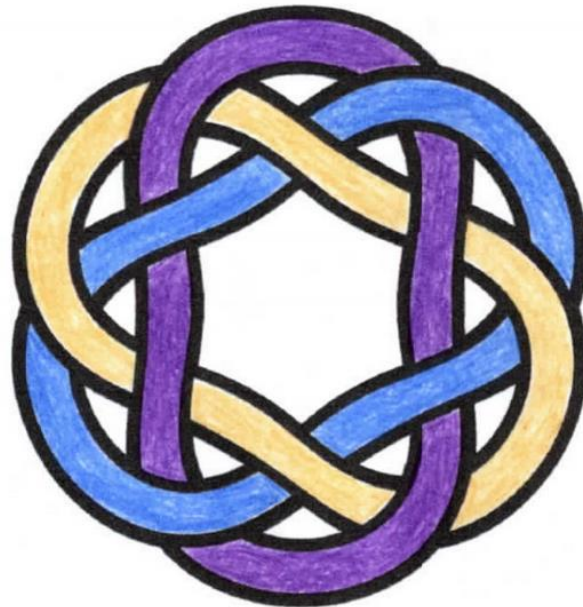


# Shared Projects, Programs and Purchases Among the Faith Partners

Trinity Lutheran Church  
St. Paul's Episcopal Church  
Mary of Magdala, Ecumenical Catholic Community

*Philosophy and Process*

Authored by the 301 Faith Partners Vision Team  
REVIEWED BY THE 301 Faith Partners Cooperation Committee – October 2020



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## 2 Letter of Introduction

Dear Faith Partners Cooperating Committee,

This set of documents created by the Faith Partners Vision Team (FPVT) is offered to you as a guide to assess the shared benefits and costs as well as overall impact of all projects/programs/purchases proposed by any group or individual member(s) within the Faith Partner Community. These documents are guided by the philosophy (Guiding Philosophy in Financial Decision-Making) submitted earlier to you, and they stress consideration of the shared benefits and costs to the members of the Faith Partner Community while reflecting on the potential impact a project or proposal may have on each church's unique form of worship and community.

We realize that smaller projects, (as determined by cost or scope), may not formally require the use of the proposal, review, decision-making and approval forms included in this set of documents, but the spirit of the Principles, Metaphors and Values presented in the Guiding Philosophy can still be incorporated for these minor financial decisions. The proposal, review, approval, and decision-making forms do, however, provide a means of documenting each request and each decision made by the Faith Partners Cooperating Committee (FPCC). The forms provide easy access by staff and leadership for future reference.

We understand that this decision-making process is a work in progress for you and that changes and updates to this process will be on-going as new problems and issues are identified.

We look forward to our continued participation with the gifts that God has given each of us and with the Spirit that leads us.

In Christ's Love

The Faith Partners Vision Team

# 3 Guiding Philosophy for Development of Procedures Governing Shared Financial Decisions

*From the Faith Partners Vision Team to the Faith Partners Cooperating Committee*

After lengthy discussion and discernment, the Faith Partners Vision Team (FPVT) offers the following Guiding Christian Philosophy, Metaphors and Values to the Cooperating Committee as they seek to create a procedural framework for decisions regarding expenses shared among the three communities.

First, we want to acknowledge that no situation will fit any one model, and we know each situation will need to be considered with love and thoughtful attention. Since no one model fits all situations, we offer a set of guiding questions, instead of suggested rules, based on the FPVT's discerned understanding of our communal relationship.

## 3.1 Guiding Philosophy

When we think about being family and being in union with one another, we bring to mind the early church in Acts 4 and I Corinthians 12 as a model for how we are to share our resources and think about our commitments to one another:

*Acts 4:32-35: <sup>32</sup> All the believers were one in heart and mind. No one claimed that any of their possessions was their own, but they shared everything they had. <sup>33</sup> With great power the apostles continued to testify to the resurrection of the Lord Jesus. And God's grace was so powerfully at work in them all <sup>34</sup> that there were no needy persons among them. For from time to time those who owned land or houses sold them, brought the money from the sales <sup>35</sup> and put it at the apostles' feet, and it was distributed to anyone who had need.*

*I Corinthians 12:4-7: <sup>4</sup>Now there are varieties of gifts, but the same Spirit; <sup>5</sup>and there are varieties of services, but the same Lord; <sup>6</sup>and there are varieties of activities, but it is the same God who activates all of them in everyone. <sup>7</sup>To each is given the manifestation of the Spirit for the common good.*

## 3.2 Guiding Metaphors

**Family:** We are a family with a shared home; we may have different responsibilities or means of providing, but we are all equally invested. We are more committed to the people than to the place.

**Journey:** We are journeying together; though we may be at various points along the road of this journey, we are seeking to find ourselves increasingly in-step with one another. We are in the process of saying “yes” to one another.

**Union of Separates:** As in marriage, we keep separate identities, but we are committed to one another. We give out of love and share out of need. We are “one body with many parts,” with distinct functions that are all vital. We are a “threefold cord” not easily broken.

### 3.3 Guiding Values

When presented with a proposed expense/development, please consider these guiding values

**Shared Home:** In what way does this proposed purchase, and the division of cost, labor, and use, reflect a **relationship that is a shared-ownership rather than a tenant-landlord? What does it look like to share this step as a family? (How will this purchase and the division of cost/labor/use help us all feel more like this is home?)**.

1. **Doing more together:** In what way does this proposed purchase, and the division of cost, labor, and use, demonstrate our vision that we, “*the churches of Mary of Magdala Ecumenical Catholic Community, Trinity Lutheran Church, and St. Paul’s Episcopal Church,*” can **accomplish something more together, in full fellowship, than we could accomplish separately?**
2. **Strengthened commitment to one another:** In what way does this proposed purchase, and the division of cost, labor, and use, move us **toward our commitment to one another?**
3. **Respecting our unique churches:** In what way does the proposed purchase, and the division of cost, labor, and use, respect the unique needs of each church? Will it allow the respective churches to feel **fully empowered to live out their unique forms of community and ministry**, even if those look very different from the other churches?
4. **Strengthened commitment to our larger community:** In what way does this proposed purchase, and the division of costs, labor, and use, move **toward our commitment to our broader community?**

### 3.4 Application of Christian Philosophy

When our Faith Partnership is considering shared expenses, the hope is for the three churches within the Faith Partnership to:

1. Benefit from a proposed project, even if some have no ability to pay (or pay “equally”).
2. Function as a family: some may buy the groceries, and some may do the dishes; we do not all provide the same things or the same amounts of things, but we are all equally invested.
3. Prioritize inclusion, generosity, and love towards one another over any formula or algorithm that might overrule our values. We also keep in mind our commitments to this family; when we cannot step up financially, we find other ways to step up, and when it is simply our turn to receive, we do so knowing that our family loves us and is a living extension of God’s grace to us. We are people of grace.
4. Foster full participation of each faith community in the shared life of “family.”

5. Value and Respect the uniqueness of each church. All churches have a voice in anything which affects our sense of home and family.
6. Safeguard one another's unique treasures while also moving closer to a state of union. We are asking the questions: "What would union look like?" "What would family look like?" "What does it mean to go farther down the road together?"

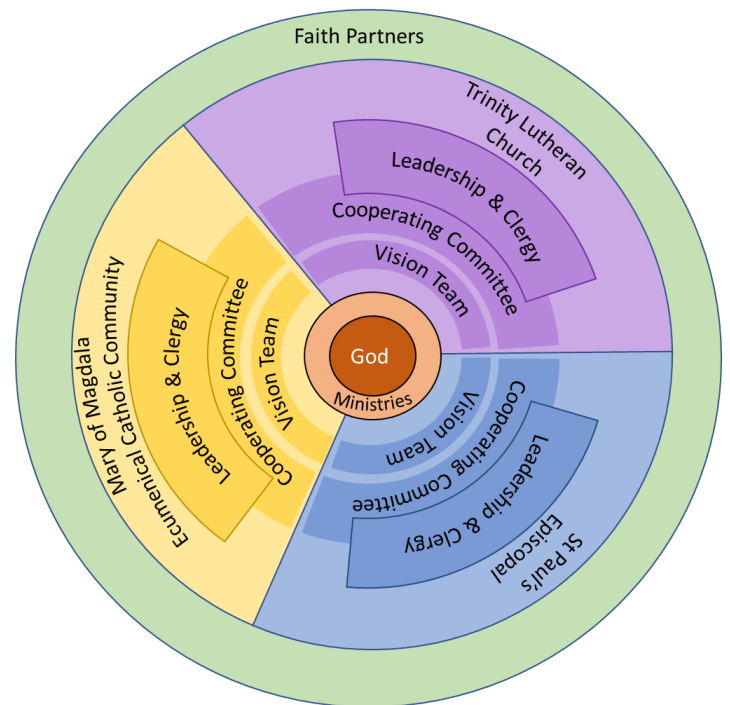
**The Faith Partners Vision Team provides the Faith Partners Cooperating Committee the forementioned metaphors and values to help create a procedural framework and guidance that is both flexible and robust for making decisions.**

## 4 Communication Flow and Responsibilities

As Faith Partners we are all part of the whole, as well as members of our unique churches. Each church has leadership and clergy which, in turn, have members that participate on the Faith Partners Cooperating Committee.

The Faith Partners Cooperating Committee (FPCC) called forth the Faith Partners Vision Team (FPVT) in Fall of 2019 with members from each church to discern the vision, mission, and core values of our partnership. They were also charged with identifying key programs/projects/purchases that support the vision of our single Faith Partners Community.

Additional teams will be identified to plan and implement the chosen projects.



### Key Responsibilities

#### Faith Partners Cooperation Committee

- Makes decisions for determining partner projects, programs, and purchases
- Appoints members of Faith Partners Vision Team
- Manages joint church services, purchases, and building use
- Determines when entire community becomes part of the decision-making process

#### Faith Partner Vision/Planning/Implementation Team

- Creates vision, processes, and procedures for partnership
- Recommends key partnership projects
- Oversees execution of key partnership projects and reports progress to FPCC and the three faith communities.

# 5 Proposal and Decision-Making Process

## 5.1 Proposal and Decision-Making Process: Overview

This process includes and addresses:

- All proposed projects, programs and purchases that impact the use of shared space or physical changes to the facility
- Purchases that can benefit all partners
- Shared costs and services to reduce expenses for all partners
- Proposed projects and programs for single and multiple church use

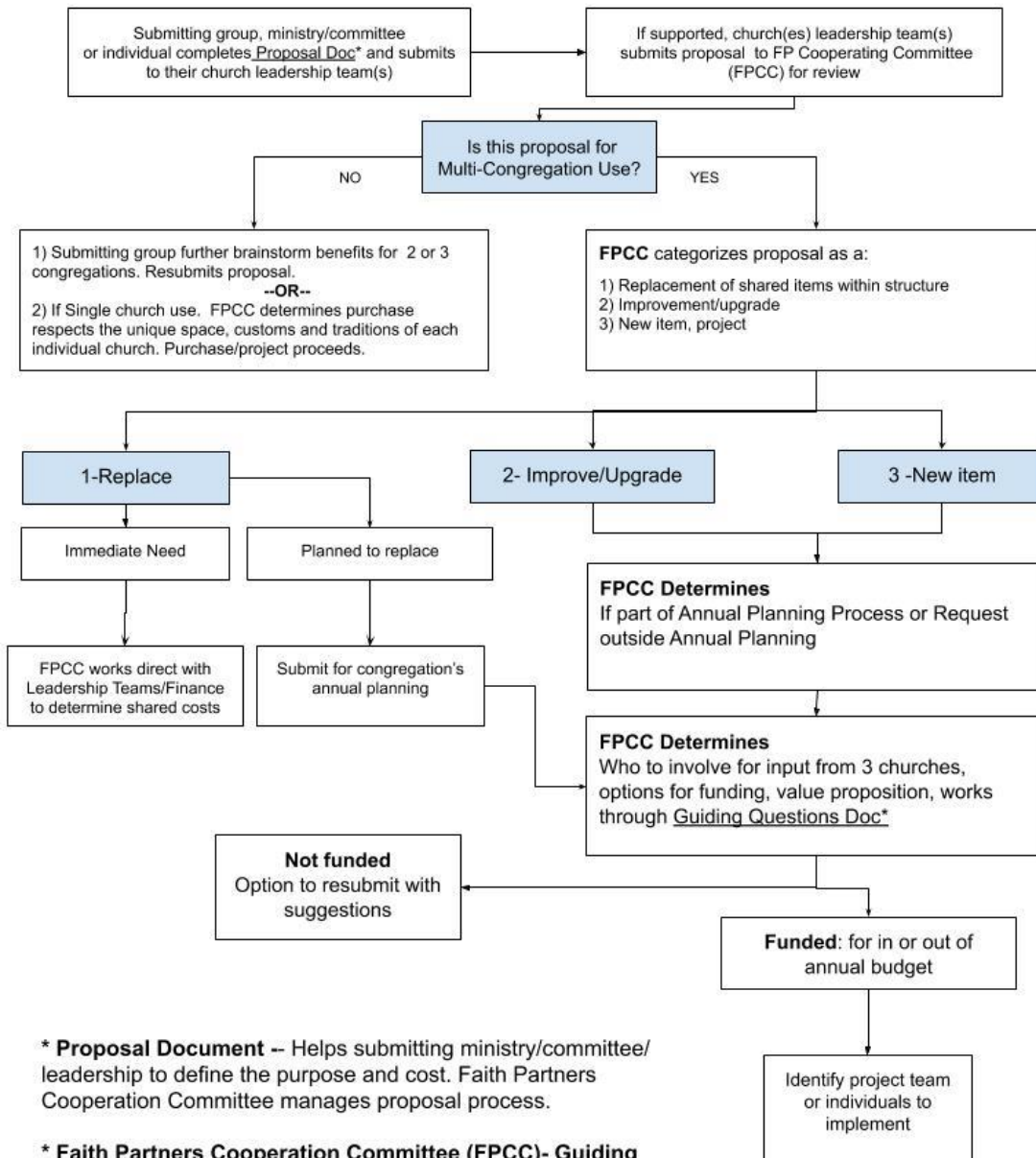
This process does not include or address:

- Regular maintenance or standard replacement or repairs to the physical space. Those shared costs are covered by the monthly UTILITY FEE agreed-to between Trinity Lutheran and St. Paul's and Trinity Lutheran and Mary of Magdala bi-annually.
- Changes in staffing, ministry worship and practices that do not impact the worship, ministry and practices of the other Faith Partners.

The cost of repairs is managed by the individual church responsible for the individual or group.



## 5.2 Proposal and Decision-Making Process: Flowchart

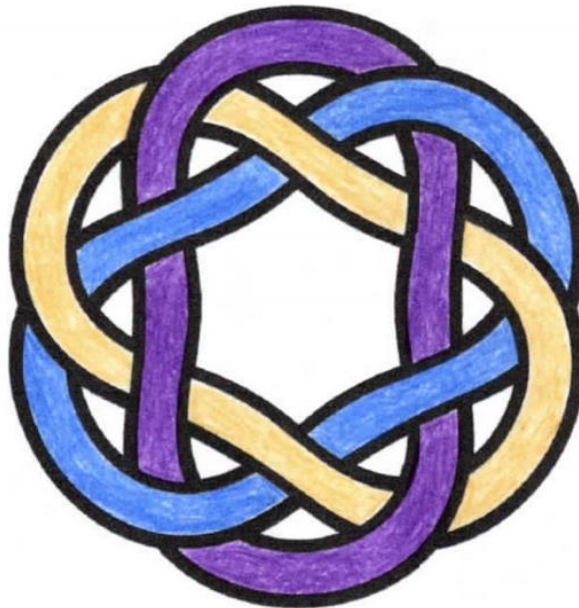


\* **Proposal Document** -- Helps submitting ministry/committee/ leadership to define the purpose and cost. Faith Partners Cooperation Committee manages proposal process.

\* **Faith Partners Cooperation Committee (FPCC)- Guiding Questions Doc** - Guides FPCC in decision making by articulating value, purpose, need and funding and who to obtain information, by-in, feedback. Once information gathered from all three churches. Decision made to proceed or not with plan/project.

## 6 Faith Partners Proposal Packet

### 6.1 Guidelines for submitting proposed programs, projects and purchases



#### Guidance for completing the Faith Partners Proposal

- Please read the 'Guiding Philosophy for Governing Shared Financial Decisions'
- Review the process for decision making
- Submit proposal to church leadership team(s) of initial screening/approval
- Church leadership team(s) will submit approved proposals to the Faith Partners Cooperating Committee (FPCC)

For questions, please reach out to any FPCC member

## **6.2 Insert to Packet: Guiding Philosophy for Development of Procedures Governing Shared Financial Decisions**

## **6.3 Insert to Packet: Proposal and Decision-Making Process: Flowchart**

## **6.4 Faith Partners Cooperating Committee Proposal Form For Proposing Programs, Projects and Purchases**

*1 of 3 pages*

Date Received:                      Proposal Number:                      (for office use only)

Name of Group/Committee or Individual:

Contact Information:

- Name:
- Phone Number:
- Email Address:

Amount Range for Consideration (circle):    \$ 0- \$999            \$1K-10K            \$10K+

Description of Proposal:

Desired Start Date:                      Projected End Date (if applicable):

Describe the Reason for Proposal:

Is this Proposal a Necessity, Deadline Driven, or Urgent matter? If YES, please describe why this Proposal should be expedited.

What are the benefits to the Faith Partners?

Will this Proposal cause interruption to the life of the community or make a change to the physical building or property? (If YES, what are possible interruptions for employees or church spaces including staff, clergy, ministry schedules, worship, church communities, group meetings, Trinity Preschool, FHN, etc.)

Will this Proposal affect or increase the annual cost of Utilities, Insurance, etc.? (If YES, please describe the specific costs and attach any supporting documents you may have.)

3 of 3 pages

What are future costs associated with this Proposal? For example, are there future maintenance, contracts, expected repairs or replacement costs? *(Please attach any supporting document you may have related to future expenses).*

How does this Proposal strengthen our commitment to each other as Faith Partners and/or to our broader Community?

Will this Proposal have an environmental impact? *(If YES, please describe.)*

Additional Notes or Information:

# 7 Appendix

### 7.1.1 Faith Partners Cooperating Committee Proposal Review

*1 of 3 pages*

Date Reviewed:

Proposal Number:

Description of Proposal:

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Cooperating Committee (FPCC) Member's Present:

A. Can the Proposal be Approved as Written? (Yes/No)

*(if yes, proceed to C)*

1.  If NO, there are minor modifications listed below the FPCC would like the Proposer's to consider (e.g., changes, additions, or deletions) before re-reviewing the Project/Purchase. [These minor changes will be communicated in writing to the Proposer(s) on a **Proposal Decision Form** for their considerations, and response before reviewing the Project/Purchase again.]
  
2.  If NO, are there follow-up questions or clarifications that may be provided from the Proposer(s) to assist the FPCC in reconsidering the Proposal? List concerns below and communicate with Proposer(s) via **Proposal Decision Form**.



3.  If NO, is the proposal is unable to be considered at this time, and there are no options or ideas to help move the Proposal forward? [Inform the Proposer(s) in writing it has not been approved on the **Proposal Decision Form.**]

B. Can the Proposal be reconsidered after the Proposer(s) have had an opportunity to provide FPCC with modifications, clarification, and supporting attachments in response to the **Proposal Decision Form?** (Yes/No)

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Date of 2nd Review:

Cooperating Committee (FPCC) Member's Present:

Responses to FPCC Proposal Decision Form: describe items shared with FPCC members for re-review (letters, attachments, photos, bids, applications, etc.). After a second consideration, the FPCC decides as follows:

1.  NO, The FPCC has reconsidered any follow up communication and attachments in response to the **Proposal Decision Form** from Proposer(s), and is still unable to approve the proposal. Future proposals for the same or similar Projects/Purchases must be completed on a new **Proposal Form**.
  
2.  YES, The FPCC has reconsidered follow up communications, attachments, and modifications in response to the **Proposal Decision Form** and agree it can be Approved as Written with the following amendments:

**(continue with C)**

- C. Are representatives from all the Faith Partner Churches present at the meeting and able to vote?
  1.  If NO, the proposal must wait until the next scheduled meeting.
  
  2.  If NO, is the Project/Purchase determined to be a necessity, deadline driven, or urgent matter? If YES, FPCC may consider a special meeting or perhaps arrange a ZOOM meeting in order have members of all Faith Partners present.

*Please notate FPCC members virtually present on the **Proposal Review Form**. A FPCC member may complete Proposal Review, Decision, and Approval Forms and share with Proposer(s) through email or mail. FPCC members can officially sign the Approval Document and file paperwork at the next scheduled meeting.*

3.  If YES, FPCC members are present from all 3 churches and able to vote on Project/Purchase. Proceed to **Partner Approval Form** to complete the process.

Approval Form (#1) for Projects/Purchases < \$1,000.00

Approval Form (#2) for Projects/Purchases > \$1,000.00

## 7.1.2 Faith Partners Cooperating Committee Proposal Decision

Date Reviewed:

Proposal Number:

Description of Proposal:

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The FPCC has reviewed the above Proposal and decided as follows:

- The Proposal is Approved as Written (Proposals less than \$ 1,000.00) (Approval Form #1)
- The Proposal has been reviewed and Approved by the Faith Partners Cooperating Committee, and will be forwarded to the Church's Individual Leadership Groups for secondary approval as required for Proposals greater than \$1,000

**Both** FPCC and Leadership must approve the Proposal and funding sources before projects/programs started or purchases made. Proposer(s) will be notified of final decision in writing. (Approval Form #2.)

The Proposal may be re-submitted with the following modifications (attach additional pages as needed):

The Cooperating Committee has the following concerns or follow up questions (attach additional pages as needed):

*Please respond to the Cooperating Committee in writing or via email. Response letters can also be mailed/delivered to the church office in a sealed envelope marked "Cooperating Committee Proposals." Please share as much detail as possible and attach any documents or information to further support the Proposal/Project.*

*The Cooperating Committee will review Proposer(s) responses and any other attachments. FPCC may ask the Proposer(s) to meet in person or join a ZOOM meeting to discuss the Proposal further.*

The Proposal submitted is not approved at this time

### 7.1.3 Faith Partners Cooperating Committee Approval Form 1: Under \$1000

Date Approved:

Proposal Number:

Proposal Description:

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Proposals less than \$1,000 will be decided by the Faith Partners Cooperating Committee:

1. Trinity Lutheran Church Investment :
2. St. Paul's Episcopal Church Investment :
3. Mary of Magdala ECC Investment :

Faith Partners Cooperating Committee Signatures for Approval:

1. Trinity Lutheran Church FPCC Member

\_\_\_\_\_

Print name	Signature	Date
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2. St. Paul's Episcopal Church FPCC Member

\_\_\_\_\_

Print name	Signature	Date
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3. Mary of Magdala ECC FPCC Member

\_\_\_\_\_

Print name	Signature	Date
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**7.1.4 Faith Partners Cooperating Committee Approval Form 2: Over \$1,000**

*1 of 3 pages*

Date Approved:

Proposal Number:

Proposal Description:

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Proposals greater than \$1,000 will first be reviewed by the Faith Partners Cooperating Committee (FPCC). If approved by the FPCC, the packet will be forwarded along with any supporting letters, materials, and attachments to Church Leadership for further review.

Check Completed Tasks:

- FPCC has reviewed '**Guiding Questions for Shared Financial Decisions**'
- FPCC has reviewed '**Cost Sharing Considerations**'

The FPCC, after careful review and discussion, suggests the following for shared cost or other contribution:

**Faith Partners Cooperating Committee Signatures for Approval:**

1. Trinity Lutheran Church FPCC Member

_____	_____	_____
Print name	Signature	Date

2. St. Paul's Episcopal Church FPCC Member

_____	_____	_____
Print name	Signature	Date

3. Mary of Magdala ECC FPCC Member

_____	_____	_____
Print name	Signature	Date

Continued: Proposal Number:

Proposal Description:

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**Church Leadership has Approved the above Proposal. Funding will be allocated as follows:**

A.  The Proposal will be added to each of the Faith Partner's Leadership Annual Planning Budget.

Possible date for commencement of Proposal:

Funding source is Approved and will be allocated at the following amounts:

Trinity Lutheran Church:

St. Paul's Episcopal Church:

Mary of Magdala ECC:

Other Contribution Considerations:

B.  The Proposal may be funded at this time.

Possible date for commencement of Proposal:

Funding source is Approved and will be allocated at the following amounts:

Trinity Lutheran Church:

St. Paul's Episcopal Church:

Mary of Magdala ECC:

Other Contribution Considerations:

Continued: Proposal Number:

Proposal Description:

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**Authorized Church Leadership Signatures for Approval and Verification of Funding as noted above in A or B:**

1. Trinity Lutheran Church FPCC Member

\_\_\_\_\_                      \_\_\_\_\_                      \_\_\_\_\_  
Print name                      Signature                      Date

2. St. Paul's Episcopal Church FPCC Member

\_\_\_\_\_                      \_\_\_\_\_                      \_\_\_\_\_  
Print name                      Signature                      Date

3. Mary of Magdala ECC FPCC Member

\_\_\_\_\_                      \_\_\_\_\_                      \_\_\_\_\_  
Print name                      Signature                      Date

Notes/Comments:

## 8 Supporting Documents





## 8.1 Guiding Questions for Shared Financial Decisions

Does this proposal include **Guiding Values**?

1. Shared Home
2. Accomplishing More Together
3. Strengthen Commitment to Each Other
4. Strengthen Commitment to our Broader Community
5. Respecting Each Partner's Unique Qualities

Does this proposal include **Applications of Christian Philosophy**?

1. All Partners may Benefit
2. All Partners operate as a Family and share a "buy-in" or contribute
3. People over Paper- generosity and inclusion is key
4. Proposal does not infringe on worship, ministry, or traditions
5. How can this strengthen relationships and commitment to each other?

Does this proposal include **Being More, By Do More Together**?

- Community Outreach
- Social/Eco Justice
- PR and Communication
- Youth Programs & Education
- Natural Outdoor Space
- Shared Fellowship

If the Proposal/Project is NOT for Multi Church Use: can other projects, brainstorm ideas, or needs be considered which could relate to the proposal or allow a secondary project that includes at least 2 or more Faith Partners?

It is possible that a Faith Partner may not be able to participate financially, but as with family; participation may be in other forms of support. What other ways can a partner contribute? All Faith Partners must agree to the proposal and also agree there are no issues going forward.

No Faith Partner shall be excluded from use or benefit from Proposals/Projects.

Does the Proposal interrupt the life of the community or change the physical plant? If YES:

1. Does this Project need or require a Planning Committee for research?
2. What specific areas will be affected and for how long?
3. Does the Proposal need to be vetted by all 3 Churches?
4. What employees, committees, groups, and others should be notified?
5. Does this Proposal require any Permits, Inspections, Building Codes, etc?
6. Can schedules and timelines be shared in advance for planning?
7. Are there Legal or Insurance Matters to be considered?
8. Will this project interrupt Worship, Ministry, Clergy in any detrimental way?
9. What is the plan for answering questions and sharing Press Releases?
  - Is there a need for care and support if the Proposal could be upsetting to Church members?
  - What if any Future Cost may be associated with this Proposal?
  - What fund or planning can be put in place to anticipate/prepare for Future Cost?

Future Planning: If the current three Faith Partners consider inviting another group or church as a fourth Partner into the Building:

1. How can they contribute to existing upgrades and projects as part of their “buy in” to our Community?
2. Could their Utility contribution be used for upkeep and maintenance of existing projects or future plans for Church Campus Shared Projects?
3. What would it look like to share space with another Partner? Would this Proposal/Project be inclusive beyond the three Churches at this time?  
(Example: The digital sign out front)
  - What is the Cost/Benefit Analysis of going forward with a “YES” vote?
  - Would a simple Pro/Con list be helpful with moving more toward a YES or NO vote or help with adjustments which may be shared on the Decision Form?
  - Does safety or security need to be considered with the Project/Purchases Proposed?
  - Has consideration been given to ADA guidelines with regard to the Proposal for Disabled members and guests?

## 8.2 Example of Cost Sharing Options

- A. **Equal Split** 33.3% for each Faith Partner.
- B. **Single Use:** The proposal is coming from one community and they propose to pay 100% of the expense following FPCC approval.
- C. **Amount of Use:** will certain Faith Partners benefit or have a higher level of use from the Proposal? If so, should it be a consideration as more in a % of use breakdown for the expense?
- D. **Necessity:** Is this Proposal something that must be dealt with as a matter of functionality for the building or church activities? If so, the Proposal should be considered at a higher level of importance.
- E. **Insurance:** Could this be an insurance claim matter?
- F. **Two-Partner Use:** Will the proposal affect only two Churches? Who will it serve the most? If the proposal is more of a desire than a “need” the 2 parties should work together to determine the shared costs.
- G. **Per Person Cost:** Should actual number of attendance and/or Church members size be used to factor a portion or % for each Faith Partner involved?
- H. **Special Interest:** is this Proposal a special interest of one or more of the Faith Partners Churches? If so, should there be a fund-raising effort outside of the Church Budgets?
- I. **GO FUND ME:** Can this be used for broader Proposals to raise funds to help our community or with community projects? There may be people willing to contribute outside the church campus interested in participating in or supporting specific projects or areas of interest.
- J. **Faith Partner Solution:** What is each Church’s financial ability to help pay the expense? Is it something normally expected in the yearly budget, or is it an unexpected expense which will cause a strain? Is this a case where Faith Partners who are better able can able can choose to “step-up?”
- K. **Funding Time Management:** Is there a possible way to modify the proposal in order for the project to be done in smaller steps and increments over a period of time to ease the cost burden?  
**Faith Partner Loan:** If a Faith Partner is unable to fund a Proposal until a later time such as the next budget meeting or simply does not have the amount of funds available for their share: consider an increase in the monthly Utility fee to be paid over X months allowing for more time for their contribution to be paid.
- L. **Asset and Storage Clean Up:** Are there any items available for sale? Are there assets not being used or items in storage with no useful purpose? Can these items be sold to help fund a Proposal?
- M. **Mediation or Counseling:** Decision for funding may become difficult. Are the Faith Partners willing to look to a Mediator or Counsel to help work through difficulties?

## 8.3 DRAFT COVENANT FOR THE FAITH PARTNERS – Sept 2020

God's covenant with God's people from the beginning is to unite all through the life, death, and resurrection of Jesus Christ. The Holy Spirit revealed at Pentecost recognizes the different gifts and languages among us, while holding us together as one Church, one body of Christ working together as partners. Our ministry partnership, grounded in the love of Christ, is a flawed yet beautiful expression to the community of God's dream for this world. God's mission has a church: here at 301 E Stuart.

As we move into a long-term partnership, Trinity Lutheran, St. Paul's Episcopal, and Mary of Magdala Ecumenical Catholic Community, will have expectations of one another, renewable agreements, and promises to one another. As three separate and unique congregations, but one faith community, we covenant with one another:

1. **We covenant to LOVE** – to love God, Self, and our Partners in Ministry as we Love Our Self - seeking together God's will for our partnership.
2. **We covenant to COMMUNICATE** – to be open, honest, and more effective in communication among our three congregations; to communicate the decisions and work of our faith partnership to all three congregations; to respect each congregation to retain its own unique historical character, governance, and polity, as each continues to manage its own finances, even as we share expenses.
3. **We covenant to WORK TOGETHER in all Volunteer Areas** – to help share the responsibility and care of our common spaces including sanctuary, kitchen, narthex, fellowship hall, and sacristy. We will continue to work together across ministry teams such as Faith Formation, Social Eco Justice, Music, and Property, while promising to find other ways to faithfully engage in ministry together.
4. **We covenant to SHARE monthly Operations and Maintenance Expenses** – to reassess each congregation's contribution, based on need and ability, to the shared expenses of operating and maintaining the church and its ministries. We share together the information of finances, to better contribute to the shared expense of ministry. \*
5. **We covenant to INVITE one another into any capital expense** – to consider, create, and fund capital projects (expenses outside normal monthly operation and maintenance) for use by all three congregations. \*\*

\* Currently Utilities, Snow/Lawn Care, Security Service, Space Use, and Janitorial are included in shared monthly operation and maintenance expenses

\*\*The Faith Partners Vision Team document will be referred to as we discuss sharing future capital expense, inviting all church partners into the shared cost and use.