



TEAM PLANNING GUIDE

AGWM Personnel and Family Life

- 1 year prior to trip
 - ❑ **PRAY.** Begin praying about your trip, seeking the Lord's direction.
 - ❑ **Contact the potential host missionaries.** Begin communication with missionaries about hosting your team.
 - ❑ **Designate a team leader.** The team leader will work with the host missionary as well as organize the insurance forms, budget, and all other administrative details. He/she will also lead the team on the trip and operate as point person with the missionary while overseas.

- 9 months to 1 year prior to trip
 - ❑ **Select the host missionary and project.** MAPS teams **must** work with an AGWM missionary.
 - ❑ **Establish dates for your trip.**
 - ❑ **Begin advertising your trip within your church.** With the missionary's input, you can establish your team's size.
 - ❑ **Register the trip with AGWM Personnel and Family Life (PFL) office.** To register your trip, go to www.goag.org/goag/teams/ and download the registration form and send to AGWM-PFL.

- 6 to 9 months prior to trip
 - ❑ **Select a travel provider.** A travel provider with experience in booking missions teams is often the most beneficial; for instance, Great Southern Travel, 1-800-749-7116 or www.greatsoutherntravel.com.
 - ❑ **Set a budget.** Take into consideration all expenses related to your trip and establish a per-person budget.
 - ❑ **Recruit and advertise.** Actively recruit during this time and get commitments from team members.

- 3 to 6 months prior to trip
 - ❑ **Communicate with the host missionary to decide on a project and to find out travel documents and immunizations needed.**
 - ❑ **Collect trip deposits.** Work with your travel provider on deadlines for deposits for airline tickets.

- 3 months prior to trip

- Finalize the team.** Make sure all team members are in place and fully committed with deposits.
- Send any construction costs to MAPS Construction,** which they will advance to the missionary, per AGWM policy.
- Begin hosting monthly team meetings.** Use this time to develop team unity by joining together for prayer and trip planning.

- 2 months to 1 month prior to trip

- Complete paperwork.** Each team leader is responsible for handling all team-related paperwork, ensuring that all forms and insurance fees are submitted to AGWM *at least 30 days prior to the team's departure from the United States.* Adding team members within two weeks of departure may result in delay of the application process. The team leader is responsible to verify that team members have accurately completed their forms. The appropriate originals of team paperwork must be submitted to AGWM along with the Insurance List Report and insurance payment.
- Send originals of team paperwork and insurance payment to:**
PFL Team Processor
Assemblies of God World Missions
1445 North Boonville Avenue
Springfield, MO 65802
Make checks payable to **AGWM** and place **302959-2 (08)** on the memo line. You may also pay with a credit card by calling 417-862-2781 Ext. 3126.
- Church Processing Option.** If your church opts to process legal information (background checks, etc.) for its team members, please notify your Team Processor. The forms and instructions are available at www.goag.org/goag/teams/processing/.
- Finalize payment with your travel provider.** Make sure all team members qualify before purchasing travel tickets. *Failure to do so could result in nonrefundable airline tickets should a team member not qualify to go.*
- Host a team meeting.** Arrange a time for all team members to have an orientation. Pray as a team at this time; pray for team unity, and pray for each individual. Use www.GoAG.org as a resource for information for your team members.

- 2 weeks prior to trip

- Communicate with the host missionaries.** Make one final contact and confirm trip details.
- Arrange for getting picked up at the airport.** Make sure you know who is picking you up and where you will meet.
- Communicate with each team member.** Make personal contact with all team members and make sure they are prepared to go.

- Finalize plans with your travel provider.**
 - Host final team meeting.** Go over the final itinerary for departure and discuss any last-minute items that may have come to your attention.
- **Day of departure**
 - Pray.** Arrange time for the entire team to pray together for the upcoming trip.
 - Arrange for a send-off from your church,** if possible. Advertise this as a time for your congregation to send you off and bless you with prayer.
 - Organize.** Make sure you have a person in charge while overseas.
 - Arrive at the airport early,** no less than 2 hours before departure. If you will be flying out of a large airport, arrive earlier than 2 hours before departure.
 - Stay together.** Keep your team together, and don't allow individuals to split off from the group.
- **Arrival in country**
 - Stay together.** Keep your group together.
 - Be patient and flexible.** Sometimes unforeseen circumstances arise with a large group.
 - Represent Christ.** Every national can pick out a large group from a crowd and possibly view them as a church group. Your mere presence in the country represents Christ; DO IT WELL.
 - Serve.** Remember that your first and foremost reason for being there is to serve Christ through the missionary. Have a servant's heart and a servant's attitude.
- **Departure from country**
 - Arrive at the airport in ample time.** Your host missionaries will know what time is best.
 - Stay together.** Don't leave anyone behind, and don't let anyone go off alone.
- **1 week to 1 month after returning**
 - Plan a team reunion.** Get together to share memories, photos, video, and praise reports. Have fun with this by eating some foods common to the country you visited.
 - Send the Team Expense Report to AGWM.** Your church can request Assemblies of God World Missions giving credit. Please send in your report within 30 days of the return of your team. Waiting until December might jeopardize World Missions giving credit being given within the calendar year of the trip.
 - Update your church.** Plan a time in a service to show a PowerPoint presentation or video. Include a time of testimony from team members.

World Missions Giving Credit

Processing a team prior to departure ensures the opportunity for AG World Missions Giving Credit and insurance for team members.

If your church would like to be considered for World Missions Giving Credit, send your [Team Expense Report](#) to Evelyn Irvine either by fax (417-862-3803) or email (eirvine@ag.org).

World Missions Giving Credit is responded to by AGWM, U.S. Relations.