

SAMPLE COPY

“HUB” Covenant Agreement

1) Covenant Relationship:

Mission Central is thankful for your willingness to enter into this mutual working-servant relationship. It is our intention that this relationship will not only serve to promote the activities and projects of Mission Central but will provide your church /organization with a means to share the Good News of the Gospel as you provide people with the opportunity to become the Hands and Feet of God in Service, in fulfillment of Jesus’ direction in Matthew 25, vs. 40.

2) Related Parties:

This documentation is intended to create the guidelines for this relationship between Mission Central, 5 Pleasant View Drive, Mechanicsburg, PA 17055, and the Mission Central “HUB” located at (organization name)

(street address)_____
(town)_____, (state)_____, (zip) _____. References in this document to “Mission Central” and “HUB” will refer to the above entities respectively.

3) General Expectations:

The following expectations are provided as a means to define and predict our working relationship.

a) Expectations for designation and continuation as a “HUB” site:

- 1) willingness to lift up the HUB and Mission Central in prayer, and to be open to the leading of the Holy Spirit to respond to where God leads in the implementation of their HUB program
- 2) willingness to recognize and record “God Moments”
- 3) willingness to share the Mission Central story and to recruit “Friends in “Mission”
- 4) willingness to be intentionally ecumenical in their outreach area / communities
- 5) willingness to intentionally use the HUB project outside their own walls
- 6) willingness to engage volunteers of all ages, gender, and ethnic or economic status
- 7) the provision of a physical site that is handicap accessible, user friendly for people / materials that will be engaged in the HUB activities
- 8) the provision of Dedicated Leadership (the selection and structure of this leadership is the HUB’s decision), that is capable of providing: a) a reliable communications source (phone, e-mail, postal), b) operating skills necessary to insure planning, implementation, and management, c) program monitoring and problem solving, d) for the support and nurture of volunteers, e) the capacity to share and integrate the spiritual nature of our work, f) a willingness to seek God’s direction for the work, and g) a willingness to listen, share, and learn as the HUB project unfolds.
- 9) the provision of a physical site adequate for their intended scope of operations, which will include storage of 1 months output, or input of materials

- 10) willingness, during times of local disaster response, to receive and distribute supplies for the assistance of people living in the HUB area
- 11) willingness to adhere to process standards for “Kits” used for UMCOR ministry
- 12) willingness to recognize and use the “Mission Central “HUB Coordinator” as their first point of contact
- 13) willingness to be responsible for expenses and insurance related to site operations of their HUB
- 14) willingness to utilize a Biblical consistent Grievance Procedure to resolve conflicts as spelled out in this covenant
- 15) recognition that they may not make commitments on behalf of Mission Central
- 16) recognition that they may receive monies intended for Mission Central (either directly or for conduit to UMCOR) and willingness to provide a responsible means of transfer
- 17) willingness to provide volunteer and donor data for MC data base
- 18) understanding that if funds are raised to support the HUB (ie. for utilities, rent, etc.), these will be handled locally by a process established by the HUB Site Coordinator(s) and host facility. In addition, it is expected that when a fund-raiser is held by a HUB, a 10% tithe will be forwarded to Mission Central for support of operating expenses.
- 19) understanding that if this Covenant Agreement is dissolved, the residual finances referenced in #18 above would be transferred to MC designated for use to support another HUB's activities, first in the District or Conference of origin or if no such location exists, for a HUB location of MC's choosing.

b) Commitment of Support provided to your HUB by Mission Central:

- 1) to have your HUB ministry lifted up in prayer
- 2) to have your HUB included on our web site
- 3) to be given the freedom to develop your HUB as it best fits your capacities
- 4) to provide training in Mechanicsburg to the degree needed to implement the scope of your intended ministry (may include UMCOR Kit collection and assembly, volunteer training process, scheduling process, hosting and volunteer leader training, packing and logistics, safety, spiritual focus, sharing the Mission Central Story, emergency disaster collection/distribution procedures, publicity)
- 5) for Mission Central staff to visit your site for first hand knowledge of your logistical capacities
- 6) for Mission Central to provide packing materials (boxes, tape, labels, pallets, and shrink wrap when applicable)
- 7) for Mission Central to provide for monthly pick up and delivery of materials where needed
- 8) for Mission Central to provide you with brochures, inserts, and other publicity materials for distribution
- 9) for Mission Central to provide you with data collection forms / files for recording volunteers and donations
- 10) for Mission Central to provide and adhere to Biblically consistent Grievance Procedure provided in this document

4) Safe Sanctuary Policy:

Mission Central and its HUBs, as United Methodist Ministries, operate under the Safe Sanctuary Policy of the United Methodist denomination in order to protect both children and those providing care for them during worship, social, volunteer, and educational activities.

The Mission Central HUB agrees to abide by these guidelines which include State Police Criminal Background Checks and Child Abuse Background Checks for all persons supervising children and youth during activities provided at the Mission Central HUB.

5) Special Considerations:

Reflected below are any special conditions or considerations as determined by Mission Central and the HUB as they share with each other, listen to each other, and jointly seek God’s leading in establishing this relationship.

6) Duration:

This Covenant Agreement will continue to be in effect from the effective date, unless dissolved as established in the Grievance Procedure, or unless the HUB determines not to continue at anytime. In the event a HUB wishes to discontinue, a letter of intent must be written to the Executive Director of Mission Central.

EFFECTIVE DATE: ____/____/____

7) Changes to the Covenant Agreement:

It is understood that as the parties of this Covenant Agreement work together in ministry, that the need for additions, deletions, or other changes may occur. When these needs arise and either party believes the change is significant enough to alter this Covenant (meaning that verbal understanding may not be enough to address the issue), then the changes will be made and a new document authorized by the participants.

8) Grievance Procedure:

Mission Central is committed to the provision and use of Biblically consistent relational problem solving. This entails the open and respectful sharing of concerns and areas of disagreement immediately and directly with the responsible parties.

Step One: In the event that Mission Central and the HUB find areas of disagreement during the working relationship established in this Covenant Agreement, it is the responsibility of each party to share their concerns directly with the first point of contact as specified below:

HUB: (name and title) _____

Mission Central Area Hub Coordinator: _____

Step Two: In the event that the above parties are unable to resolve the area of disagreement, or if the area of disagreement directly involves one or more of the parties mentioned in *Step One*, then the additional persons listed will be engaged in the discussion seeking resolution:

HUB: (Name and title) _____

Mission Central Executive Director: _____

Step Three: In the event that the above Step Two participants are unable to resolve the area of disagreement, then the parties will determine an effective date for dissolution of their Covenant Agreement and comply with the terms of Discontinuing below;

9) Discontinuing:

It is understood that the working relationship portrayed in this Covenant Agreement may be of a short or longer term nature, depending on a wide variety of factors. In the event that it is determined to dissolve the Covenant Agreement, the following will occur:

- a) There will be a joint celebration for the Ministry provided by the HUB during its tenure, the nature of this celebration to be jointly determined.
- b) All materials provided by Mission Central (literature, packing supplies, boxes, etc.) will be returned to Mission Central
- c) The former HUB site will no longer represent itself as affiliated with Mission Central as a HUB, and will direct future inquiries about drop off of materials and work sessions to a contact designated by Mission Central.

10) Committing Parties:

The following representatives of Mission Central and the HUB are indicating by their signature that they are entering into this Covenant Agreement to enable and support each other in ministry:

1) HUB:

a) for Host (building owner/church trustee chair, pastor, please specify)

Name: _____

Title: _____

Signature: _____

Date: _____

b) HUB Site Coordinator(s)

Name: _____

Signature: _____

Name: _____

Signature: _____

Date: _____

2) Mission Central

a) Mission Central HUB Area Coordinator:

Name: _____

Signature: _____

Date: _____

b) Mission Central Executive Director

Name: _____

Signature: _____

Date: _____