

# Approval Process for a Memorandum of Understanding

## Phase 1

Form 1 –  
Getting Started

A Form 1 is required if the UCA entity hasn't previously entered into a Memorandum Of Understanding (MOU) arrangement with another arm of the church. The form outlines the missional direction behind sharing property with another UCA entity and enables the beneficial user to explain the process that led to the initial idea of housing another UCA entity on the site.

## Phase 2

Form 2A –  
Discerning and Deciding

A Form 2A enables a further exploration of the missional use of a property and the reasoning behind entering into a MOU agreement with another UCA entity. This form is required if the entity is entering into an MOU for the first time or to reevaluate the missional integrity of a longstanding Memorandum of Understanding.

## Phase 3

Form 3E-  
Application to Lease

The Form 3E is for detailing the arrangement. This form is where you notify us of the specific details of the MOU such as any monetary contribution, the term, and the responsibilities of both parties. The information enables us to assess whether it is good stewardship of our resources - ensuring that the arrangement is mutually beneficial. *Please attach the draft MOU and complete only those sections which apply.*

## Phase 4

Finalising the Memorandum of  
Understanding document

With the draft MOU submitted at Phase 3 the next step is to finalise the agreement. Synod staff are available to guide you in negotiating the responsibilities of both parties. Once an agreement has been reached it must be signed by both entities and their authorising bodies such as the congregation's Presbytery before a copy is forwarded to Property Services.