

**MEMORANDUM OF UNDERSTANDING**  
**BETWEEN**  
**First Assembly and**  
**New City Church**  
**Somewhere, North Dakota**

## **I. PURPOSE**

This Memorandum of Understanding (MOU) provides a frame of reference within which First Assembly(FA) represented by Pastor John Doe and New City Church(NCC) represented by Pastor Fred Jones, seek to cooperate to enhance and accelerate their respective missions.

## **II. MISSION**

### **First Assembly**

First Assembly has been serving the spiritual needs of our community for over 50 years. Our philosophy of ministry hinges directly on the Great Commandment and Great Commission of Christ. "Love the Lord your God with all your heart and with all your soul and with all your mind and with all your strength [and] love your neighbor as yourself. There is no commandment greater than these." (Mark 12:30-31, NIV) He said to them, "Go into all the world and preach the good news to all creation." (Mark 16:15, NIV) Simply put, we are committed to:

LOVE the Lord (worship and discipleship)  
SERVE His People (connect and serve)  
SHARE (evangelism and missions)

Three steps every Christ-follower at FA needs to take:

- 1) GROW- attend one weekly worship service
- 2) KNOW- join a connect group
- 3) GO- use your gifts to serve God and others

### **New City Church**

NCC is a missional community of disciples now forming in Somewhere, North Dakota.

## **III. Description of Partnership**

FA and NCC have worked together to create this memorandum describing the terms of their mutual collaboration to begin a new church for the residents in the downtown community of Somewhere, North Dakota.

### **A. Origin of the coordinated effort**

1. In 2007, Pastor Fred Jones and his wife Jane responded to a call of God to become directly involved in church planting. They sensed a specific calling toward Somewhere, North Dakota and prayerfully accepted the invitation of Jimmy Adams, founding pastor of Grace Church in Somewhere, North Dakota to join with him in his church

- planting efforts. They made a commitment of one year to Jimmy and Grace Church.
2. In July of 2009, they were released from their commitment and began actively working toward planting a church in the Downtown community of Center City Somewhere. In his efforts to ensure that he was maximizing his knowledge of leadership and church management, Fred sought out a mentoring relationship with Pastor John Doe of Somewhere First Assembly.
  3. As the relationship has developed, Pastor Ross has concluded that Fred Jones is a good candidate to provide leadership for a Parent Affiliated Church connected to Somewhere First Assembly.
  4. In discussions with Steve Pike, Director of the AG Church Multiplication Network, it was determined that a structured conversation to make clear the assumptions and expectations of both leaders would be a valuable addition to their partnership.
  5. This document is the product of that conversation.
- B. Primary outcomes of the meeting. The following categories were explored in a meeting facilitated by Presbyterian Mark Smith of the North Somewhere Section. FA and NCC have agreed on the following assumptions and expectations.
1. Assumptions and expectations regarding ministry style.
    - a. FA places no restrictions or specific expectations on NCC regarding worship style and ministry methodology.
    - b. As long as NCC is focused on making disciples, they are free to worship and minister using the styles and methods they deem to be most effective for the making disciples in their ministry context.
  2. Assumptions and expectations regarding finances and financial management.
    - a. FA will guarantee up to \$30,000 needed to qualify for the AG Perpetual Matching Fund amount of \$30,000. NCC is expected to raise as much of the \$30,000 as possible from sources other than FA.
    - b. Monies given from FA toward fulfilling this guarantee will be considered a gift and no pay back will be expected. The gift will be up to \$30,000 in the first year (2010).
    - c. Any additional finances invested by FA into NCC for capital expenses will be tracked by FA and may be required to be repaid by NCC (if not designated as a gift), should NCC desire to discontinue the Parent Affiliated relationship with FA.
    - d. NCC may present opportunities for investment to FA (such as purchasing property) etc., for their consideration. Should FA decide to purchase property on behalf of NCC it will be wholly owned by FA (if not designated as a gift). In the event that the Parent Affiliated relationship with NCC is discontinued, NCC

- may be required to purchase the property owned by FA at a fair market value.
- e. All income received by NCC will flow through the FA accounting system. FA will provide all accounting services for NCC. NCC will not have its own separate bank account.
  - f. FA will also provide printing services on an at-cost basis.
  - g. Additionally, FA will allow NCC to utilize their office staff and support services.
  - h. The NCC annual operating budget will be set up in cooperation with FA and must be approved by the FA board. NCC will manage the budget in a manner similar to any other ministry of FA.
  - i. The finance team at FA will track the budget numbers and NCC will receive a monthly report and be held accountable for proper budget management.
  - j. NCC will be responsible for working with the FA accounting team regarding the correct procedures for handling tithes and offerings.
  - k. Personal gifts received directly from individuals by the NCC lead pastor or staff will be handled according to policies of FA.
  - l. FA staff is available to NCC to help regarding equipment and financial decisions whenever requested. NCC may choose to benefit from the purchasing power and scale of FA, but is not required to make all purchases through the FA staff.
  - m. The budget will be managed according to FA policies.
  - n. All equipment and assets are the property of FA (if not designated as a gift.)
3. Assumptions and expectations regarding governance.
- a. The lead pastor of NCC will be managed in the same way as a staff pastor of FA. Pastor John Doe will provide mentoring, counsel and advice as requested and contingent on his availability.
  - b. The main period of mentoring will be in 2010 and be evaluated at the annual revue.
  - c. NCC is welcome to stay connected with FA as long as they believe it is beneficial to them.
  - d. This relationship will be reviewed annually and the NCC leadership will take the initiative to set up the annual review.
  - e. NCC lead pastor is invited to the once a month FA staff meeting, but he is not required to attend.
  - f. FA intends to have the following categories of PAC's.
    1. FA Satellite Campuses- never intend to go sovereign (but may)
    2. FA Satellite Churches- might go sovereign

3. FA- Network Churches- already established AG churches that come under the wing of FA.
  - g. NCC will be considered a FA Satellite Church for governance purposes, but will be known publicly as one of the FA locations.
  - h. NCC staff and family members may join FA health insurance plan if it is advantageous for them. NCC will be responsible for the payment of insurance premiums.
  - i. General liability insurance will be covered under the insurance umbrella of FA.
  - j. FA will determine all salaries and all staffing decisions.
  - k. NCC will not need a constitution and bylaws for the first year. NCC's constitution and bylaws will be FA's. The need for a separate constitution and bylaws will be considered at the year end review.
  - l. NCC may consider starting other churches with permission and consultation with FA leadership.
  - m. In the event that the NCC lead pastor is no longer able to lead, FA will meet with NCC and determine whether NCC should continue to exist as a PAC of FA.
  - n. In the event of a senior leadership transition at FA, NCC may exercise it's prerogative to discontinue the relationship, provided all financial obligations are settled.
4. Assumptions and expectations regarding ethics.
  - a. NCC has complete freedom to invite people from FA to join the mission of NCC.
  - b. NCC will be known to the FA community as a campus of FA.
  - c. NCC will communicate with FA when known FA member begins attending NCC.
5. Assumptions and expectations regarding metrics-
  - a. No specific metrics will be expected.
  - b. FA does expect NCC to demonstrate intentional missional activity resulting in a healthy community of disciples.

#### **IV. SUMMARY**

NCC will be a Parent Affiliated satellite church under the legal and organizational umbrella of FA. The agreement between FA and NCC may be summarized as such: as long as FA is happy and NCC is happy, they will work together. When either is dissatisfied with the relationship, they will amicably go their separate ways. The relationship between FA and NCC will be reviewed annually based on the assumptions and expectations described in this memorandum.

## V. EFFECTIVE DATE

This memorandum becomes effective on the date it is signed by Pastor John Doe and Pastor Fred Jones

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John Doe  
Lead Pastor  
First Assembly

\_\_\_\_\_  
Fred Jones  
Lead Pastor  
City Center Church

Date \_\_\_\_\_  
[ross@FAconcord.com](mailto:ross@FAconcord.com)

Date \_\_\_\_\_  
[Fred@centercitychurch.net](mailto:Fred@centercitychurch.net)