

Team Coordinator 3 STEP Guide to Getting Started with Operation Serve:



1

PLAN

- Obtain the Blessing from Senior/Lead Pastor for a Mission Team
- Select the Team Dates for your Church's OSI Mission Trip
- Confirm your Mission Team Date with Operation Serve
- Start promoting the team date
- **Don't start looking for flights yet.**



2

PROMOTE

- Create the BUZZ announce the Mission Trip:
 - Church Media: printed invitations, multimedia, and pulpit announcements – check with your Church to see what is available
 - Utilize Social Media: Facebook, Twitter, Instagram, and Linked In
 - Share from your heart and see how God uses you to mobilize a team.
- Conduct an information meeting – Discuss (When, Where, and Why). Have a signup sheet for those with interest



3

PREPARE

- Applying:
 - Hand out Applications
 - Make sure everyone has a passport, go to <http://travel.state.gov> to apply
 - Find out if you need guardianship forms for anyone – travelers under 18
 - Start working with your leadership on the Pastoral Reference Form
- Getting Accepted:
 - Collect applications, \$25 application fee, and Pastoral References to send to OSI
 - Collect passport copies from everyone who has them

Once we receive your team information, we will send you acceptance packets for the team members and you can **start looking for flights!** Feel free to call us anytime with questions; we are here to help you have the best experience possible!

Congratulations! You're on your way!

Operation Serve * PO Box 18070 Fairfield, Ohio 45018 * 513-939-2000