



RELEASE TO ASSIGNMENT

RELIANT MISSION | RELIANT.ORG

MISSIONARY RESOURCES

UPDATED 6/4/2016

Release to Assignment Form

Instructions:

Missionaries must receive “release to assignment” approval from Reliant Missionary Resources in order to engage in duties beyond those identified in the Initial MTD job description. Release to assignment approval is based upon the missionary meeting or exceeding the support goal that has been approved by Reliant. The support goal is measured by Reliant using current gifts, as reported on Staffnet.

When a missionary believes they have met their support goal, they should complete this form and send or fax it to Reliant. The Missionary Resources team will make the final determination of the missionary’s eligibility to be released to assignment. Missionaries will be notified once a determination has been made.

Missionaries must not discontinue raising support as their primary job responsibility until they have received release to assignment approval.

Employee Name:

Date:

FD#:

Phone:

Email:

Support Goal Information:

Reliant approved support goal: \$

Total current monthly support: \$

Are there other considerations for Release?

Send Completed Form to hr@reliant.org or fax it to 407-671-9776

For office use only:

Verified Current Monthly Support: \$

Date:

Received By:

Missionary Resources Department Approval:

Date:

Email:

Phone:

FD:

Effective Date of Release To Assignment:

Processed:

Employment Approval :

CRM: