

US-2 PLACEMENT SITE PARTNER GUIDELINES – 2013

Deadline to Apply: March 24, 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 US-2 Missionary Placement Site Partner. This document seeks to offer some nuts and bolts about what is involved in being a US-2 placement site partner. We hope this information is helpful as you prayerfully consider requesting a US-2. May God continue to bless your communities and ministries. Please contact us at youngadults@umcmmission.org if you have any questions.

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

I. SUMMARY

The US-2 Program is a domestic, 24 month, faith and justice-centered leadership-development and mission-service program for adults, ages 20-30, interested in partnering in solidarity with faith-based organizations. US-2s will integrate faith and justice by learning, walking, and working with communities in their struggles to address systemic injustice and human suffering. US-2s will boldly reexamine their roles and participation in society as they struggle with issues, such as hunger, homelessness, HIV/AIDS, illiteracy, children at risk, substance abuse, racism, domestic violence, and inadequate healthcare.

US-2s 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 colleges.

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” for more information.*

Process:

1. Read placement Site partner Guidelines
2. Complete [Placement Site Agreement Checklist](#)
3. Complete [Placement Site Application](#)

Placement sites will be notified if they qualify for the program first. Qualifying placement sites will then be placed in a pool to match with the respective program. **Acceptance as a US-2 site does not guarantee that a US-2 will be available to work at the site for that year.** Approved placement sites will be notified as new opportunities to host US-2s arise throughout the year, and they will be able to revise their applications each year.

II. RESPONSIBILITIES

- **The General Board of Global Ministries:**
 - Covers US-2 training costs, travel and moving expenses to and from placement site, and medical insurance.

- Provides US-2 three weeks of initial training, MidTerm and EndTerm trainings.
- Offers quarterly webinars, support and accompaniment for US-2s.
- **Placement Site Partners**
 - Provides \$300.00-per-month living stipend for 24 months of their US-2 program (this is the amount after all applicable taxes are deducted).
 - Provides safe and appropriate housing and covers utilities, transportation, food allowance, Workers Compensation, and taxes owed to the city, state, or federal government.
 - Assists the US-2 in being oriented and adjusted to the placement site community.
 - Supervises and support the growth of the US-2.
 - Covers programmatic expenses pertaining to the work the US-2 will be assigned, which may include work related travel or events and work space and equipment.
 - Makes provisions should be made for sick days and *four weeks* of paid vacation days annually. This does not include time spent at any General Board of Global Ministries' events, which include Training/Orientation, as well as MidTerm and EndTerm and GBGM sponsored events during time of service.

III. TIMELINE

- **February 15, 2013** – US-2 candidate applications are due.
- **March 24, 2013** – Placement Site applications are due.
- **March 2013** – US-2 interviews held.
- **May 2013** – Placement sites notified if they are accepted as a US-2 Placement Site and will be included in US-2 Placement Site pool.
- **May/June 2013** – Possible placement site matches will be confirmed through interviews between US-2s and potential placement site partners (matches are based on skillset and not guaranteed).
- **July/August 2013** – Training and Commissioning for US-2s.
- **August/September** – US-2s will begin assignments.
- **July 2015 (Two years after the Training Start Date)** – Completion of placement.

IV. GOALS OF US-2 MISSIONARIES:

- A. To develop oneself as a Christian leader who has the skills and sensitivity needed to respond to the challenges of human suffering, and to provide direction for the church in the midst of this broken world.
- B. To enter into a two-year covenant of mutual ministry with the General Board of Global Ministries and an assigned placement site organization. To work with a local faith-based organization in collaboration with the surrounding community to bring social justice.
- C. To work with a local faith-based organization in collaboration with the surrounding community to bring social justice.
- D. To live, socialize, and worship within the community surrounding your placement site organization.
- E. To participate in both hands-on direct service work and communitywide movements for social change.
- F. To work in and learn from traditionally marginalized communities, most often in cross-cultural settings (geographic, racial, class).
- G. To learn, through experience, about the systems that cause social injustice, how these systems work together, and ways local organizations work against these systems to improve the lives of their communities.
- H. To commit to personal spiritual growth and the development of Christian beliefs, honoring your knowledge of God and personal experience working for justice in the world.
- I. To explore possible vocations, especially those related to ministry, mission, or social work.
- J. To commit to living on the program stipend as an exercise in spiritual and economic discipline and an intentional commitment to living within the means of the host community.

- K. To form a covenant community of young adults committed to Christian discipleship and service beyond traditional church settings.
- L. To discern where God is calling the young adult to work for change, and to be open to the personal transformation required to fulfill this calling.
- M. To engage in faith-based action for justice and disciplined theological reflection in order to better integrate social justice into Christian faith.
- N. To actively promote the young adult mission service programs by securing opportunities to speak at churches, youth groups, campus ministries and UMC events in order to raise financial support for the programs.

V. US-2 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 US-2 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 US-2 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 US-2 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 US-2 Program of the General Board of Global Ministries of The United Methodist Church.
- H. The organization shall be open to the US-2's occasional participation in the resourcing of mission education/interpretation events, as mutually agreed upon by US-2s and placement supervisors.
- I. The organization and US-2 shall have ongoing communication with Global Ministries' staff liaisons.

VI. EDUCATIONAL SUPERVISION AND LEARNING GOALS:

A Guide for US-2 Supervisors

Context: Given the unique role of the US-2 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. *US-2s 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 US-2.*
- *Allow some flexibility in specific tasks within the given job description.*

- *Engage the US-2 in reflection around how specific tasks meet personal goals.*

Background: At this stage we have trained the US-2s in the development and use of personal learning goals as their contribution to educational supervision. As part of the process US-2s 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. US-2s 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 US-2s 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, US-2s 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 US-2's learning goals and assigned work.*

Proposal for Supervisors: US-2s will share learning goals with their direct supervisors within the first three weeks of work. After the US-2 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 US-2 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 US-2s.

Periodic Evaluative Reports on US-2s from Placement Sites

- Placement supervisors will be responsible for providing brief quarterly evaluative reports and a MidTerm and EndTerm evaluative report on the US-2 throughout the two years.
- Quarterly evaluative reports should be sent to youngadults@umcmmission.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 US-2.

VII. JOB DESCRIPTION:

The job description should be specific and detailed, be in line with the goals of the US-2 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 US-2.

Sample Job Description:

- A. US-2 Position Name:** ___Social Justice Advocate_____
- B. Name of Immediate Supervisor:** _____S. Wesley, Executive Director_____
- C. *Sample* description of US-2'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 US-2 is intended to serve, and a few sentence explaining how the US-2'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

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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 state “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 US-2 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 US-2]

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 US-2 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 US-2 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 US-2:

- This project offers a US-2 skill development and experience working with public policy makers at both the legislative and bureaucratic levels.

- The social justice commitment of a US-2 can be expressed directly in this position through work on meaningful public policy issues affecting the poor.
- The US-2 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 US-2 has the opportunity to offer a unique and important witness.

VIII. FINANCIAL AGREEMENT

Placement sites where US-2 missionaries are assigned agree to provide the following:

A. Stipend

1. A stipend of \$300.00 per month (after all applicable payroll deductions are taken out). A total of \$3,600.00 per year (\$7,200 for the two-year program) is expected, which begins from the start date of training to two years after the Training. This stipend is inclusive of training days, MidTerms, EndTerms, holidays, sick days, and vacation days.
2. Stipends should be distributed on a monthly or twice-monthly basis.

B. Housing

1. The place of assignment is responsible for locating housing for the missionary.
2. *Recommended housing arrangements:* studio apartment, apartment share, community living, or an unused parsonage or property owned by the project.
3. The housing should be a **private room** appropriate for one person to live comfortably and must not put the missionary in physical, medical or emotional risk. If the housing does not meet these standards then the missionary should speak with their placement supervisor and notify the Young Adult Mission Service Office.
4. Housing should include the following:
 - a. A working kitchen with stove, oven, refrigerator and freezer.
 - i. Kitchen should be fully equipped with dishes, utensils, and pots/pans.
 - b. A bathroom facility within the living space.
 - i. There should be a shower curtain in the bathroom, a sink, and curtains on the windows.
 - c. Furniture (bed, dresser, table, and chairs). Change of bed linen and blankets.
 - d. There should be locks on the doors and windows, carbon monoxide/smoke detector, there needs to be a workable fire escape and an evacuation plan in case of any emergency.
 - e. The living quarters must be broom clean with hot/cold running water.
5. The US-2 should feel comfortable having overnight visitors in this space (family members, US-2 classmates).
6. **Living with a Host Family or in Community**
 - a. If the missionary is housed with a family or in community, the living environment must be up to the same standards as those of a single dwelling environment for the missionary.
 - b. It is important that the missionary have personal space for reflection and quiet time.
 - c. The missionary needs to have a room of their **own** with a lock on their door. A bathroom must be near their living quarters and privacy must be guaranteed while it is in use.
7. Housing **with a supervisor is not allowed.**
8. Housing at the placement site is *not* preferred, but can be discussed on a case-by-case basis. In this circumstance the US-2 should have separate living quarters from those s/he is serving. S/he should feel comfortable having overnight guests and should have access to a private bathroom, kitchen facilities, and phone line.
9. When at all possible, housing should be provided only within the host community.

10. All housing costs are covered by the placement site including monthly rent, housing deposit and security deposit.
11. The cost of housing needs to be paid directly by the placement site

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. Utilities and Phone

1. Heat, Electric, Water, Garbage Collection, Cooking Gas, and Basic Monthly Phone Service. Placement sites will cover basic utilities for the missionary housing.
2. The cost of utilities can be paid directly by the placement site, or given to the missionary in advance in the form of a stipend.
3. Wireless, internet, satellite or cable are not considered utilities and are at the personal expense of the missionary.
4. Placement sites will provide access to a telephone either by landline or cellphone.
5. If the missionary and placement site agree on a cellphone as the means of communication, then the placement site will pay the monthly fee.
6. If a missionary is required to use their cellphone for work, local or long distance, the placement site will reimburse the missionary for those calls.
7. All personal long distance calls are at the cost of the missionary

E. Provisions for Food

1. There should be a **monetary** food stipend equal to the monthly food costs of the local community.
2. The food stipend is in addition to the monthly stipend of \$300.
3. The food stipend is taxable and should be appropriately adjusted so that the missionary receives the net amount.
4. **Included in the monetary food stipend should be enough for the US-2 to eat out at a local establishment once per month.**
5. The placement site and the missionary need to set-up the payment schedule for the food stipend.
6. Arrangements can be made for some meals to be eaten at the site.
 - a. If meals are provided onsite, a maximum of two meals per day can be provided for the US-2.
 - b. However, a cash stipend must be provided for days the project will be closed, the third meal per day, and the US-2's days off.
7. Please take into consideration the possibility of dietary restrictions (vegetarian, diabetic, lactose intolerant). Ask your US-2 about these considerations and funds should be adjusted to accommodate some diets.
8. The missionary should be provided access to well balanced and nutritional meals.

F. Transportation

1. If efficient public transportation is available, we encourage US-2s and Placement Site Organizations to utilize this option. The placement site should provide a monthly pass for public transportation to the US-2.

2. 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
3. Transportation can come in the form of access to a church/agency vehicle. If this option is utilized, the US-2 will need to have transportation also outside of working hours for reasonable errands/appointments (i.e., grocery shopping, entertainment, attending church).
4. If the Placement Site Organization will require the US-2 to possess a valid United States driver's license or provide transportation, please note this on the application. Financial reimbursement should be provided to cover gas, insurance and maintenance, inspections, licenses and mileage for work-related travel.
 - A monthly transportation stipend or full-mileage reimbursement, based on IRS mileage allowance (\$.56 for 2013) is required to cover these costs.
 - The placement site may have to reimburse the US-2's travel costs beyond mileage to and from the placement site.
5. If the missionary takes their own car and the placement site does not require it, then all expenses incurred are paid for by the missionary.
6. If the placement site requests the missionary to use their car, then the missionary should negotiate costs with their supervisor.
7. All cars used by the missionary must have updated inspections license plates, and insurance. All drivers of the car must have valid driver's licenses.

F. Worker's Compensation Coverage and Taxes

- Provide Worker's Compensation coverage for the US-2.
- Cover cost for any local, state and/or federal taxes.

IX. US-2 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 US-2. You will be asked to complete an agreement checklist before an application can be completed.

Housing:

- _____ Will placement provide a private bedroom for the US-2?
- _____ Is there a working kitchen (stove/oven, sink, refrigerator/freezer, cabinet space)?
- _____ Will the housing have a working bathroom within the living space (toilet, sink, and shower)?
- _____ Will the housing have adequate safety features (working windows, doors, locks, smoke detector, adequate lighting around front and back doors, fire escape route)?
- _____ Will the housing provide for adequate privacy?
- _____ Will there phone access or is phone access possible in the living space?
- _____ Will the heating or cooling system adequate for the geographic region?
- _____ Will pest control provided with the housing arrangement?
- _____ Will the housing furnished or are there adequate resources to provide needed furniture (bed, lamps, dresser, table and chairs, kitchen supplies)?
- _____ Will it reasonable for a young, single person to live in this environment?

Utilities and Phone:

- _____ Will the placement site cover basic utilities for the missionary housing?
- _____ Will the placement site provide access to a telephone either by landline or cellphone?

- _____ Will the missionary and placement site agree on a cellphone as the means of communication and will the placement site pay the monthly fee?
- _____ If the missionary is required to use their cellphone for work, local or long distance, will the placement site will reimburse the missionary for those calls?

Furnishings:

- _____ Will the placement site provide furnishings for the housing of the missionary?
- _____ Will the placement provide minimally a bed, dresser, couch, coffee table or end table, kitchen table with 2 chairs, workable sink, stove, refrigerator, bathtub/shower with curtain, and heating?
- _____ Will 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:

• *Sites providing access to public transportation:*

- _____ Are laundry facilities provided in the housing or is it a reasonable distance to laundry facilities by public transportation?
- _____ Is a grocery store within walking distance or easily accessible by public transportation?
- _____ Is the worksite and the housing provided within a reasonable distance to the public transportation and adequate for use alone after dark?
- _____ Is it reasonable for the US-2 to have access to churches, shopping facilities, and entertainment outlets (movie theaters, museums, parks)?

• *Sites providing access to a church/agency vehicle:*

- _____ Will the US-2 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)?
- _____ Is the transportation reasonable and safe to drive?

Food Stipend:

- _____ If meals are provided on site, is there access to vegetarian options, or are there options for persons with other diet restrictions?
- _____ If meals are provided on site, have accommodations been made for one meal per day off site and on the days the US-2 will not be required to work?
- _____ If a cash amount is provided for the US-2, is the amount reasonable for a single person to purchase the necessary items for a healthy diet (fresh vegetables, protein, milk/soy milk)?

Job Description, Educational Supervision, and Learning Goals:

- _____ Does the job description take into consideration time for training?
- _____ Is there flexibility in the job description for the US-2 to utilize her/his own experience and gifts?
- _____ Does the job description fulfill the programmatic goals of the US-2?
- _____ Does the job description allow the US-2 two full consecutive days off per week?
- _____ Are the job responsibilities reasonable for one person to accomplish?
- _____ Are the responsibilities reasonable to accomplish in a 35-hour work week?
- _____ Will the supervisor meet with the US-2 regularly to provide feedback, input, direction, and mentorship?
- _____ Will the placement site provide quarterly evaluative reports of the US-2 to Global Ministries?

All organizations submitting an application to host a US-2 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.