

## Mission Volunteer Partnership Request Criteria and Guidelines

The United Methodist Mission Volunteers (MV) program offers individuals and couples, ages 18 and up, the opportunity to volunteer for a period of two months to two years. Through a long-term placement, these volunteers can use their personal gifts to engage and live in community with those whom they serve.

Mission Volunteers welcomes Partnership Requests from across the United States and around the world for our long-term volunteers. Since there should be a mutual relationship between the Partners, Global Ministries, and the volunteer, these guidelines have been established to help guide the Partner in completing the Partner Request Form.

### ***Criteria for Partners***

1. The partnering organization should be associated with or be a part of a United Methodist Church and/or linked to Autonomous/Ecumenical churches.
2. The ministry focus of the partnering organization should align closely with one or more of the Four Areas of Focus of the United Methodist Church: Developing principled Christian leaders; Creating new places for people and revitalizing existing congregations; Engaging in ministry with the poor; and, Improving health globally.
3. A completed Partnership Request Form must be approved and signed by the Judicatory Head of the region/conference, a Global Ministries Missionary serving in the region/conference, or ecumenical director.
4. *Child Protection Policy or Values Statement* that demonstrates standards for child safety and protection of human dignity and how these policies or values will be implemented based on the cultural context of the region/country in which the project is located.
5. For international placements, volunteers and Partners are directed to support the obtaining of tourist visas. Volunteers do not acquire work visas, as they are not paid for their services.
6. Evaluations at the end of service are expected from both volunteers and the placement site. These evaluations are critical to determine if any adjustments need to be made to the placement request going forward, or if there are any issues with the continued service of the volunteer which need to be addressed. For those volunteers serving more than six months, an annual evaluation will be requested.
7. Please advise the MV office if there is a change of assignment for the volunteer, or if the placement or volunteer needs to be withdrawn.

### ***Guidelines for Completing Partnership Request Form***

1. Placement site name and address should be completed and include website URL, whenever possible.
2. Placement site job title for MV should be appropriate to the nature of volunteers. Titles such as 'Director,' 'Leader,' 'Intern,' or 'Administrator' should ***not*** be used as volunteers should not be leading programs but rather working '***with***' and accompany the program leadership for a defined period of time.
3. Contact information should be completed and always include email. If the contact person is not the supervisor, include supervisor's contact information.
4. Placement site description is intended to give the volunteer an overview/focus of the ministry and include details such as a description of the surrounding locale, number of people impacted by the ministry, ages and background of those served, or numbers of staff.
5. Placement site job description should include as many aspects of the expected volunteer role as possible, amount of time and days of the week of expected service, any special physical or professional requirements, and anything you believe is important to know about the job. Also, if there are age limits for the job, due to governmental or health limitations, please indicate that here.
6. Additional activities would include the possible expectation of attending a local church on Sunday, other occasional weekend duties, or additional volunteer skills or abilities that are not required but would be helpful for the completion of their duties.
7. All our volunteers are from the United States and so English is mostly spoken by all. If an additional language is needed to complete this job, please list that information, with the corresponding skill level.
8. Requested date of arrival and length of stay should be specific to the job, for example, if the position is for a school teacher, then indicate the school terms if needed for the entire term. If the volunteer can serve beginning any time of year, or if only during certain times of the year, these should be specified. The length of stay should be at least two months. We suggest between 2-6 months initially, with possibility to extend service, if appropriate to the job. We do not recommend listing two years as length of stay initially.
9. Budget considerations:
  - We expect all our volunteers to live frugally while serving. We ask our partners to support with potential housing, food or local transportation, if possible. Please keep in mind that long-term volunteers fund their ministry expenses therefore budgets should be practical and based on the cost of living in the area.
  - Housing Type for the individual volunteer or couple: Is the housing a private room or bed in a dorm-like setting, an apartment on site. We ask that some private space be afforded to our volunteers whenever possible. It is not recommended that the volunteer be housed with families.
  - Meal Costs: Include the cost to purchase food or a meal when they are not covered by partner/program.
  - Transportation
    - US sites – indicate if personal transport is needed. If transport is provided, indicate if liability insurance coverage is in place. If the site requires the volunteer to drive as part of their job,

this should be indicated in the job description, as well as whether insurance and gas will be covered by site.

- International sites – Volunteers should utilize local transport for personal needs. Include an estimate of local costs of living rates.
- Optional Expenses. Volunteers will cover their transport to and from the site, any needed visas, and health/accident insurance. The Optional Expenses are determined between the volunteer and the MV office. Personal items for the volunteer should not be included in optional expenses.
- Final budgets are negotiated between the volunteer and the Director of Mission Volunteers.

***Prior to confirmed service with an MV partner, all long-term volunteers are required to complete the following:***

1. Online Application, including personal references
2. Virtual Interview
3. Accepted and attended training
4. Background check
5. Medical check-ups completed
6. Full Partner Request Form disclosed, and service dates confirmed



MISSION VOLUNTEER PARTNERSHIP REQUEST FORM

<p><b>INSTRUCTIONS:</b></p> <p>The Mission Volunteer program is a great opportunity for volunteers to engage in long term service and this request <b>form is to enter into Partnership with Global Ministries (GM)</b>. The Placement/Project form must be approved and signed by the Judicatory Head of the church, or GM missionary, or in-county conference Volunteer in mission (VIM) Coordinator, or ecumenical director. Additional information may be added on another page.</p> <p><b>Volunteers serve a minimum of 2 months and may be renewed up to 2 years or more.</b></p>	<p>Please return request by <b>email</b> to: <a href="mailto:mv@umcmision.org">mv@umcmision.org</a></p> <p><b>mail:</b> Attn: Mission Volunteers General Board of Global Ministries 458 Ponce De Leon Ave NE Atlanta, GA 30308</p> <p><b>For information:</b> <a href="http://www.missionvolunteers.org">www.missionvolunteers.org</a></p>
<p><b>Placement Site Name:</b></p>	
<p><b>Placement Site Address:</b> (include street address, phone, fax, e-mail &amp; Skype address is available)</p>	
<p><b>UMC Partnership</b> (Local church and/or Annual Conference, when available):</p>	
<p><b>GM Advance Number</b> (when available):</p>	
<p><b>PLACEMENT SITE JOB TITLE FOR MISSION VOLUNTEER:</b></p>	
<p><b>Contact Person providing supervision at Placement Site (Name):</b></p>	
<p><b>Contact Information</b></p> <p>phone</p> <p>email</p>	
<p><b>Person filling out this request</b> <b>IF</b> different from above</p> <p>name</p> <p>phone</p> <p>email</p>	

Please describe the Placement Site Goals and Ministry Focus. How does it align with the Four Areas of focus of the UMC: (1) Developing principled Christian leaders; (2) Creating new places for people and revitalizing existing congregations; (3) Engaging in ministry with the poor; and, (4) Improving health globally?

Please provide the Placement Site Mission Volunteer job description details.

Please provide any additional specific activities, responsibilities, and expectations for the Mission Volunteer.

**Requirements for Mission Volunteer**

Language(s) spoken			
Required language skill level:	Fluent	Functional	Learner
Professional Credential (if required):			
Will mission volunteer be coordinating volunteer teams?	Yes	No	
Requested date of arrival:	Length of stay:		
What tools or materials are available for the mission volunteer's work?			
What more is needed to be provided by the mission volunteer if possible?			

Updated/Reviewed:

Initial Request:

**BUDGET FOR LIVING EXPENSES FOR THE MISSION VOLUNTEER  
ESTIMATED COST PER PERSON PER MONTH IN US DOLLARS**

Type of Housing:	\$
Plan for Meals:	\$
Ground Transportation if needed:	\$
Additional expenses:	\$

Please define additional expenses:

Optional Expenses: This will be negotiated with MV based on context and special circumstances related to Placement. If any, provide details below:	\$
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Head of church, Missionary, name VIM coordinator or Ecumenical Director:  Title:	

**SAFETY OF CHILDREN AND YOUTH:**

***Global Ministries of The United Methodist Church seeks to assure the physical and sexual safety, emotional well-being, and spiritual health of children, youth, and adults. We require that all partner organizations ensure compliance with this standard.***

**For example:** How is abuse identified and defined? What is the mechanism for reporting abuse? How is physical abuse prevented? How is sexual abuse prevented? What measures do you have in place at all times when children, youth, or vulnerable adults are present?

**Safety Policy Examples:**

- a) We offer regular education opportunities to children, youth, and adults about how to recognize and reduce risks of abuse;
- b) We do background checks on all employees and volunteers for any position involving work with children or youth;
- c) We provide training and support to all employees and volunteers around the issue of sexual harassment;

Please include below your organization's policy guidelines regarding Safety of Children and Youth or, if you prefer, you can mail in a copy of your Policy (*if mailing in application via post office*) or attach (*if emailing the application*).

**ORGANIZATION'S SAFETY OF CHILDREN AND YOUTH POLICY GUIDELINES:**

**Additional Notes:**

**Signature:**

**Date**

**FOR OFFICE USE ONLY—Approvals and renewal:**

**Area Liaison:**

**Mission Volunteers:**

**Date:**

**Date:**

**Renewal date:**

**Renewal date:**

Updated/Reviewed:

Initial Request: