

**Memorandum of Understanding
Between The Officers of The Domestic and Foreign Missionary Society
and The United Thank Offering Board**

This Memorandum of Understanding (MOU) is between the United Thank Offering Board (“Board”) and the Officers of the Domestic and Foreign Missionary Society (“DFMS”).

DFMS recognizes and supports the United Thank Offering (“UTO”) as an integral ministry of the Church. It further recognizes UTO’s mission, which is as follows: 1) promote an attitude and culture of thankfulness within The Episcopal Church, 2) assist in raising awareness of UTO, 3) encourage ingathering offerings to support mission throughout the world, 4) recommend focus and criteria for current year grants, 5) solicit and evaluate grant applications based on said focus and criteria, 6) recommend approval of said grants to the Executive Council of The Episcopal Church, and 7) establish and nurture relationships with those who are awarded grants through activities including, but not limited to, periodic site visits.

I. In support of and collaboration with the UTO Board, DFMS shall:

- 1) include UTO in its mission planning discussions to ensure that UTO is aware of the goals and directions of the DFMS. To facilitate this, the Director of Mission Priorities will meet periodically with the UTO Executive Committee;
- 2) in collaboration with the UTO Executive Committee, prepare an annual and triennial budget to be approved by the UTO Board and thereafter to be submitted to the Executive Council of the DFMS for approval;
- 3) manage all of the financial affairs of the UTO Board through its Finance Department in conjunction with the UTO Board; provide all financial processes for grants disbursed through UTO; provide accountability and oversight of all budgets and funds related to UTO; and provide monthly financial operating reports and quarterly investment statements to the Board;
- 4) manage trust funds held in whole or in part for the benefit of UTO in a prudent manner consistent with DFMS investment policies and in accordance with their terms;
- 5) provide all meeting planning and travel arrangements for, and in conjunction with, the UTO Board through the General Convention Office;
- 6) provide training offered by the General Convention Office and other training as required or needed scheduled by the UTO Staff and the Board regarding various functions and responsibilities. This training includes, but is not limited to, Anti-racism Training, Safeguarding God’s People and Safeguarding God’s Children.
- 7) provide information to the Board regarding grant accountability and follow up in a timely manner to facilitate the granting process timeline;

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- 8) provide, or make provision for, all communication resources for the Board in collaboration with the Board including, but not limited to, website design, content and exclusive hosting; social media; multimedia materials; press releases and branding/marketing;
- 9) provide access to a web-based internal communication system for the Board, which will allow for the archival record of electronic documents and allow for efficient electronic communication between Board members;
- 10) provide for the storage, retrieval, and archival process for all non-electronic documents, memorabilia or other UTO items;
- 11) arrange translation services through the General Convention Office when meetings are scheduled that require translations or for documents that require translation;
- 12) provide legal services support when needed;
- 13) promote UTO whenever possible; and
- 14) provide two DFMS staff members, subject to the policies of the Human Resources Department of DFMS, to support the work of UTO with their responsibilities to be described herein. The staff requirement may change based on the volume and specific workload requirements.

II. The DFMS Staff supporting UTO shall be:

Staff Officer, United Thank Offering

1. Administration

- Provide support to the Board in multiple ways, including but not limited to, holding and providing access to the corporate memory of UTO and assisting with developing the vision going forward for the organization.
- With the assistance of DFMS Legal Counsel, interpret the governing documents (Bylaws, MOU) of the Board for Presiding Bishop's Staff, and the governing documents of DFMS for the Board, to assure mutual understanding.
- Attend all UTO Board meetings, committee meetings, and The Episcopal Church Women Triennial Meeting.
- Assist in the coordination of the regional UTO Conferences, online course on gratitude/UTO, and other meetings with the UTO Board or committees.
- Represent UTO at any hearings, meetings or events to learn where the Board might develop partnerships and/or identify innovative mission priorities, including Board members in these events as appropriate.

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- Provide data management, project information, analysis and monitoring of UTO operations for the Board and Presiding Bishop's Staff.
- With the Associate Staff Officer, United Thank Offering, maintain and archive all UTO files, materials, and grants.
- Work in concert with the Board and Associate Staff Officer to maintain a current directory of UTO volunteers and supporters in The Episcopal Church.
- Oversee the Julia Chester Emery Internship Program with input from the Board to determine selection and focus of the internship for the year. Work with internship site on intentional mentoring and travel for the intern as well as their UTO ministry objectives.

2. Communication

- Work with the Communication Department to generate informational, timely and branded materials to promote both the ingathering of funds as well as to showcase the effect of the UTO grants. No new UTO material will be published or disseminated without UTO Board approval.
- Monitor the UTO social media, blog, and website to ensure consistent branding and messaging with The Episcopal Church guidelines and to best present the work of UTO to the church and the public.
- Create a monthly e-newsletter, with articles from the Board, volunteers, grant recipients and others to help communicate the mission of gratitude and granting with the wider church.
- Raise awareness of UTO in new populations; work with the Development Office and Finance Office to identify multiple pathways of giving and develop ways for people to engage with the Theology of Thankfulness.
- Work with the Board to develop ways to bring the UTO story to Episcopal seminarians, new clergy, young adults, and new populations within and outside of the Episcopal Church.
- Create formation materials to teach gratitude in congregations to children, youth, adults and in conjunction with other formation programs commonly used in the Episcopal Church.
- Review invitations for UTO visits in consultation with Presiding Bishop's staff to ensure that travel is in accordance with the overall objectives and goals of the Mission Department; prepare a written and visual report for the following Board meeting and website; encourage Board members to participate in travel when appropriate and feasible.

3. Finance

- Provide analytical reports that reflect pertinent information regarding the financial transactions of the Board and the health and growth of the annual UTO Ingathering.
- Work with the Board to prepare the triennial budget for approval according to the deadlines established by the Executive Council.
- Donor Management: prepare thank you cards/donor acknowledgement cards for the Memorial Trust fund. Maintain the Memorial Trust Fund book and other donor records and provide quarterly updates for the Board.

4. Granting Process

- Serve on the UTO Grants Committee with voice but no vote.
- Work closely with the UTO Grants Convener to support the Granting Process.
- Create appropriate tools for the Grants Committee and Board to facilitate evaluation of grant applications.
- Understand the granting process in order to respond to questions from applicants regarding the process or the interaction with technology.
- Participate with the Grants Committee in the process of developing the Grant Focus and Criteria for each designated granting session.
- Develop and implement with the Grants Committee a timeline for granting and reporting that is transparent and accessible for appropriate Diocesan and Anglican officials, grant applicants, and UTO Board members.
- Facilitate the extension process for grants by gathering necessary materials for the Executive Committee to review and by communicating the results of the extension process back to the grant recipient ensuring follow up for the final report.
- Monitor all phases of granting and ensure adherence to the policies set forth regarding grants.
- Arrange meetings as requested between Global Partnerships Team officers and the Board in preparation for granting.
- Facilitate the final approval of grants by Executive Council.
- Ensure that all applicants are eligible for immediate receipt of grant funds if so awarded, and immediately notify the Board of applicants that decline their grant awards.

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- Gather grant stories from final grant reports for development by the Communications Department to enhance the marketing of the UTO Ingathering.
- Create an annual report on each cycle of UTO grants and the granting process for approval of grant awards by Executive Council.
- Create and produce, in conjunction with the Grants Committee Convener, a brochure for the annual UTO grants.

5. Member of the Reconciliation, Justice and Creation Care Department

- Provide staff support to the Director of the Reconciliation, Justice and Creation Care Department and Senior Officers in conjunction with the Officer's responsibilities for UTO.
- Work as a collaborative member of the Reconciliation, Justice and Creation Care team and under the direction of the Director.
- Serve as the conduit for information from the Presiding Bishop's staff regarding areas or topics of interest for grants, grant focus or need in The Anglican Communion and the Episcopal Church to the Board and for information regarding areas where the Board might partner with innovative ministry initiatives happening in The Episcopal Church so that grants and focus reflect the current concerns of the Church.

6. Strategic Planning and Development

- In conjunction with the Board, develop innovative and creative solutions for solving decline in the annual UTO Ingathering and ways to raise the profile of UTO in The Episcopal Church through creative networking and partnering.
- Promote the further development and recruitment of participation in the UTO Ingathering.
- Network with other mission organizations within The Episcopal Church (i.e. Jubilee, ABCD, Diversity Team, Formation Team, EYE, Missional Voices) to strengthen ties to the UTO Ingathering and to further enhance the granting process of the Board.
- Work with the Communication Department, in conjunction with the Board, to develop a strategic plan for media coverage of UTO.
- Utilize the UTO Donor Database to strengthen and support current donors and to encourage continued participation.
- Develop a strategic approach to online communication and education, including but not limited to, Blue Box Application, Online Training in

Gratitude for individuals and leaders, regional training, and social media campaigns, with input from the Associate Staff Officer and Board, to increase participation in the Ingathering.

Associate Staff Officer, United Thank Offering

1) Administration

- Work collaboratively with the Staff Officer for UTO to carry out the administrative functions of UTO.
- Administer necessary operations in the UTO Office, addressing all matters promptly and with consultation as needed with other staff and/or the Board.
- Work in concert with the Board and UTO Staff Officer to maintain a current directory of UTO volunteers and supporters in The Episcopal Church.
- Handle telephone, email, and written queries regarding UTO.
- Ship resource materials to events when necessary.
- Attend meetings as needed at the request of the Staff Officer and Board President.

2) Communication

- Work collaboratively with other departments and staff to achieve the various needs of UTO.
- Meet with visitors as requested by the UTO Staff Officer.
- Assist in gathering grant stories from final grant reports for development with the Communications Department to increase participation in UTO.
- Help to contribute to, monitor, and manage social media accounts.

3) Finance

- Process paperwork for the payment of grants, reimbursements, and bills. Forward invoices to the Financial Secretary.
- Prepare and close the files for awarded grants following the audit and archival guidelines.
- Maintain the UTO Donor Database, send acknowledgement cards for donations to the Ingathering, and produce reports as requested.

4) Granting

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- Maintain granting database and files.
- Provide information and support to dioceses or provinces in the application process.
- Maintain and support Formstack for use to receive grant applications, prayers, etcetera.

5) Member of the Team

- Provide staff support to the Director and Senior Officers in conjunction with the responsibilities for UTO.
- Work as a collaborative member of the Reconciliation, Justice and Creation Care and under the direction of the Staff Officer and Director.
- Attend staff meetings.

6) Strategic Planning and Development

- In conjunction with the staff and Board, develop innovative and creative solutions for reversing the decline in the annual UTO Ingathering and ways to raise the profile of UTO in The Episcopal Church through creative networking and partnering.
- Promote the further development and recruitment of participation in the UTO Ingathering, particularly within youth and young adult communities.
- Oversee the ongoing development, creation, and maintenance of the Blue Box application.

III. In recognition of its important mission in the life of The Episcopal Church, the UTO Board agrees to the following:

- accede to the authority of The Constitutions and Canons of The Episcopal Church, the Bylaws of the Executive Council, and applicable policies and procedures of DFMS;
- include at least one DFMS staff nonvoting member in all UTO Board meetings;
- submit an Annual Report on the granting process and the activities of the Board to Executive Council;
- submit recommendations for grant awards, through the UTO Staff, for review and final approval by the Executive Council;

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- consult with the members of the Global Partnerships office and other relevant staff regarding grant applications from Provinces outside of The Episcopal Church, companion applications and aided dioceses;
- be responsible for the UTO granting process in support of the mission initiative as established by the leadership of The Episcopal Church; and
- encourage expanded participation in UTO, in cooperation with DFMS staff, to include all demographics found within The Episcopal Church.

This MOU contains the entire understanding of DFMS and UTO with regard to the subject matter contained within and shall be in effect upon approval by the Executive Council of The Episcopal Church. DFMS and the UTO Board may, by subsequent written agreement, modify or supplement this MOU. Any such modification or supplementation must be approved by the Executive Council of The Episcopal Church. The parties to this MOU agree to jointly review the provisions of this document upon the request of either party.

For the Officers of DFMS

For the UTO Board, President

(Date)

(Date)