

Church-Service Missionary Program 2018 Coordination Guidance and Calendar

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I. Introduction

What is the annual CSM coordination process?

The Church-service missionary (CSM) program has two primary processes: fulfillment and coordination. *Fulfillment* refers to the year-round process of filling approved positions by calling Church-service missionaries (CSMs) and long-term volunteers (LTVs). Fulfillment also includes providing short-term shift labor to some operations. *Coordination* refers to identifying and approving staffing requirements of various Church operations so that these operations can run smoothly. The coordination process lasts about six months, from April through September. Through the coordination process, approval is given for stakes to continuously keep assigned positions filled. Short-term shift labor assignments to stakes are also approved through the coordination process.

Why is this effort coordinated?

The Presidency of the Seventy has directed the preparation of this annual coordinated staffing plan to enable operations and stakes to plan their CSM, LTV, and short-term shift labor requirements for 2018. Their intent is for each stake to receive *one* coordinated request to fill assignments through *one* source, *one* time per year.

Each Church operation has a role in helping to accomplish one or more of the Church's four divinely appointed responsibilities: (1) caring for the poor and needy, (2) enabling the salvation of the dead, (3) helping members live the gospel of Jesus Christ, and (4) gathering Israel through missionary work. This is accomplished in part by Church members who serve as CSMs or LTVs or who provide short-term shift labor.

What are the different roles in CSM coordination?

1. **Local operation managers** determine the operation's need for CSMs, LTVs, and short-term shift labor. They request CSMs, LTVs, and short-term shift labor for their operational units for the upcoming calendar year (the "coordination year"). Operation department heads or directors review and approve these requests.
2. **Local CSM group coordinators** serve under the direction of an Area Seventy and agent stake president assigned to oversee the CSM program (the "CSM Area Seventy" and "CSM agent stake president", respectively). The CSM group coordinators collaborate with operation managers and stake leaders to identify operational needs and to propose stake assignments to fill those needs. They support operation agent stake presidents, where applicable, to ensure that the needs of their assigned operations are addressed in the coordination process.
3. **CSM Area Seventies and CSM agent stake presidents** review proposed stake assignments to provide the requesting operations with CSMs, LTVs, and short-term shift labor. They ensure that the assignments are reasonable and achievable. They perform a preliminary review of the proposed assignments before they are sent to all the Area Seventies and stake presidents for a final review.
4. **Area Seventies and stake presidents** review and either concur with or recommend changes to the proposed assignments of stakes to fill CSM and LTV positions and short-term shift labor assignments. They may delegate some administrative tasks to others, such as a stake CSM specialist or executive secretary. They may also enlist the help of their local CSM group coordinators.

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5. **Operation agent stake presidents**, where they exist, direct the manager of their assigned operation in identifying operational staffing needs, consistent with the overall direction and approvals of the operation’s department head or director. They work with other stake presidents to review and concur with stake assignments to meet the needs of their assigned operation. Local CSM group coordinators may assist in this effort.

6. **The CSM operations manager at Church headquarters** works with the CSM Area Seventy to present recommended stake assignments for final review and approval by the member of the Presidency of the Seventy over that area.

7. **The CSM headquarters office** provides guidance, assistance, information, and feedback throughout the process.

8. **The member of the Presidency of the Seventy** who presides over an area reviews and approves final recommended stake assignments to fill identified operational needs for the upcoming year. He then communicates the assignments to stakes and operations.

When and how do we coordinate?

Coordination begins with identifying and approving operational staffing needs. It ends with distributing stake assignments, as approved by the member of the Presidency of the Seventy over each area, to fill approved operational staffing needs. Specific recommendations, guidance, and key dates are listed below.

II. Key Completion Dates

The 2018 annual coordination calendar below provides detailed activities and assignments for each participant, including important deadlines for each phase of the process.

Starts by Mar. 15, 2017	Ends by Mar. 31, 2017	GUIDANCE AND CALENDAR ISSUED The 2018 coordination guidance and calendar is distributed to all participants. The HQ office holds a kickoff review with all CSM group coordinators.
Starts by Apr. 1, 2017	Ends by Apr. 30, 2017	OPERATION NEEDS IDENTIFIED Operations complete and save requests for positions and short-term shift labor in the CSM system. The HQ office then prepares summary reports for presentation to the operation department heads or directors.
Starts by May 1, 2017	Ends by May 31, 2017	APPROVAL RECEIVED FROM OPERATION DEPARTMENT HEADS OR DIRECTORS The operation department heads or directors send their approval for positions and short-term shift labor to HQ. The HQ office finalizes and distributes Stake Capacity Model Reports to CSM group coordinators.
Starts by June 1, 2017	Ends by June 15, 2017	APPROVED NEEDS SUBMITTED IN CSM SYSTEM HQ makes needed adjustments and submits approved requests for positions and short-term shift labor in the CSM system.
Starts by June 16, 2017	Ends by June 30, 2017	PRELIMINARY ASSIGNMENTS MADE TO STAKES Local CSM group coordinators use the Stake Capacity Model Reports to assist in preparing the preliminary assignments to stakes. They review them with the CSM office and make needed adjustments. Any needed collaboration among CSM group coordinators for crossover operation assignments should occur during this time frame.

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Starts by July 1, 2017	Ends by July 15, 2017	PROPOSED STAKE ASSIGNMENTS REVIEWED AND/OR REVISED by the CSM Area Seventy and CSM agent stake president Local CSM group coordinators review preliminary stake assignments with the CSM agent stake president and CSM Area Seventy. They receive permission to seek feedback from all the other stake presidents and Area Seventies.
Starts by July 16, 2017	Ends by Aug. 8, 2017	PROPOSED ASSIGNMENTS REVIEWED AND APPROVED by each Area Seventy and stake president All Area Seventies and their stake presidents review and either concur with or request changes to proposed assignments to their stakes.
Starts by Aug. 9, 2017	Ends by Aug. 15, 2017	FINAL RECOMMENDED ASSIGNMENTS SUBMITTED CSM group coordinators submit stake assignments in the CSM system. The CSM office will perform a final data check on all submitted data.
Starts by Aug. 16, 2017	Ends by Sept. 11, 2017	AREA REVIEW AND FINAL APPROVAL The CSM Area Seventy and the HQ leaders prepare the final stake assignments and present them to the member of the Presidency of the Seventy who presides over the area; he reviews and approves the assignments and the overall load on stakes in the area.
Starts by Sept. 12, 2017	Ends by Oct. 1, 2017	FINAL APPROVED ASSIGNMENTS SENT The approved stake assignments are compiled and sent to Area Seventies, stakes, operations, and CSM group coordinators. CSM group coordinators distribute the approved assignments to stakes and operations.

III. Recommendations for CSM Area Seventies and CSM Agent Stake Presidents

1. **Involve yourself.** Your early endorsement of and consistent involvement throughout the CSM coordination process is essential to its success. Please become familiar with this 2018 coordination guidance and calendar.
2. **Encourage the participation and support of key priesthood leaders.** Please notify and encourage stake presidents and Area Seventies in your area to read and follow this guidance and to meet the key completion dates outlined in the coordination calendar. Where appropriate, HQ staff assistants and CSM group coordinators can provide administrative support.
3. **Ask your executive secretary and CSM group coordinators to facilitate communication.** CSM group coordinators can assist by (a) distributing the 2018 annual coordination guidance and calendar, (b) helping operations determine staffing needs and input staffing requests, (c) preparing and providing interim proposals of stake assignments for stake presidents and the Area Seventy to review, (d) making any changes to the CSM system to reflect the results of that review process, and (e) distributing final reports of approved assignments to operations, stakes, and Area Seventies. As CSM group coordinators carry out their responsibilities, they will mention that they are acting under your priesthood direction.
4. **Guide and support CSM group coordinators.** Please maintain contact with your CSM group coordinators throughout the process. Your guidance and support are essential to their success.

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5. **Follow the calendar.** One of the primary goals of the coordination process is to provide stakes with sufficient lead-time to fill their assigned positions so that the operations can complete their assigned work. The coordination calendar is designed so that stakes can receive their approved assignments by October 1. This enables stakes to fill any beginning-of-the-year assignments on time. Here are the key dates for completing **your** part in this process:

2018 Coordination Process—Key Dates for CSM Area Seventy and CSM Agent Stake President		
Starts by Mar. 15, 2017	Ends by Mar. 31, 2017	GUIDANCE AND CALENDAR ISSUED The 2018 coordination guidance and calendar is distributed to all participants.
Starts by July 1, 2017	Ends by July 15, 2017	PROPOSED STAKE ASSIGNMENTS REVIEWED AND/OR REVISED by the CSM Area Seventy and CSM agent stake president Local CSM group coordinators review preliminary stake assignments with the CSM agent stake president and CSM Area Seventy. They receive permission to seek feedback from all the other stake presidents and Area Seventies.
Starts by Aug. 16, 2017	Ends by Sept. 11, 2017	AREA REVIEW AND FINAL APPROVAL The CSM Area Seventy and HQ leaders prepare the final stake assignments and present them to the member of the Presidency of the Seventy who presides over the area; he reviews and approves the assignments and the overall load on stakes in the area.
Starts by Sept. 12, 2017	Ends by Oct. 1, 2017	FINAL APPROVED ASSIGNMENTS SENT The approved stake assignments are compiled and sent to Area Seventies, stakes, operations, and CSM group coordinators. CSM group coordinators distribute the approved assignments to stakes and operations.

6. **Participate in the final approval process:** In August, the CSM operations manager will collaborate with each area’s CSM Area Seventy to review final proposals before presenting the coordination results to the member of the Presidency of the Seventy for final approval. The CSM Area Seventy will be the principal presenter in this meeting.
7. **Use online resources and reports:** A copy of this guidance document and other information are available on the CSM system at lds.org/csmresources.

THE CHURCH OF
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