**Memorandum of Understanding with SERVE 6.8**

This MOU is between Church and SERVE 6.8

Introduction:

1. SERVE 6.8 is an independent, non-profit IRS 501 (c)(3).
2. SERVE 6.8’s mission is to “mobilize, resource and connect the local church to fulfill its role in a community.”
3. Funds donated through this partnership agreement go towards general funding unless otherwise noted.
4. SERVE 6.8 fulfills its mission to the local church by providing expertise and resources in the following areas: care ministry to those in poverty, project management for vulnerable people, disaster response, and volunteer mobilization/team management/development, and in-kind donation management at the community level.

Section I: Responsibilities

1. SERVE 6.8 Responsibilities
   1. SERVE 6.8 will provide staff oversight, expertise for connection, and care strategies for church attenders and community members for Church.
   2. SERVE 6.8 will be responsible for tracking data, running analyses, providing budget projections, and communicating community wide trends in poverty/disaster response.
2. Vineyard Church of the Rockies and SERVE 6.8 Joint Responsibilities
   1. SERVE 6.8 and CHURCH should make reasonable efforts to assist each other to ensure the Resource Center is caring for those it is designed to serve.
   2. CHURCH agrees to properly handle care referrals from SERVE 6.8.
   3. CHURCH agrees to communicate our partnership to their congregation and community for the purpose of helping mobilize volunteers and gather needed resources.

Section II: Relationship Terms.

1. This MOU will be effective from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Relationship between SERVE 6.8 and CHURCH
   1. The funds provided are a donation.
   2. This MOU does not create an employer/employee relationship between SERVE 6.8 and CHURCH
3. At the end of the calendar year, SERVE 6.8 will provide a receipt for CHURCH donations.
4. If requested, SERVE 6.8 will provide copies of its most recent IRS Form 990, and annual financial statements.
5. If requested, SERVE 6.8 will provide one login to Salesforce (SPOC) for the purpose of providing collaborative services and tracking data related to people being served.
6. CHURCH may not delegate any of its responsibilities without prior written consent of SERVE 6.8 nor encumber SERVE 6.8 with any secular mission or expectation from other entities.

Section III: Communication and Collaboration

1. As a partner of SERVE 6.8, you are invited to attend SERVE 6.8’s Church Partner Meetings. Partner Meeting occur periodically to discuss current and upcoming issues as well as develop mission aligned ministries.
2. As a partner of the SERVE 6.8 Resource Center, please provide a clear referral process for care referrals, current office operating hours, and email communication with involved leaders and Pastors.

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| SERVE 6.8  1239 E Drake Rd  Fort Collins, CO 80524 (970)-231-6445  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Mike Walker  Executive Director | Vineyard Church of the Rockies  Address 1  Address 2  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name  Title |

ATTACHMENT- A

Donor Payment Schedule

CHURCH agrees to provide SERVE 6.8 a donation in the amount of $

Yearly/monthly/quarterly installment of $ due to SERVE 6.8 beginning \_\_\_\_\_\_\_\_\_\_\_\_\_

ATTACHMENT B

Services provided by SERVE 6.8

SERVE 6.8 agrees to provide the following:

* Expertise, consultation, and periodic oversight for guest connections and program activities.
* Database system for information collection and sharing.
* Liability insurance for ministry activities and renter’s insurance for activities at the Resource Center.
* On-site supervision for mutual ministry activities.
* Administrative support including human resources, accounting, communications, volunteer management, and project coordination.
* Case work support for guests as well as resource management and referral support for care recipients.
* Mobilization support to include staff expertise, communication systems, and leadership support/structure to engage mutual ministry activities as well as to support/grow/develop church centric ministries.
* Resource support to include providing food, clothing and households for regular family shopping hours and other equipment, materials, and supplies to effectively operate a Resource Center market and boutique.