### Roles & Responsibilities:

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| **Missionary** | • Demonstrate a strong desire to serve as a Church-service Mission and represent the Lord.  
• Live by the principles, standards of conduct, and personal mission commitments found in the “YCSM Guiding Principles Handbook.” |
| **Parents** | • Demonstrate a strong desire to support a Church-service Missionary, including financial support, transportation during their mission, and visit operation(s) with son or daughter to determine the suitability of the work assignment and mission opportunity. |
| **Priesthood Leader** | • Be responsible for the implementation and oversight of the YCSM Program in the stake (see “Young Church-service Missionary Resource Book”).  
• Begin early to prepare young people with physical, mental or emotions limitations or disabilities to serve as Young Church-service Missionaries.  
• Assign or call a stake YCSM specialist to implement the YCSM Program and report ongoing activity (e.g., member of stake presidency, high councilor over missionaries, reliable single person or senior couple).  
• Present the opportunity of the serving as a Young Church-service Missionary to worthy full-time proselyting missionaries who return home early from their missions.  
• Interview the YCSM during their mission to ensure the following with the missionary: (review the final pages of “Guiding Principles Handbook”)  
  o They are having a good experience,  
  o Rendering meaningful service,  
  o Participating in gospel study and prayer,  
  o Living Church standards, and accomplishing personal commitments |
| **Stake President** | • Present the opportunity of serving as a Young Church-service Missionary to worthy full-time proselyting missionaries who return home early from their missions.  
• Review, sign, and mail the formal YCSM call letter and the “YCSM Guiding Principles Handbook” provided by the YCSM Central Office.  
• Set apart the Young Church-service Missionary, present the name badge, and review the “Guiding Principles Handbook,” including commitments and any written modifications to handbook guidelines (see final pages of the handbook).  
• Receive, sign and present the letter of release and certificate to the missionary and family during the release interview; discuss removal of the missionary badge, the missionary’s report to the high council, stake speaking assignments, and the transition period ahead. |
| **YCSM Stake Specialist / High Councilor** (Stake or ward calling) | • Work with the YCSM facilitator and stake president to administer the YCSM Program in the stake.  
• Identify and track the potential YCSM candidates in the stake, noting age, skills, limitations, and family support, and keep the stake president informed.  
• Meet with the YCSM, family, and bishop to present the YCSM program, assist in creating the customized mission plan, and complete the “Young Church-Service Missionary Recommendation Form.”  
• Working with the YCSM facilitator/CSM group coordinator, help identify new YCSM service opportunities and develop partner relationships with Church and non-Church service organizations.  
• Working with the YCSM facilitator, help identify new YCSM service opportunities and develop partner relationships with Church and non-Church service organizations. |
| **YCSM Facilitator/CSM Group Coordinator** (Church-service missionary) | • Be aware of local Church and non-Church organizations that provide YCSM opportunities and encourage the YCSM candidate and family to visit the locations to determine if the missionary, service organization, and the service/work assignment are well-matched.  
• Provide training, support, and resource materials to stake YCSM specialists, priesthood leaders, Church and non-Church operation managers, Young Church-service Missionaries, and families.  
• Assist stake presidents directly where no stake specialist assignment is made.  
• Train the stake YCSM specialist to identify and track potential YCSM candidates within the stake.  
• Find—or help the stake YCSM specialist find—service opportunities in the community, and develop partner relationships with these Church and non-Church service organizations.  
• Support the stake YCSM specialist, priesthood leaders, operation managers, and families in identifying service opportunities and creating the customized mission plan for the potential YCSM. |
| **Mission Leader & Assistants** | • Connect with the missionary when called, interview and maintain a close relationship  
• Counsel with Priesthood Leaders and maintain ongoing relationships with stake presidents, |
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| **Church-service missionary** | Bishops, and parents, as needed  
- Organize and conduct zone conferences, service and temple activities, leadership assignments, coordinate transfers, when needed  
- Work with development counselors – assist to determine development needs and transition plans |
| **Operations Manager**  
(Church Employee) |  
- Become familiar with the YCSM program, its purpose, goals and organization, and develop a relationship with the YCSM facilitator/CSM group coordinator.  
- Provide a safe and supportive work environment so the missionary is busy with meaningful work, able to develop skills and confidence, and has a good mission experience.  
- Provide day-to-day oversight of service assignments, training, and performance.  
- Allow some flexibility for missionaries to attend devotions, missionary conferences, community service opportunities and educational activities.  
- Determine if the missionary candidate is well-matched for the operation and job assignment |
| **On-Site Leader**  
(Church-service missionary) |  
- Assist operation managers in achieving their operational goals.  
- Provide the YCSM with assistance and direction to successfully complete their work and service assignments working in concert with the operations manager.  
- Assist with creating a genuine mission experience, including devotions, study time, scripture reading, priesthood interviews, and serving the Lord. Reinforce the standards of dress and conduct, and the missionary’s personal commitments, found in their “YCSM Guiding Principles Handbook.”  
- Assist in developing work and life skills while they serve moving toward future transition off of their mission. |
| **Development Counselor**  
(Church Employee) |  
- As requested, provide counseling services to the YCSM/family, bishop, and stake YCSM specialist when they are creating the customized mission plan and daily schedule, and in preparation for education and employment after the mission.  
- Perform pre-mission assessment, including social-emotional testing and skill identification.  
- Assist to identify both short-term and long-term career goals through clinical vocational assessment and counseling.  
  - Develop awareness of vocational barriers and  
  - Develop plans to address barriers and accomplish vocational goals  
  - Help to Identify and coordinate community resources.  
  - Coordinate skills training that support career goals by assisting with enrollment into education programs, and possible grant support.  
- Arrange for paid on-the-job training for individuals to gain skills and work experience.  
- Provide professional consultation to Church leaders, other welfare services, and community service providers. |