

### **How to form a Congregational Team**

1. Team leader completes the team application (found at the bottom of the relevant opportunity at [servenow.lcms.org](http://servenow.lcms.org))
2. LCMS Short-Term team contacts team leader and congregational pastor to gather more information & determine suitable placement.
3. Team leader returns Letter of Intent & non-refundable team deposit on behalf of the congregation.
4. LCMS short-term team confirms placement and begins giving logistical guidance.
5. Team leader recruits team members from the congregation. Team leader & pastor are responsible to determine qualifications and select team members. Fundraising occurs or other funding is secured.
6. Team members complete necessary forms and return them to team leader. Team leader sends all forms together to the LCMS.
7. Team purchases airfare. Visas are obtained if necessary.
8. LCMS purchases medical evacuation & health insurance and sends insurance cards to team leader.
9. LCMS sends invoice for ground expenses about 2 months before departure.
10. Team sends final payment by 1 month before departure.
11. Team serves.
12. The LCMS provides follow-up and debriefing materials following volunteer service.

### **How to serve as an individual (either as a part of an assembled team or in an individual capacity)**

1. Complete the Short-Term Missionary Application Form (found at <https://www.lcms.org/service> under the “Short-Term Volunteer Missionary” section).
2. LCMS Short-Term team contacts references.
3. LCMS Short-Term Director completes a short phone interview with the applicant. As a part of the interview, the director and applicant discuss the best placement.
4. Short-Term Volunteer returns Letter of Intent & non-refundable deposit.
5. LCMS short-term team confirms placement and begins giving logistical guidance.
6. Short-Term Volunteer raises support or decides how to pay for the expenses related to their service.
7. Volunteer completes necessary forms and returns them to the LCMS team.
8. Volunteer purchases airfare. For some teams, a volunteer will need to work with the LCMS travel agent so that all team members arrive together.
9. LCMS purchases medical evacuation & health insurance and sends insurance cards to volunteer.
10. LCMS sends invoice for ground expenses about 2 months before departure.
11. Volunteer sends final payment by 1 month before departure.
12. Volunteer serves.
13. The LCMS provides follow-up and debriefing materials following volunteer service.