

Introduction

SWN exists to help Aussie believers in their 40s, 50s and 60s engage with God's global plan.

SWN provides an initial interface between enquirers and agencies where enquirers can easily investigate a wide range of mission opportunities. SWN is a mission "one stop shop" where people who are serious about mission but uncertain about a destination or ministry opportunities can use the site for research because they understand that information from many diverse agencies is available in one place to help them make decisions. These enquirers are strongly encouraged to enter their "personal profile" using the Mission Matching Service and check out the resulting "matches" with Partner Agencies. These profiles are essentially expressions of interest as candidates.

Second Wind Network Limited Partnership Features

1. **A specialised ministry** dedicated to mobilising people in the second half of their working lives into cross-cultural mission or ministry.
2. **A web based "one stop shop"** electronic portal for enquirers, incorporating
 - **A profile matching service** where
 - You can enter your agency details and update them as required;
 - Enquirers can enter their personal details and update them as required;
 - Enquirers have password protected, immediate on-line access to conduct searches and view matches with agencies. (Limited partners cannot access the enquirer database)
 - **A "Top Needs" facility** where you can enter details of up to 5 opportunities suitable for SW people - on-line for regular update and management, password protected.
 - **A web link to your site** with a brief description of your agency and contact details.
 - **An Events page** where you can advertise your agency functions suitable for SW people.
 - **A Short Term Teams page** where you can promote your teams suitable for SW people.
 - **Tailored mission information** appropriate for SW people.
3. **SWN Forums and Seminars** conducted in local churches for more personal contact with potential candidates.
 - Forums are designed in consultation with local churches who host the event.
 - Seminars are public meetings open to all interested
4. **Opportunities and Events e-newsletter** circulated to all people on our database on a 6 weekly basis. Partners are invited to submit items for inclusion.
5. **Promotion of mission** as a second career or short-term option by public relations activities such as radio or magazine articles or appropriate advertisements.
6. **SW staff** will be available to work with your agency to present / facilitate SW electives or meetings where appropriate.
7. **Consultation and training** regarding "Second Wind Friendly" policies and procedures and use of the matching service software.
8. **Development of appropriate materials** providing information specific to Second Wind enquirers, which will be down loadable from the SWN website and available in hard copy.
9. **SWN literature** for use by your regional representatives.
10. **Promotion of mission awareness** by conducting and/or recommending courses such as Perspectives and Kairos.

Limited Partnership Benefits

- 1. Modified Enquirer/Agency Matching Service:** Unlike Full Partners, Limited Partners cannot check matches, nor conduct searches of enquirers. They will still receive a list of new or updated enquirer profiles by email approximately every two months. All enquirers who register a profile will still be able to view your full agency profile and check how they match against your criteria (the same as for Full Partners). Having your full profile available for enquirers to match against will greatly benefit them in their investigations to “find their fit”. Associate Partners only display their description and contact details and cannot be matched against enquirer profiles.
- 2. Wider Exposure for your Agency:** The SWN website provides your agency with another access point for enquirers. You will benefit from exposure to individuals who may not know of your specific agency but who find it listed on this site during the course of their investigations. Enquirers who want to explore possible sending agencies but “do not know where to start” can find detailed information about your agency.
- 3. Direct Agency Profile Entry and Management:** You will be able to register and update your own agency profile and general ministry needs **on-line** for **immediate access** by Second Wind enquirers.
- 4. Advertising on our Top 5 Needs page:** You will be able to directly list and update your personnel needs (generic or specific) on our site increasing the probability of finding the right person. There is no extra charge for this advertising and it can be changed as often as you like. *This is one of the most frequently accessed pages on our website.*
- 5. Website link:** Your distinctive description and a link to your website will be automatically installed on the SWN webpage upon registration of your profile (unless you have security issues about which you inform us).
- 6. Forum and Seminar Participation:** Your agency will have the option to participate in forums and seminars organised by SWN at no cost. Partner agencies may participate in elective presentation, panel discussions and expos (at the invitation of the host church in the case of forums).
- 7. Publicity for your events, opportunities and teams:** We will list any of these items suitable for Second Wind people nation-wide on our web pages and in our 6-weekly e-newsletter. These listings include direct links to the relevant pages on your web-site.
- 8. Promotion activities:** Benefit from our promotion and advertising activities undertaken on behalf of all Partner Agencies to mobilise Second Wind people into mission.
- 9. Credibility:** As all partners must be members of Missions Interlink Australia and meet its membership standards, you will know that the agencies you will be associated with through SWN are all credible and operate according to high ethical standards.
- 10. Specialist Full-Time Mobilisation:** SWN staff specialise in recruiting this age group..

Note 1: SWN Privacy Policy:

Second Wind Network respects the need to maintain the privacy of all information obtained. We will only use the personal information you have chosen to provide to us for the purpose for which you provided it. It will not be used for any other purpose without your express consent.

Second Wind Network will provide the information that you give us to partner organisations only for the purpose of determining if there is a logical fit with their goals as a mission with your skills, talents and passions. Second Wind Network will not disclose any of your personal identifying information to any other third party unless you have specifically authorized such disclosure or unless such disclosure is required by law or is necessary to protect the safety of Second Wind Network's other users, partner agency personnel, employees or property.

Limited Partner Commitment

1. **Contact with SWN:** Appoint a contact person, preferably a mobiliser, who receives enquiries generated by the profile and an SWN “link” person with whom the SWN office can liaise easily and who will also be responsible for entering and updating your agency information. (One person can do both these tasks quite easily BUT we need a second name in case the main person is absent.)
2. **Information Currency:** Keep your agency profile and “5 Top Needs” information current.
3. **Recruitment:** Actively use the SWN web matching service as a recruitment tool by
 - encouraging SW enquirers to submit their profiles
 - following up enquirers who have expressed an interest in your agency as soon as possible
4. **Integrity:** Respect enquirers’ options and do not override the preferences expressed in their profile. Be prepared to refer them to other agencies if necessary.
5. **Web Link:** Install a web link to SWN on your web site before Partnership renewal, where it can be easily found by SW enquirers (unless your agency policy prevents this).
6. **“Second Wind Friendly” pathways:** Develop and foster within your organisation appropriate pathways for recruitment and processing of potential Second Wind applicants. (We are available for consultation regarding “Second Wind Friendly” policies and procedures and can pass on to you comments and questions raised by Second Wind people which may be of use to you.)
7. **Staff awareness:** Ensure your recruitment staff and office personnel are aware of the partnership you have entered into with SWN to facilitate enquiries referred through SWN.
8. **Promotion:** Regularly promote the SWN website, forums and other events via mail and your agency publications (electronic and/or hard copy as appropriate).
9. **Partnership Fees:** Pay the annual Agency Partnership Fee to partially support SWN services. (The partner year runs from July 1 to June 30 of the following year.)
10. **Feedback:** Provide statistics re recruitment and enquiries generated through SWN and other information annually to assist with performance evaluation. Provide testimonies/stories for forums, seminars and publications from time to time.
11. **Privacy:** Agree to not use contacts from the SWN web site or forums for purposes of fund raising or in any other way contravene the provisions of Australian Privacy legislation.¹
12. **Ethical Standards:** Be a member of Missions Interlink Australia OR meet the requirements for membership of MI and be approved by the SWN Board.

Limited Partnership Fee

This is based on fee for service without regard to agency size. This fee covers only a portion of the annual budget and will be used towards media promotion, web hosting, maintenance and upgrading of the site and other administrative expenses. Additional support will come from individuals and churches and business sponsors.

SWN is a not-for-profit faith ministry. A full Annual Report is available on request.

| Limited Partnership Annual Fee Schedule | |
|--|----------------|
| Annual fee July 1 thru June 30 | \$225 + GST |
| For new Limited Partners joining part way through the year the fee is prorated per half-year | \$112.50 + GST |

To be returned to Second Wind Network office

| | | |
|---|--|--------|
| Agency Name <i>(Referred to below as "your Agency")</i> | | |
| Normal Abbreviation | | |
| Website | | |
| Mailing Address | | |
| Agency Phone | | |
| Once the Agreement has been signed, SWN will liaise with your nominated Link Person who will also enter and update full details of your agency profile in our on-line database. This basic information below is needed to initially set up your agency in the database. | | |
| Contact person (displayed on website) | | |
| Contact Phone (displayed on website) | | |
| Email (print clearly, displayed on website) | | |
| Link/Admin/Alternate person | | |
| Email (print clearly) | | Skype: |
| <p style="text-align: center;">This agreement is for a period of</p> <p>Please complete: Either: 12 months commencing 1st July 20__</p> <p style="text-align: center;">OR: ____ months commencing _____ 20__</p> | | |

Second Wind Network will supply;

- Services as set out in "Limited Partnership Package – Features"

Your Agency will agree to;

- Commitments as set out in "Limited Partnership Package – Commitment"

Your Agency will supply;

- Payment for Year in advance by Cheque or Direct Deposit into SWN bank account

Other Special Conditions (to be negotiated with SWN) :

-

We agree to the above terms and conditions.

On behalf of your Agency

On behalf of Second Wind Network

Signature : _____

Signature : _____

Name : _____

Name : _____

Date: _____

Date: _____

Payment details

Method:

- Direct Deposit
- Cheque (attached)

Amount:

- \$247.50 Annual Fee (includes GST)
- Donation \$..... (No GST)

SWN Bank Details for Direct Deposit or Transfer

Suncorp-Metway 484-799 Account no 084345525 L&B Fell T/as Second Wind Network
Reference – Agency Name

Second Wind Network 66 Cadogan St Carindale Q 4152
ABN 57 309 609 398
www.secondwind.net.au

This agreement will also constitute a **Tax Invoice** upon payment of the annual fee.