

First Unitarian Church of Des Moines  
**Roles & Responsibilities Agreement**  
**for Faith in Action Community Outreach Partnerships**

Please read and have the Champion and Point of Contact at the nominated organization sign at the bottom.

***Nominator/Champion***

***What am I responsible for when I nominate an organization?***

First of all – *thank you!* Without you this program would not be possible.

When you nominate a non-profit organization that you are affiliated with (whether as an employee, board member, or volunteer), you are connecting that organization to First Unitarian’s Faith in Action program, and that connection is vital! Your contributions will help make this a successful and satisfying partnership for both sides.

**STEP ONE: NOMINATING THE ORGANIZATION**

***Contact the organization you seek to nominate and ask***

- Are they interested in partnership with First Unitarian for a two-month period? Please share with the organization the link to the website (LINK) with the overview of this partnership and the Roles and Responsibilities Agreement.
- Do they have 501(c)3 tax-exempt status and do they work in the Greater Des Moines metro?
- Are there service projects available for church members? Preferably one per month (two total) for about 10 people each time, but we can be flexible. Your Point of Contact can assist with this.
  - Can youth participate in the service projects? What ages?
  - What types of skills are needed?
  - Would volunteers have to go through a separate training or background checks beforehand?
  - How long would these service projects take?
  - Will there be any costs associated with the service projects? Please note that costs incurred by the church will be deducted from the congregation’s overall donation.
- If selected, they will receive half of First Unitarian’s offering for two months. What specifically can we help financially support? (*While we cannot guarantee the amount of money, in the past a general ballpark has been around \$1,000 - \$2,000 for the entire two-month period.*)
- Which two-month period would they prefer and why? (See the application form for options.)

***Work with your point of contact at the organization to complete the application form and submit by May 15.***

**STEP TWO: IF THE ORGANIZATION YOU NOMINATED IS SELECTED, YOU BECOME THE PROJECT CHAMPION!**

1. A member of the Faith in Action Coordinating (FIA) Team will contact you regarding whether or not the organization you nominated was selected. Please relay the news to your organization.
2. If it was, they will tell you for which two-month period and who from the FIA Coordinating Team will be working with you.
3. About two months prior to your designated months you will work with your FIA contact and the organization to finalize details for the service projects.
4. You are asked to participate in the service projects, serving as a host to welcome and guide the volunteers, and/or work with the Faith in Action team to identify others to fill this role, depending on the scope of the project.
5. In the month after your organization's two-month time slot, meet with the Faith in Action Coordinating Team to debrief the experience.

Other responsibilities may include:

- ✓ Help spread the word and recruit volunteers! Personally asking is more likely to get volunteers engaged.
- ✓ Assist in drafting the appeals that are used during the offering time in services and in other church communications, such as the weekly Order of Service and newsletters (in partnership with Rev. Erin, FIA contact, and organization point-of-contact)
- ✓ Help identify potential speakers to share testimonials about the importance of your organization's work during the offering in services (partner with Rev. Erin and the point-of-contact from the organization)
- ✓ Update the Faith in Action bulletin board in Channing Hall to highlight your organization (partner with FIA contact) or help find another volunteer

***Organization Point-of-Contact***

***What am I responsible for when my organization is nominated?***

**STEP ONE: BEING NOMINATED**

- Work with the member/friend of First Unitarian to gather information to complete the application form.
- Provide proof of your 501(c)3 tax-exempt status and latest audited financial statements.
- Identify meaningful service projects that could appeal to a wide array of people, from youth to adults.

**STEP TWO: IF YOUR ORGANIZATION IS SELECTED TO BE AN OUTREACH PARTNER**

- Provide information as needed, such as facts, stories/testimonials, or other information that will tell the story of your work compellingly.
- Potentially be a guest speaker during a Sunday service, or find someone else from your organization who could be. (Another possibility is to set up an information table at First Unitarian on a Sunday morning to educate people about your organization.)
- In coordination with the Project Champion and FIA contacts from First Unitarian, create at least 2 meaningful service project opportunities and provide any necessary back-end support (training, logistical support, etc.)

## **Faith in Action Coordinating Team**

### **How will the Faith in Action (FIA) Coordinating Team support you?**

Two FIA team members will support the success of the service projects by assisting with planning preparation and day-of volunteer support.

#### **PREPARATION**

- Asking logistical questions to clarify the service projects: When? Where? Time? Group size? Age range? Supplies? Skills? Accessibility? Rain date? Is staff support needed from the agency? What kind? Etc.
- Helping the Champion and Organization's Point-of-Contact think through the service project and how to maximize volunteer contributions by considering how to orient people, train volunteers, provide supplies, parking, etc.

#### **VOLUNTEER RECRUITMENT & PUBLICITY**

- Set up the registration process for the service projects through an online site for volunteer registration called Sign-Up Genius and publicize it
- Solicit brief facts about the organization for church communications from the **Champion** and/or the **Organization's Point-of-Contact**
- Brainstorming with the **Champion** how to engage our congregation in your service projects with the goal of Champion and the Faith in Action team each personally inviting at least 8-10 people.
- Work with the **Champion** on the bulletin board display in the church

#### **SERVICE PROJECT SUPPORT**

- Contact volunteers before and after the service projects through Sign-Up Genius with relevant information about the projects.
- Be there during the service project to support the Champion and other volunteers.

#### **MAKING THIS A MINISTRY**

**In addition to the logistical support provided by the Faith in Action Coordinating Team, Rev. Erin Gingrich, Associate Minister for Social Justice, will work with the Champion and Organization Point-of-Contact to ensure we have meaningful messages to share during services. She will:**

- Contact the **Champion** and the **Organization Point-of-Contact** for 3-4 stories/testimonials that could be used during the offering over the two-month period.
- Work with the **Champion** to identify 2-4 church volunteers who might share a brief testimonial during the offering.

*(We do not need to provide ideas for every service during the two months; other social justice groups in our church will be sharing stories as well.)*

### **Roles & Responsibilities Agreement**

I have read this document and understand my role and responsibilities and those of the other parties involved. *Typed signatures are acceptable.*

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Champion

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Point of Contact at nominated organization