

MISSIONARY SERVICE APPLICATION PROCESS

There is a specific process by which the Missionary Services Unit of the General Board of Global Ministries receives applications for persons interested in full-time missionary service. Applicants request the information from the GBGM directly, from the GBGM website or from their Conference Committee on Mission Personnel (CCMP). CCMPs are committees of local clergy and laity within each Annual Conference, 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 - at this time, this process is **only** active in **some** U.S. based conferences. **For applicants who are based outside of the United States or within conferences within the United States without an active CCMP once you complete the paperwork, forward your papers directly to the GBGM address provided.**

For applicants in a conference with an active CCMP, follow the procedure below. Request Personnel Information Form (PIF – Application for Missionary Service) and other application materials from local Conference Committee on Mission Personnel (CCMP). The appropriate CCMP and name of the chairperson can be obtained from your conference office.

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

If, at this point you have questions they should be referred to your CCMP Chairperson, or Conference Secretary on Global Mission (CSGM).

- B. Send completed Personnel Information Form packet to local CCMP
- C. CCMP chairperson and committee will review the completed Personnel Information Form packet
- D. CCMP committee, recommends or non-recommends applicants' Personnel Information Form and as appropriate, invites applicant for an interview. CCMP will inform the applicant (written or verbally) of the committee's decision.
- E. CCMP chairperson will send the recommendation to the Executive Secretary for Missionary and Volunteer Recruitment in the Missionary Services Unit of the GBGM. Included with the recommendation will be the following:

- original of Personnel Information Form
 - recommendation/non-recommendation decision
 - copy of any relevant correspondence/paperwork
- F. Coordinator of Personnel Information Management receives completed packet from CCMP and will acknowledge the CCMP chairperson and applicant.
- G. Personnel Information Form is sent to Regional or Program Executive Secretary where potential assignment lies, for review and determination of appropriateness of applicant for assignment.
1. Based on approval of applicant by Missionary Relationships staff, assignment priorities and assignment availability, applicant may be contacted for a Missionary Relationships Unit 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.*** 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 and Evangelism
 475 Riverside Drive, Room 320
 New York, NY 10115

GBGM Website: gbgm-umc.org

Lois Dauway, Interim Deputy General Secretary, Mission and Evangelism,
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Bruce Griffith, Assistant General Secretary, Missionary Services
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Fred Price, Coordinator, Conference Committee on Mission Personnel,
phone: 212-870-3797; email: fprice@gbgm-umc.org

Antoñietta A. Wilson, Executive Secretary, Missionary and Volunteer Recruitment
phone: 212-870-3660, ext. 4990; email: awilson@gbgm-umc.org

AAW - 09/09