

MISSIONARY SERVICE APPLICATION PROCESS

FOR CONFERENCES WITH CURRENTLY ACTIVE CONFERENCE COMMITTEES ON MISSION PERSONNEL

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. Applicants request the information 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. Request Personnel Information Form (PIF) and other application materials from local Conference Committee on Mission Personnel (CCMP). **Please contact Rev. Joanne Maughlin, CCMP Chair, jmaughlin@yahoo.com, 703-536-4153, or 6602 Fisher Ave., Falls Church, VA 22046.**

- 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

- 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 Coordinator of Personnel Information Management in the Mission Personnel 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 Mission Personnel 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.* 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.