



West Ohio Conference

Volunteers in Mission:

Team Leader Check List

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



**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.*

- 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