



## International Mission Team Placement Agreement

This agreement is between:

- the European Methodist Youth Council - International Mission Team,
- the National Children's & Youth Office of the (United) Methodist Church in \_\_\_\_\_(country)
- Name of placement church \_\_\_\_\_

### ***EMYC – International Mission Team (IMT) Officers will:***

1. Provide an IMT consisting of \_\_\_\_\_ persons, who will commence work on \_\_\_\_\_ (beginning of training) and who will terminate their official relationship on \_\_\_\_\_ (end of final retreat)
2. Organise and co-ordinate an initial three week training programme for team members.
3. Organise and co-ordinate a one-week evaluation and feedback programme in co-operation with the National Children's & Youth Office.

### ***The National Children's & Youth Office will:***

1. Organise and co-ordinate a 2-3 week training programme after that provided by EMYC. It will focus on the language and cultural background of the country be.
2. Organise and co-ordinate one 5-day retreat in February to support the team (personal development, theological, practical tools);
3. Organise and co-ordinate a one-week evaluation and feedback programme in co-operation with EMYC-IMT staff;
4. Organise the following:
  - regular visits by National Children's & Youth Office staff (at least every two months);
  - a written assessment for EMYC three times a year on the progress of the Team ;
  - regular contact with line managers/ministers to evaluate progress and deal with any problems or grievances.

### ***The Placement Church will:***

1. Provide an organised programme of work
2. Provide suitable accommodation for the Team
3. Pay the cost of accommodation, food and housing bills for the year (not including personal phone calls)
4. Pay € ----- per month, per person pocket money (payable once a month)
5. Pay agreed expenses and travel expenses

6. Provide the Team with a base from which to carry out their work and the necessary resources to carry out the tasks
7. Provide a line manager for the Team
8. Provide a pastoral carer for each Team member
9. Work fully in co- operation with the National Children's and Youth Office.

***Please note that because of cost of living variations in countries, the total cost to a placement church will vary. The actual cost will be agreed in consultation with the EMYC- IMT Officer.***

***Duties of the Line Manager:***

1. To assume day to day responsibility for overseeing and managing the work of the Team.
2. To liaise with the leadership of the sponsoring church with regard to the work of the Team
3. To meet weekly with the Team
4. To be available when necessary to meet or be in contact with the National Children's & Youth Office and EMYC-IMT staff
5. Schedule time off and holiday times:
  - ° One day a week;
  - ° One session out of three each day (session = morning, afternoon, or evening);
  - ° 14 days around Christmas time;
  - ° 10 days around Easter or Pentecost;
  - ° a recommended minimum of one weekend off every quarter;
6. To make written reports as necessary to the National Children's & Youth Office and EMYC-IMT staff

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**Disciplinary Procedure**

An agreement in respect of each team member's behaviour and responsibility for their year on International Mission Team has been signed by each team member (a copy accompanies this document). The support of the host church in ensuring compliance is vital.

1. We, the National Children's & Youth Office, look to the line manager to inform us immediately if there are any problems with team members. If these issues cannot be resolved informally, the National Youth Board will hold a formal meeting with parties, line manager and team member.
2. If this fails to resolve the matter, a National Youth Board representative will inform EMYC-IMT Officer about the situation.
3. A National Children's & Youth Office representative will meet with the line manager and the team member to assess whether a verbal warning is necessary.
4. The National Children's & Youth Office representative will immediately report the outcome to the EMYC-IMT Officer.

5. If necessary the EMYC-IMT Officer will meet with the line manager, Team member and National Children's & Youth Office representative.
6. If necessary the EMYC-IMT Officer will issue a verbal warning and advise the Team member of what must be done to rectify the situation and the time in which any action and improvement in performance must take place. The consequences of failing to do this will be given. Any action taken will be recorded.
7. In the event that a verbal warning has been issued and there is no improvement, a formal written warning will be issued by the EMYC-IMT Officer. Copies of this will be sent to the line manager, the National Children's & Youth Office.
8. If after a formal written warning, any previously agreed improvements in performance have not taken place, further action will be taken by EMYC-IMT and the National Youth & Children's Office in consultation with the line manager and host church. This may result in an individual being required to leave the International Mission Team.
9. Any conduct deemed as Gross Misconduct may, after a hearing has been held, result in the Team member being required to leave the IMT with immediate effect. Examples of such conduct are: theft, physical violence, racial or sexual harassment or discrimination (this list is not meant to be exhaustive)
10. At all stages in the process the Team member will be given a fair hearing and may if they wish be supported at any meetings by a person of their choice.
11. Any appeal against disciplinary action must be made in writing within 10 days of the disciplinary action being notified to the Team member. A representative of the National Children's & Youth Office and/or EMYC Officer not previously involved in the original disciplinary action will decide the case as impartially as possible. That decision in writing will be final.

### **Grievance Procedure**

1. If a Team member has an unresolved grievance relating to being a member of an IMT it should in the first instance be raised in writing with their Line Manager. The Line Manager will endeavour to resolve the grievance within five days.
2. If the Team member does not feel the grievance has been satisfactorily resolved or if the grievance involves the Line Manager they should write to the National Children's & Youth Officer, with a copy to the EMYC-IMT Officer specifying the nature of the grievance and the reason for raising the grievance after it has received attention under Stage 1 above.
3. A representative of the National Children's & Youth Office will as soon as is practicable hear the application. A response will be made in writing within ten days. If this is not possible, notification will be given as to when a response will be given.
4. In the event of the grievance being unresolved the EMYC –IMT Officer will arrange to hear the grievance and will within ten days notify in writing a final decision. The team member may be supported at this meeting by a person of their choice.

EMYC

***As a Church we agree:***

1. To accept the above responsibilities and take steps to implement them fully.
2. To work fully in co-operation with and to support the work of the EMYC-IMT.

***Signatures***

EMYC-IMT Officer

Head of the National Youth & Children's Office

Minister of the Host Church

Date