

MISSION INTERN SITE PROGRAM INFORMATION AND APPLICATION GUIDELINES FOR DOMESTIC PLACEMENT SITES OUTSIDE THE US – 2013 Service Duration March 2014 – July 2015

Apply by: October 1st, 2013
Applications are accepted on a rolling basis
The sooner it is submitted the quicker it will be reviewed

Thank you for your interest in learning more about being a Mission Intern Missionary Placement Site Partner. This document seeks to offer some nuts and bolts about what is involved in being a Mission Intern placement site partner. We hope this information is helpful as you prayerfully consider requesting a Mission Intern. May God continue to bless your communities and ministries? Please contact us at youngadults@umcmision.org if you have any questions.

Please be advised some of the parameters for becoming a Placement Site have been revised for 2013.

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 Mission Interns as they become available. Inclusion in the placement site pool **does not guarantee that a Mission Intern will be available to be match with your site for that year.** Qualifying placement sites will be notified as new opportunities to host a Mission Intern 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:

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

PROGRAM INFORMATION

I. PROGRAM SUMMARY

A three-year, faith and justice-centered leadership-development and mission-service program for adults, ages 20-30, interested in partnering in solidarity with faith-based organizations, globally and domestically. Mission Interns 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.

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.*

II. 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 Mission Interns, which includes: salary, housing, utilities, phone, internet, food, and 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 Mission Intern.

• Placement Site Partners

- The placement site is responsible for covering the expenses around the programmatic work to which the Mission Intern is assigned. These costs may include work-related travel, workspace, and equipment.
- Placement Sites are encouraged but not required to cover other expenses (such as Housing, Furnishings, Transportation, Food)
- Assist the Mission Interns in being oriented and adjusted to the placement site community.
- Supervise and support the growth of the Mission Intern.
- 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.

A. Housing

1. Placement site is responsible for assisting the Mission intern 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.
2. Placement site must provide a **Private** room for Mission Intern.
3. 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.
4. Housing within a family’s home or with a supervisor is **not allowed**.
5. Housing at the placement site is not preferred, but can be discussed on a case-by-case basis.
6. 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.
7. Placement site will ensure living space will have a working bathroom in the living space.
8. Placement site must inspect and guarantee that housing has adequate safety features.
9. Placement site must inspect and guarantee housing provides for adequate appropriate privacy.
10. Placement site must inspect and guarantee that housing has adequate heating or cooling system for the geographic region.
11. It is highly desirable that internet access be available in the living space. If not, some other means must be provided for the Mission Intern to access the internet.
12. Placement site must provide housing with heat, electricity, water, garbage collection and/or cooking gas.

C. Furnishings

1. The placement site will provide furnishings for the housing of the missionary.

2. 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.
3. The placement site will provide pots, pans, dishes, flat ware, lamps, or built in lighting, window curtains or blinds, and area rugs when needed.

D. Transportation

1. If efficient public transportation is available, we encourage Mission Interns and Placement Site Organizations to utilize this option. The placement site should provide a monthly pass for public transportation to the Mission Intern.
2. 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.
3. The missionary must be provided, by their place of assignment, transportation to get to stores, church, medical facilities, and recreational areas when needed. It is important that they not feel isolated from these areas, as well as from the community they are serving in.
4. Transportation can come in the form of access to a church/agency vehicle. If this option is utilized, the Mission Intern will need to have transportation also outside of working hours for reasonable errands/appointments (i.e., grocery shopping, entertainment, attending church).

III. TIMELINE

- **October 1, 2013** – Placement Site applications are due.
- **Mid-November 2013** – Placement sites will be notified if they are accepted a Mission Intern Placement Site and included in the Mission Intern Placement Site pool.
- **December 2013** – Possible placement site matches will be confirmed..
- **February 1 - 15 2014** – Mission Interns will re-group, debrief on international service, and train for domestic service.
- **March 7 – 14, 2014** – Mission Interns will begin domestic placement site assignments.
- **May 17- 23, 2015** – Mission Interns will re-group with fellow classmates for a week long end-term event that involves debriefing their domestic placement service and preparing for next steps.
- **July 2015 (Two years after the Training Start Date)** – Completion of placement.

IV. GOALS OF MISSION INTERN 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.

V. MISSION INTERN PLACEMENT SITE CRITERIA:

- A. The organization shall be a church, faith-based, ecumenical, or community organization.
- B. The organization shall demonstrate a commitment to and acceptance of the many forms of unity in Christ and oneness with all of God’s people.
- C. The organization shall be committed to addressing critical justice issues and involved in ministries of service and human liberation. Priority is given to organizations working in the areas of community service, empowerment, and women’s and children’s issues.
- D. The organization shall provide the Mission Intern with experiences that facilitate understanding and skill development related to:
 - a. Local cultural traditions and the ways that they influence and are influenced by political, social, and economic systems;
 - b. Critical justice issues from the perspective of local communities;
 - c. The role of faith-based communities in addressing critical justice issues;
 - d. Models of social change that emerge out of local cultural contexts;
- E. The organization shall engage the Mission Intern as part of its work community by providing a learning atmosphere of participatory education and hands-on experience.
- F. The organization shall designate a person to give direct, ongoing supervision and guidance to the Mission Intern in areas of work, cultural education, community adjustment, housing, and other areas that seem appropriate.
- G. The organization shall have a clear understanding and commitment to the goals of the Mission Intern Program of the General Board of Global Ministries of The United Methodist Church.
- H. The organization shall be open to the Mission Intern’s occasional participation in the resourcing of mission education/interpretation events, as mutually agreed upon by Mission Interns and placement supervisors.
- I. The organization and Mission Intern shall have ongoing communication with Global Ministries’ staff liaisons.

VI. EDUCATIONAL SUPERVISION AND LEARNING GOALS:

A Guide for Mission Intern Supervisors

Context: Given the unique role of the Mission Intern 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. ***Mission Interns 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 Mission Intern.*
- *Allow some flexibility in specific tasks within the given job description.*
- *Engage the Mission Intern in reflection around how specific tasks meet personal goals.*

Background: At this stage we have trained the Mission Interns in the development and use of personal learning goals as their contribution to educational supervision. As part of the process Mission Interns were 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. Mission Interns were also encouraged to create tasks for themselves outside work time that might help them to achieve some of the objectives that could not be met by their job assignment.

All Mission Interns were trained to reflect through journaling, and were 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, Mission Interns will be asked to complete a written reflection to be sent to Young Adult Mission Service in New York. Staff will use the written reflection to guide a conversation centered on the Mission Intern's learning goals and assigned work.*

Proposal for Supervisors: Mission Interns will share learning goals with their direct supervisors within the first three weeks of work. After the Mission Intern 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 the Young Adult Mission Service office in New York for final approval. The job description should be signed by both the Mission Intern 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 Mission Interns.

Periodic Evaluative Reports on Mission Interns from Placement Sites

- Placement supervisors will be responsible for providing brief quarterly evaluative reports and a MidTerm and EndTerm evaluative report on the Mission Intern throughout the two years.
- Quarterly evaluative reports should be sent to youngadults@umcmision.org during the given times.

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 Mission Intern.

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 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 Mission Intern 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 Mission Intern.

Sample Job Description:

- A. **Mission Intern Position Name:** __Social Justice Advocate_____
- B. **Name of Immediate Supervisor:** _____S. Wesley, Executive Director_____
- C. **Sample description of Mission Intern’s Function Within the Context of Other Activities of the Organization:**
[This Section should include: a brief overview of the Organizations various activities, a brief overview of the project the Mission Intern is intended to serve, and a few sentence explaining how the Mission Intern’s project contributes to and relates to the organizations greater goals and the organizations 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 stat “X.” 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 state: 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 State “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.

- D. **Sample duties or Specific Daily Tasks:**
[Please provide a breakdown of tasks the Mission Intern 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 State “X” 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 State “X,” 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.

E. *Sample Time Breakdown:*

[Please delineate how a 35 hour work week will be distributed for the Mission Intern]

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

Hours per week	Activities/ duties
28 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
3 hours	<ul style="list-style-type: none"> • Working in the emergency food pantry and doing case-by-case advocacy with clients.
1 -3 hours	<ul style="list-style-type: none"> • Speaking and conducting outreach activities.

F. *Sample Expertise and cultural considerations needed by the Mission Intern 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.
- The Mission Intern 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.

G. *Sample Skills to Be Developed by the Mission Intern:*

- This project offers a Mission Intern skill development and experience working with public policy makers at both the legislative and bureaucratic levels.
- The social justice commitment of a Mission Intern can be expressed directly in this position through work on meaningful public policy issues affecting the poor.
- The Mission Intern 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) the Mission Intern has the opportunity to offer a unique and important witness.

APPLICATION GUIDELINES PART II

PART II

- Placement Site Supervisor References
- Safety of Children and Youth Policies (Placement must upload a document of the Organizational Policy)
- Financial Worksheet and Responsibilities (Please review page 7-8 of this document)
- Placement Site Agreement Checklist

FINANCIAL AGREEMENT

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 the Mission Intern. Mission Interns are expected to abide by the program value of “simple living” where Mission Interns 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 the organization?
- B. Living Costs

Living Costs that placement site will provide monetary funds directly to Mission Intern. This is the net in pocket amount post applicable taxes and deductions.

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

C. One-time Related Expenses

Expense Item	Amount in Local Currency	Notes
Housing Deposit ⁹ (if any)		
Furnishings ¹⁰ (if any)		
Security Costs ¹¹ (if any)		
Other Miscellaneous Expenses (if any please explain)		
Total One-time Expenses		

¹ **Housing** - Estimated Monthly rent based on parameters in guideline (e.g. for one person with private room).

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

³ **Phone** – Estimated monthly basic phone costs.

⁴ **Internet** – Estimated monthly basic internet costs.

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

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

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

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

⁹ **Housing Deposit** – If applicable, estimate one time deposit on housing

¹⁰ **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.

¹¹ **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 a mission Intern 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.

MISSION INTERN PARTNER PLACEMENT SITE AGREEMENT CHECKLIST

Before filling out the application, please review this checklist to ensure that your organization is able to meet the requirements of hosting a Mission Intern. You will be asked to complete an agreement checklist before an application can be completed.

Housing:

- _____ Placement site is responsible for assisting the Mission intern in finding safe and appropriate housing.
- _____ Placement site must provide a **Private** room for Mission Intern.
- _____ 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 a working kitchen so as to be able to prepare meals on his/her own, or have meals provided for him/her.
- _____ Placement site will ensure living space will have a working bathroom in the living space.
- _____ Placement site must inspect and guarantee housing has adequate safety features. (windows, doors, locks, smoke detector, adequate lighting around front and back doors, fire escape route)
- _____ Placement site must inspect and guarantee housing provides for adequate privacy.
- _____ Placement site will ensure internet access be available in the living space. If not, some other means must be provided for the Mission Intern to access the internet.
- _____ Placement site must inspect and guarantee the housing has adequate heating or cooling system adequate for the geographic region.
- _____ Placement site must guarantee that the housing environment is safe and reasonably comfortable for a young single person to live in.
- _____ Placement site must provide housing with heat, electricity, water, garbage collection and/or cooking gas.

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, and 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.

Transportation:

- _____ Placement site will ensure laundry facilities will be at a reasonable distance from public transportation.
- _____ Placement site will ensure grocery store is within walking distance or easily accessible by public transportation.
- _____ Placement will ensure worksite is within a reasonable distance to the public transportation and adequate for use alone after dark.
- _____ Placement site will ensure transportation is reasonable for the Mission Intern to travel to churches, shopping facilities, and entertainment outlets (movie theaters, museums, parks).

- _____ Placement site will ensure Mission Intern will have access to the vehicle after work hours for running errands, grocery shopping, accessing laundry facilities, and for reasonable access to entertainment outlets (movie theaters, museums, parks).
- _____ Placement site will ensure transportation is reasonable and safe to drive.

Job Description, Educational Supervision, and Learning Goals:

- _____ Placement site agrees the job description takes 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.
- _____ Placement site agrees the job description fulfills the programmatic goals of the Mission Intern.
- _____ Placement site agrees the job description allows the Mission Intern two full consecutive days off per week.
- _____ Placement site agrees the job responsibilities are reasonable for one person to accomplish.
- _____ Placement site agrees the job responsibilities are reasonable to accomplish in a 35-hour work week.
- _____ Placement site agrees the supervisor will meet with the Mission Intern regularly to provide feedback, input, direction, and mentorship.
- _____ Placement site agrees to provide quarterly evaluative reports of the Mission Intern to Global Ministries.

All organizations submitting an application to host a Mission Intern 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](#)