

SAMPLE EMAIL MESSAGE FOR SENIOR SERVICE MISSIONARY COORDINATORS

[NOTE: In the Word version, use <ctrl-click> to jump to the item in the table of contents. In the Acrobat version, a simple click will jump to the item.]

Table of Contents

A. OVERVIEW.....	1
B. MRS.....	1
B.1. MRS APPLICATIONS (Bishop or Stake President).....	1
C. SMMS.....	2
C.1. STAKE PRESIDENT FINAL APPROVAL IN SMMS:.....	2
(a) Elder	2
(b) Sister	3
(c) Couple	3
C.2. STAKE PRESIDENT TO APPROVE EXTENSION:.....	4
(a) Sister	4
(b) Brother	4
(c) Couple	5
C.3. STAKE PRESIDENT TO APPROVE EARLY RELEASE (END OF MISSION): ..	5
(a) Sister	5
(b) Brother	5
(c) Couple	6
C.4. STAKE PRESIDENT TO APPROVE AN EARLY RELEASE DATE WITHOUT ENDING THE MISSION NOW:.....	6
(a) Sister	6
(b) Brother	7
(c) Couple	7
C.5. OPERATION MANAGER TO APPROVE IN SMMS:	7
(a) Brother	7
(b) Sister	7
(c) Couple	8
C.6. MISSIONARY ASSIGNMENT MISSING.....	8
(a) Initial assignment is missing (message to Support Advisers)	8

(b) Assignment ended without ending mission (message to Stake President or Operation Manager)	8
C.7. APPLY AS SENIOR SERVICE MISSIONARY WITH POSITION NUMBER	9
(a) Message to couples:	9
(b) Message to Elder or Sister	10
C.8. APPLY AS SENIOR SERVICE MISSIONARY WITH A DIRECT LINK TO THE ONLINE OPPORTUNITY.....	10
D. MISCELLANEOUS	11
D.1. Reminder to Operation Manager of Possible Mission Extension	11
D.2. Stake Senior Missionary Specialist or Equivalent	12
D.3. NAME BADGES (Message to missionaries)	13
D.4. INFORMING STAKE PRESIDENT OF SUPPORT-ADVISER EXTENSION ...	13

A. OVERVIEW

- This document provides sample text that can be pasted into email messages.
- Links to MRS and SMMS in emails are encouraged because it makes it easier for the recipient to get to the right site.
- Links to memos are included, but you can also delete the link and attach the actual file.
- You can copy this document and create your own, perhaps even adding your email signature below each message.
- A suggested email subject is provided, which sometimes includes suggestions for including the name(s) of the affected missionary(ies) or operation(s) to make related messages easier to find later.

B. MRS

B.1. MRS APPLICATIONS (Bishop or Stake President). This can be used for any new application, whether it is recent or whether it has been stalled for a while.

For applications that appear on the “pending applications” report, confirm that the missionary does not appear in SMMS before sending a reminder. If the missionary is in SMMS, then the application is no pending action in MRS, and a nudge is not required.

Email Subject- Action needed for missionary application for (name)

We received a report that <name> has submitted an application for a recommendation to serve as a Senior Service Missionary, and that application is pending in the online Missionary Recommendation System (MRS). [While Senior Service Missionary applications can be viewed through Leader and Clerk Resources (LCR), it is much more efficient to use the direct link to MRS: <https://mrs-leadership.churchofjesuschrist.org/>.] We are sending this message to encourage you to log into MRS, to review the application, to conduct a missionary interview, and to approve (or disapprove) that application in MRS.

If there are reasons for deferring action on this application, you can disregard this message, and you owe us no explanation. If there are reasons for not moving forward with this application, you may permanently cancel it at any time. See <https://seniormission.org/docs/MRS.bishop-cancel.pdf>. Bishops and Stake Presidents follow the same process to cancel a recommend.

This application does not involve a full-time Senior Missionary application in the Missionary Online Application System (MORS) nor does it involve the Service Missionary Management System (SMMS).

MISSING APPLICATION? If no missionary application for <name> appears after you log into MRS, uncheck the box next to “Only Actionable Candidates”. If you see no entry for the missionary after that, please let us know. We cannot access MRS, but we can ask our Support Advisers to look into the problem.

[Signature]

[Return to Table of Contents](#)

C. SMMS

C.1. STAKE PRESIDENT FINAL APPROVAL IN SMMS:

(a) Elder

Subject in email- *Final approval needed for Elder <full name> as a Senior Service Missionary*

Dear President _____,

We are sending this notification that the assignment of Elder <surname> as a Senior Service Missionary for <operation> needs your final approval in the Service Missionary Management System (SMMS)

[\[https://servicemissionary.churchofjesuschrist.org/.\]](https://servicemissionary.churchofjesuschrist.org/) You previously approved him as a missionary in the Missionary Recommendation System (MRS), but a final approval of his assignment must also be done in SMMS.

If not already done, he should be called by you, set apart by you or a counselor, and given his call letter. *[See https://seniormission.org/docs/smms.call_letter.pdf for call-letter instructions.]*

Let us know if we can assist you with anything related to the service of senior members of your stake as missionaries.

[Signature]

(b) Sister

Subject in email- *Final approval needed for Sister <full name> as a Senior Service Missionary*

Dear President _____,

We are sending this notification that the assignment of Sister <surname> as a Senior Service Missionary for <operation> needs your final approval in the Service Missionary Management System (SMMS)

[<https://servicemissionary.churchofjesuschrist.org/>.] You previously approved her as a missionary in the Missionary Recommendation System (MRS), but a final approval of her assignment must also be done in SMMS.

If not already done, she should be called by you, set apart by you or a counselor, and given her call letter. [See https://seniormission.org/docs/smms.call_letter.pdf for call-letter instructions.]

Let us know if we can assist you with anything related to the service of senior members of your stake as missionaries.

[Signature]

(c) Couple

Subject in email- *Final approval needed for Elder <full name> and Sister <full name> as Senior Service Missionaries*

Dear President _____,

We are sending this notification that the assignment of Elder and Sister <surname> as Senior Service Missionaries for <operation> needs your final approval in the Service Missionary Management System (SMMS)

[<https://servicemissionary.churchofjesuschrist.org/>.] You previously approved them as missionaries in the Missionary Recommendation System (MRS), but a final approval of their assignment must also be done in SMMS for each spouse.

If not already done, they should be called by you, set apart by you or a counselor, and given their call letters. [See <https://seniormission.org/docs/smms.call.letter.pdf> for call-letter instructions.]

Let us know if we can assist you with anything related to the service of senior members of your stake as missionaries.

[Signature]

[Return to Table of Contents](#)

C.2. STAKE PRESIDENT TO APPROVE EXTENSION:

(a) Sister

Subject in email- *Action Required to Extend Mission for Sister <full name>*
Sister <surname> is presently scheduled to be released as a Senior Service Missionary in the <operation> on <date>, but she wants to extend her calling until <proposed date>. Because you may not have received a notification from SMMS, we are sending this to encourage you to log into SMMS [<https://servicemissionary.churchofjesuschrist.org/>] and approve (or disapprove) this extension. ***Unless the approval is done by <day before release>, she will have to re-apply to serve as a Senior Service Missionary.*** If you have questions or need assistance, let us know.

(b) Brother

Subject in email- *Action Required to Extend Mission for Elder <full name>*

Elder <surname> is presently scheduled to be released as a Senior Service Missionary in the <operation> on <date>, but he wants to extend his calling until <proposed date>. Because you may not have receive a notification from SMMS, we are sending this to encourage you to log into SMMS [<https://servicemissionary.churchofjesuschrist.org/>] and approve (or disapprove) this extension. ***Unless the approval is done by <day before release>, he will have to re-apply to serve as a Senior Service Missionary.*** If you have questions or need assistance, let us know.

(c) Couple

Subject in email- *Action Required to Extend Mission for Elder <full name> and Sister <full name>*

Elder and Sister <surname> are presently scheduled to be released as Senior Service Missionaries in the <operation> on <date>, but they want to extend their calling until <proposed date>. Because you may not have received a notification from SMMS, we are sending this to encourage you to log into SMMS [<https://servicemissionary.churchofjesuschrist.org/>] and approve (or disapprove) this extension. ***Unless the approval is done by <day before release>, they will have to re-apply to serve as a Senior Service Missionaries.*** If you have questions or need assistance, let us know.

[Return to Table of Contents](#)

C.3. STAKE PRESIDENT TO APPROVE EARLY RELEASE (END OF MISSION):

(a) Sister

Subject in email- *Action Required to Approve an Early End of Mission for Sister <full name>*

We have learned that an early mission release has been requested for Sister <surname>, who is serving as a Senior Service Missionary for <operation>. Please follow the instructions to end her mission that are found here: <https://seniormission.org/docs/SMMS.SP.EarlyRelease.immediate.pdf>. *If you click on the right place, you can end her assignment and her mission in one step. If you click on the wrong place, you can end the assignment without ending the mission, which is not the goal.* Please review the end-of-mission guidelines taken from the General Handbook: <https://seniormission.org/docs/end-of-missionary-service.pdf>, which mention some of the steps that should be taken in order to thank and recognize the missionary being released.

(b) Brother

Subject in email- *Action Required to Approve an Early End of Mission for Elder <full name>*

We have learned that an early mission release has been requested for Elder <surname>, who is serving as a Senior Service Missionary for <operation>. Please follow the instructions to end his mission that are found here: <https://seniormission.org/docs/SMMS.SP.EarlyRelease.immediate.pdf>. *If you click on the right place, you can end his assignment and his mission in one step. If you click on the wrong place, you can end the assignment without ending the mission, which is not the goal.* Please review the end-of-mission guidelines taken from the General Handbook: <https://seniormission.org/docs/end-of-missionary-service.pdf>, which mention some of the steps that should be taken in order to thank and recognize the missionary being released.

(c) Couple

Subject in email- *Action Required to Approve an Early End of Mission for Elder <full name> and Sister <full name>*

We have learned that an early mission release has been requested for Elder and Sister <surname>, who are serving as a Senior Service Missionaries for <operation>. Please follow the instructions to end their mission that are found here: <https://seniormission.org/docs/SMMS.SP.EarlyRelease.immediate.pdf>. *If you click on the right place, you can end their assignment and their mission in one step. If you click on the wrong place, you can end the assignment without ending the mission, which is not the goal.* Please review the end-of-mission guidelines taken from the General Handbook: <https://seniormission.org/docs/end-of-missionary-service.pdf>, which mention some of the steps that should be taken in order to thank and recognize the missionary being released.

[Return to Table of Contents](#)

C.4. STAKE PRESIDENT TO APPROVE AN EARLY RELEASE DATE WITHOUT ENDING THE MISSION NOW:

(a) Sister

Subject in email- *Action Required to Approve an Early Release for Sister <full name>*

As you know, Sister <surname> is serving as a Senior Service Missionary for <operation>. We have learned that her assignment and mission are to end earlier than originally scheduled, but not yet. Please follow the instructions to change the

assignment end date and the mission end date that are found here:

<https://seniormission.org/docs/SMMS.SP.EarlyRelease.future.pdf>.

(b) Brother

Subject in email- *Action Required to Approve an Early Release for Elder <full name>*

As you know, Elder <surname> is serving as a Senior Service Missionary for <operation>. We have learned that his assignment and mission are to end earlier than originally scheduled, but not yet. Please follow the instructions to change the assignment end date and the mission end date that are found here:

<https://seniormission.org/docs/SMMS.SP.EarlyRelease.future.pdf>.

(c) Couple

Subject in email- *Action Required to Approve an Early Release for Elder <full name> and Sister <full name>*

As you know, Elder and Sister <surname> are serving as a Senior Service Missionaries for <operation>. We have learned that their assignment and mission are to end earlier than originally scheduled, but not yet. Please follow the instructions to change the assignment end date and the mission end date that are found here: <https://seniormission.org/docs/SMMS.SP.EarlyRelease.future.pdf>.

C.5. OPERATION MANAGER TO APPROVE IN SMMS:

(a) Brother

Email subject: *Action Required to Approve the Assignment of Elder <full name>*

Because you may not have received an SMMS-generated notification, we are sending this message to notify you that your approval is needed for the assignment of Elder <surname> as a Senior Service Missionary assigned to work under <operation>. Please log into SMMS

(<https://servicemissionary.churchofjesuschrist.org/>) and approve (or disapprove) his assignment.

(b) Sister

Email subject: *Action Required to Approve the Assignment of Sister <full name>*

Because you may not have received an SMMS-generated notification, we are sending this message to notify you that your approval is needed for the assignment of Sister <surname> as a Senior Service Missionary assigned to work under <operation>. Please log into SMMS (<https://servicemissionary.churchofjesuschrist.org/>) and approve (or disapprove) her assignment.

(c) Couple

Email subject: *Action Required to Approve the Assignment of Elder <full name> and Sister <full name>*

Because you may not have received an SMMS-generated notification, we are sending this message to notify you that your approval is needed for the assignment of Elder and Sister <surname> as Senior Service Missionaries assigned to work under <operation>. Please log into SMMS (<https://servicemissionary.churchofjesuschrist.org/>) and approve (or disapprove) their assignments.

[Return to Table of Contents](#)

C.6. MISSIONARY ASSIGNMENT MISSING

(a) Initial assignment is missing (message to Support Advisers)

Email subject: *Missing Assignment*

Elder and Sister Rushforth,

Our SMMS dashboard shows that <full name> from the _____ Stake has been approved as a missionary but there is no assignment. Please check to see what opportunity they applied for and let us know.

(b) Assignment ended without ending mission (message to Stake President or Operation Manager)

Email subject: *Missionary Not Released but Has No Assignment*

We noticed in the Service Missionary Management System (SMMS) [<https://servicemissionary.churchofjesuschrist.org>] that the assignment of <full name> as a Senior Service Missionary for <operation> recently ended, but the mission end date is <mission end date>. If the mission was to end with the assignment, we can take care of that if you will just let us know. If the missionary wants to continue the mission with another assignment, let us know so that we can help find another assignment. At your convenience, please reply to this message or give one of us a call.

[Signature]

[Return to Table of Contents](#)

C.7. APPLY AS SENIOR SERVICE MISSIONARY WITH POSITION NUMBER

(a) Message to couples:

Email subject: *Applying for Recommendation to Serve as Missionaries*

Thank you for your willingness to be Senior Service Missionaries for <operation>. The step-by-step process to apply for a recommendation to serve a mission is explained in a memo that you can download using this link:

https://seniormission.org/docs/SSM_apply.pdf

Each of you will need to apply separately, after logging into your individual Church account. For Step 4, you will each need a different position number, and here are the two numbers for you to use:

<first position number>

<second position number>

NOTE: You must include the dash.

Call if you have any questions or problems.

(b) Message to Elder or Sister

Email subject: *Applying for Recommendation to Serve as Missionaries*

Thank you for your willingness to be a Senior Service Missionary for <operation>. The step-by-step process to apply for a recommendation to serve a mission is explained in a memo that you can download using this link:

https://seniormission.org/docs/SSM_apply.pdf

You will need to log into your individual Church account. For Step 4, you will need a position number, and here is the number to use:

< number>

NOTE: You must include the dash.

Call if you have any questions or problems.

[NOTE: You can attach the “SMM_apply.pdf” memo instead of sending a link.]

**C.8. APPLY AS SENIOR SERVICE MISSIONARY WITH A DIRECT
LINK TO THE ONLINE OPPORTUNITY**

Email subject: *Applying for Recommendation to Serve as Missionaries*

Dear <name(s) of missionary candidate(s)>

To apply for the position you want, use the following link:

<https://seniormissionary.churchofjesuschrist.org/srsite/position/##-#####?lang=eng>

When you click on that link, you will click the “Submit” button to start your application for a recommendation to serve as a Senior Service Missionary. Once that is complete, your next step is a missionary interview with your Bishop. See https://seniormission.org/docs/SSM_application.pdf for more details about the application.

Call if you have any questions or problems.

NOTE: Before sending the message, replace ##-##### with the opportunity number for the member's desired position.

Return to Table of Contents

D. MISCELLANEOUS

D.1. Reminder to Operation Manager of Possible Mission Extension

Subject of email: *Consideration of Extension of Mission for Elder/Sister _____*

To: Operation Manager

Dear Brother/Sister _____,

Elder/Sister <full name of missionary> is presently scheduled to be released as a Senior Service Missionary in the <name of operation> on <date>.

After consulting with Elder/Sister _____, if you determine that it is beneficial to extend <his/her> mission, please go to SMMS

[<https://servicemissionary.churchofjesuschrist.org/>], look up the missionary and view the missionary's assignment page. Click on the button labeled "Request Assignment Date Modification" and enter the proposed end date for the assignment. If that date is after the missionary's release date, it will also serve as a request to extend the mission.

Unless the approval process is completed by the day before the release date, he/she will have to re-apply to serve as a Senior Service Missionary.

If you determine that that an extension for the missionary's current assignment is not appropriate, it would be good for us to know if you think it is appropriate to consider another assignment for the missionary or more appropriate to end the mission.

Feel free to contact us for assistance or to discuss this further.

Regards,

D.2. Stake Senior Missionary Specialist or Equivalent

Dear President _____,

[Use this paragraph if the stake has not called a Stake Senior Specialist or assigned something else to perform a supporting role for promoting and managing missionary work among seniors.]

To reduce your stress relating to missionary-related duties, we encourage you to call a Stake Senior Missionary Specialist or to assign one or more other persons to perform a similar role. Please download and review these memos:

- https://seniormission.org/docs/Stake_Senior_Missionary_Specialist.pdf
- https://seniormission.org/docs/Stake_Senior_Missionary_Specialist.supp.pdf

If you do not have a Specialist, your stake missionary support team might include a Counselor in the Stake Presidency, a High Councilor, the Stake Executive Secretary, or the Stake Clerk. As Senior Missionary Coordinators, we will provide their training. We will show them how to navigate the Church's senior missionary website and provide them with materials for Sacrament Meeting talks, 5th-Sunday lessons, firesides, and other motivational opportunities.

[Use this paragraph if the stake has assigned one or more support representatives.]

We thank you for calling [assigning] _____ to assist you with your missionary-related duties. If you have not already done so, you may choose to give them some authority with respect to the Service Missionary Management System ([SMMS](#)), and we can train them on how to monitor the assignments of Senior Service Missionaries to keep you apprised of any action that you need to take.

[Whether or not support representatives have been called.]

We will make ourselves available to your stake's support representatives in their calling as needed. We look forward to working with anyone you choose to assist in this work.

[Return to Table of Contents](#)

D.3. NAME BADGES (Message to missionaries)

We have been asked to order missionary name badges for you as Senior Service Missionaries for <operation>. For that, we will need some info:

1. **What type of name badges do you want?** Normally, Senior Service Missionaries get two badges each, and you can choose from (a) magnetic, (b) pocket, or (c) pin styles. Most women get two magnetic badges, and most men get a magnetic and a pocket badge. Some also want a “johnny clip” that allows a pin-style badge to be clipped onto a lapel. If you want a language other than English, let us know.
2. **What is your mailing address?** The badges are made in Utah and are mailed directly to you by US Mail. They are usually made promptly, but they are sent by US mail. It usually takes 7-10 days from the date of the order to get to you.

If you have questions, reply to this message or call one of us.

[Return to Table of Contents](#)

D.4. INFORMING STAKE PRESIDENT OF SUPPORT-ADVISER EXTENSION

If a missionary's call is extended by the Support Advisers for the Stake President, consider sending a notification like this:

Email subject: *Notification of Extended Cal for Elder / Sister <surname>*

“Elder / Sister <full name> is a Senior Service Missionary working in the <operation>. His / Her assignment was to end <date>, but he / she and the <operation> wanted the call to be extended a year. Because of the deadline, our Support Advisers approved that extension on your behalf so that there would not be a gap in service. If you approve the extension, there is nothing further to do, but if you would like to reverse the extension, just let us know.”

[Return to Table of Contents](#)