

First Unitarian Church of Des Moines
Faith in Action: Partnership Responsibilities

AGREEMENT

You will be asked to attest on the application form that you have read and agree to the roles and responsibilities outlined in this document.

NOMINATING AN ORGANIZATION

Thank you! Without you this program would not be possible. When you nominate a nonprofit 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. That connection is vital! Your efforts will help make this a successful and satisfying partnership for both sides.

First things first:

1. Are they interested in partnering with First Unitarian for the coming church year (September thru August)?
2. Let them know they will receive 25% of First Unitarian's offering for twelve months.
3. Share this document with them and make sure they understand and agree to their responsibilities.
4. Make sure they have 501(c)3 tax-exempt status and that they work in the Greater Des Moines metro area.
5. Make sure they can provide volunteer opportunities for our members.

What we need to know from the organization about service projects:

1. What projects might be available, and can these vary over the course of the year?
2. How many people can they use each time?
3. Can youth participate in the service projects? What ages?
4. What types of skills are needed?
5. Would volunteers have to go through a separate training or background checks beforehand?
6. How much time would these projects take?
7. Will there be any costs associated with the service projects? Note: costs incurred by the church will be deducted from the congregation's overall donation.

PROJECT CHAMPION (church member or friend)

1. Work with your contact at the organization to complete the application form. Submit the form and related documents by April 30.
2. When notified of the results by the Faith in Action (FIA) Coordinating Team, let your organization know if they were accepted or not. If accepted, you will be assigned a contact with the FIA Team who will work with you throughout the coming year.
3. Mid-summer: work with your FIA contact and the organization to finalize details for fall service projects and plan publicity for the organization and projects.

4. Participate in service projects and serve as a host to welcome and guide volunteers. You may also work with the FIA team to identify others to fill this role, depending on the scope of the project.
5. Attend the FIA Kick-off event to meet other champions and the FIA team. See description below. Meet with FIA Coordinating Team throughout the year to debrief experiences.
6. Help spread the word and recruit volunteers! Personally asking is more likely to get volunteers engaged.
7. In partnership with your FIA contact, your organization's point of contact and the minister, assist in drafting the appeals to be used during the offering time in services and in other church communications.
8. Help identify potential speakers to share testimonials during church services about the importance of your organization's work.
9. Partner with your FIA contact to update the Faith in Action bulletin board in Channing Hall to highlight your organization. (You might recruit another volunteer for this.)

ORGANIZATION POINT OF CONTACT

1. Work with your contact at First Unitarian to gather information to complete the application form.
2. Provide proof of your 501(c)3 tax-exempt status and latest audited revenue/expense statement.
3. Provide information to help tell a compelling story about the work of your organization. This may include facts, stories/testimonials, or other information that you feel would be helpful.
4. Consider being (or finding someone else in your organization to be) a guest speaker during a Sunday service. You might also want to set up an information table at First Unitarian on a Sunday morning periodically throughout the year to educate people about your organization.
5. In coordination with the Project Champion and FIA contacts from First Unitarian, create meaningful service project opportunities and provide any necessary back-end support (training, logistical support, etc.)

FAITH IN ACTION COORDINATING TEAM

1. Host a kickoff event for champions and the FIA Coordinating Team to socialize, discuss "best practices," answer questions and review the roles and responsibilities agreement.
2. Two FIA team members will support the success of the service projects by assisting with planning, preparation and day-of volunteer support. They will:
 - a. Help the champion and organization point of contact think through ways to maximize volunteer engagement through publicity, orientation, training, providing transportation, supplies, etc.
 - b. Make sure logistical issues are worked through and agreed upon: When? Where? Time? Group size? Age range? Supplies? Skills? Accessibility? Parking? Rain date? Is staff support needed, and if so, what kind, from the agency?
3. Set up and publicize a registration process for service projects through an online site such as Sign-Up Genius.

4. Brainstorming with the champion on engaging our congregation in the service projects. Personally invite at least 8-10 people.
5. Work with the champion on the bulletin board display in the church.
6. Contact volunteers before and after each service project to share relevant information.
7. Participate in service projects to support the champion and other volunteers.

MAKING THIS A MINISTRY

The Senior Minister will work with the champion and FIA team to ensure that we have meaningful messages to share during services on a regular basis, and will actively encourage financial contributions and active participation in service projects.