

# SEEK

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## 1. INTRODUCTION

The Seek program is an intentional 6-month discipleship program which encourages young adults ages 18-20 from anywhere in the world where MCC has program to become faithful followers of Jesus Christ, from a Biblical Anabaptist faith perspective. Seek program is not available for formal in-country local participation.

Seek participants must be single with no dependents and meet MCC faith/church/peace and personal conduct qualifications, are deemed eligible for service by MCC Human Resources, and sign a Record of Agreement.

## 2. POLICY AND ADMINISTRATIVE PROCEDURE

Seek applicants will fill out a regular MCC application and furnish references. Placement is done by HR in conjunction with MCC Reps and local partners. All invitations to a Seek assignment are subject to a successful completion of a criminal background check, along with signing an offer letter, record of agreement, and code of conduct.

Seek participant terms begin with orientation and end with a re-entry retreat approximately 6 months later. Participation in both orientation and the re-entry retreat are mandatory. In the event of a termination or resignation, the individual is not eligible to attend the re-entry retreat.

2.1 Participation and preparation costs: Seek participants will cover all preparation costs, including applying for a passport; required pre-service medical examination and vaccinations; clothing and personal items.

2.2 Travel to and from assignment: MCC will arrange for travel to and from the Seek assignment (airport, bus, or train station nearest their home). The travel arrangements to and from assignment will not include layovers for the purpose of vacation. At the end of assignment, Seek participants are required to travel directly to their home country immediately after the re-entry retreat. After travel arrangements have been made, Seek participants are financially responsible for any changes that they request.

2.3 Visitors on Assignment: Having visitors on assignment is subject to approval by the appropriate MCC representative. Seek participants must submit requests in advance of

making any plans to receive visitors on assignments.

2.4 Food, housing, etc.: MCC will provide Seek participants with the essentials for healthy living during their terms, in accordance with the subheading "Food, housing, furnishings, transportation" in Policy #7512. Arrangements vary by location.

2.5 Monthly allowance: MCC will provide a monthly allowance (Current amount listed in policy #7170) to Seek participants to cover personal expenses. The monthly allowance is increased annually based on the U.S. cost of living adjustment (COLA) for salaried workers.

2.6 Shipment of personal items: All Seek participants are entitled to the free baggage allowance as indicated by their airline. If there is no free baggage allowance, MCC will pay for one 50 lb. (22.73 kilos) bag for international and domestic flights to/from their assignment. Additional pieces of luggage are the responsibility of the service worker at their personal expense.

2.7 Vacation: Seek participants will receive 5 days of scheduled pre-determined vacation within the country of service for rest and to learn more about the context they are serving in. Vacation costs are the responsibility of the Seek participant.

2.8 Medical coverage: MCC will provide medical coverage to Seek participants similar to that provided to International Program Service Workers under Policy #7512. MCC will cover the cost of post-service medical examinations performed to the same extent as the Seek participant's pre-service medical examination. At the end of assignment, temporary medical coverage (TMC) is available for purchase for up to 3 months.

2.9 Romantic Relationships: MCC does not recommend starting romantic relationships or dating someone during your MCC assignment. Marrying while in service is grounds for termination. A willful breach of any aspect of the Code of Conduct could be grounds for termination.

Incident reporting of sexual violence is handled in a sensitive and confidential manner in accordance with policy #7133.

2.10 Student loans: MCC will provide educational loan assistance to Seek participants in accordance with Policy #7514.

2.11 Continuing in MCC service: The Seek program does not offer term extensions within the Seek program. However, a Seek participant may apply for another position in MCC or apply for another Seek assignment.

The following policies applicable to International Program Service Workers are applicable to Seek participants:

Workplace Harassment and Violence – policy #7133

Workplace Accommodations – policy #7135

Personal Conduct – policy #7150  
Security Policy - #7162  
Conflict of Interest – policy #7402  
Conflict Prevention and Resolution – policy #7409  
Grievance – policy #7411  
Termination – Service Workers – policy #7422  
Support plan for International Service Workers – policy #7512 (sections concerning food, housing, etc., monthly allowance, medical care, and workers' compensation)  
Employee Assistance Plan (EAP) and Counseling – policy #7701  
Death or Serious Illness of a Family Member – policy #7805  
Technology Acceptable Use – policy #7906.