

The following are the instructions to successfully complete a trip through To The Nations Fellowship (TTNF). Please read all instructions, and complete each stage carefully to ensure that the approval process is completed quickly and efficiently.

NOTE: Participants taking a trip through the To The Nations Fellowship will be primarily and contractually responsible to To The Nations Fellowship for their ministry activities; in essence, they are working to accomplish the charitable activities of To The Nations Fellowship and must work within the parameters of the To The Nations Fellowship mandate. In most cases, this rarely presents a conflict with the ministry mandate in the field, but nevertheless, this point needs to be noted.

*****You must submit the TRIP PROPOSAL and receive approval BEFORE proceeding.**

PRE-TRIP STAGES

STAGE 1: TRIP PROPOSAL

Complete the **TRIP PROPOSAL** template

- Include a Letter of Invitation from the individual/organization you will be ministering with (if applicable).
- Email to admin@ttnf.org or mail to TTNF (address below)
- **TTNF will notify applicant if the trip is approved**

*****Once the trip has been approved proceed with Stage 2**

STAGE 2: PERSONNEL APPROVAL:

- Applicant will receive templates for STATEMENT OF SENDERS, LEADERSHIP REFERENCE LETTER and PERSONAL BIOGRAPHY
- **All Applicants** to TTNF must submit a STATEMENT OF SENDERS Form
- **New Applicants** to TTNF must also submit a LEADERSHIP REFERENCE LETTER and PERSONAL BIOGRAPHY

STATEMENT OF SENDERS

To the Nations Fellowship, as a Registered Canadian Charity, exists to facilitate, both financially and logistically, the sending of people on short-term Christian mission trips. In this role, we come alongside, but we don't replace your Christian brothers and sisters in the Body of Christ. We may be involved in sending, but we are not the "sending body". Before we facilitate your sending, we need to be assured that there is a "sending body" in place.

(STATEMENT OF SENDERS Continued)

To be in the body of Christ is to be connected and submitted. We feel that it is very important that there are Christian brothers and/or sisters, who may or may not reside in your local body/congregation, and who will act as your primary sending body:

- who you are submitted to (“Submit to one another out of reverence for Christ” *Eph 5:21*. We are most looking for relational submission. This may be in a hierarchical or peer/mutual structure),
- who will support you (this could mean financially, but not necessarily),
- who will pray for you,
- who will stand with you, vouch for you,
- who affirm you in your mission trip,
- who are committed to spiritually send you out (*Acts 13: 1-3*),
- who will work with you to resolve any issues, spiritual or otherwise, that may arise before, on, or after your trip

You must select at least 3 people (who are not travelling with you) who you would like to have as your “Body of Senders”. More people is fine – the more praying for you the better! Alternately, it is also appropriate for your Pastor or Elder to respond on behalf of a congregation that they, as a whole, will be sending you. If this is done we would also encourage you to approach individuals to be committed to praying for you.

Send your Senders the form entitled **STATEMENT OF SENDERS**, following these instructions (choose one of the following):

1. Electronically fill in trip details on **STATEMENT OF SENDERS** template
 - Email to individual Senders (or a representative of a local congregation, such as a Pastor or Elder, if the congregation will be sending as a whole), asking them to fill in their name and relationship
 - Have Senders email form to **admin@ttnf.org**, with a copy to you. No signatures are required – it is sufficient to have their email address.
2. Electronically fill in trip details on **STATEMENT OF SENDERS** template
 - Print the form and get Sender’s names and signatures (or representative, as in option 1)
 - Scan completed form and attach to email. Email to **admin@ttnf.org**
3. Print **STATEMENT OF SENDERS** template
 - Fill in trip details
 - Get Sender’s names and signatures (or representative, as in option 1)
 - Mail to To The Nations Fellowship at address below.

LEADERSHIP REFERENCE LETTER

You must provide a reference letter from a Christian leader who knows you and has some measure of spiritual authority/eldership in your life. This could be your pastor, your church elder, your spiritual mentor, your home group/house church leader/pastor, etc who:

- Affirms your Christian character
 - Affirms your suitability, from a spiritual perspective, for this mission trip, to the best of their knowledge
 - Blesses you to take this mission trip
- Send this individual the form entitled **LEADERSHIP REFERENCE LETTER**. Include your name on the form under “Applicant” before sending it.
 - Your Reference must complete this form and send it back to TTNF administration (admin@ttnf.org) print and mail to TTNF (address below)

PERSONAL BIOGRAPHY

- Complete the **PERSONAL BIOGRAPHY** template
- **Include the following:**
 - Who you are
 - Your stage in life, education, career etc
 - Where you are at in your spiritual journey
 - Relationship between you and your church body
 - Why you have a heart for missions
 - Anything else you would like us to know about you
- Email to admin@ttnf.org or mail to TTNF (address below)

*****Once the trip and applicant have been approved TTNF will proceed with Stage 3**

STAGE 3: CONTRACT

- TTNF Trustee will draft and send a CONTRACT by email
- Print and sign 2 copies of the CONTRACT
- Scan and email to admin@ttnf.org or mail to TTNF (address below)
- A TTNF Trustee will sign both copies of CONTRACT
- **A copy of the contract will be sent to the Applicant (now Contractor)**

Once the contract has been signed by both parties, To The Nations Fellowship can then begin to officially receive donations towards the ministry trip. Donations can be received before this, but if, for whatever reason, the trip is not approved, TTNF cannot return the donations.

STAGE 4: CONTRACTOR PACKAGE

The Contractor will be sent the following forms/templates:

- CONTRACTOR INFORMATION template
- FINANCIAL INFORMATION template (optional)
- EXPENSE REPORT template
- EXPENSE REPORT INSTRUCTIONS
- EXPENSE GUIDELINES
- TRAVEL CHECKLIST
- DONATION INSTRUCTIONS

CONTRACTOR INFORMATION

- Complete the top half of the **CONTRACTOR INFORMATION** template
- Email to admin@ttnf.org or mail to TTNF (address below)

FINANCIAL INFORMATION (Optional):

This information allows TTNF to transfer money directly to your account in case of emergencies or as pre-agreed for longer term contracts.

- Complete the **FINANCIAL INFORMATION** template
- Email to admin@ttnf.org or mail to TTNF (address below)

EXPENSE REPORTS

As a TTNF Contractor you will be required to record all eligible expenses (before and during your trip) on an official **TTNF EXPENSE REPORT** template. You may submit an **EXPENSE REPORT** for eligible trip expenses prior to leaving. You may also request an **advance** on your **donated funds** before you leave. To do so you must submit the **EXPENSE REPORT** or advance request early to ensure that there is adequate time to make arrangements. Contact the administrator to set up a scheduled time to complete this.

Refer to the **EXPENSE GUIDELINES** and **EXPENSE REPORT INSTRUCTIONS** for information about how to fill out and use the **TTNF EXPENSE REPORT** template.

DONATION INFORMATION

A donation spreadsheet will be emailed the contractor at each month's end. **It is the responsibility of the contractor to notify donors that you have received their donations.**

Refer to the **DONATIONS INSTRUCTIONS** for further information. You may wish send this sheet to your donors.

PRAYER LETTER:

It is important that you send a general e-mail or letter to those who will be potential prayer or financial supporters to let them know how to support/pray for you on your trip.

Email a copy of the letter to admin@ttnf.org or mail to TTNF (address below)

DURING TRIP

TRIP REPORTS

If your trip is longer than 3 weeks, you will be responsible for sending out ministry reports (on minimum) on a monthly basis. This allows your Body, donors and TTNF to see what you are doing, and allows people to support you accordingly. These reports are also important for CRA purposes and show that you are fulfilling the purpose of your trip.

Email a copy of these reports to admin@ttnf.org or mail to TTNF (address below)

POST TRIP

FINAL TRIP REPORT

Upon your return home, you will be required to write a final **MINISTRY REPORT** outlining what you did on your trip. Or, if you sent out sufficient regular ministry reports, upon your return home, a trip summary report will be sufficient to complete your file. The finished report must be submitted within 30 days of your return.

Email final **MINISTRY REPORT** to admin@ttnf.org or mail to TTNF (address below)

FINAL EXPENSE REPORT

Upon your return home, you must also complete and submit a final **EXPENSE REPORT** within 30 days. This will include all expenses incurred on the trip, **not including EXPENSE REPORTS** submitted and reimbursed before or during the trip.

Refer to the **ELIGIBLE EXPENSES** and **EXPENSE REPORT INSTRUCTIONS** documents for information about how to fill out and use the **EXPENSE REPORT** template.

When complete, contact TTNF Administrators to set up a time to deliver and review the final **EXPENSE REPORT**