



Global Mission
Evangelical Lutheran Church in America
God's work. Our hands.

Procedures for Shared Personnel Placements between ELCA Synods and ELCA Global Mission

ELCA Mission Statement

Marked with the cross of Christ forever, we are claimed,
gathered, and sent for the sake of the world.

ELCA Vision Statement

Claimed by God's grace for the sake of the world,
we are a new creation through God's living Word by the
power of the Holy Spirit;

Gathered by God's grace for the sake of the world,
we will live among God's faithful people, hear God's Word,
and share Christ's supper.

Sent by God's grace for the sake of the world, we will
proclaim the good news of God in Christ through word and
deed, serve all people following the example of our Lord
Jesus, and strive for justice and peace in all the world.

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Orientation Resources and Books

- *Welcome Forward*
- *On the Way*

Re-Entry Resources

- *Welcome Home*

“Life and faith both depend on exchange. Oxygen refreshes our bodies and then becomes carbon dioxide that nourishes plants and trees. And encounters between God’s people around the world enrich our faith and strengthen our ability to engage in God’s mission.”

**Rev. Rafael Malpica-Padilla
Executive Director, ELCA Global Mission**



Foreword and Introduction

In 2009, ELCA Global Mission and ELCA Synods committed themselves to increased collaboration in the appointment of international mission personnel in a process called Shared Personnel Placements (SPP) with LWF member companion churches. The ELCA Conference of Bishops, in October 2009, adopted a protocol that provides a road map for our collaboration and demonstrates the interdependence among companion churches, ELCA synods, and the ELCA Global Mission program unit.

This packet outlines the process for Shared Personnel Placements between ELCA synods and ELCA Global Mission. Time duration of service include: short-term placements (2 weeks to 3 months), mid-term placements (3 to 9 months), and long-term placements (9 or more months). A person serving in a Shared Personnel Placement will receive no cash compensation from Global Mission, but might receive compensation from the ELCA Synod upon the synod's discretion.

Conversations between an ELCA synod and its international companion is the first step to address a specific function the volunteer will accomplish. These conversations are to be documented prior to development of any placement covered by this protocol agreement. The volunteer function must have the endorsement of leadership from both entities. According to the accompaniment model of mission, the ELCA will send personnel to an international companion only in response to that companion's request, endorsed at the appropriate level for that companion (e.g. diocese, synod, district or national).

The goal of the Shared Personnel Placements is to build a strong understanding of how we can accompany one another through specific roles. As you utilize this packet, we invite you to provide feedback on how to better plan, implement and support Shared Personnel Placements.

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Glossary

Accompaniment: The ELCA Global Mission unit defines accompaniment as walking together in solidarity that practices interdependence and mutuality. In this walk, gifts, resources, and experiences are shared with mutual advice and admonition to deepen and expand our work within God's mission. See www.elca.org/globalmission.

LWF: The Lutheran World Federation (LWF) is a global communion of Christian churches in the Lutheran tradition. Founded in 1947 in Lund, Sweden, the LWF now has 140-member churches in 79 countries representing 68 million of the nearly 70 million Lutherans worldwide (see www.elca.org/lwf).

ELCA: The Evangelical Lutheran Church in America, an LWF member church in the United States, Puerto Rico, the Bahamas and the Virgin Islands.

Companion church: An LWF member church in another country, which has a bilateral church-to-church relationship with the ELCA through Global Mission.

Global Mission (GM): The ELCA churchwide program unit responsible for the ELCA's mission outside of the United States and the channel through which churches in other countries engage in mission to our church. Global Mission's overall goal is to increase the capacity of both the ELCA and its companions in other countries to participate in God's reconciling mission through proclamation and service. On behalf of the ELCA, the Global Mission unit:

- engages in church-to-church relations with national Lutheran church bodies;
- calls and prepares missionaries for service;
- supports evangelism and ministries of other companion Lutheran church bodies;
- provides scholarships for international post-graduate study to global church leaders;
- works to alleviate poverty and meets human needs by funding long-term sustainable development projects using ELCA World Hunger funds;
- responds to international disasters through and with international church organizations and relief agencies on the ground using ELCA Disaster Response funds; and
- connects ELCA members in North America to the global church through relationships and events. See www.elca.org/globalmission

Companion Synod Program: The Global Mission program of official relationships between ELCA synods and international companions, as part of the international work of the church for the sake of mission.

International companion: A companion church, or a specific synod, diocese or



district of a companion church, in a companion synod relationship with an ELCA synod.

Companion synod relationship: The connection established by Global Mission between an ELCA synod and an international companion to deepen that bilateral relationship.

For example: The ELCA Sierra Pacific Synod has a companion synod relationship with the Taiwan Lutheran Church, Salvadoran Lutheran Church and the Lutheran Church of Rwanda.

Companion Synod / Global Mission Committee: A group of ELCA synod members who have been elected, appointed or have volunteered to work with the synod's companion relationship.

Companions: Refers to both the ELCA synod and their international Lutheran partners; for example, the Taiwan Lutheran Church and the ELCA Sierra Pacific Synod are companions.

Length of Service

- Short- Term Placements: 2 weeks to 3 months
- Mid- Term Placements: 3 months to 9 months
- Long- Term Placements: 9 months or more

Examples of placements:

- Teaching a class on Biblical Studies for a group of local pastors (Short-term - 3 weeks)
- Teaching and implementing an English language Vacation Bible School (Short-term - 3 weeks)
- Installing and training staff to work with a new irrigation system (Mid-term - 4 months)
- Guest seminary lecturer (Mid-term - 4 months)
- Serving as an outreach coordinator, including training a local successor (Long term - 2 years)
- Bilingual Communicator based in the Companion Church (Long term - 2 years)



THE SHARED PERSONNEL PLACEMENT PROCESS

STEP 1

ELCA Companion Synod and Companion Church Checklist

- Develop Position with the Volunteer Position Development Form**
Take time to have significant conversation between the leadership of both the companion church and synod to develop a placement for personnel based on the expressed needs of the international companion. **Appendix A** will guide you in the conversation with the international companion.

Synod makes initial communication with the Manager for Relationship on the development of a potential SPP and shares any related documentation from conversations and meetings. Manager of Relationship, or as appropriate, Global Service, provides any requested consult.

- Confirmation of Volunteer Position Development Form**
 - The International Companion completes and signs.
 - The ELCA Synodical Bishop signs and forwards to the Manager for Relationship.
 - The Manager for Relationship will communicate this request to the Area Desk Director and make sure that is endorsed by the area desk. Once the request form is signed, the Manager for Relationship will forward the form to the Global Service team.

- Posting and Orientation Program**
For an appointment to serve for 9 months or more
 - Posting: Global Service will do the posting on the ELCA career page and share with the synod.
 - Orientation: Global Service has two orientation programs a year: Winter (February) and Summer (July). The volunteer will be required to participate in this program and deploy after the program to the country of service. The cost of transportation, meals, accommodation will be covered by Global Mission. The international ticket to the country of service is covered by the synod.

For an appointment to serve for 9 months or less

- Posting: It is recommended to post on the ELCA synod page and share the posting as far and wide as the synod is able.



- **Orientation:** If the appointment is 9 months or less, the synod will be responsible to provide the necessary orientation for the volunteer. However, Global Mission can also assist and contribute with the content about the companion church, and provide resources upon request.

Suggested Time line

- Global Service will post new positions in September of the current year to be ready for the Orientation Program in February. The sending synod should allow as much as one year, for the recruiting, interviewing and deployment process (including visa acquisition).
- Global Service will post new positions in January of the current year to be ready for the Orientation Program in July. The sending synod should allow as much as one year, for the recruiting, interviewing and deployment process (including visa acquisition).

STEP 2

ELCA Companion Synod Checklist

Recruit candidates

The Global Mission unit offers to our companion synods the posting of this position on our ELCA career page. Once the job description has been shared with the Manager for Relationships, they will ensure that posting is uploaded on the ELCA Career page. The link of the application will then be shared with the companion synod. If the position is for 9 months or longer, the Global Service team will also provide assistance in the recruitment process upon request and consultation.

Select candidate

The Global Service team, through the Manager for Relationships, will keep the companion synod informed about candidates that have applied for this position. In a joint effort, the Global Service team together with the companion synod point person will participate in a Skype conference call for an initial interview.

If the candidate necessitates, a formal in person interview may be recommended and conducted. During the selection process, psychological evaluations are recommended for candidates serving 9 months or longer. A Synod may request a psychological evaluation for any candidate they desire but will be responsible for the incurring costs associated with this test. (These evaluations range in cost from \$700 to \$1,000).

Rostered persons

For rostered persons serving in the Shared Personnel Placement Program additional steps will be required to secure a call through the ELCA Church Council. The Global Service Team will steward this process.



- Arrange funding (e.g. self-funding or sponsorships)**
Financial support for shared personnel placements is provided by the synod. Consult with your international companion to determine if they can provide any “in kind” support, e.g. housing, utilities or local transportation for a list of things to consider.

- Arrange insurance**
Global Mission provides volunteer emergency medical insurance (this is not coverage from Portico Benefit Services) and evacuation coverage. Due to the limitations of the volunteer insurance that the Global Mission provides, it is recommended to the synod to consider other options for couples with children. Or to state in the volunteer posting that applicants with children or preexisting conditions should strongly consider additional insurance.

STEP 3

Selection and Deployment of Candidate: Global Service Team Checklist

- Inform Global Mission of Appointment and Initiation of the Deployment Process**
Global Mission through the Global Service Team will send an offer letter to the candidate of choice. The deployment process begins with the background check and insurance enrollment, if applicable.

- Global Service will create and e-mail a Letter of Agreement to the volunteer candidate including the companion synod contact person**
The Letter of Agreement outlines the responsibilities and provisions among your synod, Global Mission and the volunteer candidate. In addition, the letter of agreement includes:
 - ELCA Personnel Policies
 - ELCA Contingency Plan
 - Confirmation of Volunteer Arrangement.
 - Hard Resources to read before deployment
 - *On Your Way*, a guide to your overseas intercultural experience
 - *Travel Health Companion*

- Provide orientation**
Resources are available through Global Mission for orientation of new personnel. Please contact your Relationship Manager to acquire these resources.



For personnel serving longer than 9 months, a volunteer is required to attend a Global Mission Orientation which is conducted twice a year, February and July. Therefore, plan the orientation into the timeline of deployment.

STEP 4

ELCA Companion Synod Checklist

- Inform your international companion and confirm placement details**
Send a letter to your international companion with information about the person appointed to serve. Use the “Confirmation of Volunteer Appointment Form” (**Appendix D**) to have your international companion provide the final details for a placement site. Copy Manager for Relationships and other appropriate staff in Global Mission.

- Arrange for visas**
There are a variety of visas and sometimes, varied timelines in terms of receiving a visa. Global Mission can answer questions about the visa process and may be able to provide assistance in securing initial visas and work permits depending upon the length of service. Your synod will need to assist Global Service in getting needed documents from the international companion.
 - Short- Term and Mid-Term Placements – Advice can be given upon request
 - Long -Term Placements (9 months or more) – Global Service will assist the applicant with visa acquisition

- Provide orientation from the synod point of view**
Resources are available through Global Mission for orientation of new personnel. Please contact your Relationship Manager to acquire these resources.

STEP 5

End of Service Protocol

- Plan for re-entry**
“Re-entry Resources” are available through the Global Service Team. Please contact your Relationship Manager to acquire these resources.
 1. Resources *Welcome Home* are available through the Global Service team, be in contact with the Relationship Manager to secure these resources.



2. Discuss with Global Service about the participation in the Global Mission Re-entry Program for volunteers serving 9 months or more.
3. Global Mission will adjust the insurance coverage accordingly.

Evaluate the experience

Provide an evaluation form for personnel to fill out about their mission service. This can improve the experience of future personnel placements; see Post Service Report (**Appendix E**)

Global Service will ask global personnel to complete the post-service report and the Manager for Relationship will share it with the companion synod contact person as appropriate.