

US-2 PLACEMENT SITE APPLICATION

The attached application is for placement sites for US-2 Missionaries. The four sections (*General Information, Financial Agreement, Job Description and Contact information*) should be completed and returned no later than **March 1, 2009**

Summary:

The US-2 Program is a two-year leadership development and social justice service program for young adults ages 20-30. The program offers young adults the opportunity to be exposed to the challenges of mission engagement and to explore church-related vocations.

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 US-2 experience to be productive for the young adult and the placement site, consistent ongoing mentoring supervision, a clear job description, and learning goals for leadership development must be established for/by the US-2. Please refer to the “Educational Supervision and Learning Goals” handout for more information.

Compensation:

- The General Board of Global Ministries covers orientation costs, moving expenses to and from placement site, and medical insurance.
- The placement site provides a \$300.00 per month living stipend (This is the amount after all applicable taxes are deducted), and makes provisions for housing, utilities, transportation, and a food allowance, and Workers Compensation and taxes owed to the city, state or federal government. NOTE: the “*Financial Agreement Checklist*” in the application packet will assist in planning for the logistics of a US-2 Missionary.
- Provisions should be made for sick days and four weeks paid vacation . This *does not* include time spent at any General Board of Global Ministries' events which include a Mid-Term and End-Term event during time of service.

Time Line:

- Placement Site applications are due March 1st, 2009
- US-2 applications are due December 1, 2008
- US-2 interviews will be in February/March 2009
- Placement site matches will be confirmed by August, 2009.
- Training for the US-2s will be held during September/October of the placement year.
- US-2s will begin their assignments in October-November
- **In filling out this application form please be as specific as possible about the nature of the US-2's responsibilities. This will expedite the process for you.**
- Please include with your application printed descriptive material about your church or agency. These will be helpful in discussing your agency with interested young adults.

MISSION PERSONNEL PROGRAM AREA

GENERAL BOARD OF GLOBAL MINISTRIES

**APPLICATION FOR US-2 MISSIONARY PLACEMENT
PLEASE RETURN AS SOON AS POSSIBLE AND
NO LATER THAN JANUARY 1st**

A. GENERAL INFORMATION

1. Local Mission Organization

A. Name _____

B. Street Address _____

C. Phone Number/Fax Number _____

D. Executive Director or Contact Person _____

E. Website / Email Address _____

F. Demographics and Socio- economic characteristics of the community.

G. Briefly describe the work and scope of your project

2. Is there a US-2 serving there at the present time? ____ Yes ____ No
If yes, who

3. Has the project had an assigned US-2 within the past five years? ____ Yes ____ No
If so, who, when, and what were there job responsibilities?

4. Why is the project interested in hosting a US-2 at this time?

5. Briefly describe the responsibilities of the US-2.
(Please attach a separate detailed job description (see example) being very clear as to what will be required of the US-2 including the type of job and the time required.)

- A. Is this a new position and/or a new program component, and if so what provisions are being made for special supervision.
6. What skills/training or interests do you feel are needed by the US-2 to serve in your project (age requirements, training, degrees necessary)?
7. How will you orient the US-2 to the community and provide in-service training?
8. How will the US-2 help fulfill your mission and your ministry?
9. How do you feel your project can help a US-2 fulfill his/her commitment to be in mission?
10. Who will supervise the US-2? (Supervisory sessions between the supervisor and the US-2 are to be held at least once per month.)

B. FINANCIAL AGREEMENT

Placement Sites where US-2 Missionaries are assigned shall provide the following:

- A. A stipend of \$300.00 per month (This is after all applicable payroll deductions are taken out). A total of \$3,600.00 per year is expected
- B. Housing
 1. Recommended housing arrangements: studio apartment, apartment share, community living, or an unused parsonage or property owned by the project.
 2. Housing should include a working kitchen with stove, oven, refrigerator and freezer, bathroom facilities within the living space, and all necessary furniture (bed, dresser, table, chairs)
--Kitchen should be fully equipped with dishes, utensils, and pots/pans. There should be locks on the doors and windows, carbon monoxide/ smoke detector, and one change of bed linen and blankets. Shower curtain in bathroom, sink and curtains on the windows.
 3. The US-2 should feel comfortable having overnight visitors in this space (family members, US-2 classmates).
 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. In this circumstance the US-2 should have separate living quarters from those they are serving. They should feel comfortable having overnight guests and should have access to a private bathroom, kitchen facilities, and phone line.
 6. When at all possible housing should be provided only within the host community.
- C. Utilities
 1. Heat, Electric, Water, Garbage Collection, Cooking Gas, and Basic Monthly Phone Service.
- D. Provisions for food
 1. A **monetary** food stipend equal to the monthly food costs of the local community
 2. Arrangement for some meals to be eaten at the site
--If meals are provided onsite, a maximum of 2 meals per day can be provided for the US-2. 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.
 3. Included in the monetary food stipend, should be enough for the US-2 to eat out at a local establishment once per month
 4. Please take into consideration the possibility of dietary restrictions (vegetarian, diabetic, lactose intolerance). Ask your US-2 about these considerations and funds may be adjusted to accommodate some diets.
- E. Transportation
 1. If efficient Public Transportation is available we encourage US-2's and Placement Site Organizations to utilize this option.
--The placement site will provide a monthly pass for public transportation to the US-2.
 2. 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).
 3. If the Placement Site Organization will need the US-2 to provide transportation please note this on the following worksheet. Financial assistance should be provided to cover gas, insurance and

maintenance, and mileage for work related travel.

---A monthly transportation stipend or full mileage reimbursement to cover these costs is required

---The placement site may have to reimburse the US-2's travel costs beyond mileage to and from the placement site.

F. Worker's Compensation coverage

FINACIAL WORKSHEET

Please provide the following information:

Per Month

A. Stipend: Cash Amount (*after payroll deductions*)

\$ 300.00

B. Housing: (*Assistance should be provided in securing housing and providing temporary arrangements while searching. All security deposits are the responsibility of the placement site organization.*)

1. Describe type of housing to be provided (apartment, community living, etc)

2. If cash amount for rent, how much will be provided

\$ _____

C. Utilities:

1. How will utilities be paid?

2. If cash amount, how much will be provided?

\$ _____

D. Food:

A. How will the food be provided?

B. Will meals be provided at the project? If so, how many per week, and are there vegetarian options and/or meals for special dietary requirements?

C. Cash Amount per month for food?

\$ _____

E. Transportation:

A. What form of transportation will the organization provide for the US-2 (public transportation, agency/church vehicle)? If the US-2 has access to an agency/church vehicle, how often will it be available?

B. Is a personal vehicle necessary for the completion of the job description or for living in the community? If yes, what plans will be made for assistance with work related travel and other necessary travel?

C. Cash Amount per month for transportation (public transportation pass amount, stipend, etc)

\$ _____

Total Cash Amount per Month

\$ _____

**If an unforeseen increase in living expenses arises, what provisions does the Project have to meet these changes?*

JOB DESCRIPTION

(NOTE: This is a Sample Job Description)

US-2 Job Title: _____

Name of Immediate Supervisor: _____

Description of US-2's function within the context of other activities of the organization:

Duties or specific daily tasks

e.g. Food bank daily tasks

- Resource and referrals
- Direct service/food assistance to neighbors
- Preparing food bags
- Assisting neighbors shopping in clothing closet
- Utilities assistance
- Maintaining a database

e.g. After-school program

- Curriculum development
- Lesson planning
- Programming
- Homework time
- Recreation
- Snacks

Time breakdown:

- e.g. 10 hours per week after-school program
- 5 hours per week preparation for program
- 16 hours per week case worker at food bank
- 4 hours per week stocking food bank
- 1 hour week with supervisor

Skills needed in the program:

- e.g. Commitment to community
- Passion for social justice
- Ability to relate well with children
- Ability to work with people from various backgrounds

Skills to be developed by the US-2

- e.g. Networking with other agencies
- Lesson plan development
- Knowledge of child development

Signature of Placement Site Supervisor _____

Signature of US-2 Missionary _____

Signature of Executive Secretary, Young Adult Programs _____

CONTACT INFORMATION

Name of the United Methodist Annual Conference and District in which your Project is located:

Conference: _____

Name and Address of the Bishop of your Conference:

District: _____

District Superintendent: _____

Is your organization a National Mission Institution? ____ yes ____ no

If so, who is the GBGM Staff person you relate to? _____

Is your organization a Shalom Community? ____ yes ____ no

Applicant Signature

Title

**Please Return to:
Young Adult Program Office
General Board of Global Ministries
475 Riverside Dr. Room 320
Attention: Rev. Suzanne Field-Rabb
Executive Director for Youth and Young Adult Ministries
New York, NY 10115
Phone: 212-870-3660
Fax Number 212-870-3774**

Financial Agreement Checklist

Please review this checklist to ensure that your organization is able to meet the requirements of hosting a US-2

Housing:

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

Transportation:

- Sites providing access to public transportation:
 - _____ Are laundry facilities provided in the housing or is it a reasonable distance to laundry facilities on Public Transportation?
 - _____ Is a grocery store within walking distance or easily accessible to 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, parks, and museum)?
- Sites providing access to a church/agency vehicle:
 - _____ Will the US-2 have access to the vehicle after work hours (to attend to errands, grocery shopping, laundry facilities, reasonable access to entertainment outlets - movie theaters, museums, parks)?
 - _____ Is the transportation reasonable and safe to drive?
- Sites requiring US-2 to provide own transportation:
 - _____ Will the site have access to the resources to assist the US-2 with insurance?
 - _____ Can the site provide insurance for the vehicle through other means?
 - _____ How many miles will the US-2 need to commute to and from work?
 - _____ Will the US-2 be required to transport children/clients as apart of their job?
 - _____ Is the site able to pay \$.445 per mile for work related travel?

Food Stipend:

- If meals are provided onsite, is there access to vegetarian options, or options for persons with other diet restrictions?
- If meals are provided onsite, 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)?

(more)

Job Description:

- Does the job description take into consideration time for training?
- Is there room in the job description for the US-2 to utilize their own experience and gifts?
- Does the job description allow the US-2, 2 full days in a row off per week?
- Are the job responsibilities reasonable for one person to accomplish?
- Are the responsibilities reasonable to accomplish in a 40 hour workweek?

All organizations submitting an application to host a US-2 are in agreement they are able to be held accountable to the items mentioned on this checklist unless otherwise arranged with the Young Adult Office.

Educational Supervision and Learning Goals: A Guide for US-2 Supervisors

Motivation: In an effort to clarify our expectations of US-2s and placement site supervisors as they relate to programmatic goals, we have begun to integrate an educational supervision component into the US-2 program.

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.*
- *to allow some flexibility in specific tasks within the given job description.*
- *to 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, and specific learning objectives which 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 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 the Young Adult Program Office 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 supervisor 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 Program 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. *Staff in the program office will treat the job description as a signed agreement between all parties which is to be upheld and respected and which details the nature of the assignment and the responsibilities of the US-2.*