

# St. Andrew's Church

## *Mission Team Leader Checklist*

### **Six Months Prior to Departure**

#### *Schedule Interest Meeting*

- Reserve meeting room (Office@WeAreStAndrews.com)
- Contact Communications Director, Greg Shore, to discuss trip publicity (Gshore@WeAreStAndrews.com or 843.284.4323).
- Gather information for publicity/brochures
- Announce interest meeting (Communications@WeAreStAndrews.com)

### **Four Months Prior to Departure**

#### *Conduct Interest Meeting*

- Recruit Team Members
- Recruit Prayer Partners
- Set up Team Training Dates
- Collect deposits and applications from potential team members
- Provide preliminary trip information to Parish Secretary
- Meet with Controller, Lynn Mitchell (LMitchell@WeAreStAndrews.com or 843.284.4322), to review budget and financial procedures for mission trips

### **Three - Four Months Prior to Departure**

- Obtain Travel Quotes
- Budget your trip and set deadlines for payments. Budget items, at a minimum, include flights, immunizations, visas, lodging, meals, insurance, ground transportation, incidentals, and mission supplies.
- Provide preliminary trip information to Parish Secretary concerning trip dates and team members.
- Book rooms for team meetings

### **6 weeks Prior to Departure**

- Conduct Team Meetings
- At meetings, review fundraising status with team and individuals
- Ensure all lodging and airline reservations are made and payment made where necessary

### **Prior to Departure**

- Turn in emergency contact information, insurance policy information, and copies of passports for the entire team to the Parish Secretary. A team member CANNOT depart until the church has these documents.