

Introduction

The Mission Matching Service (MMS) provides an initial interface between enquirers and agencies where enquirers can easily investigate a wide range of mission opportunities. Together with the associated Top Needs and Teams pages, where Partners can list some of their opportunities, people who are serious about mission but uncertain about a destination or ministry opportunities can explore their options because 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 basically expressions of interest as candidates.

There are two portals, one on the MI website and one on the SWN website. Your Partnership will allow you access to people through both sites. People of all ages can access the MMS – from the non age-specific MI site and from the niche SWN site which caters for people in the over 40 age group.

1. Basic Partnership Features

The “Basic Partner” category is designed for smaller agencies that are interested in connecting with enquirers, and would like to participate in a limited way. We are able to offer the following features in this category:

1. **A web link to your site** with a brief description of your agency and contact details.
2. **A Top Needs facility** where you can enter details of up to 5 opportunities - on-line for regular update and management, password protected.
3. **A Short Term Teams facility** where you can enter details of your upcoming short term teams - on-line for regular update and management, password protected.
1. **Access to information about your events via the SWN E-letter** when you arrange for this information to be entered on the MI website.
4. **Promotion of the Mission Matching Service** at mission expos and events where MI is present.
5. You will be able to log into the service **through either portal** to manage your details.
6. **Training** in the use of the software.

2. Additional Services provided by SWN

2. **Opportunities and Events E-Letter** circulated to all people who lodge their profile through either portal, or who subscribe via the SWN website, on a quarterly basis. These listings include direct links to the relevant pages on your web-site and your events listed on the MI website.
3. **SWN Representation in a number of states:** these reps will be available to make presentations and /or provide displays at conferences, expos, churches, etc.
4. **Provision of SWN brochures** for use by your regional representatives as requested.

3. Basic Partnership Benefits

1. **Wider Exposure for your Agency:** The MI and SWN websites provide your agency with further access points for enquirers. You will benefit from exposure to individuals who may not know of your specific agency but who find it listed on these sites 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.
2. **Direct Agency Profile Entry and Management:** You are able to register and update your own agency profile and general ministry needs **on-line** for **immediate access** by enquirers accessing the service through both the MI and SWN websites.

3. **Advertising on the Top Needs page:** You will be able to directly list and update your personnel needs (generic or specific) in the database. There is no extra charge for this advertising and it can be changed as often as you like. These opportunities should be varied to include items suitable across a range of ages. *.This is one of the most frequently accessed pages on our website.*
4. **Promotion of your Short Term Teams:** As with your Top Needs, you will now be able to directly list and update your Short Term Teams (generic or specific) in the database. These should also be varied and suitable across a range of ages.
5. **Website link:** Your distinctive description and a link to your website will be displayed on the MI and SWN webpages (unless you have security issues about which you inform us).
6. **Credibility:** All Partners must either be members of Missions Interlink Australia OR otherwise approved by MI for participation in the MMS

4. Basic Partnership Commitment

1. **Contact with MMS Manager:** Appoint a contact person, preferably a mobiliser, who receives enquiries generated by your profile *and* an additional “link” person with whom the MMS Manager 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, Top Needs and Teams information current.
3. **Integrity:** Respect enquirers’ options and be prepared to refer them to other agencies if necessary.
4. **Staff awareness:** Ensure your recruitment staff and office personnel are aware of the partnership you have entered into with MI to facilitate enquiries referred through both MI and SWN.
5. **Promotion:** Promote the MMS and related services through your agency, as appropriate.
6. **Partnership Fees:** Pay the annual Associate Partnership Fee to partially support the MMS and associated services. (The partnership year runs from July 1 to June 30 of the following year.)
7. **Feedback:** Provide statistics re recruitment and enquiries generated through the MMS and other information from time to time to assist with performance evaluation. Provide testimonies/stories/photos for, presentations and publications from time to time.
8. **Privacy:** Agree to not use contacts from the MMS for purposes of fund raising or in any other way contravene the provisions of Australian Privacy legislation or the MI & SWN Privacy policies.¹
7. **Ethical Standards:** Be a member of Missions Interlink Australia OR otherwise approved by MI for participation in the MMS

5. Basic Partnership Fee Schedule

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, web hosting, maintenance and upgrading of the site and other administrative expenses.

Basic Partnership Annual Fee Schedule	
Annual fee July 1 thru June 30	\$115 + GST
For new Associate Partners joining part way through the year the fee is prorated per half year	\$57.50 + GST

6. Contact Us

Partnerships are managed by Missions Interlink and enquiries can be directed to the National Office
admin@missionsinterlink.org.au

Note 1: SWN Privacy Policy: www.secondwind.net.au/privacy
MI Privacy Policy: www.missionsinterlink.org.au/privacy



Basic Partnership Agreement & Invoice

To be returned to Missions Interlink Office

Agency Name <i>(Referred to below as "your Agency")</i>	
Normal Abbreviation	
Website	
Location Mailing Address (displayed on website)	
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)	Skype:
Contact Email (displayed on website)	
Link/Admin/Alternate person (not displayed)	Skype:
Email (not displayed)	
<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>	

MI/SWN will supply;

- o Services as set out in "Basic Partnership Package – Features"

Your Agency will agree to;

- o Commitments as set out in "Basic Partnership Package – Commitment"

Your Agency will supply;

- o Payment for period in advance by Cheque or Direct Deposit into MI bank account

Other Special Conditions (to be negotiated with MI) :

- o

We agree to the above terms and conditions.

On behalf of your Agency

On behalf of Missions Interlink

Signature : _____

Signature : _____

Name : _____

Name : _____

Date: _____

Date: _____

Payment details

Method:

- Direct Deposit
- Cheque (attached)

Amount:

- \$126.50 Annual Fee (Incl GST)
- Donation \$..... (No GST)

MI Bank Details for Direct Deposit or Transfer

Westpac 033-172 Account no: 270227 Account name: AEA Missions Interlink
Reference – MMS (Your Agency Name)

Missions Interlink PO Box 175 Box Hill Vic 3128
ABN 54 056 007 820
www.missionsinterlink.org.au
admin@missionsinterlink.org.au

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