



# Joy Christian Center

Missions Trips  
Informational  
Packet

2007

"Teaching people to reach their  
world."

## JCC MISSION TRIP POLICY

There are two types of mission trips: JCC directed trips and non-JCC directed trips. JCC directed trips are a group of people from our church that are traveling together, and JCC is making all of the travel arrangements. A non-JCC directed trip is an individual or group that is traveling with an organization such as Teen Mania, Restoration Home, Youth For Christ, etc.

**Both JCC directed and non-JCC directed trips will be allowed to participate in Mission Sunday offerings, which will be distributed based upon individual need.**

**Joy Christian Center requires that you abide by the following mission trip policy:**

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### **All JCC directed trips must be handled as follows:**

If you need financial support, send letters to your family and friends. Please **do not** send letters to JCC members unless they are **close, personal** friends of yours. You should type in your letter the following statements, which are listed below in *bold/italics*:

*Make checks payable to “Joy Christian Center Missions” with my name in the memo.*

*Send checks to my home address.* (Make sure your address is on the letter).

*In order to receive a tax deduction for your mission giving, the IRS states that you agree to allow Joy Christian Center full authority and control over offerings received.*

Please note: In the event that you are unable to go on your mission trip this year, Joy Christian Center will set up an account for you, and allow you to use the funds given in your name within the next 24 months toward a mission trip. After such time, the funds will be transferred into a general mission account to be used toward others going on trips.

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### **All non-JCC directed trips must be handled as follows:**

If you need financial support, send letters to your family and friends. Please **do not** send letters to JCC members unless they are **close, personal** friends of yours. You should type in your letter the following statements, which are listed below in *bold/italics*:

*Make checks payable to [the organization that you will be traveling with].* If you are not traveling with an organization, and are traveling on your own, ask them to make checks payable to your name.

*You will not receive a tax deduction for giving in my name. Only gifts to a non profit 501©(3) organization will receive a tax deduction.* (The IRS states that you are allowed to receive up to \$10,000 in gift/support money per year **payable in your name** without having to claim the money as income).

*Send all checks to [my home address or to the organization you're traveling with].* (List the address of where the checks should be sent to).

## MISSION TRIP Q&A

**Q-What are the requirements for participating in Missions Sunday (MS)?**

**A-**

- MS participants must be regular attendees of Joy Christian Center for at least the last 3 months.
- MS participants must turn in a *Missions Trip Plan* to Angela Paulson by **April 1, 2007** to be eligible for Missions Sunday participation.
- MS participants agree to create a trifold board (provided) to highlight their missions trip. It must be brought to the church **no later than April 15, 2007**.
- MS participants agree to participating in the Missions Preparation Heartbeats (began Winter 2007) class at least once in the last 3 years.
- MS participants agree to participate in Sunday morning prayer time, during first service.
- MS participants agree to **contact Angela Paulson by April 25, 2007** to inform her how much money they still need to raise for their trip. *If you do not contact Angela by the designated date, she will assume you have your trip paid for.*

**Q-What will happen with Missions Sunday money raised in the congregation?**

**A-**

Before distribution, 20% of the total amount received on MS will be placed in the Missions Fund to be used for purchasing supplies for JCC trips, supporting special projects of our supported missionaries, and other special circumstances related to our missionaries.

The remainder of money received on Missions Sunday, which is not specifically designated to an individual, will be distributed on a formula using the individuals' needs as a percentage of the total group need. Not everyone will receive an equal dollar amount. JCC reserves the right to take into consideration each individual's overall amount remaining due at the time the Missions Offering is received.

**Q-Can an individual going on a mission trip deduct their personal contribution towards their trip on their income taxes?**

**A-**

Yes, as long as the mission trip is a JCC-directed trip. (A JCC-directed trip is a group of people from our church that are traveling together and JCC is making all of the travel arrangements. This is legal because it is furthering the exempt purpose of the church).

A non-JCC directed trip is an individual or group traveling with another organization such as Teen Mania, Restoration Home, Cristo Vive, etc). Non-JCC directed trips may allow tax deductions for your personal contribution through the organization you are traveling with. You will need to contact them.

**Q-Can my name be written in the memo of the check?**

**A-**

Yes and no. Yes, if the checks are payable to Joy Christian Center and given on Mission Sunday or mailed to your home and later turned in to JCC. Joy Christian Center is a non profit 501©(3) organization. Therefore, your name in the memo of the check is acceptable.

Your name in the memo of the check may not be acceptable if you are traveling with another organization. There are different rules about tax deductions with other organizations. Please contact them.

**Q-What happens to contributions given towards my trip if I'm unable to go?**

**A-**

Any contributions earned through JCC fundraising or funds that are specifically designated towards your trip can be held in an account for you for the next 24 months to be used towards another mission trip. If you do not go on a mission trip within 24 months, the funds in your account will be disbursed towards others going on mission trips or absorbed into our General Missions Account.

If you decide not to go on your trip **AFTER** you've been notified of your gift from Missions Sunday contributions, you may forfeit your Missions Sunday gift from JCC. This will be evaluated on a case by case basis.

If someone gives towards your mission trip and insists on getting their contribution back in the same year you didn't go on your trip, please ask them to contact Maria Zimmerman in the church office. (When someone gives towards a mission trip, the IRS states that in order to receive a tax deduction for their giving they are to give JCC full authority and control over offerings received and should not expect to receive their offering back).

## Additional Missions Trip Information

### **PASSPORTS:**

One of the most important personal steps you need to do is to be sure to have a passport. If you do not have a current passport, please begin that process immediately. It takes approximately 6-7 weeks from the time you send in the passport application before you receive the passport in the mail. You may find information concerning the application for a passport at your local post office, courthouse, or an immigration office. Everyone traveling to other countries requires a valid passport. You may also need a traveling visa, depending on the country you are traveling to.

For more information: [www.travel.state.gov/passport/passport\\_1738.html](http://www.travel.state.gov/passport/passport_1738.html)

### **TRAVEL HEALTH INFORMATION:**

Check with the Center for Disease Control to find out if there are any recommended shots you should get before traveling to your destination.

For more information: <http://www.cdc.gov/travel/destinat.htm>

1-877-FYI-TRIP (394-8747)

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(PLEASE SIGN AND DETACH THE BOTTOM PORTION OF THIS PAPER AND RETURN IT TO ANGELA PAULSON)

I, \_\_\_\_\_, have read Joy Christian Center's Missions Informational Packet. I agree to meet the requirements for participation in Missions Sunday. I understand that I will be notified within 10 business days after Missions Sunday, regarding my Missions Sunday gift. I understand that if I do not go on a trip, I may forfeit my Missions Sunday gift. I agree to all other policies stated above.

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

Parent/Guardian Signature (if participant is a minor): \_\_\_\_\_



# Missions Trip Plan for 2007

*Please return this form to me as soon as you have completed it, **no later than April 1.** If you have questions, please feel free to call me at 230-5132.*

*Angela ☺*

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

Address: \_\_\_\_\_  
(Street) (City, State) (Zip Code)

Home Phone Number: (\_\_\_\_\_) \_\_\_\_\_

Cell Phone Number: (\_\_\_\_\_) \_\_\_\_\_

Where are you planning on going? \_\_\_\_\_

With which organization will you travel? \_\_\_\_\_

What are the dates of your trip? \_\_\_\_\_

How much is the *original* cost of your trip? \_\_\_\_\_

How much money have you raised so far? \_\_\_\_\_

What are the financial deadlines for this trip? \_\_\_\_\_

Address to send financial contributions to: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please include any identification or account numbers needed to contribute to your trip. \_\_\_\_\_

If you are traveling outside of the country, do you have a passport? \_\_\_\_\_

If no, have you applied for one? \_\_\_\_\_

Have you taken the Missions Heartbeats class through JCC? \_\_\_\_\_

**~~~ OVER PLEASE ~~~**

What else have you done thus far to prepare for this trip? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are there any specific questions you have about missions or preparing for your trip? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If you are under 18, do your parents fully support this trip? \_\_\_\_\_  
Please explain. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

