

Church Guide to Israel Trips

Planning Timeline

TRIP TIMELINE

18-24 MONTHS

- Set Trip Dates
- Confirm Land Package & Tour Guide
- Create Budget

12-18 MONTHS

- Setup Focus Missions Web Page
- Confirm Trip Leaders & Trip Coordinators
- Create & Approve Trip Promotion Materials
- Start Advertising & Promotion

11 MONTHS

- Confirm Airfare Block & Cost
- Confirm Trip Budget & Cost
- Registration Opens <Thank you for Applying Email>
- Begin vetting Applicants <Acceptance Email>

10 MONTHS

- Trip Coordination Meeting w/Leaders
- Monthly Team Communications
 - Trip Coordinator <Encouragement & deadlines>

8 MONTHS

- Schedule Team Meeting(s)
- Trip Coordination Meeting w/Leaders
 - Identify Roles
 - Delegate Responsibilities & due dates
- Monthly Team Communications
 - Trip Coordinator <Encouragement & deadlines>
 - *Team Leader/Pastor <Introduce Team & set expectations >*
 - *Spiritual/Mental/Physical or Spirit/ Mind/Body*

7 MONTHS

- Trip Coordinator Meeting
- Monthly Team Communications
 - Trip Coordinator <Encouragement & deadlines including meeting dates >
 - *Team Leader/Pastor <Discuss Study plan & prayer point>*

6 MONTHS

- Trip Coordinator Meeting
- Monthly Team Communications
 - Trip Coordinator <Encouragement, team roster & deadlines including passport reminders>
 - *Team Leader/Pastor <Discuss physical prep, study objective & prayer point>*

5 MONTHS

- Trip Coordinator Meeting
- Monthly Team Communications
 - Trip Coordinator <Encouragement & deadlines >

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- *Team Leader/Pastor <Discuss Study objective, identify prayer team & prayer point>*

4 MONTHS

- Trip Coordination Meetings
- Monthly Team Communications
 - Trip Coordinator <Encouragement & final due dates >
 - *Team Leader/Pastor <Discuss Spiritual prep, study objective & prayer point>*
- Trip Closes
- Final Payments Due
- Reduce Airline Seats
- Confirm Passport Current

3 MONTHS

- Trip Coordination Meetings w/Leaders
- Monthly Team Communications
 - Trip Coordinator <Encouragement, meeting reminders, & physical preparations>
 - *Team Leader/Pastor <Discuss Practical prep, study objective & prayer point> delegation at home so focused & present on trip*

2 MONTHS

- Monthly Team Communications
 - Trip Coordinator <Encouragement & meeting reminders>
 - *Team Leader/Pastor <Discuss Spiritual prep, study objective & prayer points>*
- *Host Team Meeting 1 of 2*
 - *Focus on Introductions, creating community & sharing excitement*
- Compile Team Roster
- Submit Rooming List

1 MONTH

- Monthly Team Communications
 - Trip Coordinator <Encouragement, practical details & final meeting reminder>
 - *Team Leader/Pastor <Discuss Spiritual prep & prayer points> What are expectations? & What is greatest Challenge?*
- *Host Team meeting 2 of 2*
 - *Review Itinerary & Focus on practical details*
- Purchase Airline Tickets
- Purchase Insurance
- Notify Embassy
- Request Cash Advance
- Land Package Payment Due