

GLOBAL IMPACT

Thank you for your interest and willingness to serve as a short-term team leader for a MUMC mission trip. Know that what you are doing is of extreme importance as we partner with these Kingdom impacting ministries and provide opportunities for those at Matthews UMC to be involved in mission work to and with the poor. It is our hope that these trips further God's Global Impact!

Mission Trip Leader Checklist

Once you have decided you are going to lead a team on a mission trip:

- Send an email to Amy DeVore amyd@matthewsumc.org communicating your trips rough dates, where you are going, and email where you can be reached, and a 1-2 sentence description of your trip. For example:

John Doe will lead a trip to Belize October 2012. While in Belize, the team will work with children, Mt. Hope Church, and construct a home. John Doe:
johndoe@email.com

- Submit the Leader Agreement Form from our website

Once trip has been planned and people have signed up:

- Email list of trip members to Amy DeVore amyd@matthewsumc.org to confirm if a Background Check is needed and follow the process for the completing that and the Risk Management Form. Team member acceptance is subject to having a Background Check on file.
- Make sure that everyone has completed the Short-Term Mission Trip Release Form; the required passport (must be valid more than 6 months after return date), paperwork, immunizations, vaccinations, etc.
- Submit deposit (10% of trip cost) to Amy DeVore for each team member.
- Complete Communication Checklist and return to Amy DeVore (see below).

3-4 months out

- Have participants send out Support Letters (see sample on website)
- Personal trip cost (i.e. flight, food, & lodging) are the responsibility of the team participant. However, if once the participant has sent out a support letter and they are still short on necessary funds, please communicate with Amy DeVore Amy@matthewsumc.org to check on the application process for applying for assistance.
- The Finance committee has asked that the following sentences be included in support letters that are sent out.

Each support letter sent to MUMC members must include the following sentence; **“If you are already supporting missions through the Global Impact Celebration of MUMC,**

please add this mission trip to your prayer support and thank you for the financial support you are providing through the GIC.”

All support letters sent out must include the following; **“Please make your checks payable to Matthews United Methodist Church. On the memo line please note your last name/destination of your trip (e.g. Doe/Philadelphia). Gifts to the church, with an expression of a preference for my trip expenses, are tax deductible to the extent allowed by law. If I am unable to participate in the trip, your gifts will be used to support the short-term mission program of Matthews UMC.”**

30 days out

- Make sure you have all necessary forms filled out
- Apply for Trip insurance for your entire team at UMVIM.org.
- For International trips make 2 copies of each participant’s passport and insurance information – turn one copy into Amy DeVore to keep on file at the church, and trip leader keeps a copy in their records for the trip. Amy will shred all copies once everyone returns from the trip.
- Make sure that participants are sending in their money and keep them updated as to what they have left to pay
- Ensure that you have a medical kit to take on the trip. If you need one, the Church has one that you can take with you.

14 days out

- Request cash advance for trip (if needed) by email to Amy DeVore Amyd@matthewsumc.org

7 days AFTER arrival back from trip:

- Reconcile from cash advance
- Designate someone to respond to the Mission Trip Testimonial on our site.
- Email completed forms to Amy DeVore Amyd@matthewsumc.org. Also send photos and videos from your trip so she can share the stories with the Global Impact Team

Again thank you for your leadership not just here at MUMC, but in God’s Kingdom!

God’s Peace,
Amy DeVore

Mission Trip Communication Checklist

Leader E-mail:

Leader Phone:

Best way to contact Leader:

Email Phone

Do you want the trip advertised in the Celebration?

Yes No

Prayer cards will be printed for the trip.

Yes No How Many:

When do you want prayer cards printed?

One week out Two weeks out Three weeks out

Submit photo of team to be utilized on the pre service loop at Worship Services.

What do you want on the front of the prayer card? (ex: flag of destination.)

What do you want on the back of the prayer card? (ex: names of trip participants)

After designating someone to take photos and video (horizontal aspect preferred), please share those with Amy DeVore Amy@matthewsumc.org.

Trip Participants:

Name:

email address: