

THE ARMS OF JESUS CHILDREN'S MISSION  
MISSION TEAM CHECK LIST FOR PLANNING A MISSION TEAM



1. Discuss/ Confirm availability of Dates with AOJ Canada.
2. Seek Approval for Church Board (letter to be submitted to AOJ)
3. Seek Pastoral Approval of Team Leader (letter to be submitted to AOJ)
4. Plan a Budget to be presented to Prospective Team Members (Have AOJ approve)
5. In consultation with Pastor/Church leadership prepare a Team Members selection criteria
6. Distribute to prospective Team Members the following supplied by AOJ:
  - Info package; Behavioral/ Conduct Documents; Info on Police Checks.
  - Note: Team members will be required to sign appropriate documents.
7. Arrange for Church to send a non-refundable deposit to AOJ. On receipt of this will plan to facilitate your Mission Team
8. Appoint a team treasurer who will communicate with AOJ on Finances. Submit name and email etc. to AOJ
9. Prepare and submit to AOJ a brief bio of each Team Member (include age/skill etc) and perhaps a small picture - this will be shared with Guatemala.
10. Prepare a Team Preparation Schedule - monthly meetings etc.
11. Arrange a meeting/Video Call with AOJ.
12. Book Flights - before final booking discuss with AOJ
13. Plan/Prepare Project list and arrange fundraising.
14. Discuss and plan for necessary medical shots.
15. Arrange for a 'Prayer Team' - people who will pray for the entire team as it prepares and then serves in Guatemala.
16. Team leaders can contact AOJ Canada anytime.