**Sample Team Member Assignments**

These assignments give team members additional responsibility during the mission, as well as taking some of the pressure off the team leader. If possible, consider offering scholarships as “payment” for accepting one of these roles.

**Bible School Coordinator** manages and assigns duties.

**Co-Leader** shares administrative responsibilities with the team leader and acts on the team leader’s behalf when necessary. This role is good preparation for becoming a future team leader.

**Construction Coordinator** coordinates the construction phase, in conjunction with the on-site construction coordinator, and gives daily briefings to the team on work assignments and safety concerns. The coordinator also compiles tools needed and arranges to secure them when appropriate, such as with a disaster response team.

**Drivers** may be needed to transport team and luggage to airport or site in United States. For international teams, they can work with the team leader to coordinate in-country vehicle rentals and drivers.

**Fundraising Coordinator** promotes trip fundraising in the local church and oversees the gathering of donated items needed for the mission.

**Interpreters(s)** are responsible for translation during the mission.

**Journal Keeper** is responsible for the team journal, which may be written by one person or passed around so each member writes. The journal keeper then makes copies available to team members at the team reunion.

**Luggage Supervisor** coordinates packing and listing of contents of team supplies and provides a method to identity team luggage (colored tape or tags).

**Meal Coordinators** plan, purchase food, and schedule preparation of meals for team during orientation, trips and reunion as needed. This job may not be needed, depending on the host’s responsibilities.

**Photographer** is the “official” photographer/videographer for the team and will provide copies for team members. Be cautious of taking expensive cameras.

**Presentations/Displays Coordinator** creates the resources for telling the story when the team returns.

**Researcher** studies history, geography, and culture where the project is and provides handouts or presentation at orientation/meeting.

**Spiritual Guide** plans and/or schedules devotions during orientation/meetings, during the mission and team reunion, and is sensitive to the spiritual needs of the team and seeks opportunities to promote spiritual growth.

**Team Medic** or **First-Aid Coordinator** secures first aid kit for team and is responsible for transporting and overseeing its use. Ideally, this person might be a doctor, nurse, EMT or person trained in first aid.

**T-Shirt Acquirer** creates the design and obtains team t-shirts and other items needed.

**Travel Coordinator** negotiates to secure needed and appropriate transportation for team, and might include van transport to airport, bus contract or airline tickets. This person can be responsible for processing and securing travel documents (passports, tourist cards, visas, etc.) and tickets during mission.

**Treasurer** collects and keeps funds to handle expenditures and gives financial report after returning from the mission. An additional person can receive payments/contributions and receipt all funds prior to departure.