



Intergenerational Mission Trip Planning Timeline

Planning a successful and meaningful Intergenerational Mission Trip takes time. This general timeline with suggested tasks will help with this process.

At least 12–15 months in advance:

- Gather suggestions of possible sites (towns, camps and agencies) from colleagues or camps/organizations that offer opportunities for all ages.
- Research possible sites (towns, camps and agencies).
- Think about budgeting of travel, food, housing, donations to organizations/agencies and supplies.
- Work on a proposal for the Christian Formation Committee/Pastoral Leadership.

At least 12 months in advance:

- Research community living opportunities (camp and conference centers, church buildings, etc.).
- Discuss possible work projects and service learning opportunities with organizations/agencies.
- Create a basic budget.
- Set the trip dates.

9–12 months in advance:

- Make an overnight site visit. Meet organization/agency contacts and tour the sites. Tour housing and cooking facilities. Explore learning/fun activities in the area like historical sites and hiking.
- Confirm the trip and experience dates.
- Confirm the budget and set costs for participants, including budget and scholarship funds.
- Explore the options for donations to organizations' wish lists or other fundraising options.
- Set an informational meeting for those interested in participating. Share a presentation with photos of the places you will be serving, the accommodations and scheduled activities.
- Recruit a team to help organize meals/food for the trip.
- Review all forms that will need to be provided to those participating – not only your own church's forms (covenant of community living, emergency forms, media releases, liability release, child protection/background checks for all adults), but also the forms required by the site housing your team and the agencies you are working with.
- Design your promotional and registration materials.

6–9 months in advance:

- Ask the organizations/agencies you are working with for their wish list items as donated items or funds to purchase bigger items.
- Plan transportation and reserve vans if needed.
- Set the participant orientation and preparation meetings.



3-6 months in advance:

- Plan with your worship staff for a commissioning during a worship service ahead of the trip.
- Promote requests for donations of in-kind items and funds for projects, such as peanut butter, diapers or funds for a refrigerator.
- Promote the trip/experience registration.
- Check in with all organizations/agencies about particular projects you may be doing and needs as well as participants coming with special skills. Brainstorm ways for all ages to be involved.
- Have a participant orientation meeting and learning opportunity.

1-3 months in advance:

- Confirm all the sites and projects.
- Confirm the learning/recreation opportunities and confirm transportation.
- Begin collecting the supplies needed for the team (food, lodging and work projects).
- Ask team participants to share their plans with the congregation through newsletter writing and visiting or communicating with Sunday school classes and other groups.
- Plan the worship and devotional experiences and involve your participant/team members.
- Plan group learning/reflection experiences for during the trip around issues of hunger, homelessness, the city/community you will be visiting, or whatever is particular to your mission trip. Plan experiences/conversations for (1) before, (2) during and (3) after the experience and include how you will do this intergenerationally.
- Have a second participant orientation meeting and learning opportunity.

1 month in advance:

- Commission the team during a worship service.
- Begin collecting supplies for meals, recreation (outside/inside games/crafts, worship/devotions and learning/reflection experiences.)
- Ask team members to help lead during worship and devotions.
- Communicate what to bring and other final details to the participating team.

One week before the trip/experience:

- Confirm the transportation.
- Check in with your housing site and organizations/agencies.
- Shop for the trip or ask members of team to do the shopping.
- Gather all your supplies, forms, contact information and donations.
- Ask for congregational prayers.
- Determine the need for forms of payment to use while on the trip.

During the trip/mission/learning experience:

- Live, learn, worship and serve together.
- Document/record all the details and experiences.



After the trip/experience:

- Plan a “reunion” or “reentry” celebration for the team. Show photos and videos, tell stories, reflect on your experiences and play. Include members of families who may not have participated in the trip.
- Share the trip/experience with your congregation by recruiting team participants to write about their experiences for the church newsletter, blog and other media.
- Send thank you notes to all who donated in-kind goods or gave financially to fund the trip.
- Have participants visit Sunday school classes or other groups to tell their stories.
- Send thank you notes to each of the organizations/agencies where you served and to the church/camp where you were housed.
- Share photos of the trip/experience.
- Discuss with the team any follow-up experiences, activities or communication based on their experiences and dream about the following year.

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