

Guidelines for Baylor University Mission Trips

Approval of Official Trips

All official Baylor University mission trips¹ must be approved by the Associate Chaplain/Director of Missions and the appropriate Dean in Student Life and/or the appropriate Department Chair for academic related trips.

Guidelines for Participation

Trip participants may include Baylor students, faculty, staff, regents, and alumni. Special exceptions may be made for other individuals to participate when the mission trip is in partnership with another organization or when the individual's participation contributes significantly to the effectiveness of the trip. All student participants in university-sponsored mission trips must complete the application process and be approved by the Department of Spiritual Life.

Trip Leaders

A representative of the University approved by the Assistant Chaplain/Director of Missions will lead each trip. Expenses for the representative will be covered as a part of trip expenses for participants. When necessitated by trip details and circumstances, more than one representative may be invited to lead a mission trip. In such instances, expenses for all trip leaders will be covered through trip expenses of the participants. Family members of the representative(s) may participate in the mission trip, subject to approval. Generally, family member's expenses will not be covered but may be reviewed on an individual basis by the Associate Chaplain/Director of Missions.

Student Life Staff

Upon approval of the trip, Student Life staff members with leadership or organizational responsibility for the mission trip may receive paid leave for the time spent away from campus leading the trip. This will typically be limited to ten working days. Under special circumstances, paid leave beyond ten working days may be allowed during traditionally slow work periods. If the nature of a trip should necessitate a longer time away, a staff member may request to use paid personal leave or time off without pay. Any special circumstances must receive approval from immediate supervisor and from the appropriate Dean in Student Life. (See also the Guidelines for Student Life Staff Member Participation in University-Sponsored Trips.)

Student Organizations

Regarding any area not addressed in the policy on mission trips, chartered student organizations participating in mission trips through the Department of University Missions will follow applicable policies related to their status as an organization, unless a specific exception is granted by the Dean for Student Development.

¹ except trips exclusively for Truett Seminary students and sponsored by Truett Seminary

Mission Trip Leaders Information Page

(to be distributed to potential trip leaders)

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Guidelines for Selecting Sites

The Department of University Missions aims to focus Baylor Mission Trips according to the following guidelines:

1. Opportunities that are vocation-specific
2. Opportunities to work in areas Baylor already has connections through the Center for International Education
3. Opportunities for students and faculty to bring and be good news to the poor and oppressed
4. Opportunities to work in areas that have limited access to the gospel.

In addition to these guidelines, safety and travel issues must be considered in the selection of the site.

For international trips, the procedure established by the Center for International Education for all University programs will be followed, including a risk assessment of the location, health precautions, and emergency notification procedures.

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Travel

General University policies governing travel for student organizations will be followed while on University-sponsored mission trips.

Insurance

Insurance (that provides health coverage as well as resources and support in emergency situations) will be required for all international mission trips. The Department of University Missions can assist in arranging appropriate coverage through independent providers.

Training

Participants in University-sponsored mission trips will be required to participate in preparation and training provided or recommended by the Department of University Missions.

Follow-up and Debriefing

All trip leaders and participants will participate in an agreed-upon form of follow-up and debriefing after the mission trip. Depending on the individual mission trip, this may include several debriefing and integration sessions, a debriefing meeting for all participants, or a written report on the mission experience.

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