

# YCSM Roles and Responsibilities

## MISSIONARY

- Faithfully serve as a young Church-service missionary (YCSM) by fulfilling the duties of your assignment.
- Represent the Lord by living the principles, standards of conduct, and personal mission commitments in the *Young Church-Service Missionary Guiding Principles Handbook*.

## PARENTS OR GUARDIANS

- Counsel with your son or daughter, the local YCSM facilitator, and priesthood leaders to match the skills and abilities of the missionary with the service opportunities. Before a mission call is extended, you are encouraged to visit potential service locations with your son or daughter and priesthood leader to meet the people and learn what the service will involve.
- Provide financial, insurance, transportation, and other assistance.
- Provide direction, support, and encouragement. In harmony with priesthood leaders, offer counsel and guidance to your son or daughter and allow him or her to make decisions.

## STAKE PRESIDENT

### Implementing the YCSM Program, Preparing Candidates, and Issuing Calls

- Implement and oversee the YCSM program in the stake (see the *Young Church-Service Missionary Resource Book*).
- When appropriate, call a stake YCSM specialist to help implement the YCSM program (see the *Young Church-Service Missionary Resource Book*, page 12).

- In consultation with the Missionary Department, present the opportunity of serving as a YCSM to worthy full-time proselyting missionaries who return home early from their missions.
- After the bishop approves a YCSM candidate's assignment schedule, interview the candidate, review and approve the assignment schedule, and complete and submit the online recommendation form.
- After receiving the YCSM call letter packet, review the letter, sign it, and issue the call by mailing it to the missionary's home. Include the *Young Church-Service Missionary Guiding Principles Handbook*.
- Meet with the missionary and review the *Young Church-Service Missionary Guiding Principles Handbook*. Make any necessary modifications to the guidelines. With the missionary, fill out and sign pages 28 and 29. Then set apart the missionary and give him or her the YCSM name badge.

### Supporting YCSMs during Their Service

The stake president is the YCSM's ecclesiastical leader and sets the spiritual and behavioral expectations. He may delegate responsibility to help oversee the missionary's service to one of his counselors, a high councilor, a stake YCSM specialist, or the bishop. Either the stake president or the priesthood leader he designates provides the following guidance and support to the missionary:

- Conduct regular interviews to ensure that he or she is:
  - Following the example of Jesus Christ and living Church standards.

- Rendering meaningful service.
- Participating in gospel study and prayer.
- Building life skills.
- Having a good missionary experience.
- Following the guidelines and personal commitments in the *Young Church-Service Missionary Guiding Principles Handbook*.
- Encourage gospel study and spiritual development.
- Ensure that parents or guardians are involved in the mission experience.

### Releasing a YCSM

- After receiving the letter of release and certificate, sign them and present them to the missionary during the release interview. Discuss removal of the missionary badge, the missionary's report to the high council, stake speaking assignments (if appropriate), and the transition period ahead.

### BISHOP

- Begin early to prepare young people who have physical, mental, or emotional limitations to serve as young Church-service missionaries.
- Determine if a young man should be honorably excused from serving a full-time proselyting mission (see the *Young Church-Service Missionary Resource Book*, page 11).
- Discuss the option of serving a full-time proselyting mission or a Church-service mission with young women who desire to serve a mission. A young woman may serve a Church-service mission only if she is honorably excused from serving a proselyting mission.
- Interview YCSM candidates to (a) ensure mission worthiness, (b) confirm the desire and

ability to serve, and (c) confirm that the candidate will live according to the mission rules as outlined in the *Young Church-Service Missionary Guiding Principles Handbook*.

- If the candidate qualifies, recommend him or her using the YCSM system at [ycsm.lds.org](http://ycsm.lds.org).
- Provide input to the candidate, his or her parents or guardians, the local YCSM facilitator, and the stake YCSM specialist in creating a customized mission assignment. This may include visiting potential service locations with the candidate and his or her parents or guardians.
- After receiving an email from the YCSM system, review and approve the mission assignment schedule on the online recommendation form.
- Support the missionary throughout his or her service. If the stake president has designated you to conduct regular interviews, see the guidelines under "Supporting YCSMs during Their Service" (page 1 of this document).

### STAKE YCSM SPECIALIST

*Note:* A counselor in the stake presidency, a high councilor, or another individual or couple may be assigned or called to this position as needed.

- Work with the stake president and local YCSM facilitators to administer the YCSM program in the stake.
- Identify potential YCSM candidates, noting age, skills, limitations, and family support, and inform the stake president.
- Meet with YCSM candidates, their families, and their bishops to present the YCSM program.
- Work with local YCSM facilitators to arrange for and design customized mission assignments.
- Work with the stake executive secretary to schedule regular interviews with the stake

president while the YCSM is serving (unless the stake president has delegated conducting these interviews to another priesthood leader).

- If designated by the stake president, help oversee a YCSM’s service and conduct regular interviews (see the guidelines under “Supporting YCSMs during Their Service” on pages 1–2 of this document).
- If assigned by the stake president, contact the YCSM’s operation manager to (a) establish regular communication about the missionary’s performance and progress and (b) discuss any other considerations needed to ensure a positive experience for the missionary.

### LOCAL YCSM FACILITATOR (OR CHURCH-SERVICE MISSIONARY GROUP COORDINATOR)

*Note:* This is a Church-service missionary or missionary couple; see the *Young Church-Service Missionary Resource Book*, pages 12 and 16.

- Be aware of local Church and non-Church service organizations that provide YCSM service opportunities.
- Work with the stake YCSM specialist to identify new YCSM service opportunities and to develop partner relationships with Church and non-Church service organizations.
- Provide training, support, and resource materials to stake YCSM specialists, priesthood leaders, Church and non-Church operation managers, YCSMs, and families.
- Encourage the stake YCSM specialist to identify and track potential YCSM candidates in the stake.
- Assist stake presidents and bishops if there is not a stake YCSM specialist.
- Work with YCSM candidates, their parents or guardians, the stake YCSM specialist,

priesthood leaders, and operation managers to create customized mission plans that fit the abilities of each missionary.

- Encourage YCSM candidates, their parents or guardians, and priesthood leaders to visit potential service locations to determine if the missionary, the organization, and the service opportunity are well matched.
- When a candidate, his or her parents or guardians, and the operation manager feel that the service opportunity is a good fit, complete the mission assignment schedule on the online recommendation form.
- Coordinate mission preparation and other assignment details, such as the date each YCSM will begin serving, with the operation manager.
- As needed, help the assigned development counselor determine a YCSM’s life-skill development needs and post-mission transition plans.

### YCSM GROUP LEADERS

*Note:* If an area has a large number of YCSMs, an Area Seventy may call YCSM group leaders (usually a Church-service missionary couple). YCSM groups are established only where there is a large concentration of YCSMs and Church operations.

- Contact YCSMs when they are called and maintain a close relationship.
- Conduct regular progress interviews with YCSMs. (These are not worthiness interviews.)
- As needed, counsel with stake presidents, operation managers, bishops, and parents or guardians regarding the progress and needs of YCSMs.
- Organize and conduct YCSM group conferences, service and temple activities (where possible), and leadership assignments to enhance the missionary experience.

- As needed, coordinate assignment transfers.
- As needed, help the assigned development counselor determine a YCSM's life-skill development needs and post-mission transition plans.

## OPERATION MANAGER

*Note:* This may be a Church employee, a Church-service missionary, or a manager in an approved non-Church organization.

- Become familiar with the YCSM program—its purpose, goals, and organization.
- Develop good relationships with local YCSM facilitators (or CSM group coordinators) and YCSM group leaders (where called).
- Determine if a YCSM candidate is well matched for the operation and service assignment.
- Set the service expectations for YCSMs.
- Supervise the day-to-day work of YCSMs and provide guidance, support, and training.
- Ensure that the work environment is safe and supportive.
- Provide meaningful work opportunities so YCSMs are able to develop skills and confidence.
- Help ensure that YCSMs have a good mission experience.
- Allow some flexibility for YCSMs to attend devotionals and YCSM group conferences and to participate in community service opportunities and educational activities.
- As needed, counsel with local YCSM facilitators (or CSM group coordinators) and YCSM group leaders about the progress and needs of YCSMs.

## ON-SITE YCSM LEADER

*Note:* If multiple YCSMs are serving at the same location, the operation manager might find it helpful to request that a Church-service missionary (or couple) be called as an on-site YCSM leader. See the *Young Church-Service Missionary Resource Book*, page 14.

- Help operation managers achieve their goals with YCSMs who are assigned to serve at the operation.
- Under the direction of the operation manager, help YCSMs successfully complete their service assignments.
- Help each YCSM have a genuine mission experience while serving at the assignment, including study time and scripture reading.
- Organize devotionals to be held during the day at the assigned service location.
- Encourage each YCSM to email his or her stake president, bishop, operation supervisors, and parents or guardians an update of his or her mission experience each month.
- Reinforce the standards of dress and conduct and the missionary's personal commitments in the *Young Church-Service Missionary Guiding Principles Handbook*.
- If a YCSM group exists, develop a positive relationship with YCSM group leaders and maintain good communication.
- As needed, help the assigned development counselor determine a YCSM's life-skill development needs and post-mission transition plans.

## DEVELOPMENT COUNSELOR

*Note:* This is a Church employee. Each YCSM is assigned a development counselor. These counseling services are customized to each YCSM and may be minimal for some of them.

- If requested by the bishop or stake president, perform a pre-mission evaluation for the candidate, including social-emotional testing and skill identification.
- Meet with each assigned YCSM quarterly, with higher frequency toward the end of the mission.
- Help the YCSM identify short-term and long-term career goals through clinical vocational assessment and counseling. This includes:
  - Developing awareness of vocational barriers.
  - Developing plans to address barriers and accomplish vocational goals.
- Helping identify and coordinate community resources.
- Coordinating skills training that supports career goals by assisting with enrollment into education programs and possible grant support.
- As appropriate, communicate development needs and updates to stake presidents, local YCSM facilitators, YCSM group leaders, and on-site YCSM leaders.
- As requested, provide counseling services to YCSMs, families, priesthood leaders, stake YCSM specialists, and operation managers.
- Attempt to find paid on-the-job training for YCSMs to gain skills and work experience.
- As needed, provide consultation for Church leaders and community service providers.