



CANDIDATES APPLICATION PROCESS GUIDELINES

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Welcome

In this booklet we will provide you with the basic information regarding partnering with World Outreach. It is important for you to contact your local World Outreach office who will guide you through this process.

World Outreach

World Outreach is an international, faith based mission organization with a range of strategic ministries to least reached peoples. World Outreach is involved in 60 nations on five continents.

World Outreach exists to impact least-reached peoples with the Gospel of Jesus Christ. WO is currently engaged among 35 such people groups and has the goal of engaging at least 65 by 2010 through:

- **R**aising leaders
- **E**vangelism and Church planting
- **A**ctivating Missions through mobilizing missionaries worldwide
- **C**hildren's ministry
- **H**umanitarian aid

Our Distinctives are:

1. **Least Reached Peoples (LRP) Focus**- We focus on peoples within the main cultural and religious blocs which lack indigenous communities of believers able to effectively evangelize the people group.
2. **Practical and Spiritual Ministries in Tandem** -Practical care, evangelism, and church planting ministries address the needs of adults and children to combine for transformation of people groups.
3. **Training** -We train and equip pastors, leaders and children's workers among the least reached. We have a culture of up skilling and coaching particularly for cross-cultural mission.
4. **Field-driven Initiatives** - Vision, ministry initiatives, strategies and decisions come primarily from the field in response to the specific needs of Least Reached Peoples.
5. **Multicultural**-We have personnel from many ethnic backgrounds and ages at all levels of ministry involvement and leadership.
6. **Global Partnerships** -Partnerships are initiated with local churches, other ministries and mission agencies to accomplish strategic outcomes.

More information about World Outreach can be found on our website www.wointl.com

Categories of Service

If you are considering becoming a World Outreach partner there are 3 main categories of service.

The categories of service are:

- a. Mission Intern
- b. Short Term Mission Partner
- c. Mission Partner

The ministry you will be involved in as well as will your length of service determine your category of partnership. *These categories will be explained in more detail on pages 2 and 3.*

Application Phases

There are four phases in the process of becoming a World Outreach partner.

Phase 1: Initial Contact with World Outreach

Phase 2: Application and Assessment

Phase 3: Appointment and Field Preparation

Phase 4: Field Work Commences

An explanation of these phases is outlined on pages 3 - 6.

Mission Intern

An Intern is a person who wishes to receive training and practical experience under the supervision of an experienced Field Worker and will be linked with World Outreach for a specific period of time. This may be a step towards becoming a Full Missions Partner with World Outreach. The length of an Internship can be from 4 months to 2 years.

The minimum cross cultural training that is required for an Intern is the Kairos Cross-cultural Training Course. www.kairoscourse.org

Guided Study

Each Intern will participate in a program of guided study and ministry whilst fulfilling the term of the internship.

This will include:

- a. Ministry/Job experience and development in an applicable area for each Mission Intern
- b. Input and guidance from an experienced Field Worker
- c. Language Study
- d. Cultural Study

If a Mission Intern wishes to continue in missionary service after this period of time they would return home and apply for Full Partner status with World Outreach.

A Mission Intern is responsible for raising their full financial support while on the field.

Short Term Mission Partner

A Short-Term Mission Partner is a person who wishes to serve a ministry with the skills s/he has for a period of 3-12 months. An extension of another 12 months is possible but the Short-Term Partner total deployment shall not exceed 24 months.

The minimum cross cultural training that is required for Short-Term Mission Partner is the Kairos Cross cultural Training Course. www.kairoscourse.org

If a Short-Term Mission Partner wishes to continue in missionary service after this period of time they would return home and apply for Mission Partner status with World Outreach.

A Short-Term Mission Partner is responsible for raising their full financial support while on the field.

Mission Partner

A Mission Partner is a person who is committed to serving in a particular field or ministry for more than two years. The applicant may be joining an established ministry team or be beginning a ministry in a new field.

To become a Mission Partner the applicant must have a confirmation of God's calling to mission's ministry and the application must be approved by the World Outreach International Missions Council before the applicant can leave for the field.

Before a person can become a Mission Partner they need to have been involved in ministry in their own local church, have completed some theological training, and had training and experience in their field of expertise that they plan to be involved in on field.

The minimum cross cultural training that is required for a Mission Partner who will be working cross culturally is the Nations Course run by World Outreach in Africa, Asia and Europe. (www.world-outreach.com)

NB: Training

It is advisable to undertake the cross cultural training as early as possible in your preparation for your cross cultural ministry.

Phase 1: Initial Contact

1. Contact

World Outreach asking for information regarding partnering with WO.

2. Preliminary Enquiry Form

The Application Coordinator will send you a Preliminary Enquiry Form. Return this form to the Application Coordinator at woi@worldoutreach.org.sg

3. Sending Mentor

After the Application Coordinator receives your Preliminary Enquiry Form, a Sending Mentor will be assigned to you to help you through your application process. This person is available for you to contact with any queries or needed advice.

Your Sending Mentor will contact you to arrange a meeting or conference call to discuss your application with respect to whether your calling could be matched to World Outreach's ministry opportunities.

Your Sending Mentor will monitor your application process with you and discuss with you the most suitable category of service.

The Sending Mentor will be in contact with the Field to discuss your application/suitability etc.

You will be advised as to whether you should continue to application process or take further training or preparation for the mission field before formally applying.

Depending on the length of time you are thinking of spending on a field location will determine how long the process of getting you there. But in general terms it can take anywhere from 6 to 12 months +.

Phase 2: Application and Assessment

1. Download the application forms for your category of service from the World Outreach website (www.world-outreach.com)

These include:

- a. Guidelines and Master checklist
- b. Application form
- c. Indemnity Form
- d. Employer Reference
- e. Pastor Reference
- f. Personal Reference
- g. Medical Endorsement
- h. Financial budget Form
- i. Ministry Plan/Job Description (For Full Partner only)

2. Download World Outreach Information Documents

- a. Common Ground
- b. Financial Policy Summary
- c. Support Raising Procedures

- d. Nations Course Information (Full Partner only)
- e. Sending Cell
- f. Helpful Hints for New Missionaries
- g. World Outreach Leadership Functions
- h. Moral Policies and indemnity forms – must be signed before departure.
- i. Personal Fact sheet – for emergencies - leave appropriate details with WO office or next of kin.

If there is any difficulty downloading these forms and documents contact the Application Coordinator to request that they be emailed to you. woi@world-outreach.com

3. Complete the application and indemnity forms
4. Contact your employer, pastor and a friend asking for references. Email them the forms which are then returned directly to WO.
5. Visit your doctor for your medical endorsement. Your doctor may email this directly to the Application Coordinator. If not email it yourself.
6. Arrange a psychological assessment (For Full Partner only)
7. Discuss and plan your financial budget with your designated Field Leader
8. Discuss and write your Ministry Plan/Job Description with your designated Field Leader
9. Read Common Ground, Financial Policy Summary, Support Raising Procedures and Nations Course documents (Nations Course – Full Partner only)

To facilitate the smooth processing of your application it would be helpful if you could send all the forms/budgets/ministry plan to the Application Coordinator at the same time.

Email these to the Application Coordinator at woi@world-outreach.com

It is understood that references, psychological report and medical endorsement will be emailed directly to the Applications Officer.

Phase 3: Appointment and Field Preparation

The Missions Council will meet and consider your application form.

When the Missions Council has made their decision the International Director will inform you of the outcome. The Application Coordinator will also inform your Sending Mentor, Field leader and Regional Leader of the decision.

If you are accepted as a World Outreach partner the next step in your process is to prepare to go to the field.

Field Issues:

Below is a list of practical aspects that you need to attend to and discuss with your Sending Mentor and Field Leader.

Cross cultural Training Required: Where, when, cost

Raise Support: both financial and prayer

100% financial support is required before leaving your country
A good prayer support base is very important.

Itinerating: Visit churches, home groups, and friends to promote the work you will be going to do. Plan your schedule.

At least the two weeks prior to your departure should be free from speaking engagements so that you can focus on packing, saying goodbye to family and friends

Language Learning: Where, when, cost

Visa: Find out what is required in your country of service to enter and to stay

Travel Insurance: Is compulsory for all WO workers

Tickets: Set date of leaving and buy tickets

Schooling for Children: Consider possible options

- National school
- International School
- Boarding School
- Home schooling
- Correspondence School

NB: If home schooling is new for your family it is advisable to begin at least six months before you leave so that you have adjusted to the new education system before facing the adjustments in your new country.

Vaccinations: Find out what is required for your country of service

Medication: if you are on any long term medication arrange to take enough for the first 6 months so that you have time to check out what is available in your country of service.

Communication:

Sending Church:

- Meet regularly with your pastor/mission board to inform him of your progress in the process

Newsletters:

- Write regularly to supporters and friends to update them on your progress and intended ministry. Include photos, praise reports, prayer needs. Be positive.

Sending Cell:

A sending cell is a group of people with whom you already have relationships with. Forming a sending cell of people who will help support your practical needs as well as meet to pray for you regularly is highly recommended.

Refer to document "The Sending Cell – Practical Guidelines"

Home Logistics:

- a. Property Management
 - Selling or renting your own property: Property managers for when away
 - Storing or selling household goods
- b. Insurances: Personal and property insurances
- c. Current will:
- d. Power of Attorney: It is a good idea to empower someone you trust with property power of attorney to be able to deal with legal issues while you are away.
- e. Complete Personal Fact sheet for emergencies and leave with WO office or sending church or family contact. Let WO know who to contact first in emergency.

What to take and what to leave behind:

Discuss with your Field Leader what you will need to take from your home country and what is available for you in your country of service.

Some Suggestions:

- a. Personal Items: Photos of family, friends are very important to you in a new country
- b. Music: Take familiar, favourite music as often there is only music in a foreign language
- c. Sermons: Download sermons so that you can be spiritually built up in your own language
- d. Toys: A few items that are special to your children are vital
- e. Activities: Needed for travelling and for the first few months while you are settling in and finding what you can buy in your area. Family Games

Refer to document called "Helpful Hints for New Missionaries."

Leaving issues:

Saying goodbye takes time. Many people will want to visit you or have your visit them in your last 2 weeks. Try and plan ahead so that this is spaced out – begin early.

If you have children special consideration needs to be given to them to say goodbye properly to their friends. A special event for your children would be helpful. Children need to have closure on the relationships also.

Your final packing etc. will take longer than expected. Begin early so that you can enjoy the time with your family and friends in your last few days in the country.

Holiday:

If possible, it is helpful to have a holiday after leaving your home country and before beginning your field service.

This gives time for your family to relax and refresh yourselves after the busyness and emotions of leaving. It also gives you time to adjust to the changes you have made and to be able to look forward to and prepare for your new life with renewed energy.

Phase 4: Field Work Commences

1. When you arrive on field you may be working under the supervision of another World Outreach Missionary – your Field Leader. If this is the case:

Discuss with your Field Leader:
 - the expectations for your first few weeks
 - clarify job descriptions for both husband and wife
 - needs of your family
2. You may be working in a new field of work. If this is the case contact your Regional Leader and discuss your ministry plan for the first 6 months
3. Language Learning:
All new missionaries need to begin language learning as soon as possible. Being able to communicate to those around you builds respect, confidence and a sense of ownership.

If you have not attended a language course begin immediately with language learning.
4. Communication with supporters and friends:
 - Keep in regular communication with your sending church and supporters through newsletters. Once every 6-8 weeks is advisable.