



GROWING TOGETHER AS GOD'S PEOPLE
PARTNERSHIP GUIDELINES FOR UEM AND MEMBER CHURCHES

We are one in Christ

We are members of the One Body of Christ (1 Corinthians 12). As part of God's people worldwide linked together by partnership relations, we demonstrate this unity by our faith and our lives. United by the Spirit and in obedience to God, we bind ourselves to carry out God's mandate to share and proclaim the Gospel. Therefore we submit the following guidelines to all UEM members.

1. Partnerships are integral parts of UEM

- a. Partnerships are a concrete expression of UEM at the grassroots.
- b. Their objectives and activities are compatible with the UEM constitution, principles, goals and structures as well as mission statement. "In a world torn apart, they commit themselves to remain members of the One Body of Christ, and therefore
 - grow together into a worshipping, learning and serving community
 - share gifts, insights and responsibilities
 - call all people to repentance and new life
 - bear witness to the Kingdom of God in striving for justice, peace and the integrity of creation." (UEM Constitution, § 2).

2. Partnerships promote cooperation in God's mission

- a. In UEM, God's mission is understood as holistic and integral salvation. As sisters and brothers, we are called to proclaim the Good News for individuals and the whole of creation.
- b. Joined in God's mission, partners strengthen and serve each other in their mission activities in an interdependent way.
- c. Aware of the various understandings of the words "mission" and "partnership" in different contexts, cultures and historical situations, partnership groups



need to clarify for themselves and with their partners how they understand mission and partnership in their respective contexts.

- d. Because of the diversity in culture, partnership groups need intercultural learning. This enriches the partners and shows them alternative models of living in a globalised world.
- e. Partnership is a way of repentance and reconciliation in the context of historical injustice and current day oppression. Therefore we are actively engaged in actions towards justice, peace and integrity of creation.
- f. Partnership seeks to build just relationships between ethnic groups, women and men, young and old, people of different beliefs. The ability to reconcile is rooted in God's reconciliation in Jesus Christ.
- g. Partners support each other in prayer and action on behalf of each other. This includes political and social awareness raising and solidarity in campaigning and lobbying in cooperation with the respective partner and the UEM.

3. Mutuality, participation and spirituality are central to partnership relations.

- a. Partners cooperate in drawing up an agreement on the structures, objectives, goals, programs and projects of their partnership.
- b. The agreements should be reviewed regularly. The intervals shall be based on mutual consent.
- c. Partnership committees organize and shape the work of the partnership on behalf of their churches, districts/circuits and institutions. These committees shall provide equal participation and benefit for women and men, young and older people, full-time and voluntary workers. In the selection of the chairperson, the committees shall ensure continuity.
- d. Partnership committees are responsible for communicating and sharing information at regular intervals with the grassroots, church bodies, their partners and the UEM offices. Language, intercultural skills and tools in communication are to be made available.
- e. Member churches are encouraged to appoint a contact person to coordinate partnership relations.
- f. Visits are essential for partnerships and should be made regularly. Sharing spiritual life is at the core of these visits. Themes, programs and criteria for the selection of delegates shall be agreed upon beforehand. It is recommended that churches coordinate the visits. Considering the impact of flights on the environment, partners shall regulate the number of travellers and the fre-



quency of trips. Partners are invited to discuss ways of minimizing the environmental damage caused by these trips.

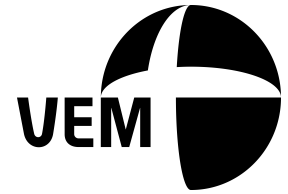
- g. Partnership Sunday is an important part of spiritual life in the partnership. It has to be celebrated regularly, if possible on the same Sunday once a year.
- h. Partners shall gather in partnership seminars, conferences and consultations of their respective regions, sub-regions and at the international level.
- i. Partnership relations use expertise and capacity within the whole UEM, particularly on personnel exchange and the volunteer program.

4. Partners are jointly accountable

- a. Partnerships shall adhere to the UEM Code of Conduct for Transparency and against Corruption, the Guidelines for Treasurers, and the Code of Conduct against Sexual Harassment.
- b. Partners are jointly accountable for their shared spiritual life.
- c. Sound and participatory planning, monitoring and evaluation of programs and projects is necessary. The implementation of such projects and programs shall be preceded by a consulting process, in which in addition to the two partners, the bodies of the church and the responsible UEM desks are involved. Capacity building shall be given priority over investment in immovable assets.
- d. Partnership requires regular encounters and opportunities to talk frankly about problems and conflicts in an attitude of respect for each other.
- e. Solidarity, and not charity, is the impetus for the sharing of funds and other material resources. Conscious of this, partners shall adopt responsible ways of requesting, transferring and accounting for these resources.

5. Future emphasis

- a. Multilateral partnerships are encouraged.
- b. Partnerships between Africa and Asia and within the regions are encouraged.
- c. Partnerships shall be involved in networking with other organizations.
- d. Partnerships are encouraged to explore the value of holding visitations of each other's projects and programs where the partners can express their observations and challenge their counterparts towards more credible and effective witness.



- e. Participatory structures and systems in partnership relations shall be strengthened.

Attachments:

- A) On Visits and its Preparation
- B) On Projects and Financial Transfers
- C) Standard Form of a Partnership Agreement



PARTNERSHIP GUIDELINES FOR UEM AND MEMBER CHURCHES
ATTACHMENT A: ON VISITS AND THEIR PREPARATION

Visits are essential for partnerships and should be made regularly. Sharing spiritual life is at the core of these visits. Themes, programmes and criteria for the selection of delegates in these visits shall be agreed upon beforehand. It is recommended that churches coordinate the visits.

Partnership relations allow people to experience the world-wide church on district and congregational level.

Encounters between partners initiate the process of coming to terms with one's own context. Visits create awareness of foreigners in one's own environment and of the relationship between gospel and culture.

Mutual visits should be improved by working on themes which are relevant for the partners. Themes should be decided upon by both partners. To work on themes partnerships are encouraged to make use of UEM – staff and resource persons. Every visit should be prepared thoroughly.

Examples for themes are:

- The challenges of mission in the different contexts
- The understanding of “partnership”
- Church Life and Evangelism
- JPIC, social and political awareness, including human rights and economical injustice
- Climate change
- Diaconia
- HIV/Aids
- Poverty and richness
- Gender
- Cultural diversity
- UEM codes of conduct



Delegates should be chosen according to themes. Women, in particular, support and influence partnership relations. It is essential to pay attention to their representation. Involving young people in partnerships and as members of delegations is an investment in the future of partnership. Providing early mutual information about visits, programmes and activities will be helpful for all parties involved. It is especially important to inform the church leadership of the partner and the UEM office to allow coordination.

Visits should not be used by either side for transferring project funds.

Partnership requires regular encounters and opportunities to talk frankly about problems and conflicts in an attitude of respect for each other.

Partnerships are encouraged to explore the value of holding visitations of each other's projects and programmes where the partners can express their observations and challenge their counterparts towards a more credible witness. Visitation is here understood as inviting a partnership group for a visit after which they give systemized observations and feed back on certain aspects of church life or concerning a specific theme.



PARTNERSHIP GUIDELINES FOR UEM AND MEMBER CHURCHES
ATTACHMENT B: ON PROJECTS AND TRANSFERS OF FINANCES

Solidarity, and not charity, is the impetus for the sharing of funds and other material resources. Conscious of this, partners shall adopt responsible ways of requesting, transferring and accounting for these resources.

Reporting on the methods of raising funds as well as on the use of funds is essential for a growing confidence of donors and between the partners in Africa, Asia and Germany.

Funds shall be channelled – unless otherwise agreed upon in special cases – in the form of *dedicated funds* via the UEM office. This procedure ensures the most cost-effective and most reliable way. Such transfers have to be marked clearly with the appropriate purpose. For this reason all fund transfers should be disclosed at the same time by copies of letters to all church levels and responsible persons concerned.

All payments (such as cheques, transfers and other documents) shall be signed by two responsible partnership officials, namely the chair of the partnership committee and the treasurer. The treasurer's signature is mandatory.

Not every church district in Africa or Asia has an international partnership connection. Striving for equity among church districts within a church should be a point of interest for all parties involved. In this respect, the co-financing of joint tasks and programmes of a church shall be considered. It should as well be considered, whether a yearly budget support to the partner, a so called "*Block Grant*", would help to establish sound structures.

The *joint budget of the UEM* is adopted and accounted for by the member churches in Africa, Asia and Germany. It does not only require the contributions of all UEM member churches, but particularly donations from friends, parishes, church districts, classes, circuits and other groups, to allow the joint tasks to be financed.



Sound and participatory planning, monitoring and evaluation of programs and projects is necessary. The implementation of such projects and programs shall be preceded by a consulting process, in which in addition to the two partners, the bodies of the church and the responsible UEM desks are involved. Capacity building shall be given priority over investment in immovable assets.

Criteria that have to be considered are: Does the use of the funds conform with the priorities of the partners? Can the development of dependence be avoided? Does the support have a lasting effect?

A reasonable self-financed share from the receiving party should be agreed upon.

Purchases for projects and programmes should – if possible – be made locally, in order to support the local economy.

Partnerships shall adhere to the UEM Code of Conduct for Transparency and against Corruption, as well as to the Guidelines for Treasurers.



Quotations from the Code of Conduct for Transparency and against Corruption

The United Evangelical Mission (UEM) undertakes to take preventive structural measures to combat every form of corruption and promote transparency in the execution of its working and decision-making processes. ...

... Corruption damages community. It damages the UEM community. Corruption is the gaining of advantages of any kind (for oneself or for a third party), through the abuse of public or private authority, which consequently damages the community.

...

... Every corrupt act must be condemned. The UEM undertakes to abstain from directly or indirectly offering any kind of advantage to third parties, from directly or indirectly accepting gifts for itself or others, and from giving or soliciting other advantages, which are, or could be regarded as, illegal or acts of bribery. ...

... All employees and all other individuals related to the UEM have the right to resist involuntary involvement in corrupt practices. Furthermore, if they have been a witness to, or a victim of, any corrupt practices, they have a right and a duty to report these to an independent person or authority, still to be designated. Each individual threatened as a consequence of his/her resistance or opposition to corruption, shall have the benefit of the protection and support of the UEM governing bodies. ...

Quotations from the Guidelines for the Treasurers / Heads of Finance Departments of the member churches of the UEM

... The Treasurer of a church has to ensure that the receipt of all transfers received from abroad (UEM partnership groups and other sources) shall be confirmed to the sender of funds. An official receipt and a letter of thanks should be sent to the sender of funds. ...



... The treasurer has to ensure that designated donations will not be used for other purposes. Designated donations, project funds and other earmarked funds should be kept on separate bank accounts and only be used for intended purpose. If there is reason for diversion of funds or use of funds for a different purpose, the donor should be consulted for approval. Budgeted money shall be used for budgeted activities only. The UEM member churches are to ensure that treasurers will participate in the authorisation of the use of funds and are accountable to report on all financial matters of the church...

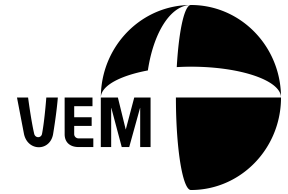
... Every member church of UEM is obliged to keep proper books of accounts and to close the books at the end of the financial year and to produce the income and expenditure accounts and the balance sheet. All annual accounts should be examined by an independent chartered accountant (auditor).

To ensure that the treasurers, finance staff and other staff charged with handling finances in institutions, parishes and districts should have a continuous training to maintain the professional level.

Churches should employ internal auditors to carry out audit work in the church.

Each church should prepare a detailed financial regulations manual, which will guide the staff charged with the duty of handling finances in their normal work of managing the finances. The UEM guidelines should be reflected in these manuals...

... Funds from partnership districts to be transferred to partner churches should be channelled through the UEM head office in Wuppertal and the head office of the receiving church. The benefiting church / diocese should immediately confirm the receipt of funds to the UEM office in Wuppertal and immediately pay the earmarked funds to the partner district. The funds should be only used for intended purposes and a report as agreed upon should be sent to the partnership district and UEM office



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ATTACHMENT C: STANDARD FORM OF PARTNERSHIP AGREEMENT

The partnership between _____

and _____

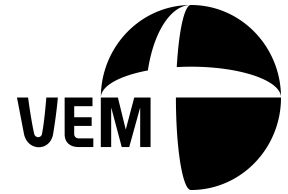
Is based on the theological understanding of the worldwide church as the One Body of Christ. As members of the Body of Christ the partners demonstrate this unity by the faith and lives of those involved. United by the Spirit and in obedience to God the partners bind themselves to carry out God's mandate to share and proclaim the Gospel.

The Partnership is an integral part of UEM. It is carried out as defined by the UEM Partnership Guidelines. Both partners commit themselves to ecumenical sharing and action:

- by exchanging information between the partners
- by mutual intercession in Sunday services and by the celebration of Partnership Sundays
- by mutual visits
- by financial co-operation
- by mutual solidarity in situations of suffering and crisis

For the next ... years both partners agree to plan for the following activities: ...

Financial cooperation shall involve the following projects: ...



The agreement shall be renewed by the year

Signature of church district / institution _____

Signature of church district / institution _____

Signature of church board _____

Signature of church board _____

Signature of UEM _____