



Envoy Memorandum of Agreement

Envoy is a community made possible by and belonging to Church Army. This agreement sets out the relationship between you, for your duration on Envoy and Church Army and is binding in honour only.

It is not intended by the parties to be a legally binding agreement nor is it intended to create an employment relationship between us.

Status

You are a participant member of Envoy. You are not an employee of Church Army and therefore do not have the rights of a Church Army employee.

Duration of Programme

It is expected that you will be part of the Envoy community from: mid September (your first meeting may not be until October) ending at the end of March, with the option to continue after the Easter break until the end of May. Envoy also gives you the option of other missional events and resources at different points of the year.

If for any reason you or the Envoy Team Leader feels that your participation in the course needs to end sooner than expected, you will be encouraged to chat this through with an Envoy Evangelism Coach first before making any final decisions. If either party decides your involvement in the project should cease, you will not be expected to give any notice.

Disclosure and Barring Services

If your time on Envoy involves work on behalf of Church Army participating in activities working with vulnerable adults or children, you will be required to have an enhanced Disclosure and Barring Services check (formerly CRB). If you are asked to complete a DBS check you will be expected to complete a disclosure form and read and understand Church Army safeguarding policies. All disclosures will be kept confidential; however, it may be necessary for the Envoy Team Leader and a member of HR to discuss the disclosures with you as part of our commitment to safeguarding.

Those in Northern Ireland, Republic of Ireland or another country may also need to be covered by Child protection guidelines within your jurisdiction.

What you can expect from us:

As an Envoy participant, Church Army will provide you with:

- A wider community of Envoy participants
- An online weekly teaching session
- Either (or both) a local/city based Envoy community or an online community.
- A review of your involvement in Envoy after Easter and the beginning of summer.
- Personal liability insurance to cover you if you are working directly for Church Army or taking part in any activities which are the direct responsibility of Envoy/Church Army.
- Insurance for injuries incurred while with Church Army as part of any programme which is the direct responsibility of Envoy/Church Army.
- A series of opportunities to learn more about the work of Church Army and develop your skills and expertise further.
- Any midpoint centrally gathered missional experience (optional) with costs covered by you.
- Any centralized gatherings at the end of our year (optional) with costs covered by you.

What we expect from you:

- To be regularly involved with mission and evangelism locally or with a Church Army evangelist or similar missional context to gain experience alongside your teaching.
- To take part in weekly online training sessions.
- To take part in either weekly online training sessions (online group only) or for those in local/city based groups to meet fortnightly and on the alternate weeks to be in online groups (or a version pre agreed with the Envoy leader).
- To pay for any additional costs you incur because of your personal or group missional activities including travel and books.
- To represent Church Army where appropriate professionally and reputably.
- To follow a life of integrity modelled on Christ and practicing local Christian community.

Finance

You will not receive any money from Church Army as part of your involvement in Envoy nor will you be charged to participate in Envoy, however the following exceptions apply:

You will pay for any costs you incur because of your missional activity and you cannot claim these as expenses.

If you are based with a Church Army Centre of Mission (COM) then you will need to agree payment with the lead evangelist for all costs incurred by you/Envoy at the local level, this includes any board and lodgings, missional activities and local travel.

Time

We suggest you allow 30 minutes to listen to online podcasts weekly with another 10-15 minutes to take notes/reflect.

Groups of around 5-8 people will need about 60-90 minutes to meet weekly.

Time to do evangelism: It is difficult to 'grab' time in a week to do evangelism when that is impossible to simply allocate time for. The reason we have introduced activation weeks* is to allow you, while still in contact with your Envoy community, the time to more consistently practice learning (*these are listed as break weeks on the website timetable). This is the time to establish new habits and commitments you might make as a result of this year. During these weeks use the 60-90 minutes (even if at a different time of the week to when your group would have met) to begin to do mission and evangelism locally. Stay in touch with each other to encourage and motivate otherwise the weeks will pass filled with good intention and little action.

Responsibility of Church Army/Missional Context

As a participant on Envoy, Church Army will take responsibility for the activities that you participate in as part of your Envoy year and organised centrally by Envoy which include:

Participation in any Envoy optional programme for example an Envoy weekend.

Insurance and public liability insurance on those weekends.

If you are involved in a missional context or activity that is not connected to Church Army or organised by Church Army (i.e. not linked to a Church Army evangelist or project), then Church Army will take no responsibility for the activities and incidents that occur in that context. It is your responsibility to ensure that you are appropriately covered with other bodies if this is necessary.

Although you are receiving training from Envoy (Church Army), you must make it clear that any views that you communicate in response to your training on any social media sites or other written mediums, are your own views and not the views of Church Army. You should not in any way do anything that could bring the reputation of Church Army into disrepute.

Optional programme

As part of your involvement on Envoy you will have the option to choose from a number of 'optional extras' which may include:

Retreats, Mission weekends, Shadow an Evangelist.

Any optional programme additions will be paid for by the Envoy participant as and when they decide to opt in. Each option will be individually priced and will reflect actual cost of that activity. These are not subsidised by Church Army.

Participants wishing to take part in the Optional extras must make contact with the Envoy Team Leader in advance about the details and costs.

Media

As part of promoting Envoy we often use photos and stories from those already doing or who have done Envoy. We use photos and stories in press releases, internal media of Church Army, social media and in articles written for print media. Photos are often taken by you or if its a gathered event by someone from Church Army. By applying to Envoy you are agreeing to appear in photos taken of activities, stored and used by Church Army. If the photo is of you alone then we will ask permission prior to using it.

If there is a story worth sharing, we will first ask your permission to use it and also decide with you how it is used. By applying to Envoy you are agreeing to photos and stories being used as described above.

Content

All content, materials, formats, and processes created or provided by Envoy are and will remain the sole property of Church Army. No part of this content, format, or process may be copied, shared, distributed, adapted, or used in any form without prior written consent. This protection applies to all uses, whether commercial or non-commercial, and continues beyond the term of this agreement.

Signatures

If you are happy to allow your application to act as a record of our agreement with you then proceed to the application page. If you'd like a paper copy of this agreement to be signed by the Envoy Team leader then please either print and sign 2 copies of this agreement and post it to Church Amy (address below) and the Envoy Team Leader will sign and return one of the copies to you. Alternatively you can return this agreement by email with your digital signature to neville.barnes@churcharmy.org and the Envoy Team leader will return a signed copy to you.

I have read and understood the memorandum of agreement and agree to the terms written within it.

Signed:

Name: Date:

Envoy participant.

Signed:

Name: Date:

Envoy Team Leader.

TO BE COUNTERSIGNED AND HELD BY CHURCH ARMY/ENVOY