



# SERVING WITH WYCLIFFE

Are you thinking of serving with Wycliffe? We want to make sure that you're aware of what the process looks like, so you are better prepared to apply with us! Here are some things to think about as you're preparing to get involved with our Global Service Program (1–2 years of service) or career membership (2 years or more).

*Here is the big picture of what you will experience as you apply with Wycliffe.*

*(If at any point you'd like to get in contact with one of our missions mobilizers, to answer any questions and help you explore service opportunities that fit your current needs and goals, you can connect with them [here](#).)*

## QUALIFICATIONS

Wycliffe wants to support each of our colleagues in pursuing personal growth and effective service for the cause of Christ. Therefore, we have established the following minimum qualifications that applicants must demonstrate before they can begin service with us.

### ***Faith***

An applicant should have a clear and growing relationship with God and should be engaged in a church or with a body of believers, as well as be able to agree with Wycliffe's statement of faith.

### ***Relationships***

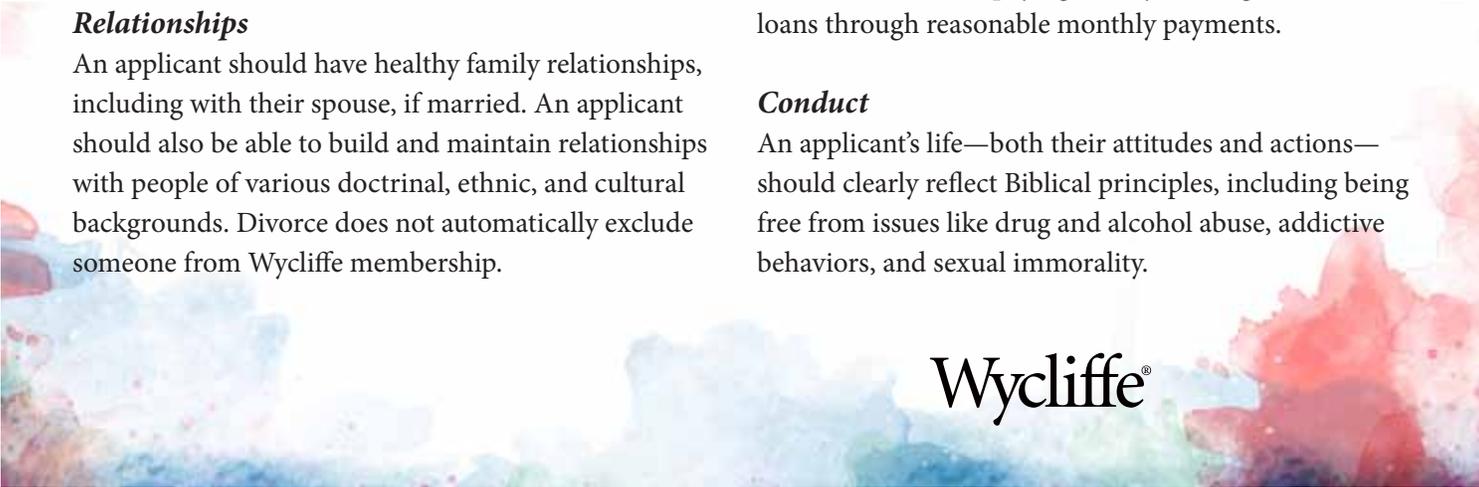
An applicant should have healthy family relationships, including with their spouse, if married. An applicant should also be able to build and maintain relationships with people of various doctrinal, ethnic, and cultural backgrounds. Divorce does not automatically exclude someone from Wycliffe membership.

### ***Finances***

An applicant should be prepared to develop partnerships with churches, friends, and other individuals for living and ministry expenses, and should be able to live within their means while eliminating unsecured debt and paying off any existing student loans through reasonable monthly payments.

### ***Conduct***

An applicant's life—both their attitudes and actions—should clearly reflect Biblical principles, including being free from issues like drug and alcohol abuse, addictive behaviors, and sexual immorality.



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## PROCEDURES

Here we'll walk you through each step and give you our advice on applying, but take note—you play a major role in the amount of time the application process takes.

### *Application*

Getting started with us is pretty easy, and similar to what you may have seen before from other organizations you've worked with. You'll include your personal information, education, skills, past work history, and experience in other cultures in our application, which you can find online. Because a Christian faith is foundational to our work, you may see some new questions about your faith, faith community, family information, additional ministry experience, and general life history. We want to get a whole picture of who you are and what you've been up to. Then, hopefully, we can decide to continue on together.

**Tip:** You're human. We get that—just be yourself and convey who you are openly and honestly.

### *Organizational and Positional Fit Interview*

Our interviews are comfortable experiences where we get to know more about the real you. We want you to know more about us, too. This is a great opportunity for you to ask any questions you may have about working with us, and for us to figure out together if service with Wycliffe is the right fit for you. A technical evaluation may be required depending on the position you are interested in.

**Tip:** Be prepared to share with us your journey of faith; it's important, and we want to hear it!

### *References*

As we're getting to know you, we've found that people who've spent time with you in the past can help us understand you better. We'll ask you for references from the following: a spiritual leader, a Christian friend, a previous supervisor, and previous work colleague. They'll be sent a link and asked to login and complete a reference form specifically for you.

**Tip:** Getting your references in a timely manner is important, so choose your contacts wisely and follow up with them regularly!

### *Technical Evaluations (if necessary)*

Depending on the type of position you're applying for, you may be asked to do a technical evaluation. This can be as simple as an online proficiency test or as in-depth as an onsite skills evaluation for highly specialized jobs, like pilots.

**Tip:** Don't worry! We'll talk you through this so you'll know what to expect if an evaluation is necessary.

### *Additional Interview(s)*

The second interview and a Confidential Questionnaire are designed to dig into some of the deep truths about you and your life. In this interview, we'll discuss your family and other relationships, spiritual life, personal info, work relations, communication, interpersonal skills, partnership development and field readiness.

Shortly after the subsequent interview, you will need to meet with your pastor or other church leader to talk about your plans to serve with Wycliffe, and to get their input regarding your readiness. Wycliffe will provide you with some questions to guide your discussion. The purpose of this interview is to ensure that you have the full support of your church as you move forward. Once you have completed this interview, your staffing specialist will contact the same church leader you met with to discuss his or her perspective on your readiness to serve with Wycliffe.

### ***Background Screening***

You'll receive a standard set of screenings that will check your criminal history through a number of resources, after which our Human Resources team will contact your previous employers to corroborate your employment history.

### ***Official Job Offer***

At this stage, if you are qualified for service, you'll be provided with a job offer package, which will include a description of your position, information about the specific country you'll be assigned to, a summary of your next steps (including meeting with your launch coordinator, partnership development coach, and human resources finance liaison), and proposed date for onsite orientation (which we call Equip).

### ***Employment Paperwork***

The final step for you will be filling out all your paperwork. When all employment paperwork is completed, your employment start date will be on the 1st of the following month!

## **Preparation for Service**

Once you're hired as an official supported staff member, you'll begin developing your partnership team, attend Equip orientation, and complete any other training your position requires.

## **Getting Clearance for Your Assignment**

Once you get clearance for your assignment, and all the other steps have been met, you're good to go. It's time for you to leave for your field assignment. You've made it to the role God has for you, contributing to the ministry of Bible translation. Congratulations!

**Tip:** This interview should be relaxed, but do make sure you're prepared to talk about previous ministry and cross-cultural experiences as well as discuss some questions from the confidential questionnaire.

**Tip:** Be thorough when you list former employers so your employment history has no gaps.

**Tip:** Call your friends and family to celebrate! You're now an employee of Wycliffe USA!

**Tip:** Don't delay! Timeliness is important, as there are deadlines to meet. The sooner you return your paperwork, the sooner you can start your new role with us!

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