

## Domestic Service-Learning Trip Team Roles and Responsibilities

The chart below provides an overview of the responsibilities for all roles involved in the service trips process. These roles include the Agapé Center (specifically the Service Trips Team), professional staff advisors, service trip team leaders and service trip team members. For any questions concerning your tasks or responsibilities, please contact the service trips team at [servicetrips@messiah.edu](mailto:servicetrips@messiah.edu).

	Agape Center	Advisor	Leader	Member
<i>Team Selection</i>	Creates application and advertises for trip	--	Fills out application	Fills out application
	Plans and hosts Informational Meeting	--	Attends Informational Meeting	Attends Informational Meeting
	Schedules interviews, sorts applications, conducts interviews, & selects final teams	--	--	--
<i>Trip Preparation</i>	Creates document of trip and team information	--	Reads and understands information about trip	Reads and understands information about trip
	Plans and facilitates Leader Meeting, and Participant & Advisor Orientation	Meets with Assist. Director of Agapé Center to Discuss Advisor Roles; Attends Participant Orientation	Attends Leader Training with the Agape Service Trips Team.  Attends Participant Orientation	Attends Participant Orientation
	Creates medical forms and driver forms for members on the team	Turns in medical forms, clearances (if applicable) and any driver forms (if designated driver)	Turns in medical forms, clearances (if applicable) and any driver forms (if designated driver)	Turns in medical forms, clearances (if applicable) and any driver forms (if designated driver)
	Creates and gives packing list to all	--	--	--
<i>Travel Safety/Risk Management</i>	Informs advisors on protocol & prepares materials for trip	First-responder and expert in risk management protocol	Familiar with protocol	Understands health & safety risks associated with trip
<i>Travel Itinerary</i>	Reserves proper amount of Messiah fleet for service trip team	--	May be asked to drive a Messiah vehicle (or assists driver in providing directions to/from agency)	May be asked to drive a Messiah vehicle (or assists driver in providing directions to/from agency)
<i>On-Site Details</i>	Works with partner organization to create a detailed schedule/itinerary while at organization (including transportation and lodging)	Serves alongside students; provides support and encouragement to trip leaders; oversees safety of participants; remains flexible	Leads daily devotions & reflection, manages budget; ensures team is on time and following schedule, supports team members, acts as liaison to Community Partners, consults with advisors regularly and models Christ-Like Service	Responsible for individual team role; remains flexible for duration of trip
<i>Post-Trip Reflection</i>	Schedules debrief meeting & facilitates reflection/meeting	Attends debrief meeting and writes Thank You notes to Community Partner	Attends debrief meeting and writes Thank You notes to Community Partner	Attends debrief meeting and writes Thank You notes to Community Partner

