

**Multicultural Ministries USA/Canada**

Board of Immigration Accreditation and Recognition
World Relief Mentoring and Technical Assistance Grant

**Application Process**

* To receive Year One Mentoring Assistance from World Relief fill out an application and attach the supporting documentation on this checklist. Send this to Multicultural Ministries USA/Canada, Church of the Nazarene, 17001 Prairie Star Parkway, Lenexa, KS 66220.
* Review World Relief’s BIA Training online at http://www.youtube.com/watch?v=fR9yt\_6VDpE.
* Application completed with supporting documentation and signatures including the District Superintendent’s signatures
* Proof of 501C3 Status – An organized church may obtain this from the Church of the Nazarene’s General Secretary by e-mail at gensec@nazarene.org. They will provide you with a letter and other documentation.
* Proof of shadowing experience – World Relief can provide on-the-job shadowing and training with attorneys and/or accredited representatives at World Relief local affiliate offices. (If shadowing is done with World Relief, an additional fee will apply. The staff member shadowing may also need to travel to the local office at the expense of the individual) You can contact World Relief to set this up by contacting Brittany Gwynn (BGwynn@wr.org). There may be alternative shadowing opportunities from other local nonprofit organizations or immigration attorney, but World Relief is not able to assist in securing those experiences.
* Proof that you have a staff person that has completed the Board of Immigration 40 hour training and passed the exam.
* Proof that you have identified a location/facility or have seed funding for to set up your immigration legal clinic/ministry.  This includes staff, equipment such as computers, printers and other office equipment.
* Once the application and checklist have been completed then it goes to the Multicultural Ministries Director for his approval. Once approved then a letter will be sent verifying that you are approved to begin year one. This letter of agreement will be signed and dated by the Multicultural Ministries Director, World Relief Attorney and site. Once the signatures are complete you will be referred to World Relief to begin year one.



**Year One (Start-Up) Mentoring and Technical Assistance by World Relief Includes**

* Programs that have not received BIA recognition and accreditation are at the beginning of the process or those that are adding additional locations/sites.
* One-on-one individual attention through the initial BIA application process for recognition and accreditation for each church of NCM site.
* A World Relief immigration attorney will work one-on-one with the individual seeking accreditation to compile the documents necessary for the application.  This same employee will review documents, provide critique and ultimately submit the application.
* Programs will have access to an immigration attorney who will offer guidance in starting an immigration legal services program. This will include advice on best practices, as well as sample forms and procedures.
* All programs in Year One will also have access to all services provided in the description below.
* World Relief will advise us when Year One has been completed and provide a report on the progress of the site.
* Once the Year One/Start-up Phase is complete the site may choose to contract for Year Two/Technical Support.  Conditions and invoicing for Year Two are to be discussed between and entered into directly World Relief and the site.  When you are ready for Year Two you can appeal to Multicultural Ministries for a software grant by e-mail to multi@nazarene.org.  During year one consult with World Relief regarding the best software for your center.
* **Year Two (On-going Technical Assistance) by World Relief Include –**
* Programs that have received recognition and have at least one accredited staff member will receive access to legal and program management technical support
* Site staff will have phone and/or email access to a World Relief immigration attorney. The attorney will answer legal questions related to the specific site immigration cases.
* Site staff will also have access to an attorney who will answer any program management questions (i.e. proper forms to use or procedures to implement) and provide assistance with an additional staff accreditation packet or renewal of existing accreditation.
* Site staff will have access to regular World Relief webinars on a variety of legal and program management issues.

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Board of Immigration Accreditation and Recognition
World Relief Mentoring and Technical Assistance Application

**Contact Information**

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| --- | --- |
| Name of Church or NCM |  |
| District |  |
| Contact Person and Position |  |
| Physical Address |  |
| Mailing Address |  |
| Email Address |  |
| Work Phone |  |
| Fax Number |  |
| Church or NCM Website |  |

1. What services, if any, does your organization currently offer?
2. How are you currently servicing immigrants?
3. What is your mission and vision to servicing immigrants in the future? How will becomingBoard of Immigration Recognized and Accredited help you reach your mission and vision?
4. Do you have the support of your local board, Pastor, Executive Board and District Superintendent in becoming recognized and accredited as a BIA? \_\_\_Yes \_\_\_\_No \_\_\_Not sure

**Please read and sign where applicable with supporting documentation (see checklist) to multi@nazarene.org**

The Board or the Board of Directors and District has determined that it is in the best interests of the Church and/or NCM to become recognized and BIA accredited in order to pursue its development and ministry goals.

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Senior Pastor Date

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NCM Executive Director (CEO) Date

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District Superintendent Date