



Dear Applicant,

We are very happy you are considering a ministry opportunity with Great Commission Ministries! We consider it a privilege to serve the Lord and eagerly desire to have many men and women involved in His work.

Please read the enclosed GCM application carefully and answer all the questions to the best of your ability. Fill out the top section on each of your four reference forms and sign them or complete the electronic version before emailing. Give a reference form and envelope to the four people you have selected to be references, according to the categories listed on page four of the application or you may email the form to them. Ask them to return the completed reference form to you in a sealed envelope, or they may email an electronic version of the reference form to [hr@gcmweb.org](mailto:hr@gcmweb.org).

You must also provide GCM with an official transcript if you completed any post high school education in the past five years. You may include this transcript with your application or have it sent directly to GCM, postmarked by the application deadline. Finally, you will need to complete two release forms regarding a mandatory background check. The "Background Release Form" and the "FCRA Disclosure Statement" can be found online at [www.gcmweb.org](http://www.gcmweb.org). There is a \$35 application fee. This fee covers administrative costs including the background check. Checks may be made payable to "GCM." Or you may call Heather Dull at 407-671-9700 ext 106 to make the payment by debit or credit card.

Once you have completed your application and have received all of your references (those not emailed) please send to **GCM, Attention: Human Resources Department**. Please note that an application is not complete until we receive all reference forms, transcripts, two release forms and the \$35 application fee.

When all of your application materials are received it will be carefully and prayerfully reviewed. You will be asked to complete a Moral Questionnaire, and we will then initiate an interview with you. Once the screening process has been completed, you will be notified of GCM's decision regarding your application. If you are accepted to support-based field staff, you will need to complete GCM's New Staff Training prior to beginning employment with GCM. Your acceptance is contingent on a clear background check and successful completion of the Training.

GCM's New Staff Training is offered three times a year, typically in the winter (January/February), summer (May/June), and fall (September/October). Because of the time needed to complete the screening process, the deadlines for applications are generally about 12-14 weeks prior to the training. For specific deadline information, please check [www.gcmweb.org](http://www.gcmweb.org). Please have your completed application, application fee, reference forms, release forms and transcript postmarked by these deadlines.

Thank you for your interest in the Lord's work. We appreciate your desire to serve the Lord with GCM and look forward to seeing how God leads throughout this process.

Sincerely,  
Angie Marlow  
Human Resources Manager