



# SHORT-TERM MISSION PROJECT TIMELINE

We realize there are differences in leadership and organizational styles. This timeline is an optimal pace in which to bring together a team. We would encourage you not to be so loose that it creates chaos, but not to be so rigid that it does not allow for divine interruptions. Keep plodding through. If you have questions or concerns about where you are in the timeline in relation to your departure date, please contact Nancy at [nancys@nsb.org](mailto:nancys@nsb.org).

## 9-12 MONTHS BEFORE

- Define project and present proposal to Mission Pastor
- Recruit personal prayer support base
- Connect with Mission Pastor for confirmation of project
- Contact in-country missionary to establish relationship and gather information on logistics and ministry planning, if applicable.
- Recruit through conversations (talk to those interested multiple times – ASK!)

## 6 – 9 MONTHS BEFORE

- Create a Trip Informational Flyer
- Get information on church website and/or on display
- Keep recruiting
- Develop more detailed budget (if you need help, contact the Mission Department)
- Contact Mission Department to initiate travel arrangements
- Hold information meeting
- Continue intermittent contact with field partners to develop relationship and trust, as applicable

## 5 - 6 MONTHS BEFORE

- Begin regular prayer covering
- Confirm airline space and payment schedule with the Mission Department
- Confirm documentation needs with State Department- visas
- Set payment deadlines (The 1<sup>st</sup> deadline, the deposit, should be at least three, preferably four, months out from the departure date. The 2<sup>nd</sup> deadline, remaining airfare, should be two months out.)
- Notify Mission Department of cost per person
- Hold information meeting, continue recruitment, hand out applications, encourage potential team members to set up Assessment interview
- Meet with parents of potential participants, if applicable
- Collect applications
- Encourage team to contact their medical provider for inoculation requirements
- Apply for passports
- Confirm/finalize travel arrangements
- Update overseas contacts of progress
- Begin team fund-raising events (including prayer and support letters)
- Develop calendar for all team meetings, including debriefing, and deadlines; notify all team members in writing. Notify Monette King of scheduled debriefing at [four.kings@verizon.net](mailto:four.kings@verizon.net)
- Begin regular team-building and training meetings
- Collect deposits

## 3-4 MONTHS BEFORE

- Finalize project and trip details with Missions Department & in-country missionary, as applicable
- Confirm lodging, ground transport, etc.
- Collect any remaining deposits
- Confirm that all participants have passports and apply for visas
- Confirm that all participants have **begun** necessary inoculations
- Have team members begin journaling
- Continue team support-raising & individual's progress towards their financial commitment
- Continue training meetings

## **2 MONTHS BEFORE**

- Second funding deadline (airfare payment deadline)
- Contact Mission Department at [nancys@nsb.org](mailto:nancys@nsb.org) to purchase airline tickets
- Delegate team responsibilities
- Continue training meetings
- Order printed materials, supplies, etc. related to your ministry project

## **1 MONTH BEFORE**

- Continue team training
- Distribute in-country emergency contact information & itineraries to team members' families
- Complete personal fund raising
- Complete plans for medical needs (shots, first-aid, medicines, etc.)
- Confirm Commissioning date with Missions Pastor
- Contact Nancy at [nancys@nsb.org](mailto:nancys@nsb.org) for list of NSB-approved drivers for securing transportation to and from the airport

## **2 WEEKS BEFORE**

- Complete training
- Final funding deadline
- Confirm and collect all forms
- Confirm completion of Team Notebook with Nancy at [nancys@nsb.org](mailto:nancys@nsb.org)
- Contact Mission Department to request cash for trip/ arrange pick-up time
- Set time and place for meeting/departure
- Set date and place for packing ministry materials as a team, if applicable

## **1 WEEK BEFORE**

- Set time and place of meeting for departure (be sure team knows whether it is AM or PM)
- Confirm all airline tickets and travel documents
- Confirm transportation to and from the airport

## **DAY BEFORE DEPARTURE**

- Pack ministry supplies as a team
- Pick up cash from finance office at NSB
- Be sure all luggage has ID both inside and outside

## **DAY OF DEPARTURE**

- Pray together
- Go!

## **ON SITE**

- Have orientation time with local personnel
- Communicate daily schedule with team members including individual devotions, journaling and time for reflection
- Hold team devotions and worship
- Reconfirm departure flight at least 48 hours in advance

## **LAST DAY TOGETHER**

- Debrief and de-grief
- Challenge to make experience a part of their lives

## **1-3 WEEKS AFTER**

- Write trip report
- Turn in receipts and Cash Reconciliation to the Mission Department
- Hold debriefing reunion with teammates.
- Meet with team to plan report to Sunday School classes.
- Debrief with Missions Pastor.