



General Board of Global Ministries  
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## GLOBAL MISSION FELLOWS PROGRAM INFORMATION AND APPLICATION GUIDELINES FOR SITES OUTSIDE THE U.S. – 2014

*Applications are accepted on a rolling basis and reviewed monthly beginning September 2013 until January 2014.*

*The sooner it is submitted the quicker it will be reviewed.*

*Please email descriptive materials about your church or agency with your application. These will be helpful in discussing your agency with interested young adults.*

Thank you for your interest in learning more about being a Global Mission Fellows Missionary Placement Site Partner Outside of the US. This document seeks to offer some nuts and bolts about what is involved in being a Global Mission Fellows placement site partner and instructions for completing the Placement Site Application for the Global Mission Fellows program. We hope this information is helpful as you prayerfully consider becoming a program placement site partner. May God continue to bless your communities and ministries. Please contact us at [gmfellow@umcmmission.org](mailto:gmfellow@umcmmission.org) if you have any questions.

*Please be advised some of the parameters for becoming a Placement Site have been revised.*

Applicants will be notified if they qualify for the first round of the selection process. Qualifying placement sites will then be placed in a pool in order to match placement sites with available Global Mission Fellows as they become available. Inclusion in the placement site pool **does not guarantee that a Global Mission Fellow will be available to be matched with your site for that year.** Qualifying placement sites will be notified as new opportunities to host a Global Mission Fellow arise throughout the year. Qualifying sites will be able to revise and renew their applications each year. *\*\*Please refer to Timeline on page 3 of this document for more information\*\**

### APPLICATION PROCESS:

1. First! Read carefully this entire Program Information and Application Guidelines Document, then
2. Complete Placement Site Application, Part I
3. Complete Placement Site Application, Part II

## PROGRAM INFORMATION

### PROGRAM SUMMARY

Applicants from all over the world can choose to serve internationally. The international track grows out of the Mission Intern program, which celebrated its 36th anniversary this year. Until 2012, the Mission Intern program was a 3-year program with 18 months of international service and 18 months of domestic service. 2013 was a transitional year in which Mission Interns were commissioned for 20 months of international service and 5 months of domestic service.

The new international track of Global Mission Fellows is a 25-month program:

- 1.5 months of training and transition
- 20 months of international service
- 3.5 months transition, itineration, and project-oriented reintegration

Project-oriented reintegration could include helping to train the next class of Global Mission Fellows, itineration, being a missionary-in-residence, or developing/joining a local project.

Global Mission Fellows will integrate faith and justice by hearing the prophetic voice of communities and individuals, around the world and at home, who are working for systemic change. The program encourages participants to learn about and live out the transformative gospel of Jesus Christ, while working with and as grassroots organizers and/or advocates in areas that include conflict resolution, peace, education, environmental justice, economic development, indigenous rights, and women’s and children’s issues. Global Mission Fellows work in settings that focus on issues of social justice, community development, working with marginalized communities, and advocacy for community needs. Placement sites include faith-based agencies, community organizations, churches, and collegiate ministries.

In order for the experience to be productive for the young adult and the placement site, the placement site is expected to provide orientation, consistent ongoing mentoring supervision, a clear job description, and opportunities to build relationship with the local community and leadership development. *Please refer to the “Educational Supervision and Learning Goals” section of this document for more information.*

## RESPONSIBILITIES

### The General Board of Global Ministries:

- Covers Global Ministries training and orientation costs, moving expenses to and from placement site, and medical insurance;
- Provides a living stipend for the Global Mission Fellows, which includes: salary, housing, utilities, phone, internet, food, local transportation to and from work, miscellaneous and personal expenses.
- Provides three weeks of initial training, plus Mid-Term and End-Term trainings.
- Offers quarterly webinars and accompaniment for Global Mission Fellows.

### Placement Site:

- The placement site is responsible for covering the expenses around the programmatic work to which the Global Mission Fellow is assigned. These costs include work-related travel, orientation, workspace, and equipment.
- Placement Sites are encouraged but not required to cover other expenses (such as Housing, Furnishings, Transportation, Food)
- Assist the Global Mission Fellows in being oriented and adjusted to the placement site community.
- Supervise and support the growth of Global Mission Fellows.
- Make provisions for sick days and *four weeks* of paid vacation days. This does not include time spent at any General Board of Global Ministries’ events, which include Training/Orientation, as well as Mid-Term, End-Term, and other Global Ministries-sponsored events during time of service.

### *Housing*

- Placement site is responsible for assisting the Global Mission Fellow in finding safe and appropriate housing. Recommended housing arrangements: furnished studio apartment, furnished apartment share, community living, or an unused parsonage or property owned by the project.
- Placement site must provide a **Private room** for Global Mission Fellow.

- Placement site must guarantee that the housing environment provided is safe and reasonably comfortable for a young, single person to live in and comfortable enough to have guests (family, classmates) stay over.
- Housing within a family's home or **with a supervisor is not allowed.**
- Housing at the placement site is not preferred, but can be discussed on a case-by-case basis.
- Placement site must provide a **working kitchen** so as to be able to prepare meals on his/her own, or have meals provided for him/her.
- Placement site must inspect and guarantee that housing has adequate safety features.
- Placement site must inspect and guarantee housing provides for adequate appropriate privacy.
- Placement site must inspect and guarantee that housing has adequate heating or cooling system for the geographic region.
- It is highly desirable that internet access be available in the living space. If not, some other means must be provided for the Global Mission Fellow to access the internet.
- Placement site must provide housing with heat, electricity, water, garbage collection and/or cooking gas.

### ***Furnishings***

- The placement site will provide furnishings for the housing of the missionary.
- They will provide minimally a bed, dresser, couch, coffee table or end table, kitchen table with 2 chairs, a workable sink, stove, refrigerator, bathtub/shower with curtain, and heating.
- The placement site will provide pots, pans, dishes, flat ware, lamps, or built in lighting, window curtains or blinds, and area rugs when needed.

### ***Transportation***

- The worksite and the housing provided must be within a reasonable distance to the public transportation and adequate for use alone after dark. If not, the site is responsible to make adequate provision for safe travel to and from work.
- The worksite and the housing provided must be within a reasonable walking distance to grocery store or accessible to by public transportation.
- Transportation can come in the form of access to a church/agency vehicle. If this option is utilized, Global Mission Fellows will need to have transportation also outside of working hours for reasonable errands/appointments (ex. grocery shopping, attending church).

### ***Visas/Work Permits***

- In many countries, Global Mission Fellows will require visas to serve for approximately 20 months from September 1, 2014 to May 1, 2016. As placement sites are most often aware of the current documents and processes needed to obtain the proper working papers, placement site partners will be responsible for noting the type of visa, forms, and supporting documents required, along with the process and duration to obtain the visa.

## **TIMELINE**

- **January 15, 2014** – Candidate applications are due.
- **September 2013 - January 31, 2014** – Applications will be accepted.
- **March 2014** – Candidate interviews are held.
- **December 2013 - May 2014** – Placement sites notified if they qualify as a potential Global Mission Fellows Placement Site and will be included in Global Mission Fellows Placement Site pool.
- **May/June 2014** – Possible placement site matches will be confirmed through interviews between Global Mission Fellows and potential placement site partners (matches are based on compatibility and not guaranteed).
- **July/August 2014** – Training and Commissioning
- **September 2014** – Global Mission Fellows will begin ~20 month assignment at placement sites.

- **May 2016** – Missionaries returns to home country for 2 -2 ½ month of integration term.
- **August 15, 2016 (25 months after the Training Start Date)** – Completion of term of service.

## GOALS OF GLOBAL MISSION FELLOWS MISSIONARIES

- **ENGAGE** with local communities
- **CONNECT** the church in mission
- **GROW** in personal and social holiness

Global Mission Fellows **engage** with local communities. They are called to do ministry with-- not to or for-- their local partners. Fellows serve alongside churches, community groups, and individuals to address the priorities of people in the community they are serving. They discover ways in which God is already at work. Fellows live simply. As learners and co-laborers, they commit to having the same standard of living as their local partners. Simple living is an act of solidarity and humility. It also allows Fellows to witness systemic injustice. Fellows embrace interdependence and become a daily presence in people's lives.

Global Mission Fellows **connect** the church in mission. They tell stories in local churches about their experiences of God's gracious love. They advocate for social change, and testify about hope in the face of injustice. Fellows invite churches to participate in mission projects through prayer, financial support, emotional care, and common action. Connecting the local church with the global church is one big way young adults are making disciples for the transformation of the world.

Global Mission Fellows **grow** in personal and social holiness. John Wesley, our Methodist founder, used the terms "personal holiness" and "social holiness" to describe our inward growth in the love of God and neighbor, which in turn leads to outward works of love. Through service and contemplation, Fellows grow as disciples of Jesus Christ. Following Jesus' example, they show compassion through presence, word, and deed. They understand, as did John Wesley, that transformation happens when the inner and outer life are aligned in right relationship with God, oneself, others, and creation.

## CRITERIA FOR SELECTION OF GLOBAL MISSION FELLOW CANDIDATES

- Commitment to the Christian faith, with an ability to express and relate it to mission objectives, goals, and issues.
  - Completion of an education program (college, graduate school, etc.) and/or equivalent life experiences.
  - Work experiences which evidence commitment and skills appropriate for missional tasks: observation, research, community involvement, interpretation and communication (written and oral).
  - Willingness to commit 25 months to the program.
  - Support of General Board of Global Ministries' goals and the capacity to relate those goals to vocational intention and work.
  - Sensitivity to cultural diversities, awareness of events and issues in the world, with evidence of cross-cultural and interpersonal skills.
  - Willingness to adopt a subsistence lifestyle.
  - Commitment to action/education for systemic change.
  - Indication of potential leadership in church society.
- Preference is given to people with strong church and community links who show a commitment to involving themselves in both their placement communities.

## GLOBAL MISSION FELLOWS PROGRAM PLACEMENT SITE CRITERIA

- The organization shall be a church, faith-based, ecumenical, or community organization.
- The organization shall be committed to addressing critical justice issues and involved in ministries of human liberation. Priority is given to organizations working in the areas of community empowerment, economic development, women’s and children’s issues, and environmental concerns.
- The organization shall provide the intern with experiences that facilitate understanding and skill development related to:
  - Local cultural traditions and the ways that they influence and are influenced by political, social, and economic systems;
  - Critical justice issues from the perspective of local communities;
  - The role of faith-based communities in addressing critical justice issues;
  - Models of social change that emerge out of local cultural contexts.
- The organization shall engage Global Mission Fellows as part of its work community by providing a learning atmosphere of participatory education and hands-on experience.
- The organization shall designate a person to give direct, ongoing supervision and guidance to Global Mission Fellows in areas of work, cultural education, community adjustment, housing, and other areas that seem appropriate.
- The organization shall have a clear understanding and commitment to the goals of Global Mission Fellows program of the General Board of Global Ministries of The United Methodist Church.
- The organization shall be open to the Global Mission Fellow’s occasional participation in the resourcing of mission education/interpretation events, as mutually agreed upon by Global Mission Fellows and placement supervisors.
- The organization and Global Mission Fellows shall have ongoing communication with Global Ministries’ staff liaisons.

## EDUCATIONAL SUPERVISION AND LEARNING GOALS

### A Guide for Global Mission Fellow Supervisors

**Motivation:** In an effort to clarify our expectations of Global Mission Fellows and placement site supervisors as they relate to programmatic goals, we have begun to integrate an educational supervision component into the Global Mission Fellows program.

**Context:** Given the unique role of the Global Mission Fellows at the organization and the specific goals of the program, we understand the importance of two different types of supervision. Most organizations already have a supervision policy that includes staff meetings, peer reviews, and supervision around the accomplishment of tasks and assignments. This supervision falls under the category of administrative or managerial supervision. *Global Mission Fellows flourish when they are also provided with educational supervision that places emphasis on how they are growing and changing, especially as that relates to their own learning goals and objectives.*

*Educational supervision requires the supervisor to:*

- *Make an effort to understand the motivations of the Global Mission Fellows.*
- *Allow some flexibility in specific tasks within the given job description.*
- *Engage Global Mission Fellows in reflection around how specific tasks meet personal goals.*

**Background:** At this stage we train the Global Mission Fellows in the development and use of personal learning goals as their contribution to educational supervision. As part of the process, Global Mission Fellows are asked to identify their overarching or general goal for the entire two-year experience, along with specific

learning objectives that relate to the given job description. Global Mission Fellows are also encouraged to create tasks for themselves outside work time that might help them to achieve some of the objectives that cannot be met by their job assignment. All Global Mission Fellows are trained to reflect through journaling, and are encouraged to identify issues or concerns from their work experiences to discuss with their supervisors at scheduled meetings as part of their ongoing process of reflection and learning. ***Every three months, Global Mission Fellows will be asked to complete a written reflection to be sent to Global Ministries in New York. Staff will use the written reflection to guide a conversation centered on the Global Mission Fellows' learning goals and assigned work.***

**Proposal for Supervisors:** Global Mission Fellows will share learning goals with their direct supervisors within the first three weeks of work. After the Global Mission Fellows and the supervisor have time to reflect and learn more about each other, they should meet a second time to integrate and modify the job description and the learning goals document.

***Once the job description and learning goals document have been agreed upon, they should be sent to Global Ministries in New York for final approval. The job description should be signed by both the Global Mission Fellow and the supervisor before being sent.*** Over the course of time this document may evolve or change. We ask that any mutually agreed-upon changes be sent to New York so that our office is well informed of the most current understanding between supervisors and Global Mission Fellows.

#### **Periodic Evaluative Reports on Global Mission Fellows from Placement Sites:**

- Placement supervisors will be responsible for providing brief quarterly evaluative reports and a MidTerm and EndTerm evaluative report on the Global Mission Fellows throughout the 20 month term of service.
- Quarterly evaluative reports should be sent to [gmfellows@umcmision.org](mailto:gmfellows@umcmision.org).

***Staff in the program office will treat the job description as a signed agreement between all parties, to be upheld and respected, which details the nature of the assignment and the responsibilities of the Global Mission Fellows.***

### **APPLICATION GUIDELINES PART I**

Thank you for reading the Program Information. Application Part I and II will be completed online. You will find the links at the end of this document.

Completing the application can take up to 45 minutes or more. Please be advised you will not be able to save your information if you close the application. If you need to step away from the application, you may want to print a copy of your work so far, in order to re-enter it when you open the application again. Once you have fully completed and submitted your application you will receive an email confirmation and copy of the completed application to the email address listed in the contact email field.

Below are the following components in Part I that you will need to complete the online application:

#### **Part I**

- Placement Site General Information
- Context of Organization
- Position Details (Example of a Job Description can be found below)
- Position Requirements

### **JOB DESCRIPTION**

**The job description should be specific and detailed, be in line with the goals of the Global Mission Fellows program, provide opportunities for leadership development, and be minimally administrative. The job**

**description submitted should be seen as a working document, which can be modified to meet the learning goals and the particular skillset and passions of the assigned Global Mission Fellow.**

*Sample Job Description:*

**Global Mission Fellows Job Title:**   Social Justice Advocate  \_\_\_\_\_

**Name of Immediate Supervisor:**           S. Wesley, Executive Director  \_\_\_\_\_

*Sample Description of Global Mission Fellow’s Function within the Context of Other Activities of the Organization:*

*[This section should include: A brief overview of the organization’s various activities, a brief overview of the project the Global Mission Fellow is intended to serve, and a few sentences explaining how the Global Mission Fellow’s project contributes to and relates to the organization’s greater goals, as well as the organization’s other projects. See the example provided below.]*

“Global Ministries Partner Organization” organizes and coordinates the work of the Anti-Hunger Action Committee, which is focused on issues affecting people who are forced to rely on emergency food pantries. AHAC addresses access to food stamps and healthcare, low wages, civil rights, the homeless, basic human services for immigrants, and other public policy concerns in “X” state. We also coordinate a multi-faith, public policy advocacy group called the Coalition of Religious Communities (CORC), which addresses economic justice issues, such as abusive lending practices, affordable housing, and tax equity for low-income “X-ans.” Low-income people identified through our emergency food pantry and members of the religious community work together in advocating for public policy changes to benefit “X-ans” in poverty. We also provide some case-by-case advocacy services, both to inform our public policy work and to augment services available to people in need of urgent food assistance from our emergency food pantry.

*Sample Duties or Specific Daily Tasks:*

*[Please provide a breakdown of tasks Global Mission Fellows will be expected to fulfill, as per the example below.]*

- Do community organizing with the members of AHAC and their allies on issues identified by the AHAC members themselves. Organize meetings, press conferences, and direct actions.
- Recruit members and develop new leaders for AHAC.
- Serve as a legislative assistant for CORC during the annual sessions of the “X” State Legislature.
- Assist the CORC project director in organizing congregations and religious leaders to impact social-justice issues.
- Learn the regulations regarding participation in the Food Stamp Program in “X” State, as well as other public-assistance programs. Advocate for people seeking to participate in these programs and document problems and barriers to participation.
- Research issues of concern and gather basic facts to inform AHAC and CORC efforts.

*Sample Time Breakdown:*

*[Please delineate how a 35 hour work week will be distributed for the Global Mission Fellow.]*

Work a full-time, 35-hour week, with some evening and weekend work required.

<b>Hours per Week</b>	<b>Activities/Duties</b>
29 hours	Engaged in advocacy and community-organizing activities, including (but not limited to) monitoring welfare offices, grassroots organizing, making presentations to community and faith groups, organizing and participating in meetings and press events.
4 to 6 hours	Working in the emergency food pantry and doing case-by-case advocacy with clients.
1 to 4 hours	Speaking and conducting outreach activities.

### *Sample Skills Needed in the Program:*

- A strong commitment to social justice work is essential, especially with regards to meeting the needs of the poor.
- The individual must not be afraid to challenge authority to advance our public policy work, and be comfortable working as a team player with other employees of the agency.
- Global Mission Fellows should be self-motivated, resourceful, and able to operate in a flexible workplace. Strong public speaking skills are extremely helpful, as is the ability to articulate issues and concerns clearly and in writing.

### *Sample Skills to Be Developed by the Global Mission Fellow:*

- This project offers Global Mission Fellows skill development and experience working with public policy makers at both the legislative and bureaucratic levels.
- The social justice commitment of Global Mission Fellows can be expressed directly in this position through work on meaningful public policy issues affecting the poor.
- Global Mission Fellows will also gain experience in direct service delivery and insight into the daily struggles of people living in poverty.
- By engaging others in the faith community in this work (including other United Methodists), Global Mission Fellows have the opportunity to offer a unique and important witness.

### *Sample Expertise and cultural considerations needed by Global Mission Fellows to serve in your project:*

- A strong commitment to social justice work is essential, especially with regards to meeting the needs of the poor.
- The individual must not be afraid to challenge authority to advance our public policy work, and be comfortable working as a team player with other employees of the agency.
- Global Mission Fellows should be self-motivated, resourceful, and able to operate in a flexible workplace. Strong public speaking skills are extremely helpful, as is the ability to articulate issues and concerns clearly and in writing.

## **APPLICATION GUIDELINES PART II**

### **Part II**

- Placement Site assigned Supervisor References
- Visa/Work Permit Procurement
- Safety of Children and Youth Policies (Placement must upload a document of the Organizational policy)
- Financial Worksheet and Responsibilities (Please review page 8 of this document)
- Placement Site Agreement Checklist

## **FINANCIAL WORKSHEET**

In order to estimate expenses, placement sites are asked to complete a Financial Worksheet to help Global Ministries create a suitable stipend and budget for Global Mission Fellows. Global Mission Fellows are expected to abide by the program value of “simple living” where Global Mission Fellows live within the means that is comparable to the local context. The amount would not be extravagant but sufficient; to cover the cost of local food, local transportation, basic toiletries, basic phone and incidentals. Your help in gauging the cost is essential.



Below you will find the Financial Worksheet that will help inform Global Ministries of the appropriate expenses. Please complete the attached Financial Worksheet and attach to Placement Site Application Part II.

**A. What is the name of organization?**

**B. Living Costs**

Expense Item for One Global Mission Fellow	Monthly Amount in Local Currency	Notes
<b>Housing<sup>1</sup></b>		
<b>Utilities<sup>2</sup></b>		
<b>Phone<sup>3</sup></b>		
<b>Internet<sup>4</sup></b>		
<b>Food<sup>5</sup></b>		
<b>Toiletries and Incidentals<sup>6</sup></b>		
<b>Local Transportation<sup>7</sup></b>		
<b>Miscellaneous<sup>8</sup> (if any please explain)</b>		
<b>Total Living Costs</b>		

**C. One-time Cost Related Expenses**

Expense Item	Amount in Local Currency	Notes
<b>Housing Deposit<sup>9</sup> (if any)</b>		
<b>Furnishings<sup>10</sup> (if any)</b>		
<b>Visa/Work Permit Costs<sup>11</sup> (if any)</b>		
<b>Language Study Costs<sup>12</sup> (if any)</b>		
<b>Security Costs<sup>13</sup> (if any)</b>		
<b>Other Miscellaneous Expenses (if any please explain)</b>		
<b>Total One-time Expenses</b>		

<sup>1</sup> **Housing** - Estimated monthly rent based on parameters in guideline (e.g. for one person with private room).

<sup>2</sup> **Utilities** – Estimated monthly costs for heat, electricity, water, garbage collection, cooking gas.

<sup>3</sup> **Phone** – Estimated monthly basic phone costs.

<sup>4</sup> **Internet** – Estimated monthly basic internet costs.

<sup>5</sup> **Food** - Estimate monthly food costs in the local community for a Global Mission Fellow to prepare his or her own meals. Included in the monetary food estimate should be enough for the Global Mission Fellow to eat out at a local establishment once per month. Please take into consideration the possibility of dietary restrictions (vegetarian, diabetic, lactose intolerant).

<sup>6</sup> **Toiletries and Incidentals** – Estimated monthly amount to cover for basic toiletries (e.g. shampoo, soap, and supplies)

<sup>7</sup> **Local Transportation** – Estimated monthly cost of transportation to and from work and non-work related personal travel.

<sup>8</sup> **Miscellaneous**– Any other items and costs that should be considered that are not noted, but an essential monthly expense.

<sup>9</sup> **Housing Deposit** – If applicable, estimate one time deposit on housing

<sup>10</sup> **Furnishings** - Estimated cost for basic home furnishings bed, dresser, couch, coffee table or end table, bookshelves, kitchen table with 2 chairs, stove, refrigerator, and kitchen supplies such as pots, pans, dishes, flatware.

<sup>11</sup> **Visas/Work Permits** - Any costs related to obtaining a visa for 20 months (e.g., application fee, travel in and out of the country to renew visa).

<sup>12</sup> **Language** – Estimated cost of necessary language instruction. Please note type of instruction

<sup>13</sup> **Security Costs** – Any security (cost relevant in certain conflict zones)

**D. Cost Comparison**

- a. What would be the monthly salary that a coworker at the placement site organization would receive post-tax? What would this amount cover? Would this amount be too high or low for Global Mission Fellows to cover the costs delineated above while engaged in simple living?

**E. Placement Site Contribution**

- a. What is your organization able to contribute to any of the expenses or items above (e.g. housing, food, furnishings, visa, security, language, internet, etc.)? Furnishings and housing in particular would be the most appreciated.

One last thing - Before filling out Application Parts I and II, please review the checklist below to ensure that your organization is able to meet the requirements of hosting a Global Mission Fellow. In Application Part II you will be asked to commit to these requirements as part of your final application process.

**Housing, Internet and Phone:**

- \_\_\_\_\_ Placement site is responsible for assisting Global Mission Fellows in finding safe and appropriate housing.
- \_\_\_\_\_ Placement site must provide a **Private room** for Global Mission Fellows.
- \_\_\_\_\_ Placement site must provide a working kitchen so as to be able to prepare meals on his/her own, or have meals provided for him/her.
- \_\_\_\_\_ Placement site must inspect and guarantee that housing has adequate safety features.
- \_\_\_\_\_ Placement site must inspect and guarantee housing provides for adequate appropriate privacy.
- \_\_\_\_\_ It is highly desirable that internet access be available in the living space. If not, some other means must be provided for Global Mission Fellows to access the internet.
- \_\_\_\_\_ Placement site must inspect and guarantee that housing has adequate heating or cooling system for the geographic region.
- \_\_\_\_\_ Placement site must guarantee that the housing environment provided is safe and reasonably comfortable for a young, single person to live in and comfortable enough to have guests (Family, Classmates) stay over.
- \_\_\_\_\_ Placement site must provide access to either a land line phone or cell phone.

**Furnishings:**

- \_\_\_\_\_ Placement site will ensure to provide furnishings for the housing of the missionary.
- \_\_\_\_\_ Placement site will provide minimally a bed, dresser, couch, coffee table or end table, kitchen table with 2 chairs, workable sink, stove, refrigerator, bathtub/shower with curtain.
- \_\_\_\_\_ Placement site will provide pots, pans, dishes, flat ware, lamps, or built in lighting, window curtains or blinds, and area rugs when needed.

**Visa Processes:**

- \_\_\_\_\_ It is desirable that the placement site help facilitate Global Mission Fellows in procuring the visa if required. If the site does not have this capacity, it is requested that they search out resources that may be able to help with this need.

**Transportation:**

- \_\_\_\_\_ The worksite and the housing provided must be within a reasonable distance to the public transportation and adequate for use alone after dark. If not, the site is responsible to make adequate provision for safe travel to and from work.
- \_\_\_\_\_ The worksite and the housing provide must be within a reasonable walking distance to grocery store or accessible to by public transportation.

**Job Parameters:**

- \_\_\_\_\_ Placement site agrees the supervisor will meet with the Global Mission Fellow regularly to provide feedback, input, and direction.
- \_\_\_\_\_ Placement site will provide Global Mission Fellows mentorship through a sponsoring church or organization.
- \_\_\_\_\_ Placement site is required to orient Global Mission Fellows to the community and provide in-service training.
- \_\_\_\_\_ Placement site is required to provide quarterly evaluative reports of Global Mission Fellows to Global Ministries during each service year.
- \_\_\_\_\_ Global Mission Fellow’s job description and schedule must take into consideration time for training.
- \_\_\_\_\_ Placement site agrees there will flexibility in the job description for the Mission Intern to utilize her/his own experience and gifts.
- \_\_\_\_\_ Job description must address and fulfill the programmatic goals of the Global Mission Fellows program.
- \_\_\_\_\_ Placement site agrees the job description allows two full consecutive days off per week.
- \_\_\_\_\_ Placement site agrees the job responsibilities are reasonable to accomplish in a 35-hour work week.
- \_\_\_\_\_ Placement site must allow 4 weeks (20 work days) vacation.

*All organizations submitting an application to host Global Mission Fellows must agree that they are able to be held accountable to the items mentioned on this checklist, unless otherwise arranged with the Young Adult Mission Service office.*

*If you are ready to begin the application process, please follow the links below.*

[Placement Site Application, Part I](#)

[Placement Site Application, Part II](#)