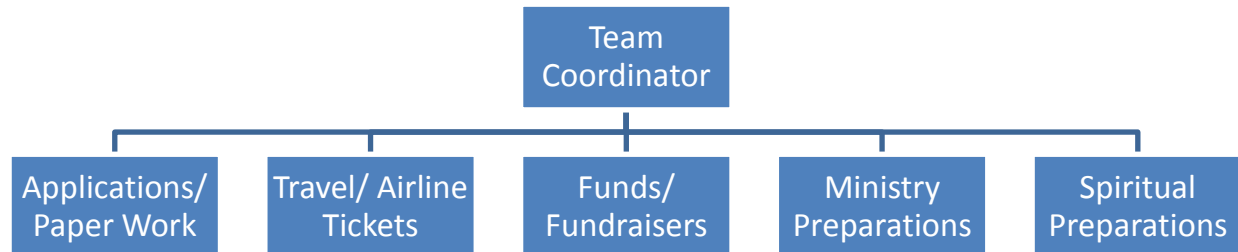


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## Guide to Coordinating a Team

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The good thing about a large team is that you have options! We have come up with a couple of different ways you can handle your duties. The role of Team Coordinator consists of 5 major parts:



- **Applications/Paper Work** - gathering and making sure the applications are correct, everyone has their passport, and Pastoral References are turned in.
- **Travel/Airline Tickets** – search several websites (Expedia, Travelocity, etc. along with airline sites) looking for the best possible flights for the team. You may want to work with a group desk. You will need to make sure everyone has their passport current.
- **Funds/Fundraising** – each person will need to come up with the money to cover: \$25 app fee, \$750 land fee, and airline ticket and you will need to track how much of the money has come in. Make sure to get the support of your pastor before planning a fundraiser.
- **Ministry Preparations** – a lot of times teams will collect items (hair ribbons, toothbrushes, soap, etc.) to hand out on the field or will work towards earning extra money for one of OSI’s projects (groceries, school supplies, medications or eyeglasses).
- **Spiritual Preparations** – prepare your team for the conditions that they will be facing on the field. There should be plenty of time set aside during your meetings for prayer and leadership (you could ask for a member of your pastoral staff to be present at the meetings to provide this).

### **Option A: Delegate**

Assign 5 different team members to each of the 5 different areas. During team meetings give each person a chance to speak, update, or encourage the team. You will not only have team meetings scheduled but you will need to schedule meetings with just your 5 leaders. This will relieve some of the stress of coordinating a large team.

### **Option B: Do it Yourself**

If you have the time and organizational abilities, run the team yourself. As the Team Coordinator you have the option of planning everything yourself and let your team relax. While this can be stressful for you it may help people who have never been on a missions trip concentrate on the experience awaiting them.