



Rock of Hope Baptist Church
 7812 224th Street SW Edmonds, WA, 98026
 8713 220th Street SW Edmonds, WA, 98026
 Exalt. Embrace. Enjoy. Equip. Engage.

Memorandum of Agreement (MOA)

Rock of Hope’s mission statement is that we “Exalt our Lord, Jesus Christ; Embrace one another—partner with God in reaching and caring for the needs of the people; Enjoy the love from Christ and the blessings He enriches to us; equip ourselves to do His work and engage our world and our culture with the love and message of Jesus Christ.

A Memorandum of Agreement is a legal document that describes how Rock of Hope Baptist Church sets forth the relationship of itself and the church partnership model. The purpose of a MOA is to set forth a clear understanding of the parameters of the partnership model and the responsibilities of each of the participating parties. Outlined below are basic agreements for all participants of Rock of Hope Baptist Church’s partnership model.

Memorandum of Agreement (MOA)
between
 ROCK OF HOPE BAPTIST CHURCH
and

_____ Partner Name

I. INTENT

THIS AGREEMENT is hereby made and entered into by Rock of Hope Baptist Church (ROH) and _____ who will partner together as two entities to glorify the Kingdom of Christ.

II. EXTENT OF AGREEMENT

THIS AGREEMENT is intended to establish an agreement for partnership model between Rock of Hope Baptist Church and _____. Oversight of this partnership agreement is maintained by the Rock of Hope Baptist Church’s elders and Pastors Dave Foster and Pastor Eric Lee. Any modifications to this agreement should be submitted to the elder board in writing at least (30) thirty days prior to the proposed change date. All changes to the MOA’s are subject to written approval by the ROH pastors and elder board.

III. DATE AND TERM

THIS AGREEMENT will become effective upon signing by all parties and will commence at the start on _____. The Agreement shall be reviewed annually by ROCK OF HOPE BAPTIST CHURCH and _____ to determine its continuation and/or need for modification.

IV. MINISTRY FACILITY RECOVERY/EXPENSE SHARING

THIS AGREEMENT sets forth a monthly amount of facility recovery cost for the period of one year. At the time of signing a new MOA, a new facility recovery cost agreement will be discussed. For the MOA dated _____, _____ agrees to pay \$ _____ per month to Rock of Hope Baptist Church as a cost-sharing cooperative.

I. GENERAL PARTNERS' MOA RESPONSIBILITIES

- A. The MOA agreement will be reviewed and re-signed on a once yearly basis. Changes within the terms of the agreement or any possible additional needs of the ministry or party should be addressed at the time of signing the new MOA.
- B. Each partner/entity should ensure open communication between their responsible parties and Rock of Hope Baptist Church. All building/facility usage requests should be submitted using the Facility Usage Request Form and given to the Administrative Assistant. The administrative assistant's email is rockofhopebc@gmail.com.
- C. Rooms and facilities desired to be used by _____ should be listed and submitted under FACILITIES REQUEST FORM. See calendar policy listed below.

II. ROCK OF HOPE BAPTIST CHURCH POLICIES FOR PARTNERSHIP AGREEMENT

Because Rock of Hope Baptist Church and its leadership team is committed to the partnership model, we feel called to serving our community by allowing partners and their ministries to use our facilities. With this calling also comes a responsibility, also comes a God-given responsibility to adequately serve as well as protect all of our entities. Because of this calling, there are some policies that we must abide by, both ourselves (Rock of Hope Baptist Church) as well as all who enter into partnership with us.

- A. **Doctrinal beliefs:** all partners/parties will be of like-minded evangelical faith as written in the Rock of Hope Baptist Church's statement of beliefs/mission statement.
- B. **Meetings/communications:** all partners will send a pastor or a designated lead person to the scheduled all partner meetings. All partners will have their ministry attend and participate in the annual all-partner picnic. Each partner will attend and represent their ministry at the annual 24-hour prayer event.
- C. **Liability insurance:** all partners and parties that enter into a memorandum of agreement with Rock of Hope Baptist Church must carry their own liability insurance. Rock of Hope Baptist Church is not responsible for finding or paying for your entity's liability insurance. Rock of Hope is not responsible for loss, theft, damage, or injury occurring in connection with the usage of the facility by _____.
 - 1. Proof of coverage of liability insurance must be submitted at the time of initiating or renewing a memorandum of understanding with Rock of Hope Baptist church.
- D. **Nursery/children's ministries:** all partners and parties are strongly encouraged to provide nursery and/or children's ministries for their congregations. Our young people are our future. Raising them up in the love and knowledge of Jesus Christ is of utmost importance. To prevent any possible liability as well as to help encourage young people to grow in Christ, we (Rock of Hope Baptist Church) require all partners and parties to abide to the following guidelines (set forth by both state law and by insurance policies):
 - 1. All partners are responsible for providing their own children's/nursery ministries. Rock of Hope Baptist Church is not responsible for providing children's/nursery ministries to your group. As leaders of your congregation, it is your job to care for the youngest of your flock.
 - 2. Two adults (18+) are to supervise children (under 18) at all times.
 - 3. All adults (18+) must have a Washington state background check. As a partner of Rock of Hope Baptist Church, it is your responsibility to ensure that these background checks are being run by your entity. Copies of the background checks are to be kept on file in ROH office.

E. Landscape/custodial/yardwork/maintenance:

All partners who use Rock of Hope Baptist Churches' north and south campuses are responsible for maintaining the lawns and landscaping of the campus that they use. If you are physically unable to care for the grounds, as a partner you will be responsible to financially assist with the care and maintenance of the landscaping, yard work, upkeep and any maintenance beyond normal wear and tear.

Partner specific upkeep responsibility: _____ or allotment of \$ _____ /month in lieu of provision of services.

F. Calendar:

Because so many partner groups use the facilities of the North and South campuses, it's of extreme importance that we openly communicate and respect the other groups' events and services. All requests for usage of the facilities should be submitted using a **Facilities Request Form** and emailed or given to the Rock of Hope Baptist Church secretary. The secretary will review the event request and will send receipt of approval/denial for facilities request.

Booking policy: ongoing events should be marked on the facilities request form and can only be booked 12 months in advance. While we try to implement the "first come, first served" policy, unforeseeable events like funerals take place on occasion. In these cases, let's try to be as flexible and gracious as possible to accommodate for these unexpected situations.

III. ROCK OF HOPE'S RESPONSIBILITIES

- A. Provide accessibility to Rock of Hope's properties, North and South Campuses, on an at-will basis, as outlined within the Memorandum of Agreements with the ROH partners in accordance to the mission and vision statement of Rock of Hope Baptist Church.
- B. Provide written Memorandum of Agreements annually to the partners. Coordinate partnership meetings on a regular basis.
- C. Communicate and foster relationships within as well as encourage spiritual growth within the partnership model.

Signed, this _____ day of _____ year _____

NAME: _____ POSITION: _____ DATE: _____
ROH Pastor

NAME: _____ POSITION: _____ DATE: _____
Partner