

**International HR Forum event, 17 November 2015**  
***The End Game***

**Checklist**

The following is a checklist that the agency and the supporting church(es) need to be working on together, ensuring it is clear who is taking the lead in each area.

**For those permanently returning home**

- Planning should start at least a year in advance
- Provide an exit interview before personnel return home covering personal, professional and spiritual needs and consideration of their future
- Allocate time and insist that normal tasks and roles are scaled back to allow space for re-entry preparation for everyone concerned, including children, and for orientation to changes in the country and everyday living
- Plan a good reception on arrival home, both from the sending organisation and supporting church
- Provide an appropriate information pack including information relating to NHS access, tax issues, benefits and educational access, and, if they intend to work in the future in either a formal or voluntary capacity with vulnerable adults or children in the UK, ensure that they acquire the equivalent of a criminal clearance certificate/letter from the relevant authorities in their country of former service prior to departure (some UK employers will insist on seeing this).
- Provide information about useful books, courses, resources and re-entry events
- Offer personnel support with practical issues such as housing, holidays, education, professional updates, medical needs, dental checks, child care and shopping
- Allow time to adjust and integrate experiences, while still receiving financial support
- Ensure the mission partner is clearly informed about any ongoing financial provision (or not)
- Offer medical checks, carried out by professionals who specialise in travel medicine
- Provide timely personal and operational debriefing, with a trained debriefer, offering the choice of this being carried out externally or within the sending organisation or supporting church
- Provide help and debriefing for children
- Inform parents and children of opportunities for TCKs to take part in activities such as TCK camps
- Inform and encourage connection into normal children's/young adults' events/activities in the area
- Assist those who are seeking employment, where possible and connect them to employment agencies and training in form-filling and interview techniques
- Provide contact details of people who can offer support such as other returned personnel, peer mentors and counsellors

- Support opportunities for spiritual growth such as retreats, conferences and spiritual directors both practically and financially
- Provide help with communicating wisely their reasons for returning, especially if returning before the anticipated end of service
- Show on-going interest in and respect for returned personnel
- Invite them to be part of a 'former missionaries/alumni association if such a thing exists in your agency.

### **Additional factors to consider for those who are coming up to retirement**

- Offer practical assistance to those approaching retirement such as financial advice and accommodation
- Help personnel realise that they can make significant contributions to their sending organisation and supporting church
- Invite retired personnel and those approaching retirement to attend seminars and short courses on retirement, and to meet with other retired personnel
- Consider short-term return visits overseas where this might be of mutual benefit to all parties concerned
- In the case of a married couple when one spouse wishes to retire and the other to remain in active service, discuss the implications and ensure there is clear communication regarding finances and support with them and their supporting church(es)
- Keep retired personnel on any relevant prayer diary for an agreed length of time after retirement
- In the case of mission partners retiring in another country, point out to them relevant financial implications such as the non-linking of their State pension to pension increases, or the limitations of access to NHS care etc. Encourage them to think through how they might independently access the services once provided for them by the mission agency such as insurance cover, visa and travel support.