Community Partnerships

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

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 the 2020-2021 church year (September 2020-August 2021)? 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 area?

● Are there service projects available for church members? Preferably activities that can change over the course of the year, for about 10 people each time, but we can be flexible. Your Point of Contact can assist with this.

  o Can youth participate in the service projects? What ages?

  o What types of skills are needed?

O Would volunteers have to go through a separate training or background checks beforehand?

  o How long would these service projects take?

  o 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 25% of First Unitarian’s offering for twelve months. What specifically can we help financially support? (While we cannot guarantee the amount of money, based on past experience the amount is likely to be about $4,000 - $6,000 for the entire twelve-month period.)
● Work with your point of contact at the organization to complete the application form and submit by April 30.

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 who from the FIA Coordinating Team will be working with you.

3. About two months prior to September you will work with your FIA contact and the organization to finalize details for the fall 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. Throughout the year meet with the Faith in Action Coordinating Team to debrief the experience.

6. Attend the Faith in Action yearly Kick-off event with other Champions to learn some “best practices”, get your questions answered and socialize with other Champions and the Faith in Action Team. 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. Amy, 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.

✔ 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 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


● 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.

● Host a kickoff event for Champions and the Faith in Action Coordinating team to socialize, discuss “best practices”, answer questions and review the roles and responsibilities agreement for clarity.

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. Amy Petrie Shaw, Senior Minister, will work with the Champion and Organization Point-of-Contact to ensure we have meaningful messages to share during services. They will:

● Contact the Champion and the Organization Point-of-Contact for 3-4 stories/testimonials that could be used during the offering over the course of the year.

● 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.

________________________________________
Champion

________________________________________
Point of Contact at nominat