



# Ethical Missions Checklist — Poland 2025

## Practical Guide for Team Leaders & Volunteers

📌 Usage: Leaders can print this checklist, use it during team training, and tick boxes during the preparation process. Volunteers should review it as part of orientation to understand the ethical standards expected.

# Foundations

## **Trip Purpose Statement**

Trip purpose statement linked to host church strategy.

## **Memorandum of Understanding**

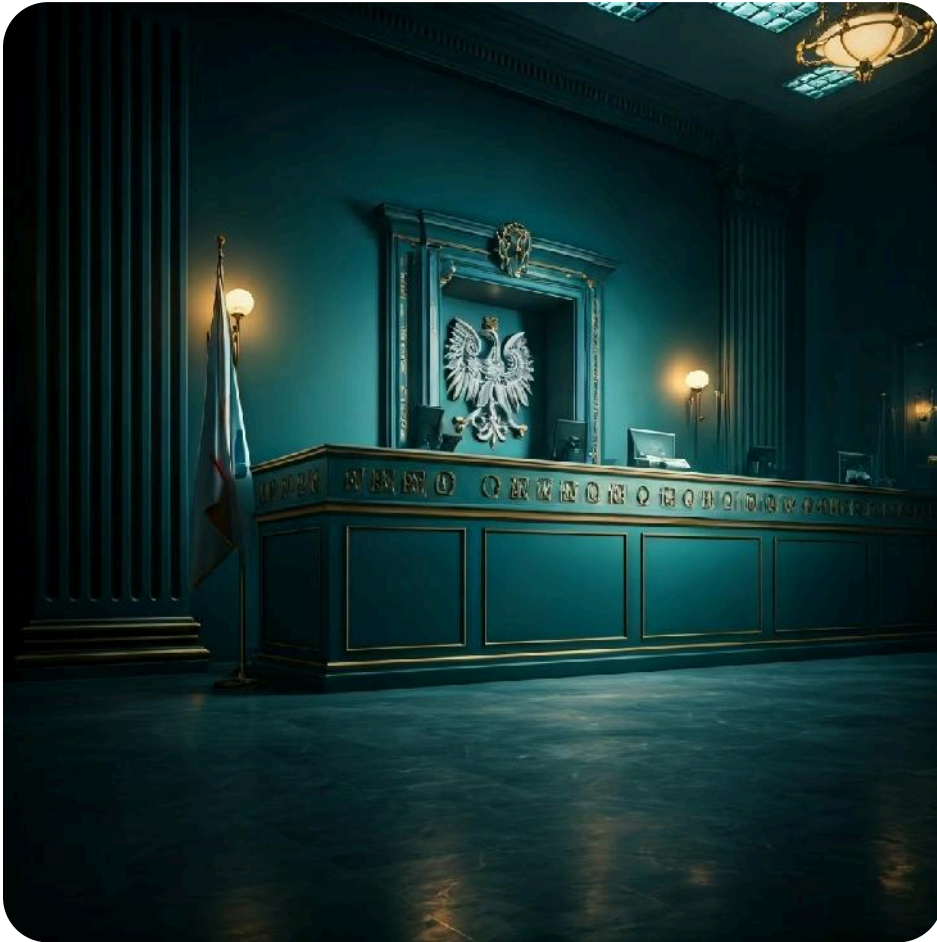
Written Memorandum of Understanding (MoU) with Polish host (scope, safeguarding, budget, dispute process).

## **Standards Compliance**

Confirmed compliance with SOE 7 Standards and Lausanne ethics framework.

Establishing a solid foundation for your mission trip ensures alignment with host needs and ethical standards. Each element should be documented and agreed upon before proceeding with further planning.

# Legal Compliance



- Article 196 briefing: avoid disrespect to Catholic symbols or practices.
- Event permits secured for public gatherings (concerts, open-air outreach).
- Travel insurance confirmed for all team members.
- Customs declarations completed if bringing humanitarian aid.

Understanding and adhering to Polish legal requirements is essential for a successful mission. Failure to comply with local laws can result in complications for both your team and Polish hosts.



## **Article 196 Awareness**

Poland's Article 196 protects religious feelings and symbols from offense. Teams must be briefed on respectful engagement with Catholic traditions and practices to avoid legal issues.

# Safeguarding & Consent

## Background Checks

Background checks completed for all volunteers.

## Two-Adult Rule

Two-adult rule enforced at all times with minors.

## Gender-Appropriate Supervision

Gender-appropriate dorm supervision.

## Consent Forms

Bilingual parental consent forms prepared (participation, transport, photography).

## Incident Reporting

Incident reporting procedure explained to all team members.

Protecting vulnerable individuals, especially minors, is a non-negotiable aspect of ethical mission work. All team members must understand and implement these safeguarding measures throughout the mission trip.

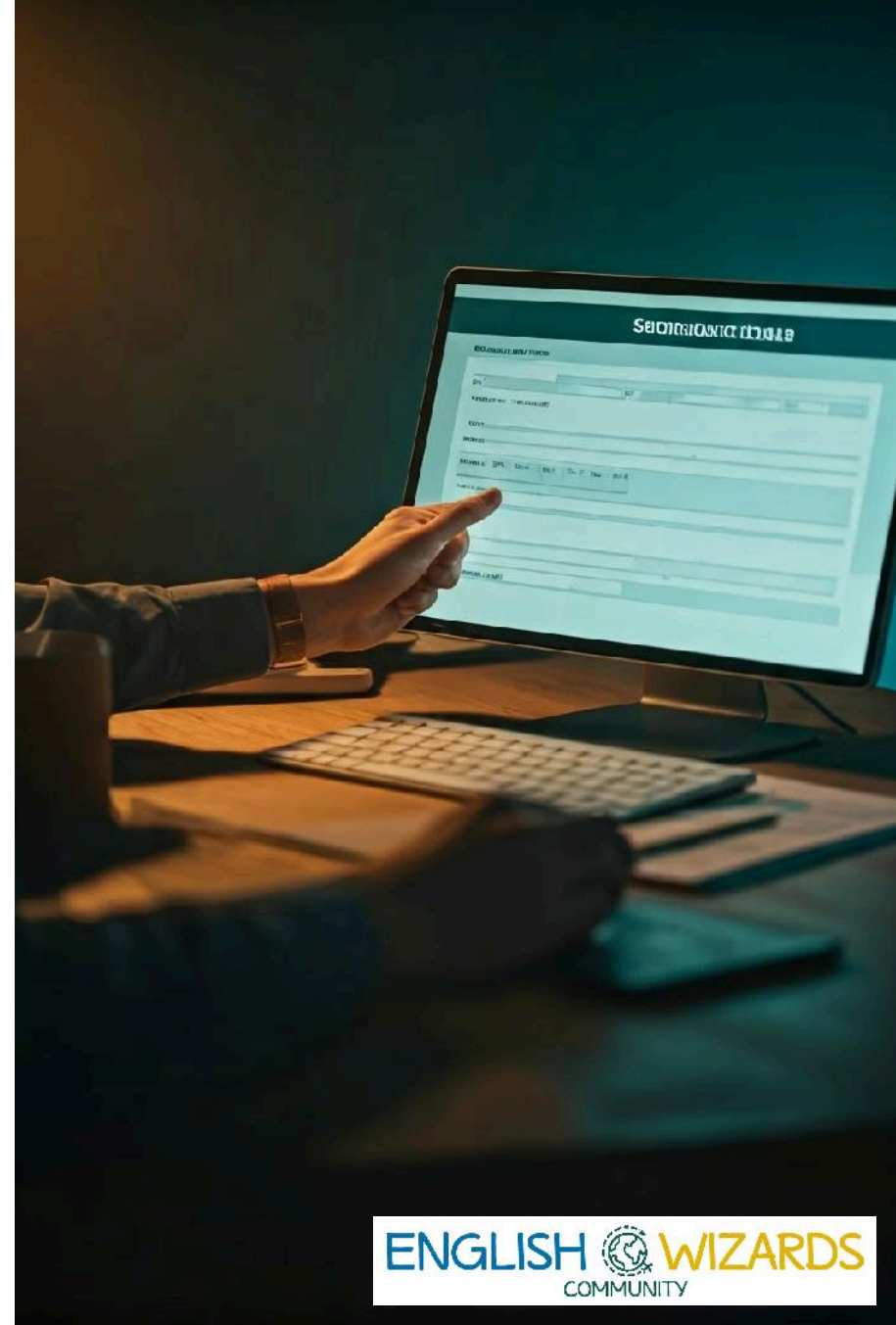
# Data Protection (GDPR)

## Key GDPR Requirements

- GDPR officer appointed on team.
- Written consent forms in Polish for any data collected (names, emails, photos).
- Secure storage of data (no personal devices).
- All data transferred to host or deleted after the trip.
- Clear photo policy (no posting minors online without written consent).

European data protection laws are strictly enforced in Poland. Failure to comply with GDPR can result in significant fines and damage to ministry relationships.

The appointed GDPR officer should conduct a brief training session for all team members before departure, emphasizing the importance of data security and consent.





# Cultural & Missiological Readiness



## Pre-trip Training

Pre-trip training on Polish history, Catholic heritage, and secular youth culture.



## Daily Orientation

Daily cultural orientation planned with host leaders.



## Respectful Evangelism

Respectful evangelism posture practiced (no Catholic-bashing, emphasize shared values).



## Interpreter Support

Interpreters budgeted fairly and briefed as part of ministry team.

Cultural sensitivity is crucial for effective ministry in Poland. Understanding the country's rich Catholic heritage and complex history will help teams avoid unintentional offense and build meaningful relationships with local communities.

Teams should dedicate significant pre-trip preparation time to learning about Polish culture and religious context.

# Program Design

- Activities co-designed with host (no imported templates without adaptation).
- Skills-matching check: volunteers placed only in roles they are qualified for.
- No orphanage visits or unskilled construction projects.
- Budget transparent: donor funds explained, host contributions noted.
- Clear plan for hand-off of contacts and discipleship to host leaders.



## Co-Design

Work with Polish hosts to design culturally appropriate activities



## Skills Matching

Place volunteers only in roles they are qualified to perform



## Discipleship Handoff

Ensure clear transition of contacts to local leaders for follow-up



# In-Trip Accountability & Measuring Impact

1

## During Trip

- Daily debriefs include ethics check (GDPR, safeguarding, cultural respect).
- Mid-trip review with host leaders to adjust program if needed.
- Documentation of expenses and activities kept for reporting.

2

## Measuring Impact

- Baseline survey of participants conducted before program.
- Host satisfaction survey scheduled post-trip.
- 90-day follow-up plan with host in calendar.
- Donor report template prepared (stories + outcomes, not just numbers).
- KPIs tracked: host satisfaction, retention of contacts, discipleship outcomes.

Continuous assessment during and after the mission trip ensures accountability and helps measure genuine impact. This process should be transparent and include input from Polish hosts.



# Red Flags (Stop the Trip if...)

## Missing Agreement

No written agreement with host.

## Safeguarding Issues

Safeguarding or consent forms missing.

## Skill Mismatch

Volunteers placed in roles without skills.

## Tourism Focus

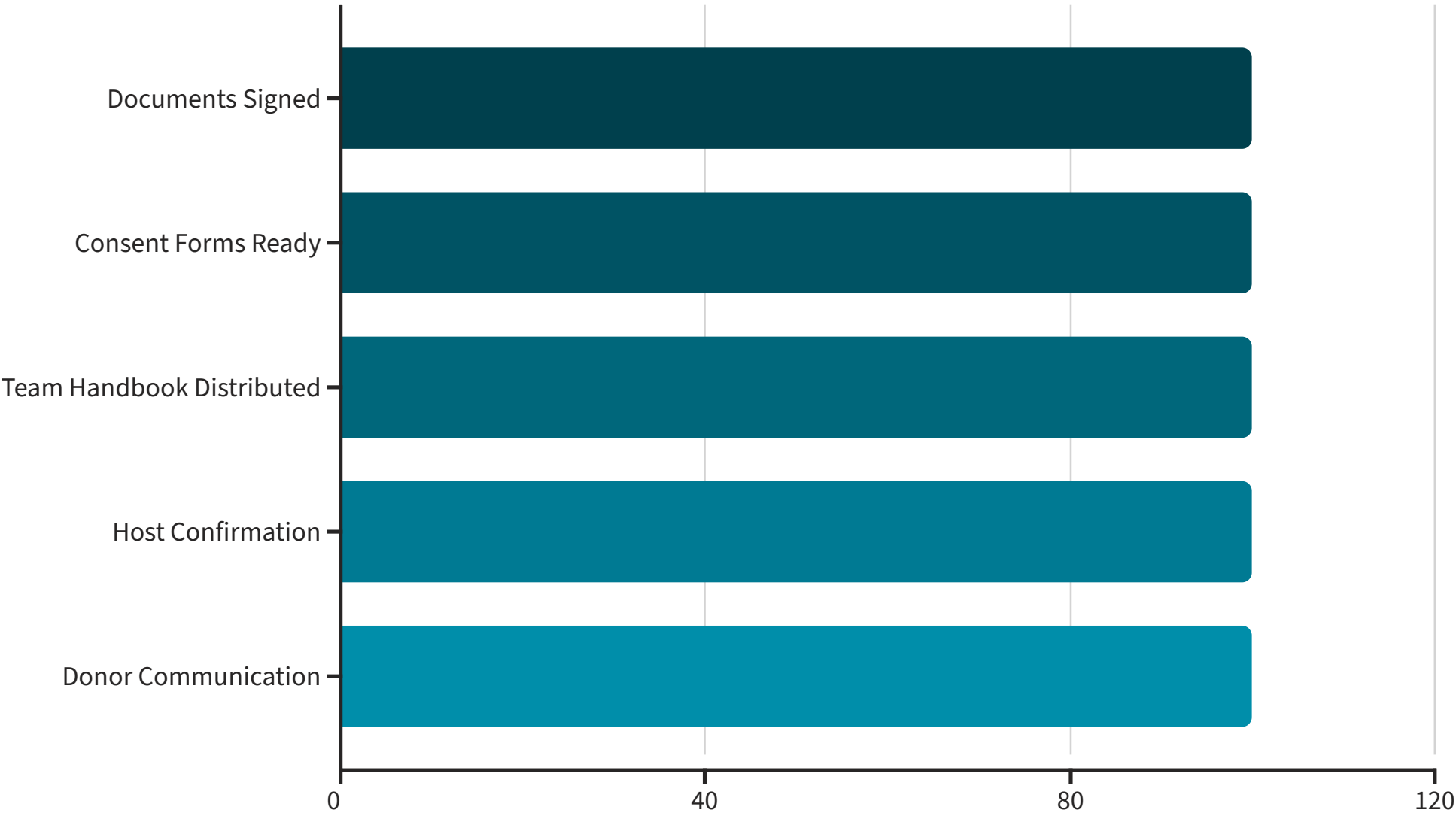
Program exists only for tourist experience or photos.

## No Follow-Up

No follow-up plan identified with host leaders.

These red flags represent serious ethical concerns that should halt trip preparations until resolved. Team leaders must have the courage to postpone or cancel trips that fail to meet these basic ethical standards.

# Final Pre-Departure Check



1

**Documentation Complete**

All documents signed (MoU, safeguarding, GDPR, insurance).

2

**Consent System Ready**

Consent forms printed or digitally ready.

3

**Team Prepared**

Team handbook distributed (with cultural notes, photo policy, safeguarding rules).

4

**Host Ready**

Host leaders confirm readiness.

5

**Donor Communication**

Clear CTA to donors/supporters communicated (focus on outcomes, not tourism).

This final checklist ensures all ethical requirements have been met before departure. Team leaders should verify each item is complete and properly documented.