

**CHINESE BIBLE CHURCH OF LANCASTER (CBCL)**  
**SHORT-TERM MISSIONS TRIP APPLICATION**

Date: \_\_\_\_\_ Application #: \_\_\_\_\_  
(to be completed by MD)

1. Name: \_\_\_\_\_ Date of birth: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

2. How long have you been a Christian? \_\_\_\_\_  
Are you a member of CBCL and for how long? \_\_\_\_\_

3. Place of employment or school: \_\_\_\_\_  
Job Title or grade level if fulltime student: \_\_\_\_\_  
Work Phone: \_\_\_\_\_

4. Trip Destination: \_\_\_\_\_ Trip Dates: \_\_\_\_\_  
(Please attach itinerary)

Name of Sponsoring Organization: \_\_\_\_\_

Trip destination contact information in case of emergencies:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

5. US contact information in case of emergency:  
Name: \_\_\_\_\_ Relationship to you: \_\_\_\_\_  
Address: \_\_\_\_\_  
Daytime phone: \_\_\_\_\_ Evening phone: \_\_\_\_\_

6. Languages spoken other than English and describe fluency:

7. List ministries you have been involved in within and outside of CBCL in the last 12 months.

8. Describe your ministry skills and experience (including training) in the following areas:

Sharing the gospel:

Leading Bible study:

Discipleship:

Music:

Teaching:

Children's or youth ministries:

Other:

9. Describe other skills that might be applicable to what you will be doing during the missions trip:

10. Describe short-term or cross-cultural missions trips you have had in the past, if any:

11. If you are applying for financial assistance from CBCL, please itemize by category the cost of your trip and the amount that you are willing to pay from personal resources.

12. On another sheet of paper, write a paragraph on each of the following:
- Describe the goals, ministries of this missions trip and your role on the missions team.
  - Reason why you want to be on this short term missions trip.
  - Description of your relationship with Jesus Christ.
  - Description of how you have shared the gospel in the past 12 months
  - Concerns you may have and prayer requests about going on this trip.

I understand that I am required to abide by all rules and regulations set forth by the Chinese Bible Church of Lancaster, and specifically to the following:

- To attending team preparation meetings (Group leaders must submit a schedule of training sessions)
- To submit myself to CBCL as the sending authority and abide by the Short Term Missions policy and procedures
- To present a report of the trip, oral or written, within 30 days of returning from the trip.
- To settle all financial accounts with CBCL within 30 days of returning from the trip.

\_\_\_\_\_ Date: \_\_\_\_\_  
 (Signature)

***Please leave blank. Section to be completed by STM subcommittee***

- Application form \_\_\_\_\_
- Question 12 \_\_\_\_\_
- Recommendation 1 \_\_\_\_\_
- Recommendation 2 \_\_\_\_\_
- Sample support letter \_\_\_\_\_
- Interview \_\_\_\_\_, by \_\_\_\_\_  
 Notes / recommendations:
  
- MD review \_\_\_\_\_  
 Notes / decision:

**CLAIM RELEASE AND MEDICAL RELEASE FORM**

This release form is pertinent to the Short-term missions trip to \_\_\_\_\_,  
dates of the trip \_\_\_\_\_.

I do hereby for and on the behalf of myself and my heirs and legal representatives release and forever discharge the Chinese Bible Church of Lancaster, its leaders, committees, and representatives and their successors and assignees, of and from any and all claims and demands of every kind, nature, and character which I may have or hereafter acquire for any and all losses, damages, or injuries which may be suffered or sustained by me in connection with my activities during the period for which such permission is granted and any period traveling to or from the event described, and all such claims are hereby waived and released, and I covenant not to sue therefore.

I give my permission to those in charge to take any steps necessary to stop bleeding and to administer first aid. In the event of a medical emergency where I am incapacitated, I give my permission to those in charge to authorize the following treatment(s) on my behalf:  
an x-ray examination, anesthetic, medical, dental or surgical diagnosis, treatment, hospital care, the administration of drugs or specialized supervision upon advice of a duly licensed physician and/or surgeon.

Name of Applicant (please print) \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

For applicants under the age of 18:

Name of Applicant's Parent / Legal Guardian \_\_\_\_\_

Relationship to Applicant \_\_\_\_\_

Contact Telephone \_\_\_\_\_

Signature of Applicant's Parent/Legal Guardian \_\_\_\_\_

Date \_\_\_\_\_



4. Please describe the applicant's strength and weakness, including any information that will help CBCL assess the applicant's suitability in participating in this short-term missions.

I have discussed with (name of applicant) \_\_\_\_\_ about his/her participation in Short-term Missions and based on the information I have been provided and my knowledge of the applicant, I

- enthusiastically recommend without reservation
- recommend
- recommend on the condition of \_\_\_\_\_
- do not recommend
- other \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

If you do not recommend, please provide some suggestions as to other ministries / short-term activities that might be more suitable and how CBCL can best prepare the applicant for future short-term missions.

Please do not return the completed recommendation form to the applicant. Send the completed form either as an attached file directly to [info@cbclpa.org](mailto:info@cbclpa.org) or mail it to CBCL at address below. Thank you for your time and cooperation.

**Chinese Bible Church of Lancaster**  
**Missions Dept – Short-Term Missions Subcommittee**  
**1051 Landis Valley Road,**  
**Lancaster, PA 17601**

## SUGGESTED FORMAT FOR STM PRAYER AND SUPPORT LETTER

1. Personal introduction: who you are and why are you interested in going on STM
2. Introduction of the program you will be joining
  - Organization you will be joining
  - Time and place of program
  - Objectives of the program
  - What will be your role and expectations?
3. Prayer request
  - Provide specific prayer needs
4. Solicit prayer and financial support
  - Total cost that is directly related to the program
  - Add the following sentence: "My participation in this program has been approved by the CBCL Missions Department. I intend to commit XX% of the total cost from my personal resources."
  - Add instruction on where the support should be sent: "Please make your support payable directly to CBCL and comment that it is designated for the short term missions support of <your name>."
5. Special instructions
  - Not distribute or post letter if it contains sensitive information
  - Others as appropriate
6. Response by reader, give choices as what types of support the individual is ready to make: (As a way to track your support status and know who is supporting you so that you can provide thank you and follow-up information at end of trip)
  - Will pray
  - Will pray & support at \$XX (another option is to give choices such as \$50, \$75, \$100, etc.)
7. Closing remarks
  - How you can be contacted if additional information is needed.
  - Thank you, misc

### Suggestions on how to distribute prayer & support letter

1. Avoid mass mailing. Start with close friends and family members.
2. Best to contact the person then follow with the letter. Don't have friends or family pass it out on your behalf. Personal touch is important.
3. Avoid distributing to non-believing friends or colleagues. However don't shy away from informing them on what you plan to do and why you are doing it. Use this as an opportunity to witness on why your faith is so important. Only offer the letter if the individual initiates the issue.
4. Acknowledge their support, even if it is prayer only, with a simple thank you note.
5. Provide your supporters with a final thank you and short report after your return. Work with the church finance department to make sure that you have the complete list of your donors.
6. If you are out for a long time (for example several months), send a progress note to your supporters from the field. If you are in a restricted area, have this distributed through a friend in the States with instruction that it not be distributed beyond the original recipient list. Do not mention locals or on site missionaries by name.