

Short Term Mission Teams – Suggested Planning Timescale

The aim of this timescale is to give ideas to churches or organisations who are planning to co-ordinate their own short-term mission teams. This timescale assumes the pattern of a short-term mission team being put together in the UK and then sent overseas as a group. This material would need to be adapted for those working with short-term mission teams within the UK or for those sending individuals to join international teams overseas (or even in the UK) where the work of organising team leaders, etc., is done by colleagues on the field.

Time	Task Details	By Whom
12 months prior	Clarify purpose and overall plan. Discuss with host and clarify expectations and approach	Sending Church/organisation
	Undertake thorough Risk Assessment in consultation with host (including a communication structure for liaising with sending church and families)	Sending Church/organisation
	Leaders <ul style="list-style-type: none"> ➤ Criteria for Team Leadership – 2 adult leaders minimum (preferably male + female) <ul style="list-style-type: none"> - cross cultural experience - endorsed by sending church leadership - current first aid certificate - able to communicate with hosts (language?) - (if intending to include young people in team, experience of working with young people away from home) ➤ Discuss aims and objectives/ length of commitment ➤ Investigate possible hosts and liaise – matching aims and objectives with needs, length of commitment for both sending church and hosting church /project ➤ Discuss group size/ age limits/ fitness with host 	Team Leaders (TL)
9 months	Agree outline project proposal with host	TL
	Draft a Budget in consultation with host <ul style="list-style-type: none"> ➤ Investigate flights /transport prices and visa requirements (and at what stage need to book) ➤ Agree accommodation/ transport standards with host 	TL
	Recruit team - Selection Criteria? <ul style="list-style-type: none"> ➤ Application Forms (+ ask for deposit?) ➤ References ➤ Individual interviews ➤ If young people – letter to parents- explain programme outline, aims, warn about culture shock etc / Parents meeting? 	TL
9-6 months	CRB checks for team	Sending Church/organisation
	Liaise with hosts regarding team activities	TL
	Interhealth medical forms to all team members	All Team
6 -3 months	Provide health information re: inoculations etc (available from Interhealth)	TL
	Regular team meetings with team (and parents) – keep informed/ ensure injections are up to date, joint fundraising, start language learning.	All

3 months	Buy flights and travel insurance (check what's covered)	TL
	Finalise project plan, travel and accommodation details	TL
2 -1 month	Draw up emergency plan, including main contact at sending church	TL
	Orientation Weekend (or 2?)- (Residential) <ul style="list-style-type: none"> ➤ Mission ➤ Cross cultural issues (including appropriate dress + behaviour) / culture shock ➤ Sharing the gospel / sharing your testimony ➤ How to keep healthy ➤ Team building and designated roles within team ➤ (Visit to different church) ➤ Language ➤ Travel and Safety ➤ Project specifics ➤ Kit list ➤ Interviews conducted by leaders with each team member – motives, expectations, uncertainties, reflection on training received. 	All
1 month	Obtain team first aid kit (available from Interhealth)	TL
	Commissioning service	Sending Church
	Photocopy important documents, ie. passport, travel policy, visa and leave set with main contact at sending church	All
	Pack!	All
Visit		
Return	Individual Evaluation forms <ul style="list-style-type: none"> ➤ Team members ➤ Team Leaders ➤ Hosts 	All
	Feedback into Sending Church/organisation	All
1 month after	Debrief meeting – challenges, rewards, difficulties, re –entry, learning points, the future	All
	Evaluate whole project and process – Difficulties, improvements, future relationships	TL