

Mission Trip Leadership Plan

Every mission trip should have a leadership plan, no matter what the current world health or safety situation. Your team may have some or all of the following leadership roles. Please take time to note the responsibilities of each role and assign leaders based on their skills. It is very important to have more than one leader and a plan for what to do if the team has to separate into groups.

Mission trip team leader:

Contact information:

Mission trip team co-leader(s):

Contact information:

Mission trip health leader(s):

Contact information:

Mission trip team driver(s) (if applicable):

Drivers' license information:

Leadership questions to answer before you leave:

- Who is responsible if the team leader is unavailable to deal with a situation?
- Who is responsible for the team's important documents (insurance information, passports, child consent forms, tickets, contacts, etc.)?
- Who will be listed as guardian on any minor travel consent forms?
- Who will take charge if a member of your team is sick and needs to seek medical care?
- Who will stay behind if team members are unable to leave your accommodations?
- Who will stay behind if team members are unable to return home with the rest of the team (due to medical issues, lost documentation, or other reasons)?
- Who is approved to drive while your team is on the mission trip? Are they approved to drive while you are in another country?