

## A Memorandum of Agreement Between

### *New Faith Community*

### *And*

### *Sending Church*

## Oklahoma Conference of the United Methodist Church

**General Purpose:** The purpose of this Memorandum of Agreement (MOA) is to express the relationship and cooperation between *Charis Alive* and *name of sending church* for the stated purpose and for the making of disciples of Jesus Christ for the transformation of the world. **(The stated purpose would include description of a mother/daughter relationship or a sending church/satellite or a partner church/new faith community)**

- I. **Parties:** The parties of this MOA are *name of new faith community*, and *name of sending church*. Christian love, fellowship, harmony and unity shall drive the relationship and cooperation between the two parties for the achievement of the stated purpose.

**Contacts:** The key representatives of this MOA will be \_\_\_\_\_ of *sending church* and \_\_\_\_\_ of *new faith community*.

Phone number for *sending church* representative: \_\_\_\_\_

Email for *sending church* representative: \_\_\_\_\_

Phone number for *new faith community* representative: \_\_\_\_\_

Email for *new faith community* representative: \_\_\_\_\_

**Date of Agreement:** \_\_\_\_\_

II. **Description of Partnership**

1. Assumptions and expectations concerning ministry style
  - A. *Name of sending church* has these assumptions and expectations concerning ministry style in order for *new faith community* to fulfill its role as a satellite/daughter of *sending church*.
  - B. *New faith community* is free to worship and minister using the styles and methods needed to reach their intended mission field unless it conflicts with the assumptions and expectations stated above.
2. Assumptions and expectations regarding finances and management of finances
  - A. All monies given at *new faith community* or designated for *new faith community* at the *sending church* are regarded as designated gifts and shall not be used for other purposes. This shall include grants from the Oklahoma Annual Conference and the District.
  - B. Additional money spent by *sending church* for startup costs and capital costs shall be considered as an investment in *new faith community* and shall not be expected to be repaid unless stated in this document.

- C. All income received by *new faith community* will flow through the *sending church* accounting system. *Sending church* will provide all accounting services for *new faith community*. *New faith community* will not have its own separate bank account.
  - D. *New faith community* will work with *sending church's* financial staff regarding the correct procedures for handling tithes and offerings.
  - E. The annual operating budget for *new faith community* will be set up in cooperation with *sending church*. The budget shall be approved by *sending church's* Finance Committee and Church Council.
  - F. *New faith community* will manage the budget in a similar manner to other ministries of *sending church*. *New faith community* will receive a monthly report of its finances from *sending church*.
  - G. In the event that *sending church* and *new faith community* discontinue the satellite arrangement, *new faith community* shall be given control of all retained earnings and gifts designated for *new faith community* in the bank accounts of *sending church* including all grants from the Conference and District.
3. Assumptions and expectations regarding property and Board of Trustees
- A. General liability insurance and property insurance will be covered under the insurance umbrella of *sending church*.
  - B. The Board of Trustees of *sending church* will give oversight and care to all property and equipment either leased or purchased for *new faith community*.
  - C. *New faith community* may present opportunities to *sending church* for investment in property for the use of *new faith community*. Should *sending church* decide to purchase property for *new faith community* it is wholly owned by *sending church*. In the event that the satellite arrangement is discontinued *new faith community* may purchase the property owned by the *sending church* at a fair market value unless *sending church* elects to give the property to *new faith community*.
4. Assumptions and expectations regarding staff and personnel decisions
- A. *New faith community* may utilize *sending church's* administrative staff and support services until which time it is mutually agreed that another arrangement needs to be made.
  - B. The pastor of *new faith community* reports to the Senior Pastor of *sending church*. The Senior Pastor will provide mentoring, counsel, supervision and advice as needed and/or requested.
  - C. The pastor of *new faith community* will attend the staff meetings of the *sending church* to represent *new faith community*. Other staff members of *new faith community* are not expected to attend unless this expectation is communicated by the Senior Pastor.

- D. *New faith community* staff will be offered the same employee benefits offered to *sending church* staff.
  - E. Staffing decisions will first be facilitated by conversation between the pastor of *new faith community* and the Senior Pastor of *sending church*. The *sending church's* Staff Parish Relations Committee (SPRC) shall approve any new positions for *new faith community*. *New faith community* will follow all of the *sending church's* personnel policies for hiring, onboarding, firing, etc.
  - F. Once SPRC has approved a staff position *new faith community* can fill the position without having to seek reapproval.
  - G. Compensation for the *new faith community's* staff positions will be determined in conversation by the pastors and the *sending church's* Finance Committee and SPRC.
5. Assumptions and expectations for a local Advisory Team
- A. *New faith community* may develop a local Advisory Team consisting of those who are involved in this ministry. This Advisory Team will help to develop vision and strategies, give feedback and provide accountability for pastor and staff.
  - B. The Advisory Team may also meet with *sending church's* leadership for joint decision making and consultation.
  - C. The Advisory Team may also help to oversee the finances of *new faith community* in cooperation with the Finance Committee of *sending church*.
6. Assumptions regarding transitions of leadership and chartering
- A. In the event that *new faith community's* pastor is no longer able to lead *sending church* will meet with the District Superintendent and Director of New Faith Communities to determine whether *new faith community* will continue to exist as a satellite of *sending church*. If an Advisory Team is in place, the Senior Pastor, District Superintendent and/or the Director of New Faith Communities will consult with this team about the transition that will happen. If it continues as a new faith community then the District Superintendent will work to provide new pastoral leadership in consultation with the Senior Pastor and Director of New Faith Communities.
  - B. In the event of a senior pastor transition at *sending church* the District Superintendent will meet with the appropriate leadership of *sending church* and the Director of New Faith Communities to determine how *new faith community* can continue through this transition. If an Advisory Team is in place, the District Superintendent and/or Director of New Faith Communities and, if appropriate, the departing senior pastor will consult with this team about the transition that will happen. The District Superintendent will work to provide new pastoral leadership for *sending church* in consultation with the Director of New Faith Communities.

- C. In the event that *new faith community* is financially and missionally ready to become a chartered church *sending church* and *new faith community* may discontinue the satellite affiliation. *New faith community* and *sending church* shall contact the district superintendent to schedule a called charge conference and follow the path for chartering set out in Paragraphs 259.5-259.10 in the Book of Discipline.
7. Duration of Agreement
- A. Either party may request a meeting to amend this MOA as needed for changes as they arise.
  - B. This MOA will be revisited on an annual basis at the anniversary date by the key representatives for MOA renewal.
  - C. Either party may terminate this MOA in consultation with the Bishop and Cabinet, the New Faith Communities Team and the other partner. A notice of the desire to terminate this MOA must be in writing to the groups mentioned above.

Signed\_\_\_\_\_ Key representative of *sending church*

Signed\_\_\_\_\_ Key representative of *new faith community*