



Involving People to Impact Nations for Christ

# Team Member Application Pack

Short-Term Mission Team

## Welcome to MotiVate

As many previous team members can testify, going on a short-term mission is a life-changing experience, so we are delighted that you have applied to become a team member.

In this pack you will find all the forms required to complete the application process. These should be completed and returned to us as soon as possible - preferably by email.

Please enclose, or send us, a deposit of \$200\* with your completed application before we can begin to process it. This deposit will be applied to your account and is non-refundable if you decide to withdraw (except in the case of an emergency or serious illness that prevents you from travelling, or if the trip cannot go ahead for any reason). Please also include a scanned copy or photo of your passport photo page with this application.

### Checklist

*Please send to us:*

- Completed Application Form (*pages 2-4*)
- Emergency Contact Information (*page 5*)
- Acknowledgement & Indemnity (*pages 6-7*)
- Policy Commitment (*page 8*)
- Child Protection Declaration (*page 9*)
- Copy of Passport photo page
- \$200 deposit\*

*Please keep:*

- This page
- Child Protection Policy (*page 10*)
- Fund Raising Suggestions (*page 11*)

*\* By cheque or deposit to 'MotiVate'  
Account: 12-3059-0560743-02 (ASB)*

### What Happens Next?

We will process your application as quickly as possible. Once you have been accepted as a team member, we will inform you of the next steps, including pre-trip training sessions and other requirements for the team.

If you are unsure about anything, or just have questions about the application process, then please don't hesitate to get in touch.

Yours in missions,

**Motivate**

MotiVate  
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Browns Bay  
Auckland 0753

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W [www.motivate.nz](http://www.motivate.nz)



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# Team Trip Member

## Application

Please complete this application **LEGIBLY**.

Either a) type the text directly into the document before printing  
or b) print the document and then complete in writing.  
You are advised to print a backup copy for your records.

### Country applying for

### Team Number

**Passport name (Last)**

(First)

(Middle)

### Street Address

### Suburb

### City

### Postcode

### Country (if not NZ)

**Phone (Home)**

(Office/Other)

(Mobile)

**Email (Main)**

**Email (Alt)**

**Are you a New Zealand Citizen?**

**YES**

**NO**

*If NO, go to next line. If YES, skip the next line.*

**Do you have a return visa for NZ?**

**YES**

**NO**

**Where is your Citizenship?**

**Do you have a current passport?**

**YES**

**NO**

**Expiry Date**

### Marital Status

### Date of Birth

**Next of Kin (full name)**

**Relationship to you**

## MEDICAL BACKGROUND

**Do you have any medical issues or allergies we should know about?**

**YES**

**NO** *If YES, list below*

**Are you taking any medications?**

**YES**

**NO** *If YES, list below*

**What current vaccinations do you have?** *(Visit your GP or travel clinic for advice several weeks before leaving)*

## **TRIP INFORMATION**

**Have you been on a mission trip before?**      YES      NO

**If YES, what countries?**

**What organisation did you go with?**      MotiVate/MV      **Other:**

**What languages do you speak?**

**Why do you want to be part of this mission**

## **OCCUPATION AND EXPERIENCE**

**What is your current (or former) occupation?**

**What specialised training/experience have you had that may be of value on the mission field?**

## **CHRISTIAN LIFE**

**Have you had any evangelism training?**      YES      NO    *If YES, what kind?*

**Are you a Christian?      YES      NO      For how long?**

**Describe your personal faith journey and your relationship with Jesus Christ**

**What are your strengths/weaknesses and how do you see them as a help or hindrance on the mission field?**

**Are you comfortable sharing your faith with others?      YES      NO** Please explain:

**What ministry activities do you wish to participate in? Check all that apply**

Testimony	Evangelism	Teaching	Drama
Children/Youth	Worship/Music	Medical/Health	Construction
Other:			

## **What church do you attend?**

**Pastor's Name** \_\_\_\_\_ Tel \_\_\_\_\_

*NB If YOU are the Pastor, please give the name and contact number of a suitable alternative referee*

**Pastor's recommendation and comments on suitability of applicant to be a team member:**

**Name**  
*(Pastor)*

Date

**NZ\$200 deposit (see page 1)**

### **Photocopy of my passport information**

## **Child Protection Declaration**

#### **Acknowledgment and Indemnity**

## **Policy Commitment**

## **Emergency Contact Information**

**Full Name  
(Applicant)**

Date



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# Emergency Contact Information

**Team Member Name**

**Passport No**

**Street Address**

**Suburb**

**City**

**Postcode**

**Country (if not NZ)**

**Phone (Home)**

*(Office/Other)*

*(Mobile)*

**Email (Main)**

**Email (Alt)**

**Medical conditions**

**List medications**

**Relationship to you**

**List allergies**

## PRIMARY CONTACT - IN CASE OF EMERGENCY

**Full Name**

**Relationship**

**Address**

**City/Postcode**

**Country (if not NZ)**

**Phone (Home)**

*(Office/Other)*

*(Mobile)*

## SECONDARY CONTACT - IN CASE OF EMERGENCY

**Full Name**

**Relationship**

**Address**

**City/Postcode**

**Country (if not NZ)**

**Phone (Home)**

*(Office/Other)*

*(Mobile)*



# Acknowledgement & Indemnity to MotiVate Charitable Trust

Involving People to Impact Nations for Christ

**Full Name**

**"TRAVELLER"**

**Passport No**

**Street Address**

**Passport Number**

**Nationality**

**Suburb**

**City**

**Postcode**

**Country (if not NZ)**

**Phone (Home)**

*(Office/Other)*

*(Mobile)*

**Details of allergies/medical condition:**

The purpose of this Acknowledgement and Indemnity is to clarify the role and responsibilities of MOTIVATE CHARITABLE TRUST of the first part and the TRAVELLER of the second part.

**1. PROGRAMME:** The TRAVELLER will be travelling to , leaving on the day of 20 , commencing as a member of a Mission Expedition. ("the Programme").

**2. RESPONSIBILITIES:** MOTIVATE CHARITABLE TRUST, its Board, Agents, servants and employees, hereinafter referred to as "MOTIVATE", acts only as an agent for the TRAVELLER in connection with all aspects of the Programme; and it is understood and agreed that MOTIVATE assumes no liability for injury, damage, loss, accident, medical expenses, delay or irregularity which may be occasioned for any reason whatsoever, whether due to its own acts or omissions or through the acts or omissions of any company or person engaged by MOTIVATE for the purpose of transporting or housing the TRAVELLER, or in carrying out the arrangements of the Programme.

Furthermore MOTIVATE accepts no liability or responsibility for losses or additional expenses due to delay or changes in air or other services, sickness, weather, strikes, war, quarantine, or other causes. The right is reserved to MOTIVATE to substitute living accommodations of similar quality, as available to those specified in the itinerary, and to cancel any Programme prior to departure; in the latter case a full refund less any applicable cancellation charge will constitute full settlement to the TRAVELLER. No refund will be made for any unused portion of the Programme, unless arrangements are made prior to departure from New Zealand.

**3. NO DRUGS:** The TRAVELLER acknowledges that he/she will not carry, or use, any illegal drugs, alcohol or tobacco products.

**4. AGE:** The TRAVELLER acknowledges he/she is over the age of 18 years.

**5. FURTHER ACKNOWLEDGEMENTS:** The TRAVELLER acknowledges:

- That the TRAVELLER has read, understands, and agrees to follow the advice and requirements contained within the Team Member Handbook (issued separately and available on request).
- That overseas travel has risks including accident, illness, injury and hostage taking. The TRAVELLER will not hold MOTIVATE responsible for any such risks howsoever and wheresoever arising.
- That MOTIVATE will make no concessions to terrorists and will not negotiate for the payment of ransom for the release of hostages or prisoners. MOTIVATE will co-operate with the appropriate Governmental Agencies to ensure that all perpetrators of violent acts against people associated with MOTIVATE will be brought to justice.
- That the TRAVELLER is responsible for his/her own travel insurance - including insurance for injury, medical and hospital expenses - that the TRAVELLER may deem necessary beyond that which is covered in the travel insurance policy MOTIVATE maintains for team members.
- That the TRAVELLER will not hold MOTIVATE responsible for any of the costs or expenses of travel related to the Programme.

**6. INDEMNITY:** The TRAVELLER hereby indemnifies and will keep indemnified MOTIVATE and its employees and agents from and against all actions, suits, claims, demands, expenses and liability whatsoever in respect of the participation of the TRAVELLER in the Programme or in respect of any treatment given to the TRAVELLER.

**7. AUTHORISATION:** In the event of any accident, illness or injury sustained, suffered or otherwise affecting the TRAVELLER, MOTIVATE its employees and agents are authorized to obtain any necessary medical assistance or treatment, to carry out any first aid which they in their absolute discretion consider necessary, and to engage any medical practitioner, ambulance officer, or nursing assistant to administer blood transfusions or anaesthetic, or first aid treatment or hospital accommodation; and in this event the TRAVELLER agrees to pay on demand all fees and expenses thereby incurred and to indemnify MOTIVATE in respect of such fees and expenses.

**8. OTHER:** If any provision of this Acknowledgement and Indemnity is held to be invalid, unenforceable or illegal for any reason, this Acknowledgement and Indemnity shall remain otherwise in full force apart from such provision or part of provision which shall be deemed deleted.

This Acknowledgement and Indemnity shall be governed by and construed according to the law of the New Zealand. MOTIVATE and the TRAVELLER irrevocably and unconditionally submit to the exclusive jurisdiction of New Zealand.

I HAVE READ THE FOREGOING and understand and agree to the same.

**Full Name**  
(Traveller)

**Date**



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# Policy Commitment

## Team Member Behaviour and Expectations

I acknowledge that I am going as a representative of Jesus Christ and MotiVate and that I have read and adhere to the Statement of Faith and vision of MotiVate. (See *Team Member Handbook* or 'Statement of Faith' on website)

I agree to submit to both my Team Leader and to the Field Coordinator/Associate and promise to abide by his/her decisions as they concern this mission trip to the point of return in New Zealand.

I agree to follow up on requirements for passports, visas, financial obligations, vaccinations etc.

I will attend all team meetings to the best of my ability as set by the MotiVate Team Leader and realise that if I fail to attend meetings without the prior approval of the Team Leader, I could be removed from the team.

I understand that our team's work is but a tiny speck of a bigger picture that GOD is accomplishing and promise not to be overly demanding, to do my best not to offend or cause embarrassment to our host and to help them obtain their long term goals.

I agree to adopt an attitude of submission as a servant to Christ and others. I am not going to try and convince others of my personal viewpoint or style. I go knowing there are many different ways to accomplish the same objectives and know that my way is not necessarily the best for the team or situation.

I will abstain from making derogatory comments or engaging in arguments regarding people, politics, sport, religion, race or traditions.

I agree to refrain from the use of any profane or coarse language at all times throughout the trip.

I agree to refrain from smoking at all times throughout the trip.

I agree to refrain from purchasing or consuming alcohol at all times throughout the trip.

I agree to refrain from the use of non medicinal (or illegal, illicit) drugs at all times throughout the trip.

I agree to refrain from public or personal display of affection with my girlfriend/boyfriend during this trip (from departure to return in New Zealand).

I agree not to pursue any new personal romantic relationship with a team member or any local indigenous person during this trip.

I will refrain from meddling, complaining and obscene or insensitive humour. I realise that others on my team, during the journey, and while onsite will look at me as an example of how a Christian should act and I will not treat this responsibility lightly.

I will adopt an attitude of flexibility because I understand that travel, especially to remote locations, can be difficult and that plans may need to be changed without my knowing the reasons behind the changes.

I realise that there may be people on my team who come from different denominations than mine, that we may differ theologically and that I may attend a church denomination on the field that is different from mine. I will regard the differences with respect including in the area of people's different worship styles.

I agree not to attempt to leave the Mission site, accommodation, work site or tourist sites without the approval or knowledge of both the Team Leader and the Field Coordinator/Associate.

I agree to refrain from giving gifts, such as money, clothes, jewellery, etc without the prior approval or knowledge of the Team Leader and Field Coordinator/Associate. I also agree to refrain from giving gifts (items, money, support etc), or making personal commitments to meet any such need, to any local indigenous person without prior approval of the Team Leader and the Field Coordinator/Associate.

I agree to practice modesty during this entire trip, including the wearing of appropriate clothing such as long skirts (women) and long pants (men) by way of respect to the local culture. This includes: no walking to/from showers in a bath towel; no bikinis/halter tops to be worn at all; etc. (See 'what to bring' list and *Team Member Handbook*).

I agree to fulfil my responsibilities to the team in sharing in the work of the project, (e.g. ministry; taking on a task; lessons; praying for people; music; construction; working at a site).

I agree to participate in team prayer and devotions both prior to and during the entire team trip.

**I have read and fully understand the behaviours and expectations as outlined above, and realise that my failure to abide by these expectations may result in my removal from the team (possibly prior to or during the team trip) and my early return to New Zealand at my own expense.**

(check box)

**Full Name**  
(Applicant)

**Date**



# Child Protection Declaration

All staff or short-term mission team members working under the banner of MotiVate must ensure and agree that:

- The welfare of the child is paramount
- All children, whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity have the right to protection from abuse
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately
- All team members have a responsibility to report concerns to the team leader or field coordinator

## Policy Statement

MotiVate has a duty of care to safeguard from harm all children involved in any of its events and activities.

All children have a right to protection, and the needs of disabled children and others who may be particularly vulnerable must be taken into account.

MotiVate will ensure the safety and protection of all children involved in our activities and events through adherence to these Child Protection guidelines.

A child is defined as a person under the age of 18.

## Policy Aims

The aim of this Child Protection Policy is to promote good practice:

- Providing children and young people with appropriate safety and protection.
- Allowing all staff and team members to make informed decisions and give confident responses to specific child protection issues.

**I confirm that I have read and agree with the Motivate Child Protection Policy and will abide by its guidelines.**

(check box)

**I confirm that I have never been accused or convicted of any offences involving children or young people.**

(check box)

**I understand that MotiVate may require my consent for a Police Vetting check if the team involves work with children and youth**

(check box)

**Full Name**  
(Applicant)

**Date**



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# Child Protection Policy

Child abuse, particularly sexual abuse, can result in strong emotions in those facing such a situation. It is important to understand these feelings and not allow them to interfere with your judgement about the appropriate action to take. Abuse can occur within many situations including the home, school and the sporting environment. Some individuals will actively seek employment or voluntary work with young people in order to harm them. **All suspected cases of poor practice should be reported following the guidelines in this document.** Outdoor activities and sports can play a crucial role in improving a child's self-esteem. Our work brings us in contact with many different children from around the world and in all instances we must work to ensure the child receives the most appropriate care.

## GOOD PRACTICE GUIDELINES

All team members should be encouraged to demonstrate exemplary behaviour in order to protect themselves from false allegations. The following are common sense examples of how to create a positive culture and climate.

### Good Practice Means

- Never being alone with a child
- Always working in an open environment (e.g. avoid private or unobserved situations and encourage open communication with no secrets)
- Treating all young people with respect and dignity
- Building relationships based on mutual trust, which empowers children to share in the decision-making process
- Making activities fun, enjoyable and promoting fair play, without prejudice
- Ensuring that if any form of manual/physical support is required, it should be provided openly and appropriately, with care taken to position hands appropriately in certain circumstances
- Ensuring that where possible, a male and female team member should always accompany mixed groups. However, remember that same-gender abuse can also occur
- Being an excellent role model. This includes not smoking, drinking alcohol or using inappropriate language in the company of young people
- Giving enthusiastic and constructive feedback rather than negative criticism
- Recognising the developmental needs and capacity of young people with and without disabilities – avoiding excessive physical activity or competition and not pushing them against their will
- Keeping a written record of any incident or accident that occurs, along with the details of any treatment given

### Practices To Be Avoided

The following practices are to be **avoided**. If cases arise where any of these situations are unavoidable it should be with the full knowledge and consent of the Field Coordinator or team leader.

- Engaging in rough, physical or sexually provocative games, including horseplay
- Allowing, or engaging in, any form of inappropriate touching
- Allowing children to use inappropriate language unchallenged
- Making sexually suggestive comments to a child, even in fun
- Reducing a child to tears as a form of control
- Allowing allegations made by a child to go unchallenged, unrecorded or not acted upon
- Doing things of a personal nature for children or disabled adults, which they can do for themselves

### Incidents That Must Be Recorded Or Reported

If any of the following occur you should report the incident immediately to the Field Coordinator or team leader, and record the incident. It may also be appropriate or necessary to ensure the parents of the child are informed:

- If you accidentally hurt a child
- If he/she seems distressed in any manner
- If a child appears to be sexually aroused by your actions
- If a child misunderstands or misinterprets something you have done

Motivate recognises that anyone may have the potential to abuse children in some way and that reasonable steps should be taken to ensure unsuitable people are prevented from working with children.

Where team members may be required to work unsupervised and in a nature that leaves opportunity for abuse, Motivate will obtain the team member's prior permission to request a Police Check prior to the trip taking place.

### Responding To Allegations Or Suspicions

It is not the responsibility of anyone working within Motivate, whether in a paid or unpaid capacity, to decide whether or not child abuse has taken place. However there is a responsibility to act on any concerns initially through liaison with the Field Coordinator and team leader, and then through contact with the appropriate authorities.

### Confidentiality

Every effort should be made to ensure that confidentiality is maintained for all concerned, and information should be handled and disseminated on a need-to-know basis only. The Motivate Privacy Policy shall apply to all such information.

### Motivate Charitable Trust Requires That:

All team members read the advisory information herein outlining good practice and informing them about what to do if they have concerns about the behaviour of an adult towards a young person or one young person to another.

As part of the application process to join a mission team, all team members will complete and sign a Child Protection Declaration form (see page 9 of this application pack).

# Fund-Raising Suggestions

Your team leader will talk to you about the budget for the trip and any fund raising ventures due to be carried out. You will find below some ideas for raising funds in your own church, groups or work areas. Whatever you do remember to pray, start early, get lots of people involved and never give up!

## EVENTS

- Hold an auction night – auction things that people donate or services
- Have a theme night based on the mission trip – African night etc. have typical food, entertainment, decorations etc. Charge for tickets
- Talent show or a night with music and food – get people to donate food, and find musicians to play for free
- Cake sale – everyone brings a cake, buys a cake
- Bring and buy sale – same principle
- Praise & Worship evening with collection
- Barn Dance or other theme – Disco, 70's, 80's etc
- Car Boot Sale
- Table Top sale
- Quiz Evening
- Fashion Show
- BBQ
- Themed (African) Dinner – with volunteers to wait on
- Jumble sale
- Design & Make – then sell – cards, bookmarks, recipe books, journals, t-shirts etc
- 5-a side football match
- Fancy Dress party
- Ask church congregation to donate \$1 per person per week to mission

## SPONSORED EVENTS

- Run/Walk
- Cycle ride
- Climbing/Swimming
- Silence!
- Anything that people are prepared to do – from a sponsored bible read, to a bungee jump, diet to a parachute jump!

## OTHER ORGANISATIONS

- Get other organisations on board:
- Church – groups within the church, ladies, youth, men, children etc.
- Local schools – non uniform days, silly clothes days, bring a pound day
- Local work places – your own work place – colleges etc
- Local newspapers/radio stations – get publicity
- Charities may want to help
- Local shops can help to publicise/collect money

## PEOPLE

- Family
- Friends (church; school; Uni; work; sports; Facebook)
- Get people involved/onboard/enthusiastic
- Get a team of fund raisers to brainstorm more ideas!