



Team Leader Checklist

Use this list to help prepare and plan for your mission.

Pre-Planning (One Year or More Before Departure)

- Gather everyone interested in organizing an UMVIM team. They may be from one local church, several churches, a district or a conference.
- Decide what kind of mission team to organize. Will you include youth and adults? What type of mission opportunity is it: construction, medical, evangelistic, Bible School, a combination?
- Seek the endorsement of your local church and Conference UMVIM Coordinator.
- Select a team leader and co-leader.
- Make a preliminary decision about your location and type of service. Lists of International and Domestic Mission Opportunities are available on the UMVIM WJ website www.umvim.org or your Conference UMVIM website. Contact your Conference or the Jurisdictional UMVIM Coordinator for suggestions.
- Decide whether you will raise money to assist with the personal expenses of any team members. As a rule, volunteers pay their own expenses, but selective assistance can be useful.
- Appoint someone to lead fundraising activities. Select ways to raise money for your mission and any needed project funds, such as materials and supplies.
- Choose a coordinator to handle all travel arrangements.
- Name a publicity coordinator to publicize the mission. Decide how to inform and involve the local church(es), the district and the conference in the mission.
- Set a tentative date for the mission (to be confirmed with the host). Ask host when the best time to travel would be and plan accordingly.
- Decide how to recruit team members.
- Contact project leaders for more information about opportunities that interest you, or work with your Conference and/or Jurisdictional UMVIM Coordinator to make these contacts.
- Make final decisions about your mission (type, location, cost, etc.). If possible, send the team leader for an on-site inspection. Keep your Conference and Jurisdictional UMVIM Coordinators informed. Follow normal procedures in your conference and jurisdiction. Let your coordinators know if you will accept team members from outside your own area or have openings for additional team members.
- Establish best form of communication with host (phone, fax, and email), keeping in mind costs for host.
- Discuss with host if there is a set amount for project fees and then determine how the team will raise the funds to pay for project materials and supplies (not personal expenses of the team).
- Check on insurance coverage provided by your local church or conference. Strongly consider the medical/accident/accidental death and emergency evacuation insurance available through UMVIM West Jurisdiction (www.umvimwj.com/insurance).



For International Destinations Only

- Determine if there are visa requirements for the country where you will be serving.
- Ensure all team members have passports that will not expire within 6 months to 1 year of your travel dates.
- Check the Center for Disease Control (CDC) website regarding required/recommended inoculations and health information for your destination.
- Ask about credentials and documents for any medical team members and when these need to be sent to in-country government officials.
- Research customs regulations, especially about any supplies you will bring.
- Contact a travel agent or research travel costs and options.
- Decide how to handle team funds. If your project is an Advance Special, your local church may route funds through the General Board of Global Ministries.

Planning (9–12 Months Before Departure)

Select Mission Opportunity and Team Activities

- Contact host. Deciding could take several emails over several months. Get as much of this in writing via email as possible.
- Determine type of service and cost of supplies.
- Determine maximum number of team members the host can accommodate.
- Make team arrangements for housing, meals (prepared by host or team) and transportation.
- Arrange for team orientation by host.
- Have a clear understanding of host's expectations.
- Discuss and agree upon transmittal of project funds (means, timing, accountability).
- Inquire about cultural information.
- Confirm joint worship opportunities with host.
- Arrange for cultural sightseeing and reflection day.
- Determine need for interpreter.

For International Destinations Only

- Request a formal letter of invitation be sent to team leader. This may be needed at immigration and customs for any donated items and/or gifts the team is taking.
- Complete Covenant for Mission Partnership (*available in the Appendix*).

Make Travel Arrangements

- Confirm transportation details and reservations in writing.
- Determine non-personal luggage transportation details.
- Arrange lodging/meals while traveling to site.



- Travel agent information: _____

Gather Health and Safety Information

- Acquire first aid kit items needed (*list of kit items available in the Appendix*).
- Determine immunizations/medications needed and have team members schedule appointments with health department or travel clinic.
- Check with host about worksite safety precautions.
- Find out other health, safety, and security precautions for your destination.
- Create a list of emergency numbers, medical facilities, U.S. Embassy (for international destinations), and UMVIM, WJ office.

Develop Timeline

- Decide departure and return dates.
- Create deadlines for forms and money to be turned in (set deadline 2-3 weeks ahead of real need).
- Determine deadlines for team leader to turn in money to appropriate treasurer (church, conference), travel agent, project host, etc.
- Schedule dates for team orientation and training.
- Schedule date for UMVIM team's Commissioning Service (*see sample services in Appendix*).
- Discuss possible dates for UMVIM team reunion.

Prepare Budget

- See "Building a Budget" in the Appendix.
- Collect deposit with application.
- Obtain a receipt book.

Recruit and Select Team

- Include interpreter(s) if needed.
- Consider offering scholarships. Check with your Conference UMVIM Coordinator or UMW representation for sources of scholarships.
- Keep size of team to host's request.
- Distribute forms to team members and discuss background checks, safe sanctuary/gatherings requirement, covenant, liability release, insurance, medical information and release, emergency contact, notification of death, parental permission for minors, and any others required by Conference UMVIM Coordinator or church. (Consider making a spreadsheet to track receipt of forms, payments and donations.)
- Review Team Member applications, if used.
- Announce deadlines for turning in forms, payments and donations.



Team Leader Preparation (3–6 Months Before Departure)

Determine Travel Essentials

- Confirm travel arrangements, purchase tickets, and make deposits for rentals.
- Have evacuation plans in case of severe weather, social upheaval, medical emergency, etc.

For International Destinations Only

- Obtain passports, visas, and work permits where needed.
- Collect money for airfare and purchase tickets.
- Send list of team members to travel agent or airline (with names as they appear on passports).
- Verify professional credentials for serving in host country (healthcare volunteers or other types of professionals who will need to show credentials).
- Know information about medical system in country of travel.

Team Training Preparations

- Schedule orientation and training (meetings, conference calls, mail, and video sessions). (See *Sample Mission Team Orientation*.)
- Prepare or assign devotionals for orientation and training sessions.
- Prepare training packet with mission information: (See *Topics for Team Orientation and Training*.)
 - Purpose of UMVIM
 - Project information (place, personnel, work to be done, weather, housing, food, etc.).
 - Forms team members need to complete for sponsoring church, host, conference, etc.
 - Tentative itinerary for the mission (daily schedule of travel, work, worship and recreation)
 - Accident/medical insurance information for team members, optional travel health insurance. Go to UMVIM website www.umvim.org.
 - List of team member responsibilities to the team and hosts, sign-up lists (devotions, work assignments, etc.)
 - Contact information of host in case of emergency situations
 - Packing lists (See *“Team Member Packing List”* in Appendix)
 - Health and safety information. Be certain to stress any dangers and possible problems or concerns that might arise so that team members fully understand them prior to going. This is critical for you as team leader
 - Currency information
 - Cultural information
 - Sightseeing/Reflection day options



- Deadlines for payments and forms
- Team assignments, job descriptions (*See “Suggested Team Member Assignments” in Appendix*)
- Plan team-building exercises for training session (*See “Icebreakers” in the Appendix*)
- Work with pastor to plan UMVIM team Commissioning Service

Preparing the Team (1–2 Months Before Departure)

Hold Team Orientation and Training Meetings

- See “*Topics for Team Orientation and Training*” and related materials agenda schedules in the Appendix.
- Create team member covenant of goals, expectations, and conduct.
- Have team members choose work assignments (or delegate assignments based on knowledge of their skills).

Collect Documents and Money from Team Members

- Collect forms from team members. Consider having a notary attend the meeting to complete forms.
- Check forms for signature, witness, and notarization as indicated.
- Collect copies of photo page for each passport if applicable.
- Collect any remaining money due from team members.

Follow-Up

- Have medical information forms checked by team health provider and precautions discussed with individual team members.
- Make copies of team members “*Health and Emergency Information Form*” and insurance Cards.
- Send a copy of the team roster to your Conference UMVIM Coordinator.
- Receive devotion sign-up list from spiritual guide.
- Register team online on the UMVIM, WJ or Conference website. www.umvimwj.com

For International Destinations Only

- Check that team members have their passports and visas or other documents.
- Check immigration and customs requirements.
- Leave a copy of team roster, including passport numbers and emergency contacts, with church office and someone who can provide support from the US if needed.
- Register team with the **Smart Travelers Enrollment Program** on the US State Department website.

Verify All Arrangements



- Confirm travel.
- Confirm all lodging.
- Determine what food options work best for team.
- Confirm that ground transportation is arranged if flying to destination.
- Confirm on-site work information (tools or supplies to bring from home, or money needed to purchase them).
- Review daily schedule.
- Request receipts for monies spent (carry a receipt book if needed).
- Obtain Advance Special number for the project so that team members can continue to support the project financially.
- Order needed supplies (medical, Bible School, etc.).

For International Destinations Only (and in limited domestic situations)

- Check that safe drinking water is available and determine if there are any associated costs.

Involve Sending/Sponsoring Congregation in the Mission

- Educate congregation(s) about the mission.
- Ask for prayerful support of the team during the mission.
- Ask for assist with some assignments (publicity, communication, maintaining records of forms, payments and donation, travel arrangements, etc.).
- Raise funds.
- Prepare to share the story after the team returns.

Finalizing Mission Plans (2–3 Weeks Before Departure)

- Make sure you have registered your team no later than 2 weeks prior to departure, either online with your Conference or the WJ Coordinator.
- Confirm plans with host contact:
 - Confirm meeting arrangements with host.
 - Confirm arrangement for project funds and payment for other expenses like lodging and food.
 - Obtain or verify phone numbers of local contacts, officials, etc. Give copies to team members.
 - Ask what amount is customary when tipping luggage handlers, waiters, etc.
- Have a Commissioning Service for the team.
- Reconfirm airline reservations
- Notify travel agent immediately if there is a cancellation.



- Check tickets for correct names, times, points of departure and arrival if flying to destination.

For International Destination

- Confirm airport pick-up with host or other in-country transportation.
- Make currency-exchange plans.

Travel to Project Location (Pre-Departure and Departure Day)

- Pack donated items on a scheduled pre-departure date.
- Meet at church or other appointed place early on departure day. Allow time to load luggage and supplies, say goodbye, take pictures, and get last-minute instructions.
- Pray God's blessing on the mission before departing.
- Carry documentation for the team members such as emergency numbers, medical, copy of insurance cards, parental permission forms, and other needed forms (*Forms available on website www.umvim.org*).
- Plan for team to travel together if possible.

Upon Arrival

- Wear name tags with first names only.
- Spend a few minutes with introductions and exchange of greetings.
- Take time, if the location allows, for a brief prayer/devotional with the hosts and the team.
- Check with host to see if any arrangements have changed.
- Have on-site orientation by the host.
- Send word to sending church(es) that team arrived safely.
- Review the covenant with the local coordinator and clarify any things that are not clear.

During the Mission

- Hold daily devotions and reflection times.
- Communicate information about mission on blog, website, and social media.
- Attend worship with local community.
- Encourage health and safety practices of team members.
- Provide time for relationship-building and journaling.
- Keep records and receipts of expenses.

Concluding the Mission

- Consider having a farewell meal and/or a worship/communion service.
- Invite the host to assess and celebrate the mission.
- Debrief team to return home – Reverse Culture Shock.



- Have the team assess the mission (*Evaluation forms* can be found in the Team Members Forms Packet. Return forms to the Mission site with a copy to your Annual Conference UMVIM Coordinator.)

After Your Return (2–3 Weeks After Returning)

- Send letters of appreciation to team and to host(s); include some photographs.
- Have team reunion meeting to evaluate the mission. Include time for sharing journals, photos, and videos.
- Complete plans for your presentation to your congregation(s), district, etc.
- Assemble items you will need for keeping records of your mission.
- Share the story of your mission through local newspapers, church publications, TV, radio websites.
- Send Finalized Report and Team Leader Evaluation to Jurisdictional and Conference UMVIM Coordinators. (*Evaluation Forms* are found in the Team Leader Forms Packet. Return to your Annual Conference UMVIM Coordinator.)
- Suggest readings and resources for dealing with reactions to the culture and problems of developing/underdeveloped countries for your Annual Conference UMVIM Coordinator.