

**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 priorities and criteria for current year grants, 5) solicit and evaluate grant applications based on said criteria, 6) recommend approval of said grants to the Executive Council of The Episcopal Church, through The Episcopal Church Finance and Mission Departments, 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 UTO, DFMS shall:

- 1) include UTO in its mission planning discussions to ensure that UTO is aware of the goals and directions of the DFMS Mission Department. To facilitate this, the Director of Mission 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 Coordinator, the Finance Department, the Mission Department, 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;
- 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;

## Memorandum of Understanding – UTO/DFMS

- 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) manage the archival process for all non-electronic documents, memorabilia or other UTO items;
- 11) provide 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 full-time DFMS staff members (a UTO Coordinator and a UTO Grants Associate), 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:

#### A. UTO Coordinator

##### 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 DFMS staff, and the governing documents of DFMS for the Board, to assure mutual understanding.
- Attend all UTO Board meetings, relevant committee meetings, and The Episcopal Church Women Triennial Meeting.
- Assist in the coordination of UTO Diocesan Coordinator Trainings, Face to Face, and other appropriate meetings with the UTO Board or appropriate 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.
- Provide data management, project information, analysis and monitoring of UTO operations for the Board and DFMS staff.
- Administer necessary operations in the UTO Office, addressing all matters promptly and with consultation as needed with DFMS and UTO Executive Committee and appropriate conveners.
- With the Grants Associate, maintain and archive all UTO files, materials and grants.

## Memorandum of Understanding – UTO/DFMS

- Work in concert with the Board and the Diocesan Network Committee Convener to maintain a current directory of UTO volunteers and supporters in The Episcopal Church.

### 2) Communication

- Work with the Communication Department of DFMS 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.
- 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 and new clergy.
- Review invitations for UTO visits in consultation with DFMS 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.
- Attend Global Partnerships Team meetings

### 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.

### 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.
- Understand the granting process in order to answer 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 Grant 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.

## Memorandum of Understanding – UTO/DFMS

- 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.
- Facilitate the final approval of grants by Executive Council.
- Ensure that all applicants are eligible for immediate receipt of grant funds if so awarded.
- Gather grant stories from final grant reports for development by the Communications Department to enhance the marketing of the UTO Ingathering.
- Facilitate the creation of an annual report on UTO Grants and the granting process for approval of grant awards by Executive Council and the Director of Mission.
- Create and produce, in conjunction with the Grants Associate and the Grant Committee Convener, a brochure for the annual UTO grants.

### 5) Member of the Global Partnerships Team

- Provide staff support to the Director of Mission in conjunction with the Director's responsibilities for UTO.
- Work as a collaborative member of the Global Partnerships Team within the Mission Department and under the direction of the team leader.
- Serve as the conduit for information from DFMS regarding areas or topics of interest for grants, grant focus or need in The Anglican Communion 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 reflect the current concerns of DFMS and grant focus.
- Arrange meetings as requested between Global Partnerships Team officers and the Board in preparation for granting.

### 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. GEMN, SCOM, SCWM) to strengthen ties to the UTO Ingathering and to further enhance the granting process of the Board.

## Memorandum of Understanding – UTO/DFMS

- Solicit feedback and evaluate the current experience of UTO within parishes.
- Work with the Communication Department, in conjunction with the Board, to develop a strategic plan for media coverage of UTO.

### B. UTO Grants Associate

#### 1) Administration

- Work collaboratively with the UTO Coordinator to carry out the administrative functions of UTO.
- Handle telephone, email and written queries regarding UTO.
- Ship resource materials to Board meetings when necessary.
- Attend database trainings to more effectively and efficiently manage UTO software.
- Maintain the database of UTO Diocesan Network Directory with the UTO Coordinator.
- Maintain the files for UTO with the UTO Coordinator.

#### 2) Communication

- Attend Global Partnerships Team meetings.
- Work collaboratively with other DFMS departments and staff to achieve the various needs of UTO.
- Meet with visitors as requested by the UTO Coordinator or other management staff in the Mission Department.

#### 3) Granting

- Maintain granting database (Gifts, GrantEdge).
- Provide information and support to dioceses or provinces in the application process.
- Work with the Board to review grant applications for required documentation in order to identify applications which are eligible for grants.
- During the transition to GrantEdge, 1) maintain updated contact list for grant applicants, 2) disseminate information on declined and awarded grants and 3) process check requisitions for awarded grants.
- Prepare the files for awarded grants following the archival guidelines.

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

**Memorandum of Understanding – UTO/DFMS**

- 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 Coordinator, for review by the Director of Mission for compliance with approved grant criteria and guidelines and thereafter to the Executive Council for final approval;
- consult with the members of the Global Partnerships Team office regarding grant applications from Provinces outside of The Episcopal Church;
- be responsible for the UTO granting process in support of the mission initiative as established by the leadership of The Episcopal Church; and
- expand participation, in cooperation with DFMS staff, in UTO to represent 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

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Date)