

MISSIONARY SERVICE APPLICATION PROCESS

FOR CONFERENCES WITHOUT CURRENTLY ACTIVE CONFERENCE COMMITTEES ON MISSION PERSONNEL OR OVERSEAS APPLICANTS

There is a specific process by which the Mission Personnel Unit of the General Board of Global Ministries receives applications for persons interested in full-time missionary service who are based outside of the United States or within conferences within the United States without active Conference Committees on Mission Personnel (CCMP). CCMPs are committees of local clergy and laity (at this time, this process is only active in U.S. based conferences) committed to mission service who guide and mentor interested persons through the application and discernment process for mission service and assist them in identifying, within the Annual Conference, congregations for missionary financial support; however, because at this time you do not have a CCMP to assist you with the application process, the following applies:

Request Personnel Information Form (PIF) and other application materials from our office or download from the internet (no “www” needed <http://new.gb-gm-umc.org/about/us/mp/documents/>).

- A. Complete Personnel Information Form, include the following:
- Cover letter stating interest and missionary assignment interest
 - Biographical portion of Personnel Information Form
 - “Essay” questions
 - Resume/CV
 - Transcripts
 - References (sealed)
 - Include complementary information if necessary

If, at this point you have questions they should be referred to this office before sending in your Personnel Information Form.

- B. Send completed Personnel Information Form packet to Coordinator of Personnel Information Management in Mission Personnel (please ensure that all materials are included in packet).
- C. Coordinator of Personnel Information will acknowledge the applicant.
- D. Personnel Information Form is sent to the Regional or Program Executive Secretary where the potential placement lies.
- E. Personnel Information Form is reviewed by Mission Personnel staff to determine appropriateness of applicant for a specific assignment.

1. Based on approval of applicant by staff, assignment priorities and assignment availability, applicant may be contacted for a Mission Personnel interview.
2. Persons approved for missionary service by the GBGM will have to satisfactorily complete the following:

- Staff Interview
- Psychological Evaluation and Clearance
- Medical Clearance
- Preparation and Training
- Criminal Background Check

The information contained in this application and your responses are subject to review and a formal Background Check. The receipt and use of obtained information will be viewed as an additional evaluation device ***ONLY in the event our office decides to pursue a specific assignment for you (for US based applicants)***. The background check will be performed by an agency independent from the United Methodist Church.

A copy of the Fair Credit Reporting Act: Disclosure and Authorization Statement is included, which should be signed and returned with your completed application.

Acceptance/receipt of your application for placement consideration and or movement through the application process does not guarantee placement, nor is it an offer of employment. Files are held for ACTIVE consideration in our office for up to three years, or until you have been selected for placement in mission service. After three years your file will be moved to an INACTIVE status. You may decide to update your file with current data (additional transcripts and/or a new set of references) at your own initiative.

Contact Information/Persons/Phone Numbers:

General Board of Global Ministries
Mission Personnel
475 Riverside Drive, Room 320
New York, NY 10115

GBGM Website: gbgm-umc.org

Edith Gleaves, Deputy General Secretary, Mission Personnel,
phone: 212-870-3662, ext. 4967; email: egleaves@gbgm-umc.org

Stephen Goldstein, Assistant General Secretary, Mission Personnel
phone: 212-870-3793, email: sgoldste@gbgm-umc.org

John Nuessle, Coordinator, Conference Committee on Mission Personnel,
phone: 212-870-3797; email: jnuessle@gbgm-umc.org

Antoñietta A. Wilson, Coordinator, Personnel Information Management, Regional
Executive Secretary Alaska Missionary Conference & US/Special Assignment
Missionaries
phone: 212-870-3660, ext. 4990; email: awilson@gbgm-umc.org

AAW - 09/06