

Mission Trip Planning Checklist

8 to 12 Months before the mission trip or project

- 1. Survey the church, Missions Committee, and church staff to determine their level of support and commitment to the mission trip or project
- 2. Form a planning group
- 3. Contact the host organization or missionary to determine how to best help the host team (**Host involved in 4-6 below**)
- 4. Determine the objectives and goals for the mission trip or project
- 5. Discuss logistics such as meals, transportation, lodging, work schedule
- 6. Agree on dates for the mission trip or project
- 7. Use a budget worksheet to determine the cost for each team member
- 8. Draft a fundraising strategy and plan
- 9. Submit Short-Term Mission Trip Plan to the Short-Term Mission Coordinator
- 10. Secure the approval of the Mission Plan & Budget from the Missions Committee Leadership Team

4 to 8 Months

- 11. Schedule the team's consecration on the church calendar
- 12. Begin promoting the mission trip or project to enlist team members and supporters
- 13. Make tentative travel plans and airline reservations as needed
- 14. Conduct a pre-visit if possible
- 15. Plan a local mission trip or project for team building and practice
- 16. Finalize a schedule for the mission trip or project
- 17. Determine the medical needs for the trip. If needed, enlist a nurse or other person trained in first aid and CPR
- 18. Develop a packing list for team members
- 19. Enlist adults as sponsors or counselors for youth mission trips or projects
- 20. Recruit a home team leader and identify a support team
- 21. Begin team training
- 22. Finalize budget, get AFE approval and begin any fundraising needed
- 23. Conduct a parent meeting for youth mission trips or projects to update them
- 24. Develop a travel itinerary including ground transportation
- 25. If needed, ensure team members have applied for a passport
- 26. Team members send out prayer and financial support requests as needed
- 27. Present the draft plan and budget to the mission leadership team

1 to 2 Months

- 28. If needed, conduct a local mission trip or project for team building and practice
- 29. Begin collecting supplies
- 30. Stock a first aid kit
- 31. Contact the host organization for any updates
- 32. Remind team members to complete team forms
- 33. Submit visa applications if required
- 34. Determine team duty and "Buddy" assignments

Mission Trip Planning Checklist

1-4 Weeks

- 35. Conduct the team's consecration on the Sunday before the mission trip or project
- 36. Request funds from the church with the Purchase Requisition Form
- 37. Collect completed team forms and make a duplicate set to remain with the home team leader
- 38. Conduct a parent/spouse meeting to discuss logistics and travel plans
- 39. Pack and load supplies for transport
- 40. Arrange for Short-Term Missions Trip Medical and Emergency Medical Evacuation Insurance for all team members

During the Mission Trip or Project

- 41. Be servers, be learners, be flexible
- 42. Represent Jesus Christ, the church, the host organization, and the missionary well
- 43. Share your personal testimony and faith when the opportunities arise
- 44. Role model a servant's spirit
- 45. Make alternate plans (e.g., it may rain)
- 46. Take a day off and have fun
- 47. Remember, everyone will have a "Terrible Thursday" when heat, fatigue, or other factors increase the level of stress. When this happens, give one another some space to recover
- 48. Write in a journal and take pictures and videos
- 49. Share telephone numbers and addresses with hosts and others to develop long-term relationships

Follow-up Activities

- 50. Conduct a celebration with supporters, family, and friends
- 51. Follow through on any personal decisions made during the trip
- 52. Write thank you notes to supporters
- 53. Conduct debriefing sessions
- 54. Share pictures and videos
- 55. Write and submit a trip report in addition to briefing the Missions Committee
- 56. Plan presentations for sharing opportunities