

## Trip Task Force

1. Pray about trips for the year.
2. Work with existing, supported FBC missionaries to determine who would welcome a team
  - a. What support or help does the missionary need
  - b. When is the best time for missionary to accept a team
  - c. What type individuals would best fit team
  - d. What costs would be involved on the missionary's field
3. Determine the maximum size of team
4. Determine the all the costs involved.
5. Get final approval from Keith Willson (missions elder)
6. Select a trip leader
7. Train the trip leader on:
  - a. what makes a good leader
  - b. all the documents required
  - c. crisis emergency plan
  - d. keeping good records
  - e. trip manual
  - f. selecting a team
8. Follow up after trip with trip leader and missionary to assess what worked, what went wrong, how to improve, need/willingness to host again in future.
9. Communicate dates and details to Susan Grice for publicizing within church, setting commissioning and report back dates, and adding to FBC website.
10. Trips should be planned the fiscal year before the trip as the Task Force Leader will also plan and submit the Task force budget by July 15 each year to the Missions Administrative Task Force.
11. Report activity to the Missions TF Leaders either by email or at meetings held every other month.