

St. Martin's Episcopal Church
Staff Mission Trip Application

Name _____

Address _____

City _____ State _____ Zip _____

Home phone _____ Cell phone _____

E-mail address _____

Name of the organization/church that has organized the mission trip: _____

Name of the coordinator: _____

Coordinator's phone #: _____ Coordinator's e-mail: _____

Where is the destination that the mission work will take place: _____

Describe the type of work will you be doing: _____

What are the actual dates of the mission trip: Start date _____ End date _____

What are the travel dates of the trip: Travel to destination _____ Travel from destination _____

Please note:

- You must be a full-time employee.
- Mission work must be away from Houston.
- Cost for the trip is employee's responsibility.
- Upon return from the trip, the employee will be expected to share about the mission experience with the staff.
- 10 work days are available to the employee every two years. In other words, if you took 10 work days in 2015 you would not be eligible for more time until 2017. If you took 5 work days in 2015, you could take 5 days in 2016.
- Trip must be approved in advance.
- In order for your time away not to be counted against PTO time, ALL requirements must be met.

Approval Signatures

Applicant _____ Date _____

Supervisor _____ Date _____

Ex Director HR _____ Date _____

Vice-Rector _____ Date _____