



## TRIP PLANNING TIMELINE

We realize there are differences in leadership and organizational styles. This Timeline is an optimal pace in which to bring together a team. We would encourage you not to be so loose that it creates chaos, but not to be too rigid, that it does not allow for divine interruptions. Keep plotting through it. Once you've completed the list for the given time-frame, take a breath and thank Jesus that He is in control of this trip.

TRIP: \_\_\_\_\_

DATES: \_\_\_\_\_

### 6+ MONTHS BEFORE

- o Spend ½ day solo reflecting on the leadership aspect of this trip
- o Connect with one of the STW coaches for more information.
- o Contact agency or field partner to establish relationship and gather information they provide on logistics, ministry planning and documentation.
- o Email a "save the date" to potential members you would like to invite.
- o Recruit key friends, skilled people, or co-leaders through conversation.
- o Ask 3-5 people to be your personal intercessors as a leader.

### 5 MONTHS BEFORE

- o Keep talking and inviting people to consider your trip.
- o Create a preliminary team budget using the Budget Worksheet.
- o Create a Trip Info Sheet on the trip with who, what, where, when, and cost per person for the trip.
- o Hold an information meeting.
- o Ask people to fill out applications online.
- o Hand out Mission Trip Training Guides to committed participants.
- o Stay in contact with the STW Team with any new information. Email: LauraA@occ.org
- o Continue intermittent contact with field partners to develop your relationship, but be careful not to be too needy on them at this point.
- o Create schedule/plans for
  - Applications due and cut-off date
  - Training Meetings (need to meet at least 6 times)
  - Payment schedules
  - Reunion Party
- o Confirm documentation needs for travel (passports and visas) and inoculation needs by browsing [www.cdc.gov](http://www.cdc.gov).

#### **4 MONTHS BEFORE**

- o Hold first training meeting (or repeat an info meeting).
- o Select team participants and deal with those who aren't a good fit for this specific trip. Ask a STW Coach for help if needed.
- o Meet with any participants one on one whom you do not know.
- o Ensure that all applications and deposits have been submitted.
- o Have team apply for passports if they don't have.
- o Confirm trip focus and ministry needs with field partners.
- o Create a preliminary schedule/itinerary for the trip.
- o Begin team fundraising events (including personal prayer and support letters).

#### **3 MONTHS BEFORE**

- o Confirm that all participants have passports and applied for visas (recommend that you do this as a group).
- o Confirm that all participants have begun or completed necessary inoculations and scheduled any appointments with doctors/dentists.
- o Hold Training Meeting # 2
- o Continue team support-raising. Remind them of upcoming 2<sup>nd</sup> payment deadline for airfare.
- o Delegate trip responsibilities to team members.
- o Encourage team members to submit all necessary documents to the STW team (copies of passports/visas, Medical Consent, Release of Liability and Policy Agreement).
- o Begin researching airfare.

#### **2 MONTHS BEFORE**

- o Reconfirm project, team size, and lodging/transportation with field partner.
- o Purchase and ship project materials if applicable. (Your team can also check a 2<sup>nd</sup> bag for ministry supplies that you take as a team).
- o Second payment is due (50% of total to cover airline tickets).
- o Book airline tickets.
- o Hold Training Meetings 3 & 4.
- o Order printed materials, supplies, etc. related to your ministry project.
- o Follow up on required documents needed for STW

#### **1 MONTH BEFORE**

- o Hold Training Meetings 5 & 6.
- o Pick a Sunday for Team Commissioning with your STW Coach.
- o Distribute in-country emergency contact phone numbers and final itinerary to team members (guide online in Team Leader's section)
- o Edit prayer guide template and distribute to team (template online in Team Leader's Section). Confirm prayer support of 5-7 people for each participant.
- o Complete support raising (100% in by 3 weeks before leaving).
- o Work with STW Office to get medical insurance for all team members.

- o Request your Cash Advance check from [Lizw@occ.org](mailto:Lizw@occ.org) for cash needed in country for the trip.
- o Have each participant sign the Team Covenant.
- o Confirm and collect any forms still not turned in.

## **2 WEEKS BEFORE**

- o Make prayer a personal priority over travel details.
- o Be prepared for a few more emails and phone calls than usual
- o Final funding deadline for any late support raisers.
- o Divide and hand-out ministry supplies for team members to pack.
- o Pick up & pack Mission Trip Devotional Books from the STW office (1 for each team member)
- o Create team and logistics notebook. Notebook contents:
  - Contact information for field partner
  - Copy of tickets and itinerary
  - Copy of passport and visa page for each participant
  - Medical Consent forms for each participant
- o Pick up and sign for cash advance. Take to bank to cash.
- o Set time and place for meeting/departure.
- o Organize transportation to and from the airport.
- o Hold Optional Final Gathering – Dessert and Commissioning Night with family and supporters.
- o Participate in your Sunday prayer commissioning.

## **DAY OF DEPARTURE**

- o Be sure all team members and luggage are at the airport ready for check-in at least three hours (for international) or two hours (for domestic) before departure.
- o Confirm all luggage has ID both inside and outside.
- o Pray together.
- o Keep any students or kids with you and under tight supervision on the front side of getting to the gate. Keep an eye on first time international travelers.
- o Buy everyone a bottle of water to drink at the airport.

## **FIRST DAY ON THE FIELD**

- o Remind team not to drink tap water or use to brush teeth.
- o Have orientation time with local personnel.
- o Establish daily schedule including individual devotions and team debriefs.
- o Try to keep team awake if possible. Take a walk, get some exercise.

## **DURING THE TRIP**

- o Hold team devotions and worship every morning.
- o Hold team debrief sessions every evening.
- o Work and serve hard.
- o Watch out for culture shock.
- o Seek individual conversations with each team member.

- o Ask individuals to share their story with the team.
- o Get to know nationals and missionaries.
- o Keep track of all expenses and gather receipts where possible.

### **LAST DAY TOGETHER ON THE FIELD**

- o Debrief and play together.
- o Challenge participants to make the experience a part of their lives.
- o Reconfirm transportation and departure flight in advance.

### **1 WEEK AFTER RETURNING**

- o Email team reminding them of the normal experience of trip let-down and that you will be together soon at the reunion.
- o Have a cleaning party to clean, pack and put away any supplies used and returned.

### **2 – 3 WEEKS AFTER RETURNING**

- o Write up trip report to send to STW Staff and your own personal supporters.
- o Turn in receipts and Cash Advance Worksheet to finance department.
- o Turn in some key stories and pictures from your team experience.
- o Hold a Reunion Celebration with team, family and supporters.
- o Write thank you notes to host organization and/or national workers.
- o Remind team members to send a trip report and pictures to their supporters.
- o Take an extra personal day off to reflect, rest and renew your own heart.
- o Launch a 4-week Post-Trip Debrief Group. (Resource available for that).

### **1 MONTH AFTER RETURNING**

- o Debrief with STW Leadership.
- o Strategize for greater mission investment.
- o Follow-up with individual team members on personal next steps.