STATEMENT OF UNDERSTANDING

# for Host and Guest Congregations

**HOST CONGREGATION:**

Name:

Address:

Phone: (

)

Fax: (

)

E-mail:

Senior Pastor(s):

**GUEST CONGREGATION:**

Name(s)

Address (if different from Host)

Phone: ( )

Fax: (

)

E-mail:

Senior Pastor(s):

MISSION STATEMENT:

Describe the mission of the agreement to share space at the church location: HOST CONGREGATION:

GUEST CONGREGATION:

MISSION OBJECTIVES:

State the goals of the shared space agreement: HOST CONGREGATION:

Short term: Long term:

GUEST CONGREGATION:

Short term: Long term:

Mission Planning:

* Are joint meetings of pastors and lay leaders planned? If no, why? If yes, describe.
* Are cooperative activities such as worship, social activities, revivals, etc. planned? If yes, describe.
* Has the district superintendent been involved in the mission planning?
* How will statistics (attendance and membership) be reported?
* Who is accountable for the financial records of the guest congregation?
* Will the guest congregation pastor be accountable to the host pastor?
* What, if any district or general church financial support is to be provided or requested?
* How long is the relationship expected to last?
* Has a liaison been appointed to monitor the progress of the relationship?

# Financial agreement:

Describe any financial agreements including amount paid by guest congregation to the host congregation.

Amount to be paid by (Guest) to (Host) .

Weekly Monthly Other .

* + When and how are these terms to be reviewed?

# Use of Facilities:

## Worship / Sanctuary

Day(s) Utilized: Times When Utilized: Congregation:

## Sunday School rooms

Rooms: Times: Congregation:

## Office

Day(s) Utilized: Times When Utilized: Congregation:

## Kitchen

Day(s) Utilized: Times When Utilized: Congregation:

## Gymnasium

Day(s) Utilized: Times When Utilized: Congregation:

## Other

Day(s) Utilized: Times When Utilized: Congregation:

## Proactive Steps to Increase Unity in Diversity

Strong relationships are built through communication and regularly coming together. By gathering as a corporate community of faith, opportunities for building t rust and experiencing reconciliation are enhanced. Unity can be affirmed while embracing diversity.

Select a time (monthly, quarterly, and bi-annually) and an event (listed below) that all congre- gations may want to experience together. If desired, more than one event may be selected.

* + Sharing the Lord’s Supper

D monthly D quarterly D bi-annually

* + Joint praise and worship service

D monthly D quarterly D bi-annually

* + Joint board meetings

D monthly D quarterly D bi-annually

* + Swapping pulpits

D monthly D quarterly D bi-annually

* + Shared meal fellowship time

D monthly D quarterly D bi-annually

* + Periodic review of mission statement

and mission objectives with opportunities

to evaluate the level of understanding between the congregations

D monthly D quarterly D bi-annually

* + Other

D monthly D quarterly D bi-annually

## Adver tising

* What Arrangements for Advertising Have Been Agreed Upon? (signs, etc)

## Activities

* Identify any Unacceptable Activities (For example: No smoking or drinking on the premises)

**Insurance**

* Identify Liability Insurance for Host and Guest Congregation:

**Host Congregation Guest Congregation**

## Supplies

Who will be responsible for supplies (bathroom, kitchen, office)?

## Janitorial

Describe any agreements regarding janitorial responsibilities and general cleanup.

## Other

Describe any other conditions or agreements of the "Statement of Understanding".

Signed:

(Host congregation)

(Guest congregation)

(2nd Guest congregation, if applicable)

Date:

Copies to District Superintendent