

Short Term Mission Trip Preparation Checklist

This checklist is a guideline for the planning, co-ordinating and implementing of a short term mission trip. Adjustments can be made to fit your specific needs.

Trip Date: _____

10-12 MONTHS PRIOR TO DEPARTURE

Work with field worker to discuss need for a short term team and how it can work within their current strategy
Discuss dates, size of team needed, and giftedness required (if applicable)
Begin praying for God to bring team members who are to be on the team

6 MONTHS PRIOR TO DEPARTURE

Train as a Team Leader
Make first contact with team members
Recruit prayer team
Study country information
Find out what official documents are required to enter the country
Contact travel agency about transportation & lodging.
Find out what inoculations are needed and the time required for them.
Complete and submit required forms for participating
Establish a budget for the trip
Establish a per person cost

5 MONTHS PRIOR TO DEPARTURE

Design and produce promotional material (*Be careful if a security sensitive location*)
Begin recruiting
Schedule information meeting
Schedule announcements in newsletters and bulletins, if applicable

4 MONTHS PRIOR TO DEPARTURE

Order Training/Spiritual Development material to be used for team
Have informational meeting/distribute applications and give deadline for applications
Begin collecting applications, medical questionnaires, international travel release forms, and a readable photocopy of the first page (with their picture and vital information) of each person's passport
Conduct interviews and check references if selection process is followed
Schedule team training sessions
Inform applicants of pre-field training and orientation schedule

3 MONTHS PRIOR TO DEPARTURE

Finalize team selection. Collect non-refundable deposit.
Have team members apply for passports.
Have team members get required inoculations.
Purchase tickets from travel agent. Go over lodging and ground transportation plans with travel agent if applicable.
Plan a strategy for meeting expenses with team members.
Begin prayer journaling (Team Leader & Team)

10 WEEKS PRIOR TO DEPARTURE

Review team members' support letters. Have team members mail letters or have personal meetings with potential supporters.
Confirm passports have been applied for. **Check those already obtained for expiration dates and signatures.**
Schedule fund raisers, if applicable
Collect passports from team members and apply for visas. (Note: If more time is required for these items, adjust this schedule accordingly. This may impact the dates for publicizing the trip and finalizing the team as well.)
Encourage team members to begin contacting friends, church contacts and family to see if they would like to be a part of your prayer team.

8 WEEKS PRIOR TO DEPARTURE

Confirm with travel agent and/or airline exact number of participants.
Work with field worker to plan schedule of daily activities, including R&R and debriefing during the trip
Work with field worker and travel agent re money.
Develop a plan for dealing with re-entry stress.
Collect payment from team members.

6 WEEKS PRIOR TO DEPARTURE

Get emergency contact number in country.

Team members apply for emergency medical insurance with [Gallagher Charitable International Insurance Services](#).

Note and make provision for special medical requirements.

Pass out team roster with addresses and phone numbers.

Obtain Prayerwalking Training and go on a “prayerwalk” to a religious or cultural site with your team or prayer contacts.

4 WEEKS PRIOR TO DEPARTURE

Have no less than 10 prayer warriors (watchmen) praying for you.

Assign team members’ responsibilities.

Finalize selection of security person who will be your contact at home in case of any problems and arrange how he can be contacted at all times.

Collect payment from team members.

3 WEEKS PRIOR TO DEPARTURE

Discuss packing list.

Review packing tips.

Collect release of liability forms.

Update on team members’ finances.

Encourage team members, who may buy new shoes, to begin to break them in to avoid blisters.

If the money has been collected by a church or ministry office, make plans to obtain cash or traveler’s checks in time for departure.

Put together necessary medical kit.

Check to see that all team members have emergency medical evacuation insurance. See above~Gallagher Charitable International Insurance Services

Share your itinerary with those who have committed to pray for you.

Organize a prayer chain with your prayer partners via e-mail or phone if you are able to contact them during your trip.

2 WEEKS PRIOR TO DEPARTURE

Review importance of journaling.

Collect final payment.

Check to make sure all necessary documentation (passports, visas, travel insurance, waivers, etc.) are in order. Do not take Liability Release Agreement with you.

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 for the trip

1 WEEK PRIOR TO DEPARTURE

Inform group of time and meeting place for flight.

Pass out in-country emergency contact information, if applicable.

Distribute any items team members need to pack.

Obtain traveler’s checks or cash for travel.

Have team commissioning service.

Re-confirm travel details with travel agent.

DURING THE TRIP

Journal your insights and observations about the spiritual climate of your area that you enter, what God is doing, and details about the project. **(Be careful not to write specific names of nationals in your journal if in a security conscious location.)**

AFTER THE TRIP

Do Team Leader Evaluation

Report back to your church to share the story and express gratitude.

Express appreciation to field worker.

Consider the following:

- Returning yourself with another team within the year.
- Challenging someone else on the team to be the leader on the next trip.
- Making plans for the future to develop people to plant churches.

DOCUMENTATION

Make 2 copies of each passport ID and plane tickets.

- Check passports for signatures if they are new. Make sure they are signed with full name.
- Check other passports for expiration dates and empty pages. You must have at least 3 empty pages. You also must have at least 6 months validity on passport from date of travel.
- Check plane tickets for exact passport names of team members. Spelling errors can be expensive and cause someone to not be able to board the plane.
- Check tickets for correct dates and itinerary. This will help you take care of any problems before the morning of departure.
- Make copies of everyone's insurance information.