

KMC – East/West Ohio UMC COOP Program

Host Mentor/ Host Church/ Host Home Application

2025 Cohort (October 1–November 30, 2025) Ministry Coop between the KMC (Seoul Annual Conference) and the UMC (East & West Ohio Conferences)

Purpose To build sustainable cooperation between Korean and American Methodist churches through reciprocal mission, pastoral collaboration, next-generation leadership development, and spiritual-cultural exchange.

Placement Window October 1 – November 30, 2025 (two months)

Application & Orientation Timeline (Hosts)

Application Window: August 4 – August 15, 2025

Screening & Site Review Notifications: August 22, 2025

Virtual/On-site Conversations (as needed): August 28–29, 2025

Final Host Confirmations: August 31, 2025

Orientation & Logistics: One day between September 2–5, 2025

Host Roles Overview Host Church / Ministry Site Provides the primary ministry context, weekly schedule, access to worship/preaching, sacramental participation, outreach/service opportunities, theological learning environments, and cultural immersion activities.

Host Mentor (Clergy/Deacon/Experienced Minister) Offers pastoral supervision, weekly check-ins, contextual theological reflection, and coordination of the participant's learning plan. Ensures opportunities for worship leadership (including at least one sermon), sacramental participation (as appropriate), and community engagement.

Host Home (Household or Parsonage) Provides safe, suitable housing, hospitality, and support for local transportation and basic orientation to neighborhood life. Collaborates with the Host Church and Mentor to foster a healthy rhythm of work, study, rest, and cultural exploration.

Note on Support & Expenses: Housing is provided through the Seoul Annual Conference (KMC). Meals and local transportation are supported by Host Homes and the participant's personal responsibility. Limited scholarships for participants may be provided by the Annual Conference.

Host Eligibility Affiliated with the East or West Ohio Annual Conference of the United Methodist Church, (churches/ministries) or an approved household within the Conference.

Commitment to the purpose and learning goals of the Program.

Basic English communication, willingness to learn some introductory Korean language.

Willingness to comply with Safe Sanctuaries/child-protection policies and complete required background screening (for adult hosts and drivers).

Capacity to provide structured weekly ministry opportunities and hospitable lodging (private room) for 2 months.

Host Responsibilities & Expectations Shared across Host Church, Mentor, and Host Home

Provide a clear weekly ministry plan (worship leadership, preaching/teaching, pastoral care shadowing, community service, theological workshops, and cultural/historical learning).

Ensure weekly mentor check-ins and formative feedback.

Facilitate at least one preaching opportunity (translator available if needed) and opportunities for sacramental participation consistent with polity.

Offer/coordinate local transportation support (church vehicle, volunteer drivers, public transit orientation) for ministry activities.

Create a safe, respectful, and inclusive environment; uphold UMC/KMC codes of conduct and anti-harassment/anti-discrimination expectations.

Provide prompt communication about health/safety concerns or schedule changes to program coordinators.

Host Home—Minimum Housing Standards

Private bedroom with bed, linens, desk/table, storage/closet.

Reliable Wi-Fi, access to bathroom/shower, laundry access (weekly).

Safe, smoke-free space with operational smoke/CO detectors.

Orientation to household expectations (quiet hours, kitchen use, guests).

Basic support with meals (e.g., breakfast and select dinners) as feasible; participant contributes to some meals independently.

Safeguarding & Compliance

Adhere to Safe Sanctuaries (or equivalent) policy; share a copy with the participant.

Background checks for adult hosts/mentors/regular drivers as required by the Seoul Annual Conference.

Maintain valid vehicle insurance and driver's licenses for any transportation provided.

Application Form (Complete All Sections) Please type or print clearly.

Section I — Host Church / Ministry Site Church/Ministry Name:

Address: _____

Senior Pastor/Lead Minister: _____

District (KMC): _____ Website: _____

Primary Contact Name & Role: _____

Phone: _____ Email: _____

Typical Weekly Attendance (approx.): _____

Languages used in worship/ministry: _____

Capacity to host (select): ☐ 1 participant ☐ 2 participants

Accessibility considerations (if any): _____

Section II — Host Mentor Name: _____

Title/Order: _____

Ordination/Status (Elder/Deacon/Other): _____

Church/Ministry Affiliation: _____

Phone: _____ Email: _____

Languages (proficiency): _____

Areas of ministry for supervision (check all that apply): ☐ Worship/Preaching ☐ Pastoral Care ☐ Discipleship/Teaching ☐ Youth/Young Adults ☐ Mission/Outreach ☐ Music/Arts ☐ Community Partnerships ☐ Other: _____

Weekly mentoring plan (brief): _____

Section III – Host Home (Household/Parsonage) Primary Host Name(s):

Relationship to Church: _____

Address (if different): _____

Phone: _____ Email: _____

Guest Room: ☐ Private room ☐ Shared bath ☐ Private bath (if available)

Amenities: ☐ Wi-Fi ☐ Desk/Table ☐ Closet/Storage ☐ Laundry Access

Home Environment: ☐ Smoke-free ☐ Pets (type): _____

Household Members (adults/children): _____

Distance to Church (km/min): _____ Transit options: _____

Transportation Support: ☐ Rides provided ☐ Public transit orientation ☐ Bicycle

Meal Support: ☐ Breakfast ☐ Select dinners ☐ Dietary accommodations possible (list):

Section IV – Capacity & Placement Preferences Preferred participant profile (check any):

☐ Local Pastor ☐ Seminarian ☐ Young Adult Candidate ☐ Clergy

Language support available: ☐ Korean ☐ English ☐ Interpretation help

Ministry focus interests (top 3): _____

Proposed weekly ministry outline (attach detailed plan if available):

Section V – Safeguarding & Compliance Safe Sanctuaries (or equivalent) policy attached:

☐ Yes ☐ No (explain) _____

Background checks completed/to be completed for adults in hosting/mentoring/transport roles: ☐ Yes ☐ In process

Vehicle/Driver details for transportation (if applicable): _____

Section VI – Required Attachments (include with submission)

☐ Letter of endorsement from the Host Church leadership (Pastor/Administrative Board)

☐ Brief bio/resume of the Host Mentor

☐ Photos of guest room and bathroom (Host Home)

☐ Proposed weekly ministry schedule (draft acceptable)

☐ Safe Sanctuaries (or equivalent) policy summary

☐ Proof/statement of vehicle insurance (if providing transportation)

Section VII – Submission & Timeline Application Period: August 4 – August 15, 2025

Email (single PDF preferred): Rev. Donnetta Peaks – dpeaks@wocumc.org

Inquiries: 614-844-6200

Tip: Combine materials in one email. Include HostChurch_Name in file names.

Acknowledgments & Signature

We affirm our commitment to provide a safe, hospitable, and formative environment that supports the goals of the KMC–East/West UMC Ministry COOP Program and to collaborate with program coordinators on logistics, safeguarding, and scheduling.

Authorized Representative (Host Church): _____

Title/Role: _____ Date: _____

Host Mentor Signature: _____ Date: _____

Host Home Primary Host Signature: _____ Date: _____

Quick Checklist (before you send)

- ☐ Sections I–VII fully completed
- ☐ Endorsement letter (church leadership)
- ☐ Mentor bio/resume
- ☐ Host Home photos (room & bathroom)
- ☐ Weekly ministry outline
- ☐ Safeguarding policy summary
- ☐ Transportation insurance/plan (if applicable)
- ☐ All files named clearly and sent in one email