

Preparing to Go

We have listed some suggestions to help in leading a team on a short-term mission trip. On returning from a trip, please let us know of items we need to add to the checklist so we can keep it current. Also, send us a brief report on your short-term trip so we can post it on our website to encourage others. Contact us at editor@cmamen.org.

Start early – two years in advance is not too early

- Even if you know the field and location where you want to go, it takes time to obtain an invitation from the field. The field will need to identify and coordinate work projects, plan the support logistics and place the team dates on the field calendar.

Pray – this is not our work, but the Lord's

- For vision
- For God to move in the hearts of people to go and to support the team
- For opportunity
- For clarity and wisdom in covering all the details
- For clear communications between you and the field and your team

Obtain and invitation from the field

- This can be obtained from the field director or from a missionary who will coordinate with the field director

Begin enlisting a team

- Within your church, in other churches, or across your district
- For prayer support
- For financial support – those who are unable to go may be able to assist those who are going but may not have the funds.

Explore travel arrangements

- Work with a travel agent who understands short-term missions
 - [MTS Travel](#) (If you are new to MTS TRAVEL, please call 1-877-908-8899 or email your trip request to service@mtstravel.com)
 - [Raptim Travel](#) (toll free: 1-800-777-9232 fax: 1-800-766-2881 email: raptim@raptimusa.com)
- Establish a tentative schedule. Some cities do not have daily flights
- Will a layover be necessary (going, coming back, or both)? Your travel agent can help with this information
 - Are there convenient, affordable hotels near the airport?
 - What is the cost per night for two or more per room?
 - Does the hotel provide transportation from the airport?
 - Does it operate on a schedule or is it on call?

Health

- Identify required immunizations and costs
- Some immunizations involve a series of two or three inoculations, although completion of two of three of the series may provide the needed protection.
- The local health department can usually provide the needed immunizations

Identify costs

- Travel

- Anticipated in country expenses. The host missionary will most likely source for housing, meals, and transportation costs.
- Remind the team of personal discretionary expenses
- Determine the funds needed for the projects in-country

Immigration Forms

- If entry forms are not in English, ask the missionaries to send a sample, completed form.

Passports and other entry requirements

- Have one or two team members coordinate this where team members are collocated or communication with them is reasonably good.
 - Obtain the forms necessary for visas and other entrance papers as needed (see below).
 - Collect fees from each member of the team and send them together (Fed EX is safe – you can track your package). Include a self-addressed postage paid envelop (again, Fed Ex is safe) for the return.
- Where the team is large and dispersed:
 - Remind team members to obtain or renew passports.
 - Determine if the country requires permission to enter and what is needed to obtain that permission (Russia, for example).
 - Will entry visas be required in advance of travel (Russia, for example).
 - Check the U.S. embassy website and download forms or complete on-line forms with the dates of your trip, where you will be staying while in-country (address and telephone number), and the names of team members. This is for emergency purposes.

Go Prepared

- Obtain a copy of *Go Prepared* from your district office. This is a six-part video series that helps team members prepare for the short-term mission experience and the return home. Each session is about 30-minutes long.
- Arrange for team members to view the series

Coordinate with host missionary

- Determine the dates that are best for the trip
- Determine project costs
- Determine when funds will be needed at the national office in order to be available in country to support the project.
- Determine the maximum size of the team the host can support
- Keep the host missionary informed on the size of the team

Make travel arrangements

- Establish a method for collecting and depositing air fare from team members
- Collect the names of team members as they appear on their passports and provide them to the travel agent
- Arrange with travel agent for payment for air fare
- Insurance Travel insurance seems to be expensive until compared to emergency travel home due to injury or illness. Warning: most insurance requires prior notification for hospitalization or emergency travel.
 - [Outreach Travel Medical Insurance](#) through International Medical Group (1-866-334-3779) Your travel agent can suggest other insurance.
 - [Brotherhood Mutual Insurance](#) is another source. It works well with the C&MA, but they prefer to work with teams, not individuals. Again, consider

having a leader coordinate this (Obtain the forms, consolidate funds from team members and send in the application with one check). This way everyone will have the same insurance and insurance cards. This reduces confusion.

- **Each** team member needs to confirm with the airline 72 hours in advance of the flight or the reservation may be cancelled. A missionary can help with this for the return trip.
- Reminder: For international travel, airlines recommend arriving at the airport at least two hour in advance of the flight.

Prepare itinerary

- Time for arrival at the airport
- Location for organizing the team at the airport
- Flight schedules
- Layover plans
- In-country travel

Have questions? Need answers?

- Short-term Missions Office at the National Office
 - Matt Peace, Director (719-599-5999 or cell at 610-564-9696 or e-mail at peacem@cmalliance.org)
- Our men's ministry short-term mission experts:
 - Jim Woods (jewoods3@juno.com or cell at 307-631-4189)
 - Paul Hille (pkhille@bex.net or cell at 440-463-2678)