

Mission Trip Workflow

Approved Mission Team Sending Body			
Mission Team Leader			
Mission Team Leader Email Address			
Dates of Mission Trip			
Due Date for Land Itinerary (6 weeks in advance)			
Due Date for Payment to graceWorks Australia Inc	Deposit (immediately)		Balance (4 weeks in advance)

Action	Responsibility	Completed
<p>Apply to become an Approved Mission Team Sending Body</p> <ul style="list-style-type: none"> Download and complete the <i>Approved Mission Team Sending Body Application Form</i> from the graceWorks Australia Inc website Send the completed forms to graceWorks Australia Inc for approval by email: chair@graceworks.org.au <p>or by mail: graceWorks Australia Inc. PO Box 641 Cardiff 2285 NSW</p>	Church, School or Organisation leaders	
Review and approve the <i>Approved Mission Team Sending Body Application</i>	graceWorks Australia Inc Board/ Hosting organisation's Board	
Select a Mission Team Leader	Approved Mission Team Sending Body	
Select a Mission Team	Approved Mission Team Sending Body Mission Team Leader	
Determine the purpose and scope of the Mission Trip	Approved Mission Team Sending Body Mission Team Leader Mission Team Members	
Contact the Hosting Organisation to schedule dates for the Mission Trip: Hosting Organisation's email address to be added here	Mission Team Leader Hosting Organisation's Mission Trip Coordinator Hosting Organisation's Finance Manager	

Submit the <i>Mission Team Details for Treasurer</i> form to the graceWorks Australia Inc Treasurer: treasurer@graceworks.org.au	Mission Team Leader	
Pay the initial deposit (\$20 per Mission Team Member) to graceWorks Australia Inc	Mission Team Leader graceWorks Australia Inc Treasurer	
Plan the Mission Trip Land Itinerary activities in conjunction with the Mission Team Leader	Hosting Organisation's Mission Trip Coordinator Mission Team Leader	
Determine the overall land cost of the trip in negotiation with the Mission Team Leader	Hosting Organisation's Mission Trip Coordinator	
Communicate the final cost of the trip to the graceWorks Australia Inc Treasurer	Hosting Organisation's Mission Trip Coordinator	

Action	Responsibility	Completed
Issue <i>Mission Team Member Code of Conduct</i> documents to Mission Team Members	Mission Team Leader	
Read, agreed with, and sign the <i>Mission Team Code of Conduct</i>	Team members	
Collate and store signed <i>Mission Team Code of Conduct</i> documents	Mission Team Leader Approved Mission Team Sending Body	
Pay the balance of the land costs for the trip to graceWorks Australia Inc and inform the graceWorks Australia Inc Treasurer by email: treasurer@graceworks.org.au .	Mission Team Leader	
Transfer land costs to Hosting Organisation	graceWorks Australia Inc Treasurer	
Manage the day-to-day running of the Mission Trip	Hosting Organisation's Mission Trip Coordinator Mission Team Leader	
Evaluate the Mission Trip and write a summary report of the trip for the Hosting Organisation's Board and the graceWorks Australia Inc Committee outlining highlights, issues and future improvements.	Hosting Organisation's Mission Trip Coordinator	