

Short-Term Mission Trip Checklist

This checklist is not all encompassing. Ministries will need to customize this checklist based on the location of mission trip (i.e. domestic versus international travel), the size of team, etc. Ministry leaders may want to put dates next to the items as they complete items for record keeping purposes.

1 Year Out

- Create a planning committee
 - Designate a team leader
 - Designate a co-team leader or secondary team leader
- Determine location of mission trip
- Contact a missionary or point of contact
- Announce trip to congregation
- Schedule trip information meeting
- Set deadline for applications
- Create website or bulletin board
- Develop and implement a fundraising plan
 - Ensure money is collected correctly (see number four in [Can a Ministry or Charity Lose its Tax-Exempt Status?](#))
- Establish a mission statement for the trip
- Inform team members they will be required to sign a release form prior to traveling
- Review resources in Brotherhood Mutual's [Mission Travel Safety Library](#)
- Explore Faith Ventures Travel Service's [Manage Your Trip](#) website
- Research the country (e.g. culture, health concerns, safety issues, religious background, dress code, gifts, etc.) (ongoing)
- Pray (ongoing)

6 Months Prior

- Apply for passports (team members)
- Apply for visas through the destination country (team leader) (See U.S. Dept. of State's Foreign Embassies in the U.S. [website](#))
- Purchase airfare and flight insurance
- Investigate potential travel and health risks (ongoing)
 - [Centers for Disease Control and Prevention](#) (CDC)
 - [World Health Organization](#) (WHO)
 - [U.S. Department of State Alerts & Warnings](#)

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6 Months Prior (cont'd)

- Arrange accommodations
- Call other ministries to gather information about travel conditions, items to bring, potential health concerns, etc.
- Research communication options (e.g. mobile phone/data service)
- Identify alternative options for communications with church and families at home for emergencies and prayer updates (phone, texting, social media updates).
- Work with a locally licensed attorney to develop a liability/image release and medical information/treatment authorization form for team members to sign
 - Ministries can use Brotherhood Mutual's sample [Short-Term Mission Release](#) as a starting point
- Develop team rules
- Coordinate translators
- Make an itinerary for the trip
- If minors are traveling without parents/guardians, develop a supervision policy and screen adults as necessary
- Assess fundraising plan and adjust as necessary
- Organize and provide required training sessions regarding rules, country/culture, ministry activities. Include fellowship opportunities. (ongoing)
- Update congregation (ongoing)
- Research the country (ongoing)
- Pray (ongoing)

3 Months Prior

- Develop travel tips, packing lists, and prohibited items list. Give to team members.
- Research baggage restrictions
- Investigate potential travel and health risks (ongoing)
 - [Centers for Disease Control and Prevention](#) (CDC)
 - [World Health Organization](#) (WHO)
 - [U.S. Department of State Alerts & Warnings](#)
- Register the mission trip with the U.S. Department of State
- Get vaccinations
- Arrange travel in country
- Contact ministry's local health department for additional information on destination country risks and necessary vaccinations
- Plan for post trip follow up/debriefing meeting. (ongoing)

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3 Months Prior (cont'd)

- Organize and provide required training sessions regarding rules, country/culture, ministry activities. Include fellowship opportunities. (ongoing)
- Update congregation (ongoing)
- Research the country (ongoing)
- Pray (ongoing)

1 Month Prior

- Investigate potential travel and health risks (ongoing)
 - [Centers for Disease Control and Prevention](#) (CDC)
 - [World Health Organization](#) (WHO)
 - [U.S. Department of State Alerts & Warnings](#)
- Create and practice a phone/communication tree
- Collect signed and notarized release forms
- Fill prescriptions
- Plan for post trip follow up/debriefing meeting. (ongoing)
- Organize and provide required training sessions regarding rules, country/culture, ministry activities. Include fellowship opportunities. (ongoing)
- Update congregation (ongoing)
- Pray (ongoing)

1 Week Prior

- Investigate potential travel and health risks
 - [Centers for Disease Control and Prevention](#) (CDC)
 - [World Health Organization](#) (WHO)
 - [U.S. Department of State Alerts & Warnings](#)
- Conduct a team meeting
- Pray (ongoing)

1 Month After

- Post trip follow up/debriefing meeting.
- Witness about trip to congregation
- Write and send thank you notes for hosts, donors, etc.
- Pray (ongoing)

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Suggested Packing List *(list does not include all)*

- Bible
- Electrical converters
- Money in small currencies
- Hand sanitizer
- Poncho
- Water bottle
- First aid kit
- Mosquito netting
- Inexpensive watch, sunglasses, etc.
- Closed toed shoes
- Long sleeve shirts and pants (if traveling to an area with mosquitos, ticks, etc.)
- Skirts (if necessary per the host country's cultural expectation)
- Bug spray with DEET
- Copies of passports
- Copies of immunization records
- Church contact information
- Copies of liability/image release and medical information/treatment authorization forms.
- Insurance cards
- Embassy information ([U.S. Embassies, Consulates, and Diplomatic Missions](#))

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