

TEAM LEADER'S CHECKLIST

Short Term Mission Teams

Mission Trip: _____

Date: _____

Team Leaders: _____

- _____ Team chosen
- _____ Vision and focus of training
- _____ Project information researched and distributed
- _____ Training dates set
- _____ Training dates verified with each member
- _____ Contact made with country representative
- _____ Directors appointed:

Team Leader: _____

Spiritual Leader: _____

Worship Leader: _____

Logistics: _____

Team Meeting Leader: _____

Mission Project Leader: _____

Finance Leader: _____

_____ Agenda set

- _____ 3 Prayer Partners chosen by each team member
- _____ Food director appointed for training sessions and retreat
 - _____ Breakfast, lunch, and midnight Pizza @ Retreat
- _____ Ministry projects determined in unanimity by team members
- _____ Training material acquired and agenda set for each meeting
- _____ Rules of financial support shared with team based on Mission Policy
- _____ Airline reservations made
- _____ Transportation arranged:
 - _____ To & from Airport
 - _____ In host country
- _____ Accommodations in country arranged
- _____ Health Insurance acquired
- _____ "Policy Statement" orally discussed and signed by each member
- _____ Health requirements met
- _____ Retreat reservations made
- _____ All forms completed and turned in
- _____ Passports
 - _____ acquired
 - _____ copies made (2)
- _____ Sending off or welcome home arrangements assigned
- _____ Mother's Day Car Wash arranged
- _____ Prepare for materials needed in field
- _____ Packing list distributed
- _____ Travel Itinerary distributed to team and Prayer Partners
- _____ Team list with passports
- _____ Final contact made by country
- _____ Meeting with Outreach Director
- _____ T-shirts ordered

Other
