**MEMORANDUM OF UNDERSTANDING AND AGREEMENT**

**between Faith in Action of Bloomington-Normal**

 **and**

**EPIPHANY CATHOLIC CHURCH**

This agreement between *Faith in Action* and ***Epiphany Catholic Church*** seeks to solidify the collaborative partnership between the two organizations, while preserving the rights and privileges of each organization. This agreement seeks to outline the responsibilities of each organization, in the hopes of ensuring a sound working relationship between *Faith in* *Action* and ***Epiphany Catholic Church***. This agreement is to be reviewed and renewed every two years.

**Faith in Action** agrees

1. To promote the partnership between ***Epiphany Catholic Church***and *Faith in Action*, this may include listing ***Epiphany Catholic Church*** in promotional materials, on our website, and in appropriate media announcements. *Faith in Action* will make available to ***Epiphany Catholic Church***all such materials.

2. To accept volunteer candidates from ***Epiphany Catholic Church***. All volunteers will attend an orientation to determine if the program is appropriate for them. Volunteers and *Faith in Action* agree that proselytizing activities will not be permitted.

3. To train, supervise, and support all volunteers. *Faith in Action* will provide additional opportunities for volunteer education through informational sessions held periodically during the year and to host a volunteer blessing service/appreciation event annually.

4. To provide general liability insurance and additional automobile insurance to all volunteers while they perform volunteer duties under the *Faith in Action* name. Volunteers must identify themselves as *Faith in Action* volunteers, carrying with them a *Faith in Action* volunteer name badge. In the case that a volunteer recruited from ***Epiphany Catholic Church*** is providing services to a care receiver from ***Epiphany Catholic Church***, both must be enrolled in *Faith in Action* and said services must be under the auspices of *Faith in Action* in order for the volunteer’s actions and services to be insured.

5. To accept referrals for services of parishioners or congregants of ***Epiphany Catholic Church*** who meet the program criteria. Should a care receiver be accepted into *Faith in Action*, we will match a volunteer with a care receiver as soon as the home visit and application process are completed. Services will be offered at no charge.

6. To inform the leadership of ***Epiphany Catholic Church***of any policy changes that may affect this collaborative partnership. All policy changes will be submitted in writing.

7. To provide materials to ***Epiphany Catholic Church*** to recognize *Faith in Action* and your *Faith in Action* volunteers during the fall Faith in Action Sunday recognition.

**Epiphany Catholic Church** agrees:

1. To promote the partnership between ***Epiphany Catholic Church*** and *Faith in Action*. This may include listing *Faith* i*n Action* in promotional materials, church bulletins, news articles, and media announcements. Should ***Epiphany Catholic Church***design any materials highlighting its partnership with *Faith in Action*, ***Epiphany Catholic Church*** will make available said materials to *Faith in Action.*

2. To assist the executive director of *Faith in Action* in the choice of a congregational liaison to *Faith in Action*. This individual will be the communications liaison with the congregation, and may help identify potential volunteers and possible care receivers for referral

3. To provide referrals of any congregation member needing services from *Faith in Action* either through the liaison or directly to the program office.

4. To assist in recruiting volunteers for the *Faith in Action* program. ***Epiphany Catholic Church*** will earnestly strive to provide a minimum of 5 active volunteers throughout the year. Should the minimum of 5 volunteers be trained and matched, and a volunteer from ***Epiphany Catholic Church***drops out, ***Epiphany Catholic Church’s*** liaison will assist *Faith in Action*, if possible, with finding a replacement of that volunteer.

5. To provide, if able, meeting space for the recruitment and training of volunteers and to provide, if able, space for hosting quarterly volunteer coffees. Space will be provided as an in-kind donation.

6. To provide, if able, a clergy member or congregational leader to attend and participate in the volunteer blessing service/appreciation event.

7. To acknowledge *“Faith in Action Sunday”* in the fall of each year in some way within the congregation and to highlight the work of *Faith in Action* volunteers from the congregation during that weekend.

8. To provide endorsement letters of support for inclusion in fundraising materials submitted by *Faith in Action* for continuing funding of the program.

9. To prayerfully consider and provide a financial contribution on an annual basis to *Faith in Action* to support program operations and activities.

The undersigned have reviewed the above and agree to the items outlined. This agreement is in effect for one year, starting from the date when this agreement is signed. Each party may exit this agreement at any time, for any or no cause, provided that the other party is given 14 days notice. Notice will be given in writing.

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Congregation Representative (signature) date

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Congregation Representative (print) date

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Faith in Action Representative Date