West Ohio Conference
Volunteers in Mission:
Team Leader Check List

to be used with teams with minors/persons requiring a legal guardian

☐ Discuss Safe Sanctuaries Recommendations with your Mission Journey Host
   ● Clarify details of housing, transportation, work and worksites, meals, and hygiene

☐ Host informational meeting(s) with parent(s)/legal guardian
   ● Clarify the purpose and goals of the mission journey
   ● Discuss the mission project and location, introduce the host and explain the partnership
   ● Provide training in local customs, cultures, and attitudes
   ● Emphasize any precautions needed regarding food and water at the mission journey location
   ● Discuss mission journey details (i.e. financial matters/fundraising, vaccinations, passports/visas, etc.)
   ● Discuss communication before, during, and after the mission journey
   ● Outline behavior expectations (found in The Mission Policy Agreement Form) and consequences
   ● Review packing list (i.e. what to bring, what not to bring, appropriateness of certain clothing, electronics, etc.)
   ● Discuss travel arrangements, luggage limits, and extra money (meals during travel, souvenirs, etc.)
   ● Review the expected daily schedule and discuss flexibility
   ● Discuss expected housing, transportation, work and worksites, meals, hygiene
   ● Discuss the West Ohio Conference Safe Sanctuaries Recommendations
   ● Discuss roles of each member and make introductions of the team
   ● Discuss the entire packet of forms and answer any questions

☐ Receive and check all completed paperwork from Team members who are minors/persons requiring a legal guardian
   ● Complete follow-up conversations with any youth/person requiring a legal guardian and their parent(s)/legal guardian if there is any question to their participation on the mission team

When completed, please return to Team Leader
A copy of this form will be left with the local church or conference office in the event of an emergency.