



UNITED METHODIST VOLUNTEERS IN MISSION

UMVIM OFFICE OF COORDINATION OF THE SOUTHEASTERN JURISDICTION
315 WEST PONCE DE LEON AVENUE, SUITE 750, DECATUR, GA 30030

Team Leader Checklist

12 Months Before Departure

- Complete [Team Leader Training](#), either through your annual conference or with UMVIM SEJ.
- Decide on a Project Location – for possibilities go to [Project Profiles](#) and [Priority Needs](#) web pages.
- Contact SEJ Office for a team project list, a Team Leader Handbook, and register with your conference [Volunteer Coordinator](#) and sejinfo@umvim.org
 - UMVIM SEJ will provide you with a team folder that includes:
 - Project contact information and [Team Leader Agreement](#)
 - [Travel suggestions and referrals](#)
 - [Insurance & Registration Forms](#) (Required for all VIM teams)
 - [Missioner Profile](#) Data Sheets (to register volunteer for service)
 - The [UPDATE](#), UMVIM's volunteer magazine and more
- Select project and team activities
- Contact host, negotiate time, finances, appropriate team size and activities
- Return completed [Team Leader Agreement](#) to your SEJ Volunteer Coordinator
- Make project site travel arrangements (within host community)
- Gather [health and safety information](#)
- Develop timeline and prepare a budget

6-9 Months Before Departure

- Begin publicizing mission in local church and community
- Recruit and select team (see Team Leader Handbook for helpful recruitment forms)
- Hold informational meeting (potential team members should make a commitment)
- Begin making [travel arrangements](#) (flights, passports, visas, vaccinations, credentials, etc.)
- Hold first team orientation and training meeting (delegate individual team member roles)
- Begin fundraising projects and securing team finances
- Complete and return [Project Commitment and Team Leader Agreement](#) form to SEJ office 6 months prior to departure

Last 6 Months

- Involve sending/sponsoring congregation and local community in the mission
- Hold additional team meetings as information and project support progresses
- Continue to be in prayer, individually and as a collective body, in Christ
- Send completed insurance forms ([Funds Transmittal and Travel Itinerary](#), [Missioner Profile](#), and [Complete Team List](#)) to the SEJ office for safe team travel *a minimum of two weeks prior to departure!*
- Confirm all travel arrangements and finalize mission plans
- Prepare for [commissioning service](#) and departure