

Mind the Gaps
Agency Vetting Report Template
To be completed by the Candidate Selection Team

Organization name

Missionary Name

Date

One Page Executive Summary

<Give an overall summary of the agency. The agency's mission statement is often a useful summary. Include a sentence or two on the history and background. Include the major areas in the world it works and its ministry focus and any other major distinctive. Include where it is headquartered. Close with a brief recommendation to church leadership to support or not>

Detailed Summary

Theological

<Include either its statement of faith or some other brief description of its theological orientation. If there is any concern about its theological compatibility with our church, this needs to be brought to the leader's attention>

Affiliations

<Denomination, ECFA, Missio Nexus, etc.>

Missiological philosophy

<Briefly outline the agency's philosophy of ministry and strategies and major programs. How do they accomplish the task God has called them to? Any methods or activities that our church might not agree with need to be noted here>

Leadership

<Is there any reason to have concerns about the agency leadership? Is the leader a respected leader? Is there a reasonable and respected independent board of directors? Who were its founders? If they are ECFA members, they must meet certain guidelines put forth by ECFA, but if they are not ECFA members, then provide a little more scrutiny. Any red flags or concerns should be noted. It is worth doing an internet search on the president>

<Do we know anything about the accountability structure between the agency and the missionary? The Mission Agency Questionnaire can be helpful here. Describe the training they provide and the requirements for commissioning and appointment>

Effectiveness

<This is very subjective and in practice may be hard to judge. Past performance as reported in an annual report by the agency can be used. Use personal experience from our church members, committee members, pastoral staff or other sources. References to the agency's reputation can be cited>

<Are annual reports available? Financial information from its annual report can be useful: percent of funds applied to ministry, administrative overhead, etc. <http://www2.guidestar.org> can be a source for financial information including the organizations IRS Form 990. Their financial growth over the last few years can be a useful indicator. Is income, total number of missionaries, number of new missionaries joining each year, areas of service growing or declining?>

<Do we know anything about how missionary compensation or support requirements are determined? Are missionary salaries too low? Too high? Any areas of concern should be noted>

Missionary Care & Support summary

<Missionary care and support policies and services should be summarized. The Mission Agency Questionnaire will provide useful information but it does not need to be repeated here. The main issue to address: Is there reason to have confidence that the agency can provide adequate care and support of the missionary? What is the ratio of missionaries to member care associates within the agency? Conflict of interests - Does the agency differentiate between member care and leadership positions that deal with oversight and accountability?>

Recommendation

<The evaluation committee needs to provide an explicit recommendation whether it is for or against approving the agency. The reasons for the recommendation need to be briefly articulated here>