to the maximum percentage of the allowance indicated in ACEM Missions Policy. ACEM Missions Office might request the team lead to collect the ministry items purchased by the team members to be used for future trips.

No costs for the trip will be reimbursed should the member chooses to proceed with the trip for personal reasons.

I. Special Situation

The financial compensation will be applicable, if, after the beginning of the trip, the trip duration is shortened due to:

a. Immediate family member(s) has/have serious medical condition that may involve life and death situation, as determined by a medical doctor, or
b. Death of an immediate family member.

Note: For personal medical condition or injury, the cost should be reimbursed through travel insurance. Immediate family members include parents, spouse, children and siblings, not pets.

The financial compensation will be limited to, and up to the amount approved before the trip. Any costs incurred due to the change of plan (e.g. cost of changing or adding airplane ticket, or other transportation cost) will not be reimbursed.