Virtual Mission (VM) Team Leader Checklist

\_\_\_\_\_ Read review/revisit the Team Leader (TL) Manual

\_\_\_\_\_ Contact Site Director (SD), UMVIM/VIM Coord, or local GBGM Missionary to explain the purpose of the VM and set dates and times of team meeting calls and mission day calls

\_\_\_\_\_ Find out how much the SD and other local people want to or can be involved (all, only mission days, etc). SD should make the decision regarding who will be on the call representing the site.

\_\_\_\_\_ With the SD, set the goals of the mission (educational, fundraising, combination, future teams, etc).

\_\_\_\_\_ If fundraising, ask the SD for the preferred method for sending funds to site (the Advance, PayPal, etc.).

\_\_\_\_\_ Decide which team roles you need (construction, meals, fundraising, research, devotions, etc.) and have the descriptions

\_\_\_\_\_ Set up registration doc on Google (for example) with place to state preference of role (may not be necessary if you already know everyone).

\_\_\_\_\_ Prepare a roster with emails, role assignments (not necessarily to share with everyone except maybe the site director

\_\_\_\_\_ Develop Draft daily agenda in conjunction with the SD. Work with her/him on the agenda and activities. Some possibilities include:

* + - People from the site to be on the call?
		- PowerPoints
		- Reading assignments
		- Bible study
		- Share a meal together online
		- Videos
		- Topic discussions
		- Remembering past missions

\_\_\_\_\_ If using Zoom, create any polls beforehand and pre-assign breakout rooms if you prefer.

\_\_\_\_\_ Create a post-mission evaluation (Google docs)

\_\_\_\_\_ Set date and time for reunion

\_\_\_\_\_ Set agenda for reunion