

ROLE OF AREA SENIOR MISSIONARY ADVISERS (FORMERLY “SUPPORT ADVISERS”)

1. Train, support, and advise Senior Missionary Coordinators in their roles. This includes preparing you to support and assist priesthood leaders, operation managers, senior service missionaries, and potential missionaries.
2. Backup Area SMCs when the SMCs are traveling or otherwise unavailable.
3. Act as a liaison between the Service Mission Office (SMO) and Area SMCs. We share the information we receive from the SMO with the Area’s SMCs. As part of that:
 - a. We have a monthly meeting with our supervisor, Ben Sorensen.
 - b. We attend a weekly Advisers meeting online.
 - c. We attend an annual in-person Advisers meeting in Salt Lake City.
 - d. We attend and occasionally participate in the monthly Global SMC Webinar.
4. Conduct SMC Council meetings twice monthly with all Area SMCs.
5. Host a chat with each SMC couple twice a month. (2-on-2 meeting)
6. Perform the initial review of Task Requests submitted by Area SMCs. We handle those we can. All others are forwarded to the SMO processing team.
7. Look up the status of missionary applicants on the Missionary Recommendation System (MRS). Advisers have view-only access. (SMCs do not have any access.)
8. Propose a date change (extension or early release) of a senior service missionary’s assignment on behalf of an operation manager.
9. Approve a date change (extension or early release) of senior service missionary’s assignment on behalf of the missionary’s stake president.
10. Adjust the start date for a senior service missionary at the request of an operation manager.
11. Extend the release date (Service Assignment End Date) for a senior service missionary to prevent an unintended release.
12. End a mission at the request of a stake president.
13. View missionaries and operation managers in SMMS worldwide. SMCs can only see missionary assignments when either the missionary or the operation is within the boundaries of their senior service missionary group (SSMG).
14. Assist priesthood leaders and operation managers with issues related to senior missionary work, including assistance with MRS and SMMS and discussing policy issues.

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15. Receive proposals by a stake president and mission leader to approve specific senior service missionary applicants to serve in member and leadership (MLS) positions and transmit the proposals to the Missionary Department and the SMO for consideration.
16. Submit a submit a Task Request to create a Type 1 (non-workforce) operation on behalf of the proposed operation manager. [*REQUEST TYPE: OPERATION: Create new non-workforce operation*]
17. Review the monthly reports sent by SMCs to their Area Seventies. It is our practice to respond with our comments.