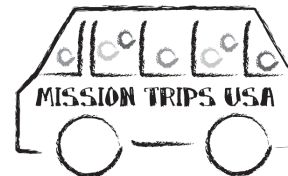


## Mission Trip

# Planning Chart



Using the sheet called *Questions to ask for planning a mission trip*, set deadlines for the following events needed to take place in order to plan your mission trip.

Task	Completion Deadline	Person Responsible
Recruit leadership of mission trip team		
Leadership Meeting #1 <ul style="list-style-type: none"> <li>Decide purpose of mission trip</li> <li>Delegate responsibilities</li> </ul>		
Leadership Meeting #2 <ul style="list-style-type: none"> <li>Determine logistics of mission trip</li> </ul>		
Leadership Meeting #3 <ul style="list-style-type: none"> <li>Discuss finances</li> <li>Discuss promotion</li> </ul>		
Leadership Meeting #4 <ul style="list-style-type: none"> <li>Training for trip</li> <li>Review who is responsible for what</li> </ul>		
Site visitation trip by leaders		
Promotion of mission trip to seek involvement of congregation		
Informational Meeting to recruit participants		
Obtain firm commitment from participants		
Training meeting for participants <ul style="list-style-type: none"> <li>Distribute forms and waivers</li> <li>Distribute fundraising information</li> </ul>		
Fundraising Event		
Deadline for participants to turn in forms and funds		
Outline of worship events during trip completed		

<b>Task</b>	<b>Completion Deadline</b>	<b>Person Responsible</b>
Transportation plans completed (bus rental, hotel reservations, etc.)		
Materials and tools needed for trip gathered		
Non-perishable food collected and packed		
Itinerary designed		
Evaluation form designed		
Leadership Meeting #5 <ul style="list-style-type: none"> <li>• Leadership plans final details for trip</li> <li>• Praying for each participant</li> </ul>		
Overnight retreat for participants		
Confirmation ceremony before congregation		
Distribute Itinerary		
<b>Mission Trip</b>		
Leadership Meeting #6 <ul style="list-style-type: none"> <li>• Discuss evaluations</li> <li>• Plan interpretation event</li> <li>• Plan report to the congregation</li> </ul>		
Interpretation event <ul style="list-style-type: none"> <li>• Participants meet and discuss trip (pizza party, swim party, etc.)</li> <li>• Plan how participants will report to congregation</li> </ul>		
Report to congregation		

