Episcopal Charities and Community Services
Partnership Guidelines
Approved: February, 2008 / ECCS Allocations Committee

- Episcopal Charities and Community Services

1. Mission Statement
   To transform lives, Episcopal Charities and Community Services supports and
   strengthens its partner agencies, congregational outreach programs, and other faith-
   based ministries of Christian service that offer hope to all people in the Diocese of Chi-
   cago.

2. Roles and Responsibilities
   2.1. Episcopal Charities and Community Services makes grants of general operating
   support to partner agencies in good standing by distributing funds through an allo-
   cations process established by the ECCS Board of Trustees.
   2.2. ECCS serves as a resource for partner agencies, working with them to increase their
   own capacity for:
      2.2.1. recruiting, managing, and supporting an effective governing board,
      2.2.2. raising visibility of the agency’s mission, work, and opportunities for engage-
      ment in the Diocese of Chicago among individuals, churches, and other or-
      ganizations, and
      2.2.3. securing charitable gifts from individuals, churches, foundations, businesses,
      and other organizations in the Diocese of Chicago.
   2.3. Throughout the Diocese of Chicago, Episcopal Charities and Community Services
   increases awareness of:
      2.3.1. the mission and work of its partner agencies,
      2.3.2. the opportunity for service, including membership on the governing board(s) of
      partner agencies, and
      2.3.3. social issues affecting clients served by each agency [advocacy].
   2.4. An Episcopal Charities and Community Services staff member or member of the
   Board of Trustees attends, at least once annually, a regularly scheduled meeting of
   the partner agency’s governing board.
   2.5. An ECCS staff member and/or Trustee assists partner agencies with their search
   and selection of a new Executive Director, as requested.
   2.6. From time to time the Board of Trustees of Episcopal Charities and Community Ser-
   vices may support other organizations or program initiatives that have a mission in
   alignment with that of ECCS.
• Partner Agencies

1. Affiliation

1.1. Partner agency status is a voluntary relationship between Episcopal Charities and Community Services and a canonically recognized agency dependent on the fulfillment of these guidelines.

1.2. Partner agencies in good standing are entitled to all benefits and services offered by Episcopal Charities and Community Services.

1.3. The agency’s mission is consistent with, and helps advance, the mission of:
   1.3.1. The Episcopal Church,
   1.3.2. The Episcopal Diocese of Chicago, and
   1.3.3. Episcopal Charities and Community Services [above].

1.4. The agency strives for inclusion in fulfilling its mission by offering its services to all people, respecting their personal religious beliefs/affiliations.

1.5. The agency engages the financial and human resources of Episcopal congregations in the Diocese of Chicago in significant ways to help fulfill the agency’s mission.

1.6. In the event there are concerns about the implementation of these guidelines, the Executive Director of the concerned partner agency should initiate a conversation to address the concerns and help develop a plan for remedying the situation.

2. Governance

2.1. Individual members of the agency’s governing board will demonstrate a commitment to excellence in their role by:
   2.1.1. completing an annual orientation session developed by Episcopal Charities and Community Services,
   2.1.2. adhering to a code of ethics approved by Episcopal Charities and Community Services,
   2.1.3. serving according to best practices endorsed by Episcopal Charities and Community Services, and
   2.1.4. supporting the agency’s work financially through an annual charitable gift of personal significance.

2.2. The agency’s governing board demonstrates a commitment to excellence by:
   2.2.1. administering an annual self-assessment endorsed by Episcopal Charities and Community Services,
   2.2.2. providing every officer and board member with a description of their board responsibilities and expectations,
   2.2.3. adhering to best practices, including term limits, endorsed by Episcopal Charities and Community Services, and
   2.2.4. adhering to a code of ethics endorsed by Episcopal Charities and Community Services.
2.3. The agency notifies ECCS at the time of executive director transitions.

2.4. The agency maintains significant representation on its governing board by active members of the Episcopal Church.

2.5. The agency provides advance notification to ECCS of agency Board of Directors meetings.

3. Finances/Fundraising

3.1. The agency adheres to the Association of Fundraising Professionals Code of Ethical Principles in all fundraising practices.

3.2. The agency adheres to Canon 39 (Business Methods in Church Affairs) of the Constitution and Canons of the Episcopal Diocese of Chicago.

3.3. The agency’s financial operations are audited annually by an independent auditor. Upon request, ECCS shall have access to audited financial statements, including management letters.

3.4. The agency publishes a financial statement at least once a year and makes such statements available whenever requested.

3.5. The agency submits quarterly financial reports to ECCS.

4. Administration

4.1. The agency maintains appropriate professional accreditation for all programs, services, and staff.

4.2. The agency requires employees to complete training in sexual abuse and harassment prevention using Diocesan or other qualified trainers and curriculum.

4.3. The agency consistently indicates its ECCS affiliation on stationery, annual reports, web site, and other widely distributed communications.

4.4. The Executive Director of each partner agency regularly participates in periodic meetings of his/her peers called by Episcopal Charities and Community Services.

4.5. The agency informs ECCS of:
   4.5.1. serious incidents requiring police involvement,
   4.5.2. legal actions brought against the agency whether, or not, ECCS is a named party in the action,
   4.5.3. loans, as described in Canon 36A,
   4.5.4. other situations that materially affect or could affect the agency’s operations or might lead to inquiries of ECCS or Diocesan leadership and/or staff.

4.6. The agency abides by and fulfills all requirements for maintaining its status as a public charity incorporated in the State of Illinois as evidenced by its 501(c)(3) status.