



# Senior Missionary Coordinators

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Understanding Your Calling



## Understanding Your Calling

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- Senior Missionary Coordinators (SMCs) are full-time Senior Service Missionaries, serving around 30 hours a week.





# Understanding Your Calling

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- SMCs represent both the Service Mission Office (SMO) and the Missionary Department



## Purpose of the Service Mission Office

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- The SMO helps individuals and couples serve the Savior by providing organized and meaningful opportunities for them to build His kingdom on the earth, bless the lives of others, and experience spiritual growth.





## Service Mission Office Core Values

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- We ensure that the Service Missionary Programs are aligned with priesthood direction from the presiding councils of the Church.
- We work in harmony with the Missionary Department to provide missionary opportunities around the world and around the corner.



# Service Mission Office Core Values

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- We promote ways to help every Senior Service Missionary and young Service Missionary feel spiritually fulfilled and temporally successful in each mission assignment.
- We assist Church departments and operation managers in onboarding missionaries as part of the Church's mixed work force, which consists of employees, Senior Service Missionaries, volunteers, and young Service Missionaries.



## Service Mission Office Core Values

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- We encourage priesthood leaders and members on how Senior missionaries and Senior service missionaries bless the children of God, His Church, and those who serve.





## SMCs' Areas of Responsibility - 1

1. **SMCs facilitate mission calls** for full-time *Senior Missionaries* and part-time *Senior Service Missionaries*. SMCs assist missionary candidates and priesthood leaders with the online applications for missionary recommendations. SMCs promote positive experiences for seniors as missionaries.





## SMCs' Areas of Responsibility - 2

2. **Help Stake and Ward Leaders** carry out Unit assigned opportunities. This includes: (a) educating the leaders as to the missionary opportunities for senior members; (b) working with Stake Presidents who must approve missionary assignments and changes to their assignments; and (c) training anyone who is asked by the Stake President to support missionary work, such as Stake Senior Missionary Specialists.



## SMCs' Areas of Responsibility - 3

3. **SMCs assist Operation Managers** develop an effective workforce. This includes (a) making sure that the Senior Missionary Website shows missionary opportunities that are available for potential missionaries to consider, (b) helping to make sure missionary releases or extensions are handled correctly; and (c) informing priesthood leaders of the operations' needs.





## SMCs' Areas of Responsibility - 4

4. **SMCs act as Ambassadors for the *Senior Missionary Program*.** When invited, SMCs attend Stake Conferences, host devotionals and firesides, participate in ward and stake councils, and otherwise promote missionary work among senior Church members.





# Resources and Tools

## People

- Under the direction of the **Service Mission Office** (SMO) and in collaboration with the **Missionary Department**, missionary work for senior members is facilitated and assisted by **Senior Missionary Coordinators** (SMCs) with the support and assistance of Service Mission Office **Support Advisers**. The Support Advisers for the NASW Area are Elder Layne Rushforth and Sister Sharon Rushforth.
- SMCs are assigned over a Senior Missionary Group, made up of one or more Coordinating Councils.
  - The **North America Southwest Area** is divided into ten missionary “groups” in Arizona, Nevada, New Mexico, Texas, and Oklahoma.
  - The **Las Vegas Group** consists of four Coordinating Council that include 31 stakes.
    - Elder Thomas A. Thomas is over the North and West Coordinating Councils.
    - Elder Jonathon W. Bunker is over the South and East Coordinating Councils.

# Resources and Tools

## The Service Mission Office Portal

SM

Service Mission Office Portal

Int - No Guests

★ Following

HOME

SENIOR SERVICE MISSIONARY ▾

SERVICE MISSIONARY LEADERS ▾

HEADQUARTERS

Feedback

### Service Mission Office Purpose

*The purpose of the Service Mission Office is to help individuals and couples serve the Savior by providing organized and meaningful opportunities for them to build His kingdom on the earth, bless the lives of others, and experience spiritual growth.*

### Core Values of the Service Mission Office

*The following core values guide the vision and administration of the Church-Service Missionary and the Service Missionary Programs worldwide.*

[Service Mission Office Core Values](#)

Global Service Center  
801-240-4357  
Toll Free: 1-855-537-4357



### SMMS information

- [2024 SMO Plan](#)
- [How to use SMMS](#)

### Words of the Living Prophet

- [Words of the Living Prophet](#)

### Elder Bassett

- [Elder Bassett - Family Orientation](#) This video is intended to be shared.
- [Character of Christ - Elder Bednar](#)

### The Leadership Pattern

Core Talent: Organize the Work

*"For I have given you an example, that ye should do as I have done to you."*  
John 13:15

"Jesus says, 'Just do it the way I do it. Talk the way I talk. Walk the way I walk. Treat people the way I treat people. Cry when I cry.' That's the Savior's message: 'Come, follow me.'".  
Jeffrey R. Holland

### Church News - Service Missions

- [How Church Employment Services helps people find jobs — and a connection to the Savior](#)

### Leadership Journey

- [Leadership Journey Registration](#)
- [Leadership Journey Information](#)

# Resources and Tools


## Missionary Websites

Acronym	For	Description
<b>SMW</b>	Members	<b>Senior Missionary Website.</b> Used by members to find a “missionary opportunity” and to connect to an application for a recommendation to serve a mission.
<b>MRS</b>	Bishops and Stake Presidents	<b>Missionary Recommendation System.</b> Used by priesthood leaders to formally approve and recommend members as missionaries.
<b>SMMS</b>	Operation Managers and Stake Presidents	<b>Service Missionary Management System.</b> This is used by Operation Managers and Stake Presidents to approve missionary assignments and to modify them.
<b>CDOL</b>	Church leaders and missionary advisors	<b>Church Directory of Organizations and Leaders.</b> This is a worldwide directory of the Church’s organizations and Church leaders.



# Resources and Tools

## The Senior Missionary Website (SMW)



THE CHURCH OF  
JESUS CHRIST  
OF LATTER-DAY SAINTS

[My Home](#) [Libraries](#) [Serve](#) [News](#) [About Us](#)

[Find a Church](#) [English](#) [Resources](#) [Sign In](#)

**SENIOR MISSIONARY**

[Ways to Serve](#) [About Serving](#) [Search Opportunities](#) [Help](#) [My Opportunities](#)


Have questions? Ask them here so they can be answered by senior missionary support. [Ask a Question >](#)

Please include your e-mail address if you'd like a direct response.

### What are the options?

Explore over 30 meaningful missionary experiences—whether close to home or across the world—that will allow you to serve the Lord and bless others.

[Get Started >](#)



# Resources and Tools

## Service Missionary Management System (SMMS)

Service Missionary Management



[Missionaries](#) [Opportunities](#) [Operations](#) [Assignments](#) [Related Systems](#) [Settings](#) [System Settings](#)

### Limit View

Limit Results By

All

Search for Organization



Apply

Clear Filter

Find a Missionary

Search

### Action Items

1123 Assignments to be approved


522 Modification Requests Due





1340 Missionary has no assignment

1 Assignment modification request denied

# Resources and Tools

## The Church Directory of Organizations and Leaders (CDOL)

 Church Directory of Organizations and Leaders



Search Feedback

Search / North America Southwest Area (790052) Local Time: Thursday 4:30:19 PM

## North America Southwest Area (790052)

Organizations and Positions

General Information

Associated Units

Filter Results

All Organizations

### Positions

Position ↓	Name	Phone Number	Email	Active Date
Area President	Evan A. Schmutz (primary contact)		<a href="mailto:easchmutz@churchofjesuschrist.org">easchmutz@churchofjesuschrist.org</a>	1 Aug 2023
Area Presidency First Counselor	<a href="#">Jose L. Alonso</a>		<a href="mailto:AlonsoJL@ChurchofJesusChrist.org">AlonsoJL@ChurchofJesusChrist.org</a>	1 Aug 2023
Area Presidency Second Counselor	Michael A. Dunn		<a href="mailto:mdunn@ChurchofJesusChrist.org">mdunn@ChurchofJesusChrist.org</a>	1 Aug 2023
Area Executive Secretary	<a href="#">Jeffrey C. Bateson</a>		<a href="mailto:BatesonJC@ChurchofJesusChrist.org">BatesonJC@ChurchofJesusChrist.org</a>	14 Aug 2019
Area Executive Secretary	Scott T. Seamons		<a href="mailto:scott.seamons@churchofjesuschrist.org">scott.seamons@churchofjesuschrist.org</a>	1 Aug 2023



# Resources and Tools

## Links to Missionary Websites

### LINKS FOR POTENTIAL MISSIONARIES

- [Senior Missionary Website](#)  
Official Church website to help seniors search and apply for missionary opportunities.
- [SeniorMission.org](#)  
Unofficial website with tips and pointers for seniors considering missionary service.
- [Elder Rasband's 2023 General Conference Talk](#)

### LINKS FOR PRIESTHOOD LEADERS

- [MRS](#)  
(Missionary Recommendation System)
- [SMMS](#)  
(Service Missionary Management System)
- [CDOL](#)  
(Church Directory of Organizations and Leaders)
- [Leader and Clerk Resources](#)
- [General Handbook Chapter 24](#)  
(Official Instructions regarding missionary work.)
- [Leaders' Resources for Seniors as Missionaries](#)  
(Unofficial Page)
- [Directory of Senior Missionary Coordinators](#)  
SMCs for the North America Southwest Area. (🔗 PDF file opens in new window.)

### LINKS TO INSTRUCTIONS

For each link below, a PDF file opens in a new window. (🔗)

- [SSM Application Flowchart](#)  
Flowchart showing process for applying as a Senior Service Missionary.
- [Missionary Approval in MRS](#)  
Instructions for approving application in MRS.
- [Stake President's Quick Reference for SMMS](#)  
Instructions for key tasks in SMMS.
- [Operation Manager's Quick Reference for SMMS](#)  
Instructions for key tasks in SMMS.

### OTHER CHURCH LINKS

- [ChurchofJesusChrist.org](#)
- [Church Home Dashboard](#)
- [Church Online Store](#)
- [Church News](#)
- [Donations](#) (See also [Philanthropies](#).)
- [Deseret Book](#)
- [Durango Ward](#)
- [FamilySearch](#)
- [Find a Meetinghouse](#) (Maps)
- [Gospel Library](#)
- [Scriptures \(Escrituras\)](#)
- [Temples of the Church](#)
  - [Appointments](#)
  - [Ordinance Workers](#)
  - [Unofficial Page](#)
- [Ward/Stake Directory](#)
- [Ward/Stake Calendar](#)



## Daily Tasks for SMCs

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- Check your Group Email and Each of your Personal Church Emails
  - Follow up on applications stalled in MRS
  - Communicate with and act as a liaison between potential missionaries, Priesthood Leaders and Operation Managers
- Check your Dashboard in SMMS
  - Missionaries without assignments
  - Missionaries with proposed modifications
- Send Task Requests to your Support Advisers, as needed
- Ask your Support Advisers questions, as needed



## Recurring Tasks

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- Build Relationships with your Area Seventies, Stake Presidents, and Operation Managers.
- Train Stake Senior Missionary Specialists or others in a similar role
- Seek opportunities to encourage missionary service:
  - Attend Stake Conferences
  - Host Devotionals
  - Participate in Ward and Stake Councils
- Attend webinars and fill assignments
- Wear name badge and missionary dress when visiting
- Monitor Operations and Stakes to help the Stakes provide missionaries for the Operations.





## Meetings for SMCs

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- Senior Missionary Coordinators participate in an area-wide SMC one-hour video conference on the first and third Wednesdays of each month at 12:00 p.m. Pacific Time.
- SMCs participate in a one-hour Global SMC video conference once a month on the second Wednesday of each month at 10:30 a.m. Mountain Time.
- SMCs have an informal video chat with their Support Advisers normally scheduled during the second and fourth weeks of the month.
- Additional conferences and meetings may be scheduled.

## Special Task

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- Enjoy Your Calling!

