

SENIOR SERVICE MISSIONARY APPLICATION

Congratulations on your decision to serve as a Senior Service Missionary!

Step 0: (Optional). You may want to view a 7-minute video showing the application process. If so, use this link: <https://seniormission.org/videos/SSM-application.mp4>.

Step 1: You were provided a direct link to the Senior Service Missionary opportunity on the Senior Missionary Website, which you should open in a web browser. (Google Chrome or another chromium-based browser are recommended.) You will need to sign in with your Church account, and, after you do, you may have to use the link again to get to the right place. If you and your spouse are both applying, we encourage you to each use a different browser, such as Chrome, Edge, or Safari.

Step 2: If the position you are seeking displays with **Currently Available**, click Submit. If the correct position does not display or does not show as available, someone else has probably applied for this position. Please ask for a new position or opportunity number. After you click Submit, the system may take two minutes or more to get to the next step. It's best not to interrupt the process or refresh the screen.

Step 3: You will then be asked to complete an online application in the online missionary recommendation system. Make sure that your application is complete and actually submitted. [See page 2 or the video mentioned in Step 0.] Your Bishop will review your application, and he will meet with you for a mission worthiness interview.

Step 4: After the Bishop's approval, the Stake President will review your application and schedule an interview.

Step 5: After your Bishop and Stake President have approved you as a service missionary, your application moves to the Senior Missionary Management System (SMMS), and the manager of the operation (organization) who will be supervising your service will review your application to determine if you and the position are well matched. You may be interviewed on the phone or in person.

Step 6: If approved by the operation manger, your Stake President will approve the assignment in SMMS, formally call you, and set you apart. You will then report to the operation manager to serve. If the operation manager does not approve, your Stake Senior Missionary Specialist or the Senior Missionary Coordinators in your geographical region can help you find another position.

STEP 3: COMPLETING YOUR SUBMISSION

- Make sure that every section of the recommendation is completed, as indicated by green check marks. (It will ask for a photo, but for Senior Service Missionaries, the photo is optional.)

Service Missionary

Missionary Recommendation Portal

Recommendation Submission

Please make sure you have answered all required questions so your submission will complete successfully. If there are unanswered required questions, you will not be able to successfully submit your recommendation until they are answered. The completion circles in the main menu will help you find what pages are not yet complete.

Submit Recommendation

Submit

This is the end of the application form. Before submitting the recommendation application, confirm that each section has been completed and is showing a green check mark. Then click the "Submit" button.

- Click on "Submit Recommend" button.

Missionary Recommendation Portal

Congratulations!

Thank you for your willingness to serve the Lord. Your senior service recommendation forms have been submitted to your priesthood leader. **We encourage you to contact him if you have any questions about the progress or status of your recommendation.**

Your priesthood leader may meet with you to review your recommendation, if he has questions. Upon your priesthood leader approval, he will submit your recommendation to Church headquarters, where it will go through a review process with the appropriate department/organization for your requested opportunity. An operation manager may reach out to you to discuss your match to the selected opportunity.

When your opportunity request has been approved, you will receive your call letter, which will provide information about when you will begin serving in the respective opportunity, how long you are scheduled to serve there, and any other relevant information.

Please **sign out** to complete the submission of your recommendation.

Sign out

This "Congratulations!" message appears after your application for a missionary recommendation has been successfully completed, but **you must sign out to complete the submission of your application to your Bishop.**

- After viewing the "Congratulations" screen, you must click on "Sign out" button to complete your submission. [IMPORTANT!]

For more information, contact your Stake Senior Missionary Specialist or your Senior Missionary Coordinators (SMCs). For list of SMCs in the North American Southwest Area, point your web browser to <https://seniormission.org/smc-ussw/>.