

Campus Ministry Sponsored Mission Trips

Policies and Procedures

Office of Young Adult and Campus Ministry
Archdiocese of Galveston-Houston

Revised October 9, 2006

Introduction

“The pilgrim Church is missionary by her very nature,” said the Second Vatican Council (*Ad Gentes* 2). “Obeying the command of Christ and influenced by the grace and love of the Holy Spirit,” the Church makes herself “fully present to all men or nations, in order that, by the example of her life and by her preaching, by the sacraments and other means of grace, she may lead them to the faith, the freedom and the peace of Christ; that thus there may lie open before them a firm and free road to full participation in the mystery of Christ” (*AG* 5).

In their pastoral letter on campus ministry, *Empowered by the Spirit: Campus Ministry Faces the Future*, the US Bishops remind us that “Campus ministry is an integral part of the Church's mission to the world and must be seen in that light.” Mission is not something added to what we do, nor is it an option—it is the essential purpose of the Church, and an activity of which we are already a part.

It is in light of this that we can consider mission trips. Our work of campus ministry is broad based, involving forming of the faith community, appropriating the faith, forming Christian conscience, educating for justice, facilitating personal development, and developing leaders for the future. Short term mission trips are an important tool that can assist in accomplishing each of these tasks.

Through mission trips, students and faculty participate in the mission of the entire Church to proclaim the Gospel to all people.

Mission trips, whether local or international, instill in students a spirit of service to the poor, and are opportunities to connect the Church’s social teachings with practical experience.

Mission trips provide an opportunity for leadership development, involving students in increasing levels of responsibility in planning and organizing as they gain experience through successive trips.

For campus ministries in Texas, mission trips provide the opportunity for education in the issues that face us in a unique way, including economic, political and social border issues and immigration.

Mission trips require careful planning and forethought so that they can be safe and rewarding experiences. This manual is intended as a resource to ensure both.

William J. Cork
Director of Young Adult and Campus Ministry
Archdiocese of Galveston-Houston
October 6, 2006

Basic Guidelines

1. All mission trips must be planned carefully according to the guidelines of this document.
2. Proposals must be submitted in writing to the Archdiocesan Director of Young Adult and Campus Ministry and to the Director of Risk Management. Proposals are to include:
 - a. Completed proposal form
 - b. Checklists for staff and participants
 - c. Maps
 - d. Contacts
 - e. Plan for preparation (education about missions, the site, the purpose of the trip, what will happen on the trip, emergency information)
 - f. Plan for follow-up (theological reflection on the experience is an essential component of the trip and is not to be omitted).
3. All foreign mission trips are to be done together with a recognized missions agency, such as Maryknoll or Helping Hands. Proposal is to specify the relationship between the agency and the campus ministry for this trip: What will they provide? What responsibility do they assume? Do they lead, or merely broker the connection between the campus ministry and the mission site.
4. Travel must follow archdiocesan procedures. Must get full insurance coverage, and if going into Mexico, must get Mexican insurance and permission to take the vehicle into Mexico). It is usually better to rent a bus with a professional driver.
5. Participants must complete the required application. Participants in foreign missions, including Mexico, must have multiple experiences in assisting in local service projects (day or weekend).
6. No alcohol is to be consumed during the trip by any personnel, whether staff or students.
7. Basic Spanish language familiarity should be included as part of the preparation, including workshops on language basics and cultural norms. Ensure that several of the participants are fluent.
8. If any college students under 17 wish to participate, their parents must fill out appropriate forms and all adult leaders and chaperones must have completed Virtus training.

Mission Immersion for Campus Ministers

❑ Attend a Mission Immersion for adult leaders first

Before a campus ministry mission trip, campus ministers and student leaders should attend a Maryknoll sponsored Mission Immersion.

This experience offers the coordinator(s) opportunity:

- To see first hand what a mission experience is, to reflect on what mission truly is and calls us to.
- To make contacts with Maryknoll and the various areas you will visit and serve.
- To spend time reflecting on the experience.
- To develop a well thought out, prepared, and safe experience.

❑ Contact the Maryknoll Office for resources of where to visit.

Awanda Whitworth, Maryknoll Mission Educator, will assist with contacts and resources.

Maryknoll
2360 Rice Blvd.
Houston, TX 77005
(713) 529-1912

❑ Develop a Mission Team

The mission team should be made up of the campus minister and student leaders.

❑ Planning should begin the year before desired trip

Mission trips should be well developed and thought out. The safety of participants is a priority. These experiences will result in life long memories for participants and therefore must be prepared carefully--organization is key.

❑ Leaders

An orientation covering expectations of leaders as well as appropriate behavior with students should be conducted prior to the event.

❑ Mission Team should develop a mission statement

As with any endeavor as important and complex as a mission trip to another country, it is important to establish a Mission Statement that defines what the trip is intended to accomplish. Defining the trip should come after meetings with and in close collaboration with the leaders of the parish abroad. Developing this Mission Statement should be the responsibility of the mission team, which has also had the vision for the trip.

Taken from World Mission Sunday, A booklet with suggestions and ideas for Mission-minded parishes, Education Committee Mission Council of the Archdiocese of Galveston-Houston.

❑ **Inform the Archdiocesan Offices of your trip.**

- Inform the Director of Young Adult and Campus Ministry of your intention to take students to another country
- Contact Diocesan Risk Manager of trip and obtain any additional information needed.

Submit in writing, the date, location, number of participants, as well as an itinerary of the trip.

During these troubled times in our world today, anything can occur. Therefore it imperative that this information is available for emergency use. If an accident or emergency should occur our office as well as the Archdiocesan Risk Manager will be aware of where a group from our Archdiocesan community can be found.

❑ Checklist for Field Trips

First aid kit

Prepare a well-stocked first aid kit: Please make sure the following items are included

Water	Purex	Handwipes	Feminine Items
Ice Pack	Latex gloves	Alcohol wipes	

❑ Liability waiver and Medical Waiver

- Must be obtained for each participant.
- A copy should be left at the Newman Center for emergencies.
- The coordinator should keep a copy.
- A copy should be kept in each van, bus or vehicle for those in that vehicle.
- Forms should be kept in binders in alphabetical order by last name for easy and quick access.
- Liability waiver and medical waiver must be notarized for each participant.

- ❑ Code of Conduct

A code of conduct should be developed for each trip with well-defined expectations and consequences for actions that do not follow these guidelines.

- ❑ Picture Identification

Each participant must have picture identification for each trip.

- ❑ Documentation

A picture identification card such as a Texas Drivers License is needed. You may also need your birth certificate. The further you enter Mexico the more documentation is needed. You may check with the Maryknoll office. As of January 2007, a passport will be required for air travel between the US and Mexico or Canada.

- ❑ Incident Report

Should there be any incident of misconduct, emergency, or other situation documentation should be kept.

- ❑ Parent Documentation

If minors attend, parents are to be provided a detailed itinerary, name and location of housing, emergency contact name and phone numbers (including phone number of host site and cell phone number of the coordinator). This information is also to be provided to the campus ministry secretary, and to the Archdiocesan director.

Checklist for Field Trips

1. Adequate supervision by qualified campus ministry staff. Signed **Ethical and Personal Conduct Policies of the Archdiocese of Galveston-Houston** on file at campus ministry center and Archdiocesan office for any non-student adult participants.
2. A **Driver Information Sheet** or **Youth Driver Information Sheet** for every driver to or from an event.
3. Each driver must have copies of required forms for any participant riding in his/her vehicle (Liability and Medical waivers).
4. Waivers by all adults of all claims against the Archdiocese for injury, accident, illness or death occurring during, or by reason of the field trip.
5. Proper insurance for participants, vehicles, and equipment.
6. Inclusion of a proper first aid kit and fire extinguisher.
7. Information on the closest medical emergency room or 24-hour emergency clinic.

Finally, to insure the desired outcomes of such field trips, campus ministers should prepare the participants for the place that is to be visited and the things that are to be experienced. A thorough discussion should be held regarding the purpose as well as the goal of the trip. Additionally, the campus minister should make an advance visit to the site of the field trip so that any and all unforeseen circumstances, situations, and/or events could be properly planned for; so that any difficulties would be minimized.

Inappropriate Behaviors of Staff with Students

- Encouraging minors to drink alcohol or ignore the law (no alcohol is to be consumed even by adults during Archdiocesan sponsored campus ministry trips)
- Buying alcohol or tobacco for minors.
- Dating or having an exclusive relationship with any student.
- Verbal or nonverbal sexual behavior.
- Gossiping about others—especially the students or other adult leaders.
- Inappropriate sexual jokes, comments, or touching.
- Sharing of your personal experiences with regard to your social life (especially sexuality, dating, partying, etc.)
- Swearing or other inappropriate terms/language.
- Yelling at the students or losing your temper.
- Inappropriate touching and physical contact.
- Too rough in fooling around or “rough-housing.”

Policies and Procedures for Events outside Archdiocese

These policies apply for any events outside the Archdiocese of Galveston-Houston, including World Youth Day, Conferences, Work Camps, etc. Archdiocesan policy supersedes policies of regional or national organizations sponsoring the event.

Administration

- ❑ Parent/Guardian consent, liability waiver, and medical consent form must be signed by parent/guardian of each participant under 18 years of age.
- ❑ Participants 18 years or older must sign their own Parent/Guardian consent, liability waiver, and medical consent form.
- ❑ An Adult Waiver must be completed for each campus minister or adult chaperone.
- ❑ A COPY of the Parent/Guardian consent, liability waiver, and medical consent form must be submitted with registration.
- ❑ The ORIGINAL Parent/Guardian consent, liability waiver, and medical consent form must be kept by the campus minister or adult volunteer, and brought to the event with him/her.
- ❑ Code of Conduct must be signed for each participant of each of event (student and staff).
- ❑ Picture Identification must be available for each participant. (Identification would assist in prompt assistance with local authorities, in case of emergency)

Travel

- ❑ If trip is sponsored by the Office of Young Adult and Campus Ministry, transportation will be provided via bus or airline and all registered groups must travel with the group. When using a bus with media systems for transportation, all media/video/DVD material must be reviewed by campus minister before using them publicly. Adult rated material is contrary to Christian principles and is prohibited. Adult rated material should never be shown to youth or young adults or be in the possession of church employees or volunteers on parish property or on parish or campus ministry trips.
- ❑ ALL participants must use transportation provided by Archdiocese for Office of Young Adult and Campus Ministry sponsored trips and events.
- ❑ NOTE: Check with the Archdiocesan Risk Management Office before scheduling a trip to a foreign country.

Event Registration

All registrations must be received complete in the Office of Young Adult and Campus Ministry at the deadline designated for each event. A complete registration consists of the following:

- Registration form for each participant
- Consent, Liability Waiver and Medical Consent Form for each participant
- Code of Conduct for each participant
- Payment due upon registration, either deposit or registration amount

Refunds

All Office of Young Adult and Campus Ministry sponsored event registration deposits are non-refundable. See specific program registration policy for details.

Campus Ministry or Adult Chaperone/Volunteer

- ❑ Must be 21 years of age.
- ❑ Must attend all scheduled meetings, gatherings and Archdiocesan prayer experience with Archdiocesan delegation at actual event.
- ❑ No use of alcohol or drugs (See Drug and Alcohol Policies and Procedures).
- ❑ Gambling of any kind is not acceptable while participating in ministry events.
- ❑ Failure to follow the previous policy will result in the dismissal of the event at the cost of the adult as requested by the Director of Young Adult and Campus Ministry.

Housing

Room accommodations for ministry events are gender specific. Males are never allowed in female assigned rooms and females are never allowed in male assigned rooms without staff supervision.

Alcohol and Illegal Drugs

See Drug and Alcohol Policies and Procedures.

Weapons Possession

See Weapons Policies and Procedures.

Transportation Policy

When private passenger vehicles are used for transporting students to and from events the following information must be supplied and this information must be certified by the driver in question (see Driver Information Sheet attached).

1. The driver must be 21 years of age or older. No one under the age of 21 may drive other students to or from an event, or during the event.
2. The driver must have a valid, non-probationary driver's license and no physical disability that could in any way impair his or her ability to drive the vehicle safely.
3. Drivers 18-20 years of age must have a valid Texas driver's license. They may drive themselves to or from an event, but they may not drive other youth under the age of 21 except their siblings.
4. The vehicle must have a valid and current registration and valid and current license plates.

A signed **Driver Information Sheet** on each vehicle used must be submitted to the campus minister prior to each trip.

Each driver and/or chaperone should be given a copy of the approved itinerary including the route(s) to be followed and a summary of his/her responsibilities.

For a complete copy of the Archdiocesan Fleet Safety Program, please contact the Risk Management Office at 713-659-5461.

Mission Trip Proposal

1. Sponsoring Campus Ministry:
2. Responsible Staff Member:
3. Proposed Date:
4. Place:
5. Sponsoring agency (e.g., Maryknoll):

Contact:

6. Contact at site:

Name:
Address:

Phone:
Fax:
E-mail:

7. Attach:
 - a. Proposed itinerary
 - b. Staff and participant checklists
 - c. Maps
 - d. Preparation Plan
 - e. Follow-up Plan
8. Mission statement for trip:

Approvals:

Newman Center Director

Date

Archdiocesan Director of Campus Ministry

Date

Archdiocesan Risk Manager

Date

Driver Information Sheet (over 21 years of age)

Driver

Name _____ Date of Birth _____
Address _____ Social Security # _____
_____ Home Phone _____
_____ Cell Phone _____
Driver's License # _____ Date of Expiration _____

Vehicle That Will Be Used

Name of Owner _____ Model of Vehicle _____
Address of Owner _____ Make of Vehicle _____
_____ Year of Vehicle _____
License Plate # _____ Date of Expiration _____
Registration Expiration Date _____

Insurance Information

When using a privately owned vehicle, the insurance coverage is the limit of the insurance policy covering that specific vehicle.

Insurance Company _____
Policy # _____
Date of Policy Expiration _____
Liability Limits of Policy _____

Certification

I certify that the information given on this form is true and correct to the best of my knowledge. I understand that as a volunteer driver, I must be 21 years of age or older, possess a valid driver's license, have the proper and current license and vehicle registration, and have the required insurance coverage in effect on any vehicle used to transport students.

Signature

Date

Driver Information Sheet (18 to 21 years of age)

Driver

Name _____

Date of Birth _____

Address _____

Social Security # _____

Home Phone _____

Cell Phone _____

Driver's License # _____

Date of Expiration _____

Vehicle That Will Be Used

Name of Owner _____

Model of Vehicle _____

Address of Owner _____

Make of Vehicle _____

Year of Vehicle _____

License Plate # _____

Date of Expiration _____

Registration Expiration Date _____

Insurance Information

When using a privately owned vehicle, the insurance coverage is the limit of the insurance policy covering that specific vehicle.

Insurance Company _____

Policy # _____

Date of Policy Expiration _____

Liability Limits of Policy _____

Certification

I certify that the information given on this form is true and correct to the best of my knowledge. I understand I may not drive other youth (under the age of 21) to or from a youth or campus ministry event, or during the event. I possess a valid Texas driver's license, have the proper and current license and vehicle registration, and have the required insurance coverage in effect on any vehicle used.

Signature

Date

Code of Conduct
Archdiocese of Galveston-Houston
Office of Young Adult & Campus Ministry

Please read and initial each of the statements below.

- _____ As a representative of the Archdiocese of Galveston-Houston, I understand that I am expected to project an image of Christian consideration, sensitivity and respect to others and to the property around me.
- _____ I am solely responsible for my own actions and I agree to assume the consequences for any negative behavior or disturbance. I will take full responsibility for any damage caused by my actions.
- _____ I am expected to attend all aspects of this event and I will promptly report to any and all check-in times as a result of my participation.
- _____ As a participant, I understand that I must be respectful and courteous to ALL other participants, staff, etc.
- _____ ALCOHOL, WEAPONS OR ILLEGAL DRUGS ARE STRICTLY PROHIBITED. Possession of these items is considered grounds for immediate dismissal. (Weapons are defined as: knives, switchblades, guns, chains, or items intended to cause harm.)
- _____ For my safety, I understand that I am not allowed to leave the event site without notifying the group leader.
- _____ I must wear my Identification badge during all activities associated with this event.
- _____ I understand that all participants are required to stay in their assigned accommodations. I agree to stay where I am assigned and not to visit accommodations of members of the opposite sex.
- _____ Christ-like behavior is expected from me at all times. Inappropriate contact, touch, gesture, language or activity of an offensive nature is NOT ACCEPTABLE.

In order for the group to have the best possible experience and to share the spirit of Christian joy and friendship with other participants, I agree to abide by this Code of Conduct. I understand that group leaders are acting in my best interest and for the benefit of this event and will be enforcing this Code of Conduct. I hereby acknowledge that my failure to adhere to this Code of Conduct may result in my expulsion from the group and I would be solely responsible for arranging alternative accommodations and my return transportation and all costs incurred.

I, _____, have read and understand the statements provided above.
(Print Name)

(Signature)

(Date)

**Archdiocese of Galveston-Houston
Office of Young Adult and Campus Ministry**

**PARENTAL/GUARDIAN CONSENT, LIABILITY WAIVER AND
MEDICAL CONSENT**

Participant's Name _____ Date of Birth _____
 Home Address _____
 City _____ Zip Code _____
 Parent(s)/Guardian(s) _____
 Home Phone (____) _____
 Alternate Phone Number: (____) _____ Cell Phone Pager
 Parish or Catholic School _____ Grade _____ Age _____ Sex _____

CONSENT & LIABILITY WAIVER

**Important! To be filled out by the Parent/Guardian for youth under 18 years of age.
If participant is 18 years of age or older, consent must be signed by the individual)**

I (name of parent/guardian) _____, grant permission for my child,
 (participant's name) _____, to participate in
 (event) _____ to be held
 (date) _____, (time) _____, and (location) _____.

I agree on behalf of myself, my child's other parent if known or living (name of parent) _____
 _____, my child named herein, or our heirs, successors, and assigns, to hold harmless and defend the Archdiocese
 of Galveston-Houston, the sponsoring parish (its pastor, youth minister, principal, other agents, etc.) or any
 representatives associated with the scheduled activity unless the parties involved were careless or negligent.

Signature (Parent/Guardian) _____ **Date**

Signature (Participant 18 years of age or older must sign own consent) _____ **Date**

PHOTOGRAPHY CONSENT

As parent/guardian, I understand that promotional pictures (individual and group) will be taken during this event. I give permission for my son's/daughter's picture to be used for promotional materials (newsletter, web page, calendars, power point, etc.) in highlighting the event.

Signature (Parent/Guardian) _____ **Date**

Medical Consent

Medical Matters

I hereby warrant to the best of my knowledge, my child is in good health, and I assume all responsibility for the health of my child. Of the following statements pertaining to medical matters, sign only those in accordance with your wishes:

Emergency Medical Treatment

In the event of an emergency, I hereby give permission to transport my child to a hospital for emergency medical or surgical treatment. I wish to be advised prior to any further treatment by the hospital or doctor.

In the even of an emergency and you are unable to reach me, contact:

Name & Relationship _____ Phone _____

Family Doctor _____ Phone _____

Medications

My child will bring all such medications, well labeled, that are necessary. Names of medications and concise directions for seeing that the child takes such medications, including dosage and frequency are as follows

My child is taking the following medication at the present time.

Medication(s): _____ Dosage: _____

Administer: _____

_____ I hereby **Do Not Grant Permission** for medication of any type, whether prescription or nonprescription may be administered by my child unless the situation is life threatening and emergency treatment is required. (Please initial)

_____ I hereby **Grant Permission** for nonprescription medication (such as Tylenol, throat lozenges, cough syrup) to be given to my child, if deemed advisable. I understand that Aspirin will not be given to my son/daughter. (Please initial)

Medical Conditions Information

(Archdiocesan personnel will take reasonable care to see that the following information will be held in confidence.)

My son/daughter has:

Has had an episode the following or has been diagnosed: Seizures Asthma Diabetic

Allergic reactions to the following (foods, dyes, latex etc.) _____

Has had a medical surgery within the last six months? Yes