

Mission Experience Planning Timeline

9 to 12 months ahead (or as soon as the experience is confirmed)

- Work with youth and adult leadership to determine mission location
- Develop community (and diocesan) support for your experience
- Develop an application and requirement sheet. Get details in order, including forms and healthcare expectations.
 - Each participant needs to have government- issued identification
 - Each participant must have a recent tetanus shot (within past 5 years)
 - Each participant must provide a copy (both sides) of their health insurance card. If a participant does not have insurance, you will need to secure this in advance.
- Create a covenant document clearly defining expectations of Leaders, Participants and Parents/Guardians
- Create a detailed budget and comprehensive fundraising plan.
- Plan dates for Bible studies and/or retreat/work day(s).

8 to 9 months

- Secure covenant forms from participants.
- Negotiate transportation – airfare, ground transportation (rental cars, local bus service)
- Secure lodging for entire experience, including lodging needed while traveling.
- Hold Meeting One with Parents/Guardians to review general information about the mission experience.

5 to 6 months

- Visit the project site, if possible.
- Set the date for Commissioning Service, this can be done earlier depending on your community's scheduling protocol.
- Schedule adult Team training in Safeguarding God's Children and background checks.

4 months

- Plan the retreat/work day for your team.
- Hold Meeting Two with the Mission Team to develop goals & purpose for trip, keeping in mind the following:
 - All mission experiences should emphasize the mutual relationship between people rather than merely working for other people.
 - All mission experiences should be projects that demonstrate a systems approach to issues rather than a charity or service approach.
 - Those who are being visited should be allowed to define their own needs.
 - Your mission experience should clearly incorporate intentional community building.
 - Your mission experience prep should include an educational pre-project opportunity for all young people and adult participants.

2 to 3 months

- Start planning Commissioning Service.
- Hold retreat/work day for your Team.
- Double-check transportation and lodging arrangements.
- Secure additional liability insurance – this is usually a “rider” you pay to have attached to your faith community’s existing insurance policy.
- Hold Meeting Three with the Mission Team to plan for site-specific needs.

1 month

- Secure Release Form.
- Determine a date for the Mission Team report following the experience.
- Hold Meeting Four with Youth and Parent/Guardian to review Final Details.

Sunday prior to departure

- Hold Commissioning Service.

Day before

- Pack essential items and needed supplies – include a First Aid kit, copies of all forms.
- Leave complete itinerary, including flight and lodging information, with faith community office.

Post-Trip

- Gather Team members to evaluate experience.
- Gather Mission Team for post-trip reunion.
- Evaluate group’s goals.
- Have youth create a report of the experience to present to the faith community – either written, during announcements or during homily.