

## **US-2 PLACEMENT SITE PARTNER GUIDELINES**

The Global Mission Fellows program is a two-year, faith and justice-centered leadership development and mission service program for adults ages 20-30, interested in partnering in solidarity with faith-based organizations. Fellows integrate faith and justice by learning, walking and working with communities in their struggles to address systemic injustice and human suffering. Fellows boldly re-examine their roles and participation in society as they wrestle with human rights issues including systemic racism, global health, migration, gender justice and poverty and income inequality.

The core values of the Global Mission Fellows program are to:

- ENGAGE with local communities;
- CONNECT the church in mission;
- GROW in personal and social holiness.

Global Mission Fellows ENGAGE with local communities. They are called to do ministry with, not to or for, their local partners. Fellows serve alongside churches, community groups and individuals to address the priorities of people in their community. They discover ways in which God is already at work. Fellows live simply. As learners and co-laborers, they commit to having the same standard of living as their local partners. Simple living is an act of solidarity and humility. It also allows fellows to witness systemic injustice. Fellows embrace interdependence and become a daily presence in the lives of others.

Global Mission Fellows CONNECT the church in mission. They tell stories in local churches about their experiences of God's gracious love. They advocate for social change and testify about hope in the face of injustice. Fellows invite churches to participate in mission projects through prayer, financial support, emotional care and common action. Connecting the local church with the global church is one significant way young adults are making disciples of Jesus Christ for the transformation of the world.

Global Mission Fellows GROW in personal and social holiness. John Wesley, Methodism's founder, used the terms "personal holiness" and "social holiness" to describe inward growth in the love of God and neighbor, which in turn leads to outward works of love. Through service and contemplation, fellows grow as disciples of Jesus Christ. Following Jesus' example, they show compassion through presence, word and deed. They understand, as did John Wesley, that transformation happens when the inner and outer life are aligned in right relationship with God, oneself, others and creation.

Fellows join local initiatives to break the chains of injustice and alleviate human suffering (Isaiah 58:6-7). Recognizing the prophetic role of marginalized people, fellows accompany them in building just communities. They follow the call to "do justice, love kindness, and walk humbly with God" (Micah 6:8).

### **US-2 Track Description**

The US-2 Track of the Global Mission Fellows program offers young adults from the United States an opportunity to serve domestically for two years. The US-2 Track provides opportunities for service, community building and growth in discipleship through fellows' work assignments and schedules, living arrangements and connection to the local and church communities.

## Mutual Mission Partners

As mutual partners in community ministry, the placement site and Global Ministries both agree to provide the following designated support and resources:

- *The General Board of Global Ministries*
  - Covers initial orientation and training costs, travel and relocation expenses to and from placement site, medical insurance and an end of service award upon successful completion of the program.
  - Provides initial training, mid-term and end-term events.
  - Offers quarterly webinars, staff support and accompaniment.
- *Placement Site Partners*
  - Provides living stipend for 24 months (net amount after applicable taxes are deducted).
  - Provides safe and appropriate housing and covers utilities, transportation, food allowance, Workers' Compensation, and taxes owed to the city, state or federal government.
  - Assists the fellow in orientation and adjustment to the local community.
  - Supervises and supports the personal and professional growth of the fellow.
  - Covers staff supervision and expenses pertaining to the fellow's assigned work, which may include work-related travel or events, and workspace and equipment.
  - Provide the fellow with sick days and vacation days that, at a minimum, are required by local laws and align with Global Ministries' most recent paid time policy related to fellows.

<b>Mission Partnership Model</b>	
<b>Affiliate / Placement Site</b>	<b>Global Ministries</b>
Provides simple-living stipend of \$300 (net after applicable local/federal taxes are deducted)	Covers training and orientation costs, relocation expenses to and from placement site, and health insurance
Covers living expenses including housing, utilities, food and transportation to and from work	Provides three weeks of initial training, plus mid-term and end-term trainings
Covers work-related costs for the fellow's assignment, including site orientation/training, workspace, equipment and work-related travel	Offers quarterly webinars and accompaniment for the fellow
Makes provisions for sick days and vacation, and applicable Workers' Compensation provision	Administrative and supervision support along with accompaniment from Global Ministries' staff
Supervises and supports the professional and personal growth of the fellow	
Assists the fellow in learning and adjusting to the host community	

## **Placement Site Criteria**

The following are the minimum criteria for consideration:

- A. The organization shall be a church, faith-based, ecumenical or community organization.
- B. The organization shall demonstrate a commitment to and acceptance of the many forms of unity in Christ and oneness with all of God's people.
- C. The organization shall be committed to addressing critical justice issues and involved in ministries of service and human liberation. Priority is given to organizations working in the areas of community service, empowerment and women's and children's issues.
- D. The organization shall provide the fellow with experiences that facilitate understanding and skill development related to:
  - a. Local cultural traditions and the ways that they influence and are influenced by political, social and economic systems;
  - b. Critical justice issues from the perspective of local communities;
  - c. The role of faith-based communities in addressing critical justice issues;
  - d. Models of social change that emerge out of local cultural contexts;
- E. The organization shall engage the fellow as part of its work community by providing a learning atmosphere of participatory education and hands-on experience.
- F. The organization shall designate a person to give direct, ongoing supervision and guidance to the fellow in areas of work, cultural education, community adjustment, housing and other areas that seem appropriate.
- G. The organization shall have a clear understanding of and commitment to the goals of the US-2 program of the General Board of Global Ministries of The United Methodist Church.
- H. The organization shall be open to the fellow's occasional participation in the resourcing of mission education/interpretation events, as mutually agreed upon by fellows and placement supervisors.
- I. The organization and fellow shall have ongoing communication with Global Ministries' staff liaisons.

## **Position Description**

To be considered for active assignment, the placement site will be required to provide Global Ministries with a position description, including a specific and detailed role within the organization, with a clear line of supervision. The submitted position description should be considered a working document, to be modified as the fellow grows and develops professionally within the work community.

## **Supervision and Learning Goals**

Given the unique role of the fellow at the organization and the specific goals of the program, the different levels of supervision should be carefully noted. To help the fellow grow professionally and personally, local placement site supervisors should be prepared to:

- Make an effort to understand the motivations of the fellow.
- Allow flexibility in specific tasks within the given job description.
- Engage the fellow in reflection around how specific tasks meet personal goals.

## **Review Process:**

Every quarter, fellows will be required to complete a personal evaluation and conduct a conversation with supervisors about the ongoing progress toward assigned work and learning goals. Program staff will treat the position description as a signed agreement between all parties, to be upheld and respected, which details the nature of the assignment and the responsibilities of the fellow.

## **Financial Partnership**

Placement sites where fellows are assigned agree to provide the following:

### *Stipend*

1. A stipend of \$300.00 per month (after all applicable payroll deductions are taken out).
2. Stipends may be distributed on a monthly or twice-monthly basis, according to the organization's regular pay schedule.

### *Housing*

1. The place of assignment is responsible for locating housing for the fellow.
2. Housing with a supervisor is not allowed.
3. Housing at the placement site may be discussed on a case-by-case basis.
4. The housing includes a private room appropriate for one person to live comfortably and must meet all appropriate local housing safety and emergency codes.
5. Housing should include the following:
  - a. A working kitchen with appropriate appliances.
  - b. A bathroom facility within the living space.
  - c. Furnishings or the equivalent access to donated goods:
    - i. At minimum, a bed, dresser, couch, coffee table or end table and dining table with chairs should be provided.
    - ii. The placement site will provide pots, pans, dishes, flatware and lamps/lighting. If needed for security purposes, curtains or blinds should also be provided.
6. Living with a Host Family or in Community
  - a. If the fellow is housed with a family or in community, the living environment must be up to the same standards as those of a single dwelling environment for the fellow.
  - b. It is important that the fellow have personal space for reflection and quiet time.
  - c. The fellow needs to have a private room with a lock on their door. A bathroom must be near their living quarters and privacy must be guaranteed while it is in use.
7. When possible, housing should be provided only within the host community.
8. All housing costs are to be covered by the placement site, including monthly rent, housing deposit and security deposit.
9. The cost of housing needs to be paid directly by the placement site.

### *Utilities and Internet*

1. The placement site will cover basic utilities for the fellow's housing, including heat, electric, water, sewer/sanitation, gas and basic phone or internet.
2. The cost of utilities can be paid directly by the placement site or given to the fellow in advance in the form of a stipend.
3. If the fellow and placement site agree on a cellphone as the means of communication, then the placement site will pay the monthly fee.
4. If a fellow is required to use their cellphone for work, local or long distance, the placement site will reimburse the fellow for those calls.

### *Food Stipend*

1. There should be a monetary food stipend equal to the monthly food costs of the local community.
2. The food stipend is in addition to the monthly stipend of \$300, and as taxable income, should be appropriately adjusted so that the fellow receives the correct net amount.
3. Included in the monetary food stipend should be enough for the fellow to eat out at a local establishment once per month.
4. The placement site and the fellow need to set up the payment schedule for the food stipend.
5. Arrangements may be made for some meals to be eaten at the site.
  - a. If meals are provided onsite, a maximum of two meals per day can be provided for the fellow.
  - b. However, a cash stipend must be provided for days the project will be closed, the third meal per day, and the fellow's days off.
6. Possible dietary restrictions may need to be taken into consideration (vegetarian, diabetic, lactose intolerant).

### *Transportation*

1. If efficient public transportation is available, the placement site should provide a monthly pass for public transportation.
2. The fellow must be provided with transportation to get to stores, church, medical facilities and recreational areas as needed.
3. Transportation may be in the form of access to a church/agency vehicle. If this option is utilized, the fellow will need transportation available outside of work hours for reasonable errands/appointments (i.e., grocery shopping, entertainment, attending church).
4. If the placement site requires a valid United States driver's license for transportation or work purposes, it should be noted on the application and financial reimbursement should be provided by the placement site for gas, insurance and maintenance, inspections, licenses and mileage for work-related travel.
5. If the fellow takes their own car and the placement site does not require it, then all expenses incurred are paid for by the fellow.
6. If the placement site requests the fellow to use their car, then the fellow should negotiate costs with their supervisor.

### *Workers' Compensation Coverage and Taxes*

- Provide Workers' Compensation coverage.
- Cover cost for any local, state and/or federal taxes.

*All organizations submitting an application to host a fellow agree that they are able to be held accountable to the items mentioned above, unless otherwise arranged with the Young Adult Mission Service office.*