

# GETTING STARTED!

## Pre-Training Logistical Steps – Domestic Youth Mission

We seek to help prepare teams spiritually, mentally, and logistically for the mission. While in the big scheme of things, logistics may seem the least important and least exciting, without an attentive eye to these details, the mission cannot happen. In this document we will try to take you step by step through the initial logistical process and paperwork, leading up to the actual mission week.

	Action	Responsible party	Completed by...
1	Read/Review/Reflect on initial documentation <ul style="list-style-type: none"><li>• Short Term Domestic Mission Initial Preparation Packet"</li><li>• Initial Fact Sheet</li><li>• Expressive Praise and Worship</li></ul> Submit: <ul style="list-style-type: none"><li>• Short Term Domestic Mission Group Application</li></ul>	Group Leader Deputy Leaders	No later than Feb 21
2	Discuss mission specifics with Mission Facilitator (MOC Staff)	Group Leader	
3	Submit "Individual Applications" Upon receipt of individual apps, you will receive the following forms: <ul style="list-style-type: none"><li>• Young Missionary Covenant/Short-Term Mission Expectations</li><li>• Missioners Volunteer/Chaperone Expectations</li><li>• Hold Harmless Form</li><li>• Liability-Medical Release Form</li><li>• Work Site Skills Form</li></ul>	Individuals / collected by Group Leader and forwarded to Mission Facilitator	No Later than March 21
4	Short Term Domestic Mission Training Packet Sent Group leaders receive training packets, including 5 sessions to prepare team.	Mission Facilitator	April 15
5	Transportation Details and Fundraising	Group Leader and/or Individuals	Spring/Summer

6	<b>Complete &amp; submit</b> <ul style="list-style-type: none"> <li>• Young Missionary Covenant/Short-Term Mission Expectations</li> <li>• Missioners Volunteer/Chaperone Expectations</li> <li>• Hold Harmless Form</li> <li>• Liability-Medical Release Form</li> <li>• Work Site Skills Form</li> </ul>	Individuals / collected by Group Leader and forwarded to Missioners	June 15
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### 1. Submit Group Application

This is the responsibility of the Group Leader and one or two identified Deputy Leaders, after reviewing the Short Term Domestic Mission Initial Preparation Packet and the Initial Fact Sheet. Final numbers are not required at this point, but a good estimate is needed. Generally at this point, a Group/Parish already has some idea of who is interested in coming, and a general understanding of the Missioners and the manner in which we facilitate missions.

### 2. Discuss Mission with Mission Facilitator

The Mission Coordinator will get in touch with you once your group application has been received. Though most likely contact has been made prior to this point, this is the opportunity to review the application, and raise initial questions or group concerns, as well as share more specifics on the anticipated aspects of this particular mission.

### 3. Submit Individual Mission Applications

After promoting and explaining the Missioners' Domestic Mission (including material and concepts found in the Short Term Domestic Mission Initial Preparation Packet and the Initial Fact Sheet, each potential missionary is asked to prayerfully discern whether or not God is calling them on this mission. The Group Leader collects all of the Individual Applications and submits them to Missioners. It is possible that another member of the team may join later on, but ***this person must be on the roster by the time training begins.*** (Please be in contact with the Mission Coordinator about changes in your team roster.) At this time, you will also receive other paper work for individual members of your team (both adults and teens): Young Missionary Covenant/Short-Term Mission Expectations, Missioners Volunteer/Chaperone Expectations, Hold Harmless Form, Liability-Medical Release Form, Work Site Skills Form

### 4. Short Term Domestic Mission Training Packet sent to Group Leaders to begin team training

As you read in the initial preparation packet, pre-mission training is essential for the success of the mission. These times of training should take place once you have your team together spaced out through the summer leading up to the actual mission trip. Included in this training packet will be the material for your teens and adults to be working on individually as well as the material you will need to host group meetings.

## 5. Transportation Details and Fundraising

Your group is responsible for your own transportation and fundraising. It might be good to determine your transportation when you start fundraising. You need transportation not only to get to and from the mission site, but also during the mission week. We use the vehicles to get teams to the various work sites. For the eight day mission, the current cost is \$190 per person (not including transportation, which is each parish's responsibility). This covers room & board, mission's materials, and building materials.

While groups are more than welcome to be creative in this area, the most common way people have raised funds is through personal letters to family and friends. It is important to remember that fundraising is intended to be also an opportunity for education and evangelization. We encourage people to write letters to friends and family asking for prayers, even if they are self-funding the mission. The missionaries will supply you with a Sample Fundraising Letter.

Generally, groups raise their funds collectively and then send the collected funds at three intervals in the preparation process. However, the Missioners can also receive and track funds directly from your benefactors. While this requires additional work on our part, it does provide the possibility of the tax write-off for your sponsors. The determination of how funds will be raised and transferred should be discussed at the beginning with the Mission Coordinator.

## 6. Submit Final Forms to Missioners

Each team member must complete the following forms: Young Missionary Covenant/ Short-Term Mission Expectations (youth only), Missioners Volunteer/Chaperone Expectations (adults only), Hold Harmless Form, Liability-Medical Release Form, and Work Site Skills Form. Both the Missions Liability Release Form and the Missions Hold Harmless Form must be notarized. All of these forms should be collected by the Group Leader and sent together to the Missioners of Christ.

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