

Short-Term Missions Checklist

This checklist can be used by the planning committee and the team leader(s) as a guideline for the planning, coordinating, and implementing of a short-term missions trip. Please refer to this checklist frequently and check off the items as they are completed.

SIX MONTHS PRIOR TO DEPARTURE

- Establish planning committee
- Explore possible destinations with selected agencies
- Confirm location (this includes project, R&R portion, lodging, ground transportation)
- Contact travel agency or airline regarding flight arrangements and price (if traveling with 10 or more, ask for group fares)
- Check into necessary documentation for travel to country
- Check into necessary shots and preventative medicine
- Plan tentative itinerary
- Order team member books
- Select team leader(s)

FOURTEEN WEEKS PRIOR TO DEPARTURE

- Establish a budget
- Establish a per-person price
- Set payment dates
- Design and produce promotion material
- Begin promoting the team
- Schedule announcement in church bulletin and classes
- Distribute applications and give deadline for applications
- Schedule information meeting
- Contact church treasurer regarding handling of funds

TWELVE WEEKS PRIOR TO DEPARTURE

- Have information meeting
- Begin collecting applications and deposits
- Conduct interviews and check references
- Schedule team preparation sessions and select location for meetings
- Schedule commissioning service with church

TEN WEEKS PRIOR TO DEPARTURE

- Select team
- Inform team members of team preparation meetings
- Contact potential speaker/trainers for team preparation sessions
- Plan fund-raising ideas

EIGHT WEEKS PRIOR TO DEPARTURE

- Reconfirm with mission agency and/or host community the size of team and any special arrangements
- Have first team meeting to do the following: 1) Review policy sheet 2) Discuss necessary documentation 3) Cover financial obligations/fund-raising.
- Confirm with travel agent and/or airline exact number of participants

SIX WEEKS PRIOR TO DEPARTURE

- Have second team meeting
- Discuss medical requirements
- Handle special medical requirements
- Discuss fund-raising letters
- Confirm passport applications
- Pass out team roster with addresses and phone numbers
- Get emergency contact phone number in country

FOUR WEEKS PRIOR TO DEPARTURE

- Have third team meeting
- Formalize plans for collection drives
- Assign team member responsibilities
- Begin identifying people who will pray for team members using prayer partner forms

THREE WEEKS PRIOR TO DEPARTURE

- Have fourth team meeting
- Discuss packing list
- Review packing tips
- Collect release of liability forms
- Check on team members' finances
- Collect prayer partner sheets
- Encourage team members who buy new shoes to begin breaking them in to avoid blisters
- Contact church treasurer regarding the procedure for obtaining necessary cash for team trip
- Put together medical kit

TWO WEEKS PRIOR TO DEPARTURE

- Have the fifth team meeting
- Review importance of journaling
- Check on team finances
- Check on necessary documentation and ask team members to make one copy
- Schedule post-trip follow-up meetings
- Schedule post-trip team presentation for congregation
- Arrange for team transportation to and from airport
- Purchase any necessary supplies

ONE WEEK PRIOR TO DEPARTURE

- Have final team meeting
- Inform group of time and meeting place for flight
- Collect final payment
- Pass out emergency number
- Pass out flight itinerary for team
- Distribute any items team members need to pack
- Collect copies of passports
- Leave emergency numbers at church office
- Obtain travelers' checks and church check for travel
- Have team commissioning service
- Reconfirm travel dates with contact in country

ON-FIELD CHECKLIST

Review this checklist at least three days before the team's departure from home and/or at least one day before departure from the host community. As you complete each of the items, check them off. Then review this early on the day of the team's departure.

- Reconfirm team's flight reservations with the airlines from forty-eight to seventy-two hours prior to departure time
- Discuss distribution of items (e.g., shoes, clothing, flashlights, etc.) the team will be leaving behind with the missionary or the church pastor
- Confirm transportation and arrangements for the R&R portion
- Confirm transportation to the airport on the day of departure. Be at the airport at least two hours prior to departure for an international flight.