

## REQUIRED FORMS FOR MISSION TRIPS & VOLUNTEER SCREENING PROCESS

1. GBA Background Checks and all forms related to the screening of volunteers are valid for **four (4) years**. Volunteers **MUST** be re-screened according to IMB requirements.
2. Online background checks for volunteers are NOT required for individuals under 18 years of age. However, **they must complete** all reference forms, personnel interview form, and other required forms.
3. Volunteers must sign a Background Check Authorization Form or complete the GBA Volunteer Registration Form to authorize online background checks through Protect My Ministry and provide the \$8.50 processing fee. We prefer all volunteers complete the registration form for our records.
4. Each volunteer must complete one (1) Personal Interview Question Form. This information is kept in strict confidence. Only the DOM sees this information.
5. Each volunteer must have 3 references submitted to the GBA office.
  - a. Two reference forms must be completed by individuals who **are not related by family** to the volunteer.
  - b. One reference form must be completed by the **pastor of the church** where the volunteer is a member.
  - c. When the church is without a pastor, a staff person or chairman of deacons may complete the reference form.
  - d. In cases where the pastor of the church is a mission volunteer participating in the mission trip, a staff person or chairman of deacons may serve as a reference for the pastor, or the DOM.
6. The Responsibility Release form must be completed by each volunteer. In the case of a minor under age 18, the form must be notarized.
7. Every volunteer must have an online background check performed through the GBA office. The cost is \$8.50 each. We cannot accept outside background checks. The exception is if it's a GBA church-led trip. The church must complete the requirements as provided in the Policies & Procedures Manual.
8. In the case of a minor, an Authorization for Minors To Travel form must be completed and notarized when no parent travels with the minor or only one parent travels with the minor.
9. For mission trips, the Gibson Baptist Association requires all volunteers to watch "Keeping Children Safe and Secure" which is a video produced by IMB. <https://vimeo.com/352326511>  
The volunteer will inform the GBA office when the video has been viewed, so that the DOM and team leader know the requirement has been met. The volunteer will sign a verification form provided by GBA.
10. A registration form (for international or national Wingo funds) must be completed by all volunteers and provided to the GBA.

# Volunteer Registration Form

North America Mission Trips

Gibson Baptist Association

P.O. Box 186

Trenton, TN 38382

*This form must be submitted to the GBA office at least **two weeks** before the date of the mission trip.*

## General Information - PLEASE PRINT

*This registration form is for Gibson Baptist Association sponsored mission trips composed of active members of GBA churches.*

Name (Legal): \_\_\_\_\_ Date of Birth: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ ST: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ (H) \_\_\_\_\_ (W) \_\_\_\_\_ (C)

E-Mail address: \_\_\_\_\_ @ \_\_\_\_\_ Social Security: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Driver's License # \_\_\_\_\_ Issuing State: \_\_\_\_\_ Ethnicity: \_\_\_\_\_

## Emergency Contact Information- PLEASE PRINT

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

Address: \_\_\_\_\_ City: \_\_\_\_\_ ST: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ (H) \_\_\_\_\_ (W) \_\_\_\_\_ (C)

E-Mail address: \_\_\_\_\_ @ \_\_\_\_\_

## Church Information- PLEASE PRINT

*To participate in a North American Mission Trip of the Gibson Baptist Association, you must be an active member of a Southern Baptist Church.*

Are you a member of a Southern Baptist Church? \_\_\_\_\_ (Yes/No). Is it a GBA church? \_\_\_\_\_ (Yes/No).

Are you actively involved and participating in your church where you are a member? \_\_\_\_\_ (Yes/No).

*Please provide the following information for verification of your church membership and involvement and participation in your church where you are a member.*

Church Membership: \_\_\_\_\_ Pastor's Name: \_\_\_\_\_

Church Phone: \_\_\_\_\_ Pastor's e-mail: \_\_\_\_\_ @ \_\_\_\_\_

## Background Check Authorization

*By your signature, you give permission to the GBA to contact the pastor of your church for verification of your membership and involvement in the activities and life of your church. The GBA requires all volunteers to undergo a national criminal background and sex offender registry check. Please, enclose **\$8.50** to cover the cost of the background check. The background check is valid for 4 years from the date of the report.*

*Any volunteer serving with the GBA on a mission trip agrees by signing this registration form that they will not use any tobacco products, or use illegal drugs or drink alcoholic beverages, or engage in a lifestyle that might dishonor Christ and the GBA throughout the duration of the mission trip.*

Signature: \_\_\_\_\_ (Applicant) Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Signature: \_\_\_\_\_ (Guardian) Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

**Personal Interview Questions for GBA Volunteers**  
Gibson Baptist Association

\_\_\_\_\_  
*(Please Print Your First and Last Name)*

You may e-mail this form to the Gibson Baptist Association at: [info@gbalife.org](mailto:info@gbalife.org). You may return the form by US mail to:  
*Gibson Baptist Association*  
*P.O. Box 186*  
*Trenton, TN 38382*  
*(731) 855-1202*

(1) Bearing in mind that your proposed service may involve access to minor children, is there anything in your personal history or experience that indicates that you have any problem whatsoever involving sexual attraction to children or any related tendencies that could pose a risk of harm to any children you may encounter during your service?

(2) Have you ever been the subject of a complaint of child abuse or any other type of mistreatment of children? If yes, please explain briefly.

(3) Has anyone ever complained to you, the organization you were serving with, or to the government concerning your care of children? If yes, please explain.

(4) Certain types of behavior may reflect negatively on your fitness to serve in this ministry. Have you ever been charged with or convicted of any crime or misdemeanor involving (1) a minor child, (2) stalking or harassment, (3) sex or lewd behavior (*e.g.*, rape, sexual assault, prostitution, public indecency) or (4) violence against another person. If yes, please explain briefly.

(5) Have you engaged in any illegal drug use within the past 10 years? \_\_\_\_\_

(6) Are there any lifestyle issues that you are engaged in that might hinder or hurt your Christian witness and be a detriment to the Kingdom of God while serving on this volunteer mission trip? \_\_\_\_\_.

\_\_\_\_\_  
**Signature of Volunteer**

\_\_\_\_\_  
**Date**

**Office Use Only**

*This personal interview form is valid for four years from the date received in the GBA office:*

*Date:* \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

*Approved by:* \_\_\_\_\_

# Reference Form for GBA Volunteers

Gibson Baptist Association  
CONFIDENTIAL

## **Attention Mission Volunteer:**

You MUST provide three (3) references, one of which MUST be your pastor.

**A REFERENCE CANNOT BE SOMEONE WHO IS RELATED TO THE VOLUNTEER.**

***PRINT THE FIRST & LAST NAME OF THE MISSION VOLUNTEER*** \_\_\_\_\_

All information is held in strict confidence. We would appreciate your open and forthright comments as you answer each question. The information is extremely important to the individual and to the Gibson Baptist Association. Thank you for your cooperation. You may e-mail this form or send by regular mail to the Gibson Baptist Association. [info@gbalife.org](mailto:info@gbalife.org) or US mail: **Gibson Baptist Association, P.O. Box 186, Trenton, TN 38382.**

Please, indicate the place where the mission volunteer will serve (*Name of country for international trips, or name of state and city for North America trips*) \_\_\_\_\_

1. How long have you known applicant and in what capacity?
2. **If you are the pastor, please respond.** Is this individual a member of your church?
3. **If you are the pastor, please respond.** Is this individual an active member of your church?
4. How would you describe the applicant's character?
5. Has the applicant ever given you any reason to doubt his/her character?
6. What spiritual strengths does the applicant possess?
7. What are the applicant's spiritual weaknesses?
8. Would you have any concerns about the applicant working with children or young people? If yes, please explain.
9. How would you rate the applicant's ability to use good judgment in stressful situations with children?
10. Do you have any reservations whatsoever in recommending that this individual serve as a mission volunteer with the Gibson Baptist Association? \_\_\_\_\_ If yes, please provide more information. You may use a separate sheet of paper.

**Signature** \_\_\_\_\_

**Date:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**Print Your Name** \_\_\_\_\_

### ***Office Use Only***

*This personal interview form is valid for four years from the date received in the GBA office:*

*Date:* \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

# Reference Form for GBA Volunteers

Gibson Baptist Association  
CONFIDENTIAL

## **Attention Mission Volunteer:**

You MUST provide three (3) references, one of which MUST be your pastor.

**A REFERENCE CANNOT BE SOMEONE WHO IS RELATED TO THE VOLUNTEER.**

***PRINT THE FIRST & LAST NAME OF THE MISSION VOLUNTEER*** \_\_\_\_\_

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1. How long have you known applicant and in what capacity?
2. **If you are the pastor, please respond.** Is this individual a member of your church?
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9. How would you rate the applicant's ability to use good judgment in stressful situations with children?
10. Do you have any reservations whatsoever in recommending that this individual serve as a mission volunteer with the Gibson Baptist Association? \_\_\_\_\_ If yes, please provide more information. You may use a separate sheet of paper.

**Signature** \_\_\_\_\_

**Date:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**Print Your Name** \_\_\_\_\_

### ***Office Use Only***

*This personal interview form is valid for four years from the date received in the GBA office:*

*Date:* \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

# Reference Form for GBA Volunteers

Gibson Baptist Association  
CONFIDENTIAL

## **Attention Mission Volunteer:**

You MUST provide three (3) references, one of which MUST be your pastor.

**A REFERENCE CANNOT BE SOMEONE WHO IS RELATED TO THE VOLUNTEER.**

***PRINT THE FIRST & LAST NAME OF THE MISSION VOLUNTEER*** \_\_\_\_\_

All information is held in strict confidence. We would appreciate your open and forthright comments as you answer each question. The information is extremely important to the individual and to the Gibson Baptist Association. Thank you for your cooperation. You may e-mail this form or send by regular mail to the Gibson Baptist Association. [info@gbalife.org](mailto:info@gbalife.org) or US mail: **Gibson Baptist Association, P.O. Box 186, Trenton, TN 38382.**

Please, indicate the place where the mission volunteer will serve (*Name of country for international trips, or name of state and city for North America trips*) \_\_\_\_\_

1. How long have you known applicant and in what capacity?
2. **If you are the pastor, please respond.** Is this individual a member of your church?
3. **If you are the pastor, please respond.** Is this individual an active member of your church?
4. How would you describe the applicant's character?
5. Has the applicant ever given you any reason to doubt his/her character?
6. What spiritual strengths does the applicant possess?
7. What are the applicant's spiritual weaknesses?
8. Would you have any concerns about the applicant working with children or young people? If yes, please explain.
9. How would you rate the applicant's ability to use good judgment in stressful situations with children?
10. Do you have any reservations whatsoever in recommending that this individual serve as a mission volunteer with the Gibson Baptist Association? \_\_\_\_\_ If yes, please provide more information. You may use a separate sheet of paper.

**Signature** \_\_\_\_\_

**Date:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**Print Your Name** \_\_\_\_\_

### ***Office Use Only***

*This personal interview form is valid for four years from the date received in the GBA office:*

*Date:* \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**RESPONSIBILITY RELEASE FORM**  
**Gibson Baptist Association**  
**P.O. Box 186 - Trenton, TN 38382**

The undersigned based upon my application for and in contemplation of assignment for volunteer services by the Gibson Baptist Association, Inc. I do hereby state and agree as follows:

If I accept an assignment for volunteer services, then I wish to make clear my understanding and agreement that the **Gibson Baptist Association, Inc.**, International Mission Board, SBC, North American Mission Board, SBC, and The Tennessee Baptist Mission Board, including and/or, any state convention or association, without limitation, do not assume any responsibility for any loss of property, damage to the same, personal harm, illness, loss or injury that I may suffer or endure; and I, for myself, my heirs, executors, administrators, distributes and assigns, in consideration of my admission to volunteer service and other good and valuable considerations, do hereby absolve and release said Releases, their officers, employees, directors, agents and/or representatives, and hold them harmless from any claim or demand which I might conceivably assert upon the basis of the foregoing.

Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Signature of volunteer: \_\_\_\_\_

Printed name: \_\_\_\_\_

**Witnessed by:** (will be returned if not witnessed)

Signature of Witness \_\_\_\_\_

Print Name of Witness \_\_\_\_\_

Address of Witness \_\_\_\_\_

Date Witnessed \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**If you are under age 18 years of age, please complete this section.**  
**Form Must Be NOTORIZED for minors.**

*In the event the above individual has not reached 18 years of age as of the date hereof, the following parents/guardians of said minor do hereby agree and consent to the terms and provisions hereof individually and as parents/guardians for the minor.*

Father/Guardian	Date	Mother/Guardian	Date

Sworn before me on this date: \_\_\_\_\_

By: \_\_\_\_\_

Notary Public: \_\_\_\_\_

My commission expires: \_\_\_\_\_

# GUIDELINES FOR WINGO MISSION FUNDS

To receive Wingo Funds for any mission trip or project, all volunteers must undergo a background check with the GBA. This requirement follows the mission sending agencies of the Southern Baptist Convention and is for the legal prudence of the GBA. No funds will be dispersed for any trip or project until the background screening requirements are complete, and payment has been received.

## BACKGROUND SCREENING REQUIREMENTS

- 1) Volunteers must submit three references using the reference forms provided by the GBA. The references must be from individuals who are not family members of the volunteers and must be at least 21 years of age. One of the three references must be from the pastor of the church where the volunteer is a member. In cases where the church is without a pastor, a staff member or chairman of deacons may serve as a reference.
- 2) Volunteers must complete a personal interview questionnaire form provided by the GBA.
- 3) Volunteers under the age 18 are only required to submit reference forms and the personal interview questionnaire.
- 4) Volunteers who are older than 18 must have a background check through the company used by the GBA. A consent form will be provided for the volunteer to grant permission for the background check.
- 5) The volunteer will be responsible for paying the fee for the background check.
- 6) Volunteers are required to watch a child protection video provided by the GBA.
- 7) Volunteers are required to undergo background screening every four years with the GBA.
- 8) Churches participating in a mission trip other than a GBA led trip, shall conduct the background screening as outlined above. All background screening forms shall be maintained on file with the church. GBA will make available online background checks for churches. When a church has completed the background screening, an authorized representative of the church must sign a declaration statement provided by GBA, verifying that the background screening has been completed for every mission volunteer receiving Wingo Funds. Background screenings are valid for four years. In cases where a church receives a Church Scholarship (Multiple Scholarship), the same procedures must be followed along with a signed declaration statement to the GBA. Wingo funds will not be granted until such procedures are completed.

## INTERNATIONAL MISSIONS PROJECTS

Gibson Baptist Association (GBA) Volunteers and churches participating in international mission projects are eligible for financial assistance from the Wingo International Fund account. Scholarships from this account primarily seek to encourage and help GBA Churches and Volunteers (ages 15 and older or a student who has completed 9th grade) to participate in mission projects. The following guidelines apply:

- A. **Individual:** Funds are available to assist GBA "lay" persons who participate in their very first international project/trip. First time mission volunteers are eligible for a scholarship of up to \$600. GBA "lay" persons who participate in subsequent international projects/trips are eligible for a scholarship of up to \$500. (once per calendar year).
- B. **GBA Church Scholarship:** If a GBA Church coordinates and plans in consultation with GBA on an international mission project, that church is eligible for Church scholarship up to \$4,000 maximum. (Individual scholarships would not apply, however, the church must utilize stated formulas per volunteer, once per calendar year, GBA Volunteer requirements apply). Example: A church taking 4 lay people and a senior pastor on a subsequent mission project would receive up to \$2,800.
- C. **GBA Multiple Church:** Multiple GBA Churches which coordinate and plan together in consultation with GBA are eligible for scholarship up to \$5,000 maximum. (Individual scholarships would not apply, however, they must utilize the stated formulas per volunteer, once per calendar year, and GBA Volunteer requirements apply).
- D. **Senior Pastor:** A GBA Senior Pastor who has never participated in an International Mission Project/trip is eligible for a scholarship up to \$1,200. A "first time" Senior Pastor Scholarship does not impact scholarship maximum amounts stated above. Subsequent international project/trip for Senior Pastor are eligible for scholarship of up to \$800. (once per calendar year and is included in maximum scholarship amounts stated above).
- E. **Ministerial Staff:** GBA Ministerial Staff (other than the Senior Pastor), who has never participated in a International Project/trip is eligible for scholarship up to \$800. A "first time" Ministerial Staff scholarship does not impact scholarship amounts listed above. Subsequent international project/trip are eligible for scholarship up to \$600 (once per calendar year and is included in maximum amounts stated above).
- F. Individuals and Churches requesting Wingo Funds must complete an application which is available from the GBA office, in a timely fashion.
- G. Special requests not addressed in these guidelines may be submitted to the Send Team for consideration.
- H. GBA churches are also encouraged to support their members financially as they feel led to participate in International Mission Projects.



## **DISASTER RELIEF PROJECTS**

- A. International disaster relief projects will qualify for travel assistance for GBA volunteers as listed above. However, for International Disaster Relief Projects, the minimum amount from this fund shall be \$500 for any volunteer from GBA, regardless of the number of trips/projects the volunteer may have participated in.
- B. Matching funds from the local church is encouraged.
- C. The maximum total contribution to volunteers from a single church for any specific project/trip travel assistance is \$2,000.
- D. USA disaster relief projects qualify for gasoline reimbursement for volunteers from GBA going to a disaster point as called upon by the GBA or TBC.
- E. An allocation of up to \$1,000 may be given to any area where a disaster has occurred. The gift and amount are to be determined by the Send Team of the association.

## **NORTH AMERICAN MISSIONS PROJECTS**

**Gibson Baptist Association (GBA)** Volunteers and churches participating in North America Mission Projects/trips are eligible for financial assistance from the Wingo North American Fund account. Scholarships from this account primarily seek to encourage and help GBA churches and Volunteers (ages 13 and older or a student who has completed 7th grade) to participate in mission projects which require travel away from home/overnight. The following guidelines apply:

- A. **Individual:** Funds are available to assist "first time" North America volunteers (senior pastor, ministerial staff, or lay people). A scholarship of up to \$250 is available. In addition, if air travel is required, up to \$250. is also available. Funds are available for volunteers who participate in subsequent North America projects/trips. These volunteers are eligible for up to \$200. scholarship. In addition, if air travel is required, up to \$200. is also available. The amount available is once per calendar year, per individual volunteer, GBA requirements apply.
- B. **A GBA Church** which plans & coordinates in consultation with GBA for a North American Mission project, is eligible for scholarship up to \$2,000. (Utilizing stated formulas per volunteer, which is the maximum amount available for North America Project, per church, once per calendar year, GBA requirements apply, individual scholarships would not apply).
- C. **GBA Multiple Church:** Multiple GBA churches who plan together on a North America Mission project, in consultation with GBA, are eligible for scholarship up to \$2,500. (Utilizing the stated formulas per volunteer, which is the maximum amount available for a North America Project, per church, once per calendar year, GBA requirements apply, individual scholarships would not apply).
- D. Individuals and Churches requesting Wingo Funds must complete an application which is available from the GBA office, in a timely fashion.
- E. Special requests not addressed in these guidelines may be submitted to the Send Team for consideration.
- F. GBA churches are also encouraged to support their members financially as they feel led to participate in North American mission projects.

## **WINGO OFFERING**

*Each year the Send Team of the association will recommend a goal for the Wingo Offering at the Annual Meeting of the GBA. Gifts from churches or individuals for these accounts are welcomed anytime during the budget year. However, a recommended date for receiving the Wingo Offering in the churches is the last Sunday of each month, May through September each year. Fund allocations from donations/offerings will be determined by the Send Team each year. The Wingo Offering is named in honor of Rev. Charles Wingo, first Director of Missions, GBA. Wingo Funds exist to encourage volunteers and church participation.*

# APPLICATION FOR WINGO FUNDS

## Gibson Baptist Association

Wingo funds are distributed to Gibson Baptist Association volunteers serving in an official trip of the International Mission Board, North American Mission, Tennessee Baptist Convention, GBA, or a Disaster Relief Project. Our desire is to encourage "first-time" volunteers to participate in a mission project or trip, as well as assist other volunteers (**See Wingo Guidelines**).

### INDIVIDUAL REQUEST

*(This section is to be completed by individuals for a single request. Please provide the following)*

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

Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Please provide a phone number for contact: \_\_\_\_\_

E-mail: \_\_\_\_\_ Date of Birth \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_(Month/Day/Year)

For International Mission Trips: If you are a High School student, have you completed the 9<sup>th</sup> grade? \_\_\_\_\_

For North American Mission Trips: If you are a student, have you completed the 7<sup>th</sup> grade? \_\_\_\_\_

Name of the Church where you are a member: \_\_\_\_\_

Church Phone No.: \_\_\_\_\_ Pastor's E-mail address: \_\_\_\_\_

Have you previously received Wingo Funds for any International Mission trip? \_\_\_\_\_

Have you previously received Wingo Funds for any North American Mission trip? \_\_\_\_\_

**Volunteers may receive Wings Funds once a year for an IMB trip and once a year for a NAMB trip.**

What are the dates for your mission trip/project? \_\_\_\_\_

IMB/TBC/GBA trips; Name of **country** and **IMB missionary on the field** \_\_\_\_\_

NAMB/TBC/GBA trips; Location of mission work \_\_\_\_\_

SBC/TBC/GBA Disaster Relief trips; Location of disaster response \_\_\_\_\_

If serving with a church of the GBA on this trip provide the name of the church \_\_\_\_\_

Provide the name of the team leader for this trip \_\_\_\_\_

Signature of Volunteer \_\_\_\_\_

*If a minor, parent or guardian's signature required.*

Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

July 25, 2016

### CHURCH REQUEST

**This section is to be completed by a representative of the church when a multiple scholarship is requested.**

NAME of CHURCH: \_\_\_\_\_

What are the dates for your mission trip/project? \_\_\_\_\_

IMB/TBC/GBA trips; Name of **country** and **IMB missionary on the field** \_\_\_\_\_

NAMB/TBC/GBA trips; Location of mission work \_\_\_\_\_

SBC/TBC/GBA Disaster Relief trips; Location of disaster response \_\_\_\_\_

Name of team leader: \_\_\_\_\_ Phone: \_\_\_\_\_

Team leader e-mail: \_\_\_\_\_ Signature: \_\_\_\_\_

*\*High School students for IMB trips must have completed 9<sup>th</sup> grade. NAMB trips, student must have completed 7<sup>th</sup> grade.*