**MEMO OF UNDERSTANDING**
between

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
(agency)
and

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
(host congregation/organization)

**INTRODUCTION**

The intent of this document is to help clarify expectations for both the agency to which the Mennonite Voluntary Service (MVS) participant is assigned and the host congregation/organization.

\*See **APPENDIX**for the purpose of Mennonite Voluntary Service (MVS).

**DEFINITIONS**

**Host congregation/organization** (referred to in this memo of understanding as “the Host”) provides the vision for the local service unit within the community and complies with federal and local requirements for the participants. The host congregation/organization is in partnership with Mennonite Mission Network as an agency of Mennonite Church USA. The Host provides participants to agencies.

The **Support committee** is a group of people who are appointed by, represent, and are responsible to the Host; also referred to as local leadership.

**Local Program Coordinators**are representatives of and responsible to the support committee. The local program coordinator or a support committee member will periodically contact the agency.

**Participants** serve with the local service unit, participating in unit activities and volunteer at local agencies.

**ASSIGNMENT**

Agencies will provide clear descriptions of the volunteer position, that give participants similar privileges and responsibilities as given to staff or other volunteers, and to be sure that MVS participants fulfill accountability structures of the agency. Participants should receive orientation and in-service training as needed.

If, for any reason, the participant does not provide satisfactory service, concerns should be registered with the assigned representative from the support committee.

**Stipend**

Stipends for services of participants will be as stated in **Schedule A** (attached). Checks for the stipend will be made payable to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

The above parties agree that the participants performing the services are not employees of the agency but are providing services as MVS participants under the Host stated above. For that reason, no withholding of income or other employment taxes shall be made.

Due to the cost of providing for the living expenses of participants, the agency is encouraged to pay stipends in a timely manner as stated in **Schedule A**.

The Host recognizes that workplace injuries can happen from time to time and want to be prepared in those events.  Responsibility for workers compensation or equivalent coverage is indicated in **Schedule A**.

**Hours of Service**

Hours of service shall be as stated in **Schedule A**.

MVS participants benefit from community living and becoming involved in church and local community opportunities during off hours. In light of this, participants are not usually assigned evening and weekend hours on a regular basis. Exceptions should be discussed with local unit leadership.

Normally, the participant should not work beyond the agreed upon hours unless the agency needs this service and requests it.

**Time Off**

The agency agrees to provide time off for the following:

* Two weeks of time off for vacation.
* To attend the local unit orientation, normally prior to the beginning of their assignment, if necessary.
* To attend the annual MVS national retreat held in October or November (one week)
* A minimum of one MVS recruitment event at an agreed upon time (two to three days).

The MVS participant will abide by policies and procedures for personal leave and sick time as spelled out by the agency’s personnel policies. The MVS participant will take responsibility for arranging time off with adequate advance notice. Participants are encouraged to use their time off. The accumulation of days off for extended leaves or early termination is discouraged.

**EXCEPTIONS TO THESE GUIDELINES**

The agency and the local leadership representative should discuss exceptions.

**TERMINATION OF AGREEMENT**

Should either the Host or the agency wish to terminate this relationship, two weeks’ notice of this intent will be given in writing to the other party.

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
(agency)                                                                                         (agency representative)

Host representative \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mennonite Voluntary Service participant \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*February 2021*

 **SCHEDULE A**

Participant, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, is assigned to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

                                           (name)                                                                                   (agency)

for the period beginning \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, and ending \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

  (date)                                            (date)

to serve as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
                                       (position)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will pay to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
                     (agency)                                                        (Host account)

an amount of $\_\_\_\_\_\_\_\_\_\_\_\_\_ per month on the \_\_\_\_\_\_\_\_\_\_\_\_\_ day of each month for the length of the participant’s term of service. The participant will normally serve \_\_\_\_\_\_\_\_\_\_\_\_\_ hours per week.

**Workers compensation insurance coverage**

 \_\_\_\_ The agency will provide workers compensation coverage or an equivalent coverage such as volunteer accident coverage for this participant and provide proof of coverage. A Certificate of Insurance should be provided by the agency.

 \_\_\_\_ The Host will provide workers compensation coverage for this participant and provide proof of coverage. A Certificate of Insurance will be provided for the agency.

**APPENDIX**

(attach to Memo of Understanding)

**Mennonite Voluntary Service purpose**

Mennonite Voluntary Service (MVS), established in 1944, is an opportunity for individuals to join service units serving the local community in a lifestyle of humility and simplicity. These service units, hosted by local congregations or organizations, attempt to meet human needs and to empower communities through partnership with local agencies and Mennonite Mission Network. MVS seeks to serve in a way that is faithful to Jesus’ message and call to nonviolent action.

MVS participants serve in North America and Puerto Rico. MVS involves people with a wide range of skills, backgrounds, and levels of education. People in MVS come from Mennonite and other faith traditions. They serve in areas such as, but not limited to, advocating for children and immigrants, home repair, community organizing, education, social work, homelessness, environmental sustainability, legal services, etc.

Participants live together in shared household settings called local service units. Within this context, participants share income, housekeeping duties, and decision making.