



## RESPONSIBILITY OF THE STATE CONVENTION

US/C2 missionaries are appointed in partnership with the State Convention. Following are the responsibilities of the State Convention:

- 1) Review all position requests to determine if and how it supports the strategy of the State Convention.
- 2) Confirm that the potential supervisor of the US/C2 missionary has attended Level 1 Supervision Training or other approved supervisor training.
- 3) Approve the position request with appropriate signatures and submit to the US/C2 Manager at NAMB.
- 4) Once a US/C2 missionary has been approved for a position, submit a personnel action form (PAF) through the NAMB electronic system.
- 5) Reimburse the local field for travel expenses incurred by the US/C2 missionary while moving to the field. Request for reimbursement for moving expenses through the NAMB electronic system (National Ministry Request) **up to \$1000. A copy of receipts must be submitted to NAMB, US/C2 Manager for reimbursement.**
- 6) Receive monthly reports from US/C2 missionary.
- 7) Request severance pay one month prior to the end of the two-year term of service through the NAMB electronic system (National Ministry Request). US/C2 missionaries receive a severance pay of \$50 per month served.
- 8) Submit a personnel action form (PAF) to conclude the US/C2 missionary two months prior to the end of the term of service through the NAMB electronic system.
- 9) Reimburse the local field for moving expenses incurred by the US/C2 missionary while leaving the field. Request for reimbursement for moving expenses through the NAMB electronic system (National Ministry Request) **up to \$1000. A copy of receipts must be submitted to NAMB, US/C2 Manager for reimbursement.**
- 10) Assist the local field in resolving any conflicts or problems.