

Onboarding Checklist

St. Peter Lutheran Church

Your journey will depart the United States on Wednesday, May 6, 2026. You will fly overnight to Tel Aviv so that you will arrive to begin your tour on Thursday, May 16, 2026. Your tour concludes on Saturday, May 16, 2026.

Onboarding Activities

Below is a list of activities we will need to complete for your journey to be fully ready for people to begin submitting applications. While this looks like a long list, please do not be intimidated or overwhelmed! The activities that require action by St. Peter Lutheran Church are in bold. We will do the vast majority of the work! Please understand that without certain activities complete, other activities will be delayed. We wish you God's blessings on this journey.

Due	Done	Activity	Notes or Comments
10-9-25	10-9-25	Onboarding Checklist Sent	
10-16-25		Journey Title (or Name)	Footsteps of Faith
11-10-25		Letter of Understanding Sent	
10-16-25		Info Share Scheduled	Proposed: 11-16
10-16-25		Facsimile Signature Submitted	Done
10-16-25		Extension Decision	Egypt pre-journey, Jordan post-journey
10-24-25		Website Draft Complete/Sent	Done
11-10-25		Information Folder Draft	
11-10-25		Brochure Draft Complete	
10-31-25		Website Review Complete	Done
11-3-25		Website Live!	Done
11-16-25		Information Folders Delivered	
11-4-25		Media Kit Delivered	Partial on 11-4-2025
11-16-25		Brochures Delivered	
11-7-25		Video Complete	
TBD		Info Share Held	
11-24-25		Engagement Report 1	

