

# Guidelines for Young Church-Service Missionaries Serving at FamilySearch Libraries and Family History Centers (Last revised 11/13/2014)

---

**Please Note:** These guidelines do not apply to individuals serving in the Family and Church History mission at church headquarters.

**Overview:** Young church-service missionaries (YCSMs) may be potential candidates for serving a mission at a FamilySearch Library (FSL) or family history center (FHC).

These individuals include:

- Worthy young men ages 18-25 who have been honorably excused from serving a full-time proselytizing mission for health reasons or other considerations.
- Full-time missionaries who return home early due to accident, illness or other similar condition.
- Worthy young single women ages 19-25 with a desire to serve.

## **Guidelines:**

- Serving at a FSL or FHC is only one of many opportunities available to YCSMs. The YCSM candidate should go to [lds.org/ybcm](http://lds.org/ybcm) to check out information about eligibility, where they can serve, and how to become a young church service missionary.
- Not every FSL or FHC will have service opportunities for YCSMs. Each FSL and FHC Director will need to consider whether they have the ability to create and manage missionary opportunities for YCSMs. In most cases, the unique circumstances of the missionary will also be a major factor in determining if offering a mission opportunity at a FSL or FHC is appropriate.
  - Directors may need to evaluate the following when considering a particular candidate:
    - What amount of patron interaction would be required and related social skills needed?
    - What type of supervision would be required? (There may be related staffing implications to provide supervision or ensure that two members of the opposite sex are not serving alone at the center.)
    - Can the missionary learn and/or teach family history computer programs?
    - Could the missionary host groups or teach classes?
    - Could the missionary prepare office materials, organize materials or manage library collections?
    - Could the missionary process microfilm orders? Could they help operate equipment, including microfilm readers?
    - Could the missionary offer technical assistance?

- Could the missionary serve as a greeter?
  - How long and when would the missionary serve?
    - Each FSL or FHC can establish a minimum number of hours for YCSM service. Typically, this will range from 8-32 hours a week. Accommodations can be made based on the hours of operation at the center or library and the unique circumstances of the missionary.
  - Would physical accommodations be required to meet the needs of the missionary?
- Potential missionaries must meet in person with various operations managers (in this case, FSL or FHC Directors) prior to submitting papers to make sure that a YCSM opportunity can be created and is a good fit for both the director and the missionary. The goal is for every missionary to have a successful experience and be able to make a meaningful contribution.

In this meeting, the FSL or FHC director and the potential missionary should have a frank discussion about the candidate's unique situation.

- What communication skills does the potential missionary have?
- What talents and abilities do they possess?
- What unique contribution could they offer?
- Are there physical limitations that should be taken into consideration?
- What mental or emotional issues may be a consideration?
- Does the missionary have reliable transportation?

Both the director and the potential missionary should honestly consider if this would be the best missionary opportunity for this particular missionary, and what type of assignments would be given. The director should not approve the opportunity unless they are reasonably certain that they have the resources to accommodate the missionary's needs, and that the missionary can have a successful experience making a meaningful contribution. YCSM missions may also provide growth and development opportunities for the missionary.

Both parties should agree that if the opportunity doesn't work out as envisioned, a transfer can be arranged to another operation that might be better suited to the missionary's needs. If this becomes necessary, the operations manager can work with the missionary, the YCSM office, other operations managers and the stake president to facilitate a transfer.

- Once the missionary and the director are comfortable moving forward with pursuing a mission opportunity at a FSL or FHC, the candidate should work with their Bishop and Stake President to approve the plan, complete the YCSM application and related interviews. The stake president will then submit the YCSM papers recommending an assignment to the specific FSL or FHC.
- YCSMs may be called for periods of 12, 18 or 24 months, depending on their circumstances, and the needs of the FSL or FHC where they wish to serve. There is also some flexibility for

missionaries who have returned home early from a full-time mission to serve out the remainder of their original mission timeframe. Exceptions can be worked out with the YCSM office.

- Most assignments will need to be customized to fit the needs of the FSL or FHC and the abilities of the missionary. However, when possible, YCSMs can fill existing coordination requests.
- Once papers are submitted, the mission call will be processed and sent to the Stake President, who will issue the call to the missionary. The missionary will be set apart by their Stake President.
- YCSMs serve under the priesthood direction of their Stake President, who works in close harmony with the director. The director supervises missionary assignments and activities at the FSL or FHC.