Missionary Assignment Delegation Logic in SMMS for a Stake President

Delegation of Authority

One of the first duties of a new stake president is to organize the work for the stake and appropriately delegate the responsibilities for accomplishing that work.

One part of that work is the creation, monitoring, and changing of service missionaries' assignments. That delegation needs to be represented in the Service Missionary Management System (SMMS). The steps to accomplish that are documented in the Ecclesiastical Unit Leader manual and the Quick Reminder of How to do things in SMMS document, which you should already have.

This document will discuss the logic behind the various choices for delegating these responsibilities. The information in this document is intended to give you enough understanding to make and enter the decisions needed to accomplish this on your own. However, we, as your coordinators, would love to help you through this process. Please let us know if you would like us to help in any way.

Your Role as Stake President

In the SMMS, all delegated roles will be reset upon your release as stake president, requiring the new stake president to make new delegation under his priesthood keys.

As stake president you will always have the ability to make and approve assignments and approve modification requests. You will also automatically receive all email notifications from SMMS and cannot opt out of this functionality.

Delegation

Unit User Management, the name of this function in SMMS, allows others to help you with your responsibilities. In this document we will discuss several different patterns of delegation we have seen and help you find the best way to express your preferences within the capability of SMMS.

Within SMMS there are 4 levels of access/delegation that can be given to each calling. Those are:

- Blank = No access to SMMS
- Support = They can see your stake data
- Support – Delegated Assigner = They can choose assignments for a person
- Delegated Assigner/Approver = They can do anything you can do except change delegation

Delegation Limits in SMMS

Some stake presidents choose to keep the primary responsibility for calling and overseeing missionary work, along with the computer work to reflect that, for themselves. Many choose to delegate that responsibility to a counselor. In the past it was occasionally delegated to a single high councilor. In SMMS, delegation is by calling not by person. High councilors appear only as a calling, and it includes all high councilors. It is possible in SMMS to delegate that authority to a single high councilor, but it is a complicated process. Talk with your SMCs if you want to do this.

Stake President keeps Primary Responsibility

The default conditions are a safe choice that allows some others to see the data, but you are the only person who can make any changes to or approve any assignments. With this choice you are not delegating any of this responsibility to others. An alternative would be to give your executive secretary or your clerk the Delegated Assigner/Approval role and have them do the computer work on your behalf, as directed by you. In those cases, they should probably also receive email notifications.

Delegation of Primary Responsibility to a Counselor

If you choose to delegate the missionary responsibility to a counselor, they should have the Delegated Assigner/Approval role and should receive email notifications. It could be useful to give both counselors the Delegated Assigner/Approval role so they can act on behalf of the person responsible if you or the other counselor are unable to act (out of town, no computer access, etc.).

Service Mission Leaders and Senior Missionary Coordinators

There are two unique callings at the bottom of the list, service mission leader (SML), and senior missionary coordinator (SMC). They are called by area seventies and are a liaison between you and where service missionaries are serving.

We suggest the service mission leader be given the Delegated Assigner role. They will be working with you directly as they look for assignments for the young missionaries who are called on a service mission or return early from a teaching mission assignment. This will allow them to enter various assignments they find directly. You or your counselor will still retain the approval of those assignments.

If you are comfortable they have sufficient experience as a coordinator, we suggest the senior missionary coordinator be given the Delegated Assigner/Approval role. They must know, and always abide, never making any changes without direct approval from you or a counselor. They can always request a change be made on your behalf by Salt Lake, but that often takes days to be completed. That request will always be reviewed by their support advisers, who are experienced former SMCs, and anything inappropriate would be caught and stopped from being done. That is a good protection, appropriate for a new coordinator, but it adds delay to completing the action you have requested they do on your behalf. As you become comfortable with them and their ability to not do anything inappropriate, giving them the Delegated Assigner/Approval role allows them to be more responsive to your needs (it reduces the time to get something done).

Completion

That completes the delegation setup for SMMS and appropriately allows others to assist you in making and approving service missionary assignments. We suggest you review the choices you have made with your SMCs now, and any time you change the delegation, so they can update their email contacts to reflect your desires.

HOW STAKE PRESIDENTS DELEGATE TASKS IN SMMS

1. Go to **SMMS** at: <ins>servicemissionary.churchofjesuschrist.org</ins>. *Sign in*.

2. Click on the **Settings** header. Click on the "*Unit User Management*" option in the menu.

3. In the **Text Box** enter the *Stake Name* or *Number*.

4. From the listed stake leaders, choose the leader(s) you would like to have a delegated role.

5. From the **drop-down menu**, select **"*Role*"** that you would like to give the stake leader.

   Note:
   a. *Support* role is **view only**.
   b. *Delegated Assigner* role allows the leader to view and **assign missionaries to operations** only. No approvals will be allowed on your behalf.
   c. *Assigner/Approver* will allow the leader to **complete any/all needed tasks for you.**

6. A confirmation message will be displayed indicating that "*Settings have been updated successfully*".

7. You may also **delegate** those leaders who you would like to **receive email messages** from SMMS regarding pending tasks. To delegate *Email Permissions*, **click the box** next to the leader's name.

   Note: The **SMM System** is designed to work well on a **smartphone** or other device with internet access. The user will be required to log on using their church username and personal password.

Missionaries   Opportunities ▾   Operations   Assignments   Related Systems ▾   Settings ▾   System Settings ▾

Unit User Management

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User Profile

Users

Unit User Management

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Stake/District/Mission President

⚠ The following users will have permissions delegated under your authority.

Calling	Role ⑦	
Stake Presidency First Counselor	Stake/District/Mission Delegated Assigner/Approver ▾	☑ Receive Email Notifications
Stake Presidency Second Counselor	Stake/District/Mission Unit Support - Delegated Assigner ▾	☑ Receive Email Notifications
Stake Executive Secretary	Stake/District/Mission Unit Support ▾	☑ Receive Email Notifications
Stake Assistant Executive Secretary	▾	☐ Receive Email Notifications
Stake Clerk	Stake/District/Mission Unit Support ▾	☐ Receive Email Notifications
Stake Assistant Clerk	▾	☐ Receive Email Notifications
Stake High Councilor	Stake/District/Mission Unit Support ▾	☐ Receive Email Notifications