

MISSION VOLUNTEER PARTNERSHIP REQUEST

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

The Mission Volunteers program 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 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 fall into one or more of these areas:
 - a. Make disciples of Jesus Christ
 - b. Seek to alleviate human suffering
 - c. Strengthen, develop, and renew communities and/or Christian congregations
 - d. Seek justice, freedom, and peace
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. A copy of your abuse protection policy for children, youth and vulnerable adults related to your ministry must be shared and should offer guidance regarding appropriate behavior and standards for safety and protection of human dignity.
5. Partners agree to find housing and make living arrangements for the volunteer.
6. 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.
7. 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.
8. Please contact the MV office if there is a change of assignment for the volunteer, or if the placement or volunteer needs to be withdrawn.
9. A copy of your COVID-19 protocols that address how the mission volunteer's work/or placement will be affected if they are exposed to or contract COVID-19 must be shared, and preventative measures you require.

By putting your name and date here, you acknowledge agreement to the above criteria.

Name/Date: _____

MISSION VOLUNTEER PARTNERSHIP REQUEST FORM

INSTRUCTIONS: The Mission Volunteer program is a great opportunity for volunteers to engage in long term service and this request form is to enter into partnership with Global Ministries. The placement/project form must be approved and signed by the judicatory head of the church, Global Ministries missionary, in-country conference volunteer in mission (VM) coordinator, or ecumenical director. Additional information may be added on another page. Volunteers serve a minimum of 2 months.	How to complete the form: 1. Save this form on your computer 2. Type in your answers and save again 3. Return this form, in this format, to mv@umcmmission.org Learn more about the program by viewing our webpage at: https://umcmmission.org/mission-volunteers/
Placement site name:	
Placement site contact information: Include physical address, email, phone, website URL and mailing address (if different from physical address).	
Ministry partners (local churches, district and/or annual conference, or ecumenical when available):	
Does your organization have a designated Global Ministries Advance number?	No ☐ Yes ☐ Advance # _____
Placement site job title for mission volunteer: 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 accompanying the program leadership for a defined period of time.	
Name of contact person providing supervision at the placement site:	

Supervising contact's information	phone	
	email	
Person filling out this request IF different from above	name	
	phone	
	email	
Placement site description. The 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, and ages and background of those served. Share the reason why this ministry exists.		
Provide a short job description for the mission volunteer position. List the main tasks the volunteer will do within a typical work week.		
1. _____ 2. _____ 3. _____ 4. _____ 5. _____		
Draft schedule: _____		
Describe any additional activities, responsibilities and expectations. Additional activities would include the possible expectation of attending a local church on Sunday, other occasional weekend duties or any time off. What is interesting to visit during time off?		

Requirements for Mission Volunteer	
Additional language(s) needed (other than English):	
Required language skill level:	Fluent ☐ Functional ☐ Learner ☐
Professional credential (if required):	
Will the mission volunteer be coordinating volunteer teams?	Yes ☐ No ☐
Requested start date should be specific to the job, depending on ministry programs. Dates can be exact (March 1 or May 1) or seasonal (Spring/Fall) or general (flexible). Start date: _____	The length of stay should be at least two months. We suggest between 2-6 months initially, with a possibility to extend service if appropriate for the job. Length of stay: _____
List (if any) equipment, tools and materials provided for the mission volunteer's position:	
If possible, list the equipment, tools and materials to be provided by the mission volunteer:	

MISSION BUDGET FOR LIVING EXPENSES FOR THE MISSION VOLUNTEER

ESTIMATED COST PER PERSON PER MONTH IN U.S. DOLLARS

We expect all of our volunteers to live modestly while serving. Partners are asked to assist in making living arrangements for the volunteers which includes housing, meals and transportation as indicated below. Use the additional notes section to fully explain the living arrangements, if needed.

Housing type for the individual volunteer or couple: is the housing a private room or bed in a dorm-like setting or an apartment on site? We ask that some private space be afforded to our volunteers whenever possible. Indicate private or shared bath. Type of housing: _____	\$ _____ Payable to: _____
Include the cost to purchase groceries and/or meals when they are not covered by partner/program based on your region's cost of living. If some meals are included, indicate that here. Plan for meals: _____	\$ _____ Payable to: _____
Explain how the volunteer will travel for work and around the community. Transportation needs: _____	\$ _____
Other expenses to be negotiated with the Mission Volunteer office: _____	\$ _____

Head of church or organization authorizing request: Title:	
SAFETY OF CHILDREN, YOUTH AND VULNERABLE ADULTS: SEE CRITERIA #4 on p. 1.	
<i>Global Ministries of The United Methodist Church</i> seeks to assure the physical and sexual safety, emotional well-being, and spiritual health of children, youth, and vulnerable adults. We require that all partner organizations have an abuse prevention policy. Please include in the space below your organization's policy guidelines, or if you prefer you can attach your policy as a separate email attachment. ORGANIZATION'S GUIDELINES:	
COVID-19 protocols - list or share a copy of your COVID-19 protocols that address how the mission volunteer's work or placement may be affected if they are exposed to or contract COVID-19. Also, share the preventative measures you require.	

Additional notes:

Completed by:

Date:

FOR OFFICE USE ONLY— approvals and renewal

Is req. criteria met?

No

☐

Yes

☐

Area liaison:

Mission volunteers:

Date:

Initial date:

Renewal date:

Renewal date: