

LEAN IN MINISTRIES, INC.

GLOBAL SHORT-TERM MISSION TRIP POLICY

Lean In Ministries, Inc. (“LIM”) exists to train, equip, and send short-term mission teams to Peru, South Asia, and similar areas to further LIM’s purpose of evangelism and discipleship. This Global Short-Term Mission Trip Policy is designed to provide LIM’s management with the guidelines necessary to successfully accomplish this purpose. Because LIM works in some of the most remote, physically harsh and demanding regions of the world, and scripture tells us that our efforts will come under attack from the evil one, it is essential that these guidelines be adhered to in every aspect of the Mission Trip process.

1. Definitions.

- a. A “Short-Term Mission Trip” or “Mission Trip” herein, is defined as:
 - i. any travel of 3 or more participants (the “Mission Team”),
 - ii. led by LIM management,
 - iii. to domestic and international locations,
 - iv. for a period exceeding 3 nights, but less than one (1) month,
 - v. for the purpose of Christian evangelism and discipleship,
 - vi. in connection with our approved global mission partners.
- b. An “Applicant” is any person who has completed LIM’s Short-term Mission Trip Application but is awaiting approval by LIM and/or funding.
- c. A “Team Member” is any person who has completed LIM’s Application process, is approved and fully funded for the Mission Trip.
- d. A “Team Leader” is any person who is appointed by LIM management to lead the Mission Team and has received the applicable training necessary to lead the Mission Team.

2. **Application and Effective Date of this Policy.** The rules and guidelines contained herein apply to every LIM Short-Term Mission Trip, Mission Team, Applicants, Team Members and Team Leaders as defined herein beginning June 20, 2023, and continuing in effect until amended or withdrawn by the Board of Directors of Lean In Ministries, Inc.

3. **Mission Trip Application Process.** Each person desiring to go on the Mission Trip shall complete a comprehensive Short-Term Mission Trip Application in advance of deadlines set by LIM. No Applicant shall become a Team Member until the Application is reviewed and approved by the Team Leader, and all funding commitments have been completed. **APPROVAL OF THE APPLICATION SHALL BE IN THE SOLE DISCRETION OF THE LIM TEAM LEADER.** At a minimum, the Application shall require the Applicant to complete the following:

- a. General identifying information
- b. Passport and Secondary ID information
- c. Criminal Background information
- d. Health Insurance information

- e. Medical History including medications, allergies and diet restrictions
- f. Signed Financial Agreement
- g. Signed Release and Hold Harmless Agreement
- h. Signed Statement of Faith and Character
- i. Signed Consent for Emergency Medical Treatment and HIPPA Records Request

4. Applicant Age Requirements

- a. Adult Mission Trips. Due to the risks associated with most of LIM’s Mission Trips, Team Members are required to be adults, 18 years of age and older.
- b. Limited Exception for Adult Trips. A limited exception may be granted for a youth ages 13 to 17 years if 1) the youth is accompanied on the entire Mission Trip by at least one parent or guardian, 2) the parent (or legal guardian) assumes all risks for the youth and signs all waivers and forms required for the youth, 3) in the discretion of the Team Leader, the youth is of mature faith and character and capable of acting as an adult and participating in missional activities as an adult during the during of the Mission Trip, and 4) LIM’s President approves the decision to grant a Limited Exception. On any given Adult Mission Trip, there shall be no more than 3 youths under Limited Exception.
- c. Special Youth Mission Trips. Should LIM engage in less risky trips designed expressly for Youths, Team Member age limit shall be ages 13-17. LIM management shall clearly identify in all informational material whether the trip is designated as Adult or Youth Special Mission Trip.

5. Medical Requirements. Due to the conditions and remote locations where LIM travels, each applicant is required to meet sufficient health requirements and conditions and provide a Physician’s Release when necessary. Each Applicant shall:

- a. Show proof of active Health Insurance Coverage. This is necessary regardless of whether LIM provides additional short-term health coverage for the trip.
- b. Cooperate with and provide LIM with any information necessary to purchase additional “trip” insurance coverage.
- c. Respond to Medical History inquiry for the following conditions and provide a Physician’s Release if they check yes to any of the following conditions:

<input type="checkbox"/> Asthma	<input type="checkbox"/> Nervous Breakdown	<input type="checkbox"/> Leukemia	<input type="checkbox"/> Excessive Fatigue
<input type="checkbox"/> Seizures	<input type="checkbox"/> Rheumatic Fever	<input type="checkbox"/> Tuberculosis	<input type="checkbox"/> High Blood Pressure
<input type="checkbox"/> Hepatitis	<input type="checkbox"/> Stomach Ulcers	<input type="checkbox"/> Fainting Spells	<input type="checkbox"/> STD
<input type="checkbox"/> Diabetes	<input type="checkbox"/> Eating Disorder	<input type="checkbox"/> Aids/HIV	<input type="checkbox"/> Severe Headaches
<input type="checkbox"/> Cancer	<input type="checkbox"/> Psychiatric History	<input type="checkbox"/> Depression	<input type="checkbox"/> Other: _____

- d. Provide a list of all prescription drugs the Applicant will require for the trip, any known allergies and any other medical conditions for the Team Leader to evaluate before approving the Applicant.

- e. Sign a broad waiver and release for any and all claims for illness, injury or death and indemnify LIM to the fullest extent from any and all liability or damages resulting from injury illness, or death during the Mission Trip.
- f. Sign a Consent for Emergency Medical Treatment and HIPPA Records Request in the case that such treatment or records become necessary during the course of the Mission Trip.

6. **Faith and Character Requirements.** As ministers of reconciliation and ambassadors of our Lord Jesus Christ (2 Cor 5:19-20), and to present a unity of believers to those we will be ministering to on the Trip, each Applicant shall affirm and sign LIM's Statement of Faith as the consistent message which will be preached and taught during the Mission Trip. In addition, each applicant shall agree to the following Character and Behavior requirements while on the Mission Trip. Violation of these requirements shall be grounds for discipline including disqualification from participation in certain Mission Trip activities or disqualification from the entire trip and being sent home at Team Member expense:

- Seek to be above reproach in my actions and attitudes.
- Have a servant heart and willingness to go the extra mile for the in-country hosts and my fellow team members.
- Honor my church and our Faith.
- Settle any team conflict or disputes quickly and with humility.
- Embrace the in-country culture and traditions with a willingness to learn.
- Submit to the team leader's authority.
- Due to the political instability and anti-American sentiment in various countries around the world, refrain from expressing political opinions while overseas.
- Follow all directions and guidelines provided by LIM Team Leader or in-country hosts including but not limited to security, dress, food and drink, worship practices, etc.
- Refrain from cursing, consumption of alcoholic beverages (unless culturally indicated as a part of worship experience), use of tobacco, illegal drugs, gambling or pornography.

7. **Background Checks.**

- a. Adult (18 and older) Mission Trips - Each Applicant shall provide answers to basic questions regarding that person's criminal history. It will be in the sole discretion of the Team Leader to determine if an additional Background Check is required. Refusal to agree to a Background Check when asked shall be grounds for rejection of the Application.
- b. Youth Trips (under 18 included) – Each adult applicant accompanying a Youth Trip (defined as a majority of Team Members under 18 years of age) shall be required to undergo a Background Check and receive mandatory child abuse training provided by LIM.

8. **Financial Requirements**

- a. LIM Management shall establish a Total Trip Cost for Team Members and Schedule for Payments no later than three (3) months prior to the beginning date of each Mission Trip. Applicants shall be informed of the deadlines and must meet all deadlines to become a Team Member.
- b. Applicants are expected to pay for or raise 100% of their Total Trip Cost. Funding shall be completed by the due date set by the LIM management.

- c. Support shall be raised using the biblical stewardship methods including self-funding, solicitation to third-party sponsors/support team and, most importantly, praying and making needs known to God.
- d. All Applicant financial support shall be channeled through Lean In Ministries, Inc. All contributions to LIM are subject to the discretion and control of LIM and **are non-refundable**. Pursuant to IRS regulations, third-party support contributions made to LIM that state a *preference* for a trip participant are tax-deductible. LIM will attempt to honor the preference. However, third-party gifts *designating* or *restricting* use of the money to an individual are not tax-deductible and will not be accepted. **See Sample Support Letter and Donor Preference Statement, Exhibit 1.**
- e. If, for any reason, Applicant is not able to participate in the Mission Trip, any amounts paid to LIM by the Applicant, or received by LIM preferencing the Applicant, **shall not be refunded**, but shall be used by LIM to cover mission expenses, or will be credited for Applicant's behalf toward costs for future LIM Mission Trips. The decision to credit the amounts will be in the sole discretion of LIM Management.

CERTIFICATE OF SECRETARY

I hereby certify that I am the Corporate Secretary of the Corporation and that the foregoing GLOBAL SHORT-TERM MISSION TRIP POLICY, comprised of 3 pages, was duly adopted by the Board of Directors at a meeting of the Board held on Feb. 19, 2024.

Sign: *Landon Sprague*

Print: Landon Sprague

Corporate Secretary, Lean In Ministries, Inc.

Date: 2-19-2024

MISSION TRIP POLICY EXHIBIT 1

EXAMPLE SUPPORT LETTER:

Date

Dear Names,

I want to let you know about an exciting opportunity that I have to serve the Lord. From October ____, 2023 to October ____, 2023, Lean In Ministries, Inc. is sponsoring a group from churches in the area to travel to Iquitos, Peru to work with their mission partners in that region. Specifically, we will have the opportunity to share the Gospel with the Urarina peoples in the Amazon River basin. I attach more information about the trip, including our itinerary.

I am asking friends and family to help me undertake this ministry in three ways:

First, please pray for me and the mission team in the upcoming months as God prepares our hearts and minds for this ministry. This includes our local ministry partners already preparing the way for our arrival.

Second, please be in prayer for the people with whom God will allow us to share Christ's love and his message of reconciliation. Many of these people suffer from addictions or other illnesses. Please pray that God, through the Holy Spirit, would soften their hearts to be open to the Gospel.

Finally, there are financial needs. Team Members are responsible for all of their individual expenses amounting to \$_____. If you would like to help support this mission project financially, you can do so online at <https://www.leaninministries.org/> . You can also make a check payable to the Lean In Ministries, Inc. and send it to them at the address posted on their website. *Lean In Ministries, Inc. is a registered 501(c)(3) IRS tax-exempt nonprofit organization. All gifts are tax deductible to the extent permitted by law. Tax ID (EIN) 93-2123010. Donor understands and agrees that the fund preference and use of the gift is subject to the discretion and control of Lean In Ministries, Inc. In order to qualify for tax-deduction, you must donate to defray costs for this mission trip generally. If you choose to defray my personal cost, please check the preference statement below and return it to LIM with your check.*

Regardless of the way, if you will support this ministry, please let me know so I can give thanks and pray for you! I look forward to reporting to you about our trip when we return. If you have any questions, please feel free to call or email me at _____.

Thank you, Your Name

SHORT -TERM MISSION TRIP DONOR PREFERENCE STATEMENT:

Enclosed please find our gift in the amount of \$_____ to support the short-term mission trip of Lean In Ministries, Inc to Iquitos Peru in October 2023. Our preference is that this gift be used to support the short-term mission trip of _____. We understand that the use of the gift is subject to the discretion and control of Lean In Ministries, Inc.

Donor(s):
Jim and Jane Doe
XYZ Street
Humble, TX 77777