

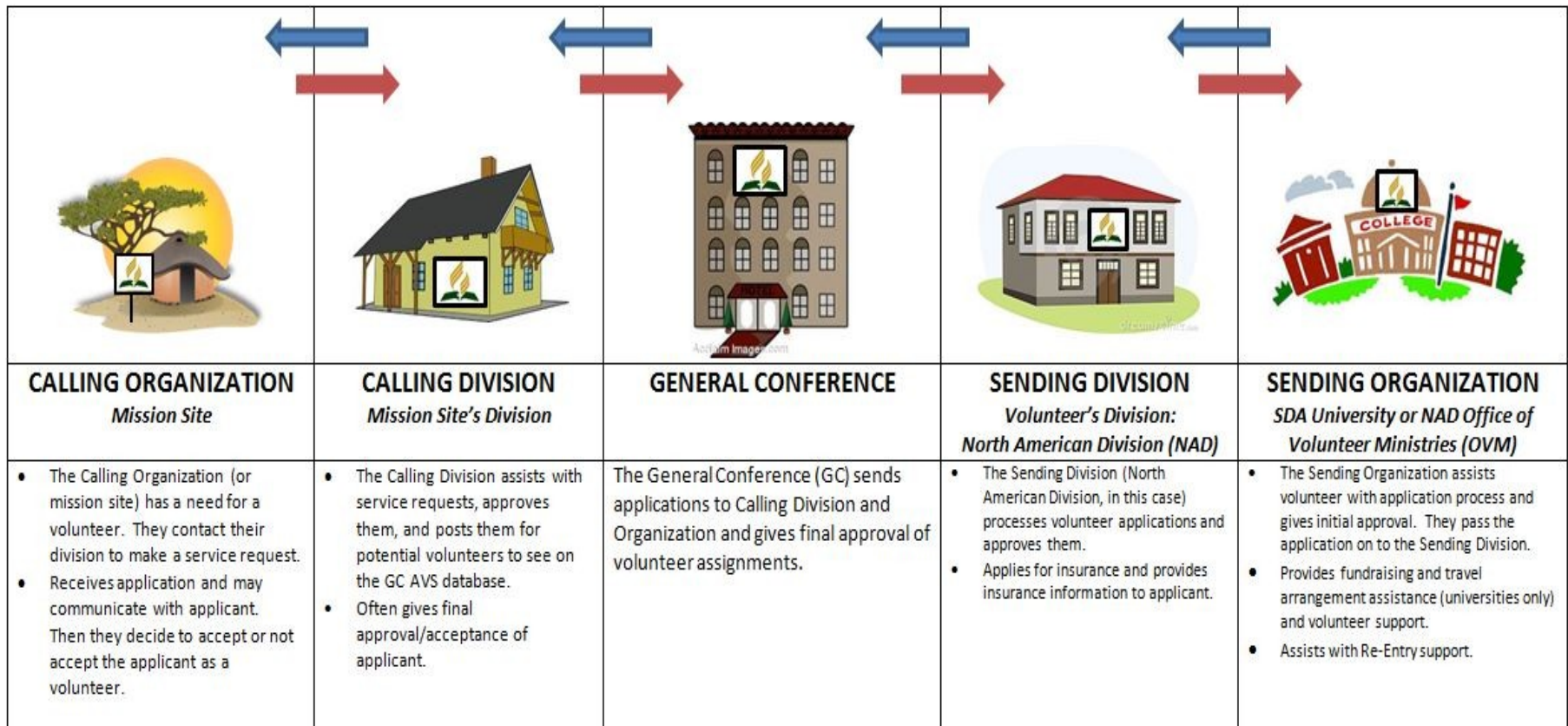


# **BASIC OVERVIEW: PROCESSING AND SUPPORTING STUDENT MISSIONARIES**

**For NAD University Student Missions Coordinators**

**Oct 2022**

# THE BIG PICTURE: HOW AVS WORKS (INTER-DIVISION/OVERSEAS)



\*AVS = Adventist Volunteer Service

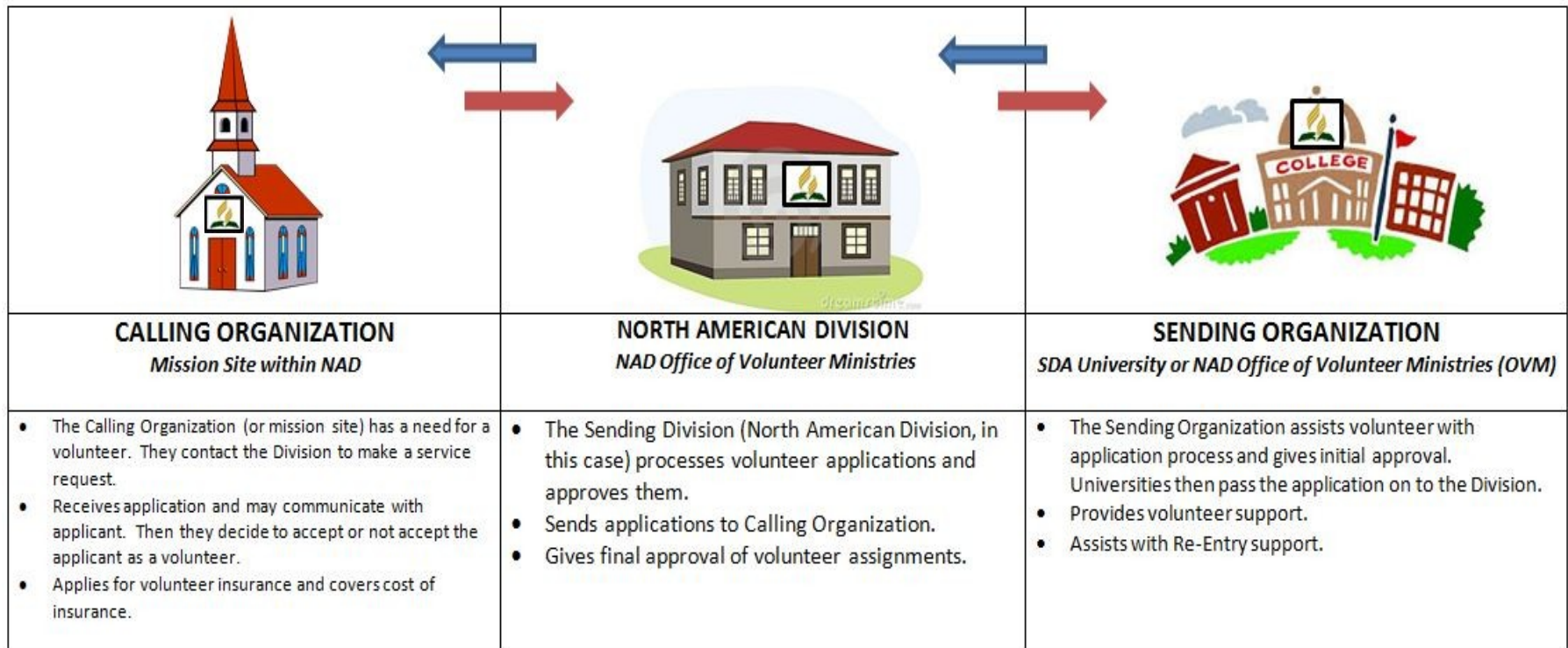
\*NAD = North American Division of Seventh-day Adventist Church

\*OVM = Office of Volunteer Ministries. This is the NAD office for Adventist Volunteer Service (AVS).

\*GC = General Conference (in this case, it would be the AVS Office of the GC)



# THE BIG PICTURE: HOW AVS WORKS (INTRA-DIVISION/TASK FORCE)



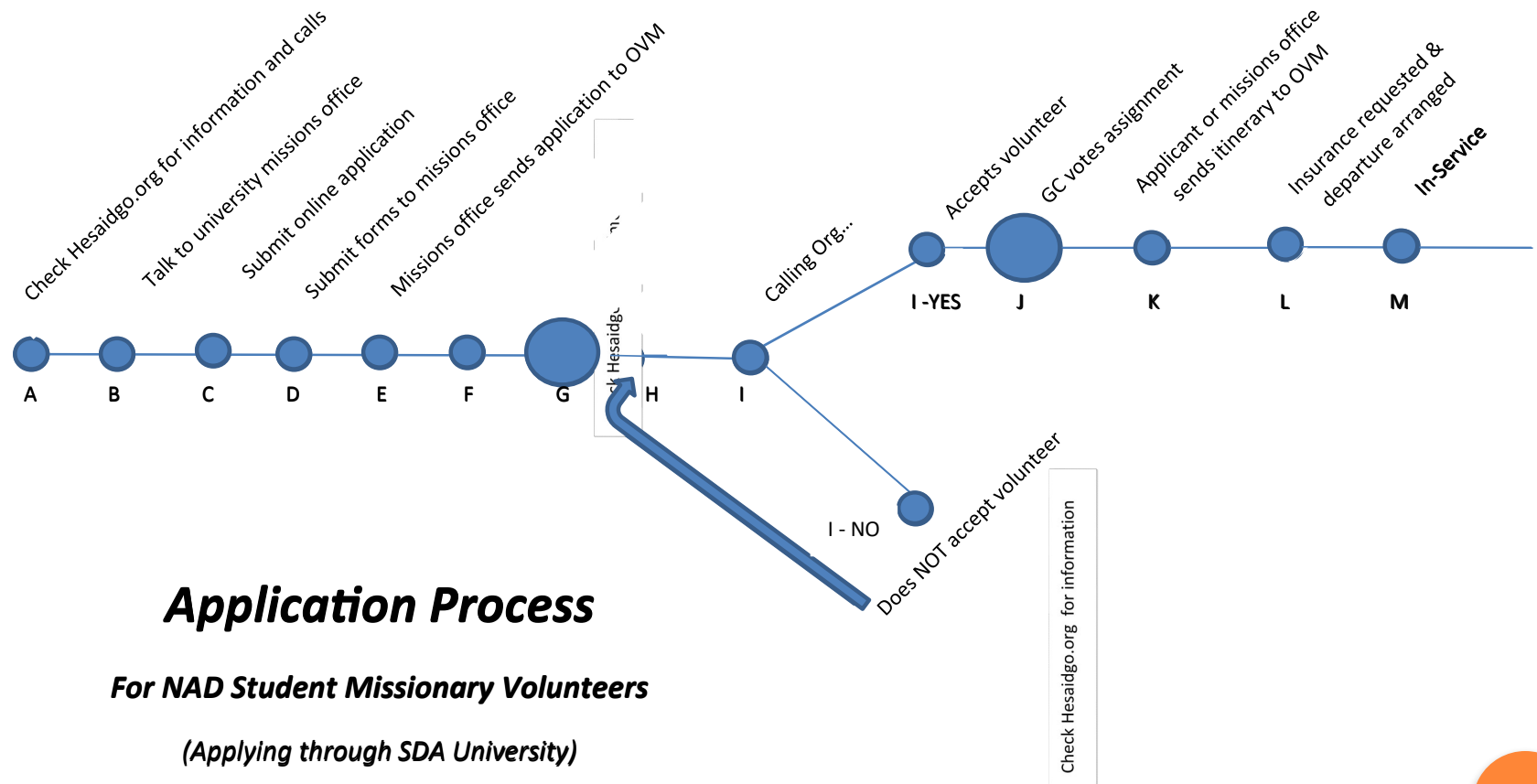
\*AVS = Adventist Volunteer Service

\*NAD = North American Division of Seventh-day Adventist Church

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# THE BIG PICTURE: SUBWAY CHART (INTRA-DIVISION/OVERSEAS)



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# PROCESSING & SUPPORTING SMS IN 13 STEPS

- Step 1: SM Chooses Call
- Step 2: SM Completes Forms
- Step 3: SM Completes Online Application
- Step 4: SM Completes Mission Prep Training
- Step 5: Check SM's Application
- Step 6: Upload or Email Forms
- Step 7: Approve SM for Organization
- Step 8: Check Your Email
- Step 9: Fundraise, Visa, Ticket
- Step 10: Watch for Welcome Packet
- Step 11: Support SMs in Preparations
- Step 12: Support SMs in Service
- Step 13: Support Returning SMs
- Final Notes
- OVM Contact Info



# STEP 1: SM CHOOSES CALL

- SM visits website – [hesaidgo.org](http://hesaidgo.org), and clicks on “Long Term.”
- SM clicks on “Opportunities.”
- This takes SM to [www.adventistvolunteers.org](http://www.adventistvolunteers.org) call database.
- Easiest to either search by country or position, but not both.
- SM should try to find at least their top 3, and keep track of the call ID.
  - The call ID is at the top, and looks like this: SSD.MJD.2016.08.
  - SM should look at calls with call numbers for current year. (Notice the “2016” in the call number above.)



## STEP 2: SM COMPLETES FORMS

- You may make the AVS application forms available at your office or have the SM download them from our website. (They are also available in the AVS online application.)
- Forms may be downloaded here: <https://hesaidgo.org>



# STEP 2: FORMS – CONT.

## ○ Forms needed for AVS Application:

### ● Résumé

- Not downloadable from HeSaidGo.
- Should list education, work, volunteer experience.

### ● Beneficiary form

- Make sure the top at least is filled out completely.

### ● Release of Liability form

- Name at top, signed, dated by volunteer only.
- No need for division to be listed or coordinator signature.

### ● 3 Confidential References

- These should be given to professionals who know the student well.
- One should be from a pastor or elder.

### ● Health Certificate

- This should be filled out by a nurse practitioner, P.A., M.D., or equivalent.
- Dr. needs to list credentials on form, and fill out completely.
- Make sure the agreement box at the top is checked.





# STEP 3: SM COMPLETES ONLINE APPLICATION

- SM visits our website, [hesaidgo.org](https://hesaidgo.org).
  - Click on “Long Term.”
  - Click on “How to Apply” and “How to Apply as Student Missionary”
- This explains the entire process for SMs.
- SM clicks on “Submit ONLINE APPLICATION” that is in the list.
- SM will create an account, log in, and complete online application through AVS site.
  - SM should list full name, as it appears on passport.
  - SM should list your school as the “Sending University/Organization.”
    - If they don’t, you will not have access to their application.
  - SM should be sure they “Submit” completed application. It can appear to be submitted though it is not. (If it’s not working, check references since 3 are required to be entered).
  - You will have Coordinator access to SM’s application to be able to help them at any time during the process, as long as your school is listed as the Sending Organization.



# STEP 4: SM COMPLETES MISSION PREPARATION TRAINING

- SM must also complete “Passport to Missions” training before NAD can approve them.
- If you have a course offered on campus, add the dates SM completed it (or will complete it) on their online application under “Training” tab.
  - This course should include the “Passport to Missions” book as the textbook. Contact our office for questions.
- If not offered on campus (or they missed it), refer SM to our website where they will be directed on how to join and complete the course online:  
<https://sdamissioncourses.org>
  - You should be automatically notified when SM finishes the online course.



## STEP 5: CHECK SM'S APPLICATION

- Go to [www.adventistvolunteers.org](http://www.adventistvolunteers.org)
- Log in as a Coordinator with your username and password.
- Look for left column on home page: “Volunteers” at the top.
- Under that, click on “Pending Sending Org Approval.”
- You will see a list of SMs who have completed their applications and are waiting for your approval.
- Click on SM name you want to approve to view and check their application.
- Work with SM on anything that is missing.



## STEP 6: UPLOAD OR EMAIL FORMS

- You may upload the forms on the SM's online application by clicking the "Forms" tab on their application, and adding a form one at a time.
- You may also email forms to [hesaidgo@nadadventist.org](mailto:hesaidgo@nadadventist.org)

You may also fax forms to: 301-680-5079



# STEP 7: APPROVE SM FOR ORGANIZATION

- As the Coordinator, you need to approve your SM as a volunteer through your school.
- This means the SM has met all requirements of your school SM program and AVS.
  - Check through all forms for signatures, dates, etc.
  - Check online application to see if it is filled out completely.
  - Make sure SM has completed Passport to Missions training, or confirm when it will be completed.
    - Add completion date if course taken on campus in Training tab (or when it will be complete if later in the year).
  - Work with SM if anything needs to be completed.



## STEP 7: APPROVE SM, CONT.

- How to Approve SM's Online Application:
  - Go to [www.adventistvolunteers.org](http://www.adventistvolunteers.org)
  - Log in as a Coordinator with your user name and password.
  - Look for left column on home page that says "Volunteers" at the top.
  - Under that, click on "Pending Sending Org Approval."
  - You will see a list of SMs waiting for your approval.
  - Click on SM name you want to approve to see application.
  - On SM's application, click on tab at top and to extreme right, called "Actions."
  - Click "Give Sending Org Approval" radio button and submit.



## STEP 8: CHECK YOUR EMAIL

- Our office will contact you if we have any questions or see any issues.
- Contact SM to make corrections if necessary.
- Watch email for notification that SM has been approved by NAD.
- Watch email for notification of SM application's status throughout the process. You can also check their application to see their current status.
- Email our office if you have any questions!



# STEP 9: FUNDRAISE, VISA, TICKET

- Once SM's assignment has been voted by the GC (you will be notified by email), you and SM may work on:
  - Fundraising (ok to start before this point)
  - Visas (Passports are ok to start before this point)
  - Purchasing airline tickets
- OVM has a mission fund for Latino or Native American student missionaries. Apply [here](#).
- For visa questions, check with host mission site, or contact the NAD Office of Volunteer Ministries.
- Once you have purchased the ticket, please send itinerary to [hesaidgo@nadadventist.org](mailto:hesaidgo@nadadventist.org)
- We will request insurance based on dates on the itinerary.





# STEP 10: WATCH FOR WELCOME PACKET

- If SM is approved during school year, we will send a Welcome Letter and Packet to them through your office. Please give to your SM as soon as it arrives.
  
- If school is not in session, we will send it directly to the SM.
  
- The packet includes basic travel info and an insurance card that lists numbers to call in an emergency.
  - This info and more details on insurance are also on our website at the following link: <https://mtc.hesaidgo.org/travel-safety/insurance>
  - Feel free to give this link to parents, and know where to find it in case an SM in trouble needs to know.
  - Another GREAT help for parents and SMs (also listed on cards):
    - <https://eservices.europassistance-usa.com/sites/SDA>
    - You will need the following information to register for an account:
      - Username: **N2SDA**
      - Password: **130801**



# STEP 11: SUPPORT SMS IN PREPARATIONS

- Make sure that the SM is in contact with Calling Organization (mission site).
  - Who is the main contact person on site?
  - Does contact person have SM's flight itinerary?
  - Will someone pick up SM from the airport?
  - What are Calling Org's emergency contact numbers?
  - How will stipend be given? What is the best way to transfer money from home to SM?
  - Any other questions that come up from SM.
  - If you have trouble contacting Calling Org, contact our office.
- Organize an Exit Retreat and/or Dedication Vespers for SMS leaving.
  - This is for SMS who know they will be serving the following school year.
  - Usually done toward the end of school year.
  - Contact our office or other Coordinators for ideas.



## STEP 12: SUPPORT SMS IN SERVICE

- Stay in contact with SMs by email, etc.
  - Respond to their questions as soon as possible.
  - This makes a big difference in feeling supported.
- If it is feasible for your program, send notes from students, care packages, etc.
  - Ask other Coordinators for ideas.
- Pray for your SMs.
  - Ask students to pray too.
- If an issue comes up with an SM that you don't know how to handle, feel free to contact our office for help. Other Coordinators might also be able to answer questions.



# STEP 13: SUPPORT RETURNING SMS

- Provide Return SMS with *Re-Entry*, by Peter Jordan.
  - If possible, send this book during their last few months of service.
- Organize a “Re-Entry” retreat for Return SMS at the beginning of the school year, if possible.
  - Try to make this a priority for your SMS. It can be extremely helpful.
  - Contact our office or other Coordinators for ideas and information.
- Schedule a Re-Entry Screening Interview with each Return SM.
  - This is important no matter when they return, but especially if they are unable to attend a Re-Entry Retreat.
  - Contact Andrea Keele for a sheet of Re-Entry Interview questions.
- Refer Return SMS to pastoral or clinical counseling if more serious issues surface from their experience.
  - It’s also a good idea to check in with them throughout the school year.
- Invite Return SMS to:
  - share their experiences
  - help recruit future SMS
  - help support current SMS



# FINAL NOTES

- It is helpful to be familiar with the content on [hesaidgo.org](http://hesaidgo.org). You will also find more [Coordinator Resources](#) there.
- Be aware that AVS only accepts baptized SDA members, and recommends that they have been so for at least one year before service.
- It is strongly recommended that dating SM couples do not serve in the same location.
- Contact our office for any questions. We are here to help.



# OFFICE OF VOLUNTEER MINISTRIES: LONG TERM STAFF CONTACT INFORMATION

- Long-Term Processing Assistant

- Gladys Guerrero ([gladysguerrero@nadadventist.org](mailto:gladysguerrero@nadadventist.org))
- 443.391.7117



- Short-Term Processing Assistant

- TBD
- 443.391.7114

- Processing & Communications Coordinator

- Jackie Smith ([jackiesmith@nadadventist.org](mailto:jackiesmith@nadadventist.org))
- 443.391.7115



- Office of Volunteer Ministries Director

- Ernest Hernández ([ernesthernandez@nadadventist.org](mailto:ernesthernandez@nadadventist.org))
- 443.391.7116



# OFFICE OF VOLUNTEER MINISTRIES: ONLINE

- WEBSITE

- [www.hesaidgo.org](http://www.hesaidgo.org)

- FACEBOOK

- [www.facebook.com/hesaidgo](http://www.facebook.com/hesaidgo)

- TWITTER

- [www.twitter.com/ovmhesaidgo](http://www.twitter.com/ovmhesaidgo)
- #OVMhesaidgo

- BLOG

- [www.hesaidgoblog.org](http://www.hesaidgoblog.org)

