

Use this document to help structure the relationship between your Maintenance Co-operative and each place of worship that you work with.

Made Between	
<i>Insert name of Co-operative</i>	Referred to as 'the Co-operative'
<i>Insert name of Place of worship</i>	Referred to as 'the Place of Worship'
Dated	<i>Insert Date</i>

1. Purpose and scope

The purpose of the Co-operative is to come together as a volunteer group to share and nurture the expertise of its members so they can support each other in maintaining their local Places of Worship, including the Place of Worship named above.

This document sets out the relationship between the Place of Worship and the Co-operative, and is hereafter referred to as 'the Memorandum'.

2. General

Both parties acknowledge and agree the following general principles:

- They share a common vision, values and understanding of the scope of their individual obligations.
- This agreement does not create a relationship of employment or agency between the parties. Each party is responsible for its own obligations arising out of this agreement.
- This Memorandum does not create any legally binding obligations.
- This Memorandum does not confer upon any Co-operative volunteer the right to enter and undertake work at the building without prior consent. Neither does it confer upon [insert Place of Worship name] the right to equipment or volunteer time without prior agreement.
- This Memorandum complements the aims, objectives and general guidance of the Co-operative, as set out in the Articles of Association.

3. Communications

To facilitate collaboration under this Memorandum, it is agreed that the following person(s) shall be appointed as Liaison Officers:

Place of Worship Liaison Officer	
Name	
Contact Details	
Role: to agree and authorise the time, manner and activities of Co-operative volunteers at the Place of Worship.	

Co-operative Worship Liaison Officer	
Name	
Contact Details	
Role: to undertake all correspondence with the Place of Worship and to communicate the agreed time, manner and activities of volunteers to the Co-	

4. Responsibilities

This section sets out the responsibilities of each party in relation to the work of the Co-operative.

4.1 The Place of Worship:

- Will name an individual authorised to act as the Liaison Officer for the Place of Worship (see no.4 above), and in consultation with them will agree the time, manner and activities of Co-operative volunteers at the building.
- In collaboration with the Liaison Officer, will ensure that the building is open (if necessary) and accessible to volunteers at the agreed times.
- Will ensure that appropriate liability insurance is in place to cover the Co-operative volunteers who undertake work at the building.
- Will keep a copy of the Co-operative's risk assessments on file.
- Will make 'Emergency Procedure' information available to the Co-operative volunteers (e.g. fire evacuation, location of first aid kits etc.).
- Will provide the Co-operative volunteers with facilities information (e.g. toilet, kitchen, disabled access).

4.2 The Co-operative:

- Will name an individual authorised to act as the Liaison Officer for the Co-operative, who will carry out all correspondence with the Place of Worship.
- In agreement with the Liaison Officer for the Place of Worship, members of the Co-operative will undertake preventative maintenance work at the building.
- Will provide an annual condition survey, as well as the development of a maintenance schedule and associated works in relation to this.
- Will not ask volunteers to work beyond the parameters agreed with the Liaison Officer.
- Will adhere to its own policies, including health and safety procedures, as well as any policies which the Place of Worship stipulates that the Co-operative must follow.
- Will provide the Place of Worship with copies of risk assessments and maintenance audits.

5. Resolving problems

If a conflict arises, the party affected will notify the relevant Liaison Officer and the parties will seek to amicably resolve the problem to ensure the success of the Co-operative.

6. Review

The function and effectiveness of the Memorandum will be periodically reviewed and amended as appropriate. If amendments are needed, a new version of the Memorandum should be prepared.

7. Start Date

The Memorandum becomes effective when it has been signed and dated by both parties in section 10 below.

8. Termination

The Memorandum is not a legally binding contract and can be terminated at any time by either party. However, in normal circumstances intention to terminate it would be given with 30 days' notice.

9. Agreement

The Place of Worship and the Co-operative hereby agree to the terms outlined above and confirm their agreement by signing and dating the Memorandum below.

For and on behalf of the Place of Worship	
Name	
Title	
Date	
Signature	

For and on behalf of the Co-operative	
Name	
Title	
Date	
Signature	