



## FCA International Mission Trip Leader Guide

### 1. Introduction for Trip Leader

- Carefully review ALL pages of the "Trip Guide" located on the FCA Atlanta Missions home page ([www.atlantafcaint.org](http://www.atlantafcaint.org))
- Embrace a Serving Philosophy
  - You are going to serve, not to be served
  - You are going to discover, learn, serve and grow
  - You will need to be flexible and ready for changes in plans and itinerary; learn to submit to another culture
- Get with Sheri Riordan ([sriordan@fca.org](mailto:sriordan@fca.org)) to assure that the FCA Trip Certification is completed

### 2. Logistical Preparations

- Clearly Define the Trip "Wins" and Trip Goals
- Clearly Communicate Electronic Device Restrictions to team members
  - The "what and why" ie; no cell phones, ipads, ipods or electronic devices for anyone under 18 permitted. (Psalm 46:10)
- Arrange Flights
  - Communicate with Sheri Riordan for flight facilitation
- Assure that all your team members have Passports, Visas
- Support Team (financial and prayer)
- Complete your Daily Trip Itinerary
  - Use the "Daily Itinerary" example to craft what each day will look like in regard to serving others as well as personal spiritual development of your team members.
- Arrange for any pre-trip "Team Orientation" meetings
- Clarify the Communication Plan for your team
  - Appoint 1-2 team members to lead the communication back home (complete 1 blog post/day if possible via FCA Missions Blog)

### 3. Prepare Your Heart and Mind

- Begin to PRAY DAILY for your time away and for the team you've been chosen to lead.

### 4. During the Trip

- Emergency Plan
  - Read the "Risk Management" form and carry it with you on the trip.
- Review "Tips to Staying Healthy" on the Missions website(ex: stay hydrated, drink only bottled water that is sealed)
- Use of Money (exchange, ATMs, giving money to others, etc.)

### 5. Debriefing

- Complete the "FCA Mission Trip Ministry Report" and forward it to [bwiedemann@fca.org](mailto:bwiedemann@fca.org)
  - Schedule a Post-Trip meeting or call with Bob Wiedemann
- Send Thank you letters with a brief trip to your supporters