

**Memorandum of Understanding Addendum**  
**Detail of Support Services between McLean Bible Church (MBC) and**  
**New City Network (NCN)**  
**Effective for Calendar Year 2017**

**HR SERVICES AND NCN STAFFING**

NCN and MBC agree that all NCN staff will be MBC employees and will be “loaned” to NCN to accomplish the goals and the job required. This arrangement will allow NCN to benefit from some of the employee benefits that MBC staff currently enjoy and will also eliminate the significant cost of a separate payroll system. The employees will be MBC staff employees with all of the benefits applicable to MBC employees, except as where specifically amended in the NCN Staff Guide or by action of the NCN Board and agreed to by the NCN and MBC Boards. MBC employment benefits, policies, and regulations will apply to all MBC staff assigned to NCN. To facilitate this arrangement, each party agrees to the following conditions and terms:

MBC will provide the following services to NCN:

- Hiring staff for NCN’s operations as McLean Bible Church employees including:
  - Processing of all staff background checks
  - Administration of and orientation to benefit plans
  - Processing and handling of workers comp insurance, life insurance, Long Term Disability and Short Term Disability claims
- Providing counsel to NCN management in handling employee relations and other procedural matters
- Advertising/Posting of positions
- Screening resumes, scheduling interviews and checking references of potential hires
- Producing offer letters and coordinating paperwork
- Scheduling and conducting new hire orientation
- Conducting exit interviews and COBRA administration

- Determination of contractor vs. employee status to comply with current labor laws and the preparation of agreements outlining the duties of each contractor.
- Processing of new hire/termination/status change material. Includes review of personnel action forms and data entry into HRIS system.
- Housing and filing of personnel records
- Providing assistance with producing addendum documents as necessary to clarify or codify additional NCN personnel requirements
- Run HRIS reports as requested by MBC or NCN

NCN will be responsible for:

- Providing direct management of employees
- Based on NCN personnel openings, NCN will initiate action to hire employees. Since all staff assigned to NCN are MBC employees on loan, this action will be in accordance with the hiring policies and practices of MBC.
- Completing, reviewing and approving time sheets for exempt and non-exempt employees. Timesheets approvals must be completed within the timeframe determined by the MBC payroll office which will be communicated to NCN via email for each pay-period.
- Changes to contract agreements and the annual renewal of contractors should be provided to MBC HR department.
- Conducting annual performance reviews and any disciplinary actions in accordance with the MBC policy on staff reviews and disciplinary actions, unless amended by the NCN Staff Guide.
- Determining the raise structure to use for NCN staff.
- Notifying the MBC Board of any employment job action anticipated prior to its execution. For any staff that NCN would like to terminate, the NCN Board can recommend action to the MBC Board, which will authorize the action at its discretion. Any severance agreement, regardless of the salary level of the incumbent, must be approved by the NCN and MBC Boards.

NCN will pay all direct costs associated with the MBC employees loaned to NCN. These costs would include: salary, tax payments, all benefits, worker comp costs, background checks, direct costs from job postings, and payroll service and any other associated payroll expenses.

## **FACILITIES MANAGEMENT**

MBC will provide/oversee the following services:

- Office space for the NCN staff as available
- Provide office keys to NCN staff if applicable
- Provide office furniture to NCN staff
- Use of rooms for various NCN activities or meetings as available
- Janitorial service as regularly scheduled for the Tysons Campus

NCN will be responsible for:

- Submitting any work requests during weekly meeting between MBC and NCN staff or via email to the Director of Building Services
- Using the room booking system to reserve rooms as necessary at the Tysons Campus
- Additional requested janitorial services beyond the normal contracted services for the Tysons Campus
- Abiding by MBC's building use guidelines and rules

## **SECURITY**

MBC will provide the following services for NCN:

- Distribution and maintenance of identification badges and key controls
- Security services as currently provided at the Tysons Campus
- Monitoring of cameras at the Tysons Campus

## **BUSINESS SUPPORT SERVICES**

- **Financial and Accounting Services**

MBC will provide the following services for NCN:

- Processing of NCN payroll within the MBC payroll system which includes providing an online timesheet system
- Management of bank accounts
- Accounts Payable processing, including distribution of checks and handling vendor inquiries
- Reconciliation of the NCN donations in the donor management system to the general ledger on a monthly basis.
- Handling stock contributions

- Handling all general ledger entries and maintenance in the MBC accounting system
- Monthly general ledger account reconciliations (i.e. bank, receivables, deferred revenue, etc.)
- Assistance with gathering specific financial data requested for grant applications and reporting (if applicable)
- Providing monthly reports to NCN management around the 15th of each month. Monthly reports includes, General Fund Income Statement and Executive Summary.
- Assisting NCN management with budget preparation
- Handling year-end audit and financial statements
- Handling year-end tax filings – W-2, 990 (if required, in the sole judgment of MBC), 1099, etc.
- Accounting for joint cost allocations and functional expenses
- Accounting for special fundraising events as required under U.S. generally accepted accounting principles (GAAP)
- Provide guidance/assistance to NCN staff on proper accounting and research specific issues.
- Management of the credit card purchasing program.
- Processing and depositing cash/check deposits
- Processing credit card donations
- Data entry into the NCN donor management system for all donations (i.e. cash, check, credit card, stock).
- Handling NCN contribution mail

NCN will be responsible for:

- Generating reports from the NCN donor management system
- Completing and approving accounts payable disbursements including Visa/Amex disbursements.
- Regular donor correspondence, including issuing thank you letters and appropriate receipts for each contribution
- Following all MBC finance related policies and procedures
- Providing information to Finance of all pledge commitments, including pledge purpose/restriction, pledge amount and payment schedule.
- Providing information on in-kind donations and services to the MBC Finance department
- Providing information to Finance prior to the advertisement of special events to gather the necessary information to account for the event properly under GAAP
- Providing Finance with a listing of the fair market value of all items that are donated for an auction before the event is held.

- All costs associated with the annual independent audit
- Direct costs and fees associated with bank accounts, deposits and disbursements. Including merchant fees for NCN transactions processed through MBC or NCN and a prorated portion of the costs of the payroll system
- Mailing year-end contribution statements
- Assist with annual audit schedules and fieldwork as needed

- **Insurance Services**

MBC is responsible for:

- Providing a point of contact which would include obtaining and managing insurance coverage – liability, auto, property/casualty, etc.
- Providing coverage for Directors and Officers (D&O) and Employment Practices (EPL) through the D&O and EPL insurance covering MBC
- Workman’s compensation coverage provided through MBC

NCN is responsible for:

- Corresponding and assisting with the insurance company regarding claims, audit, inspections, and other issues that may arise
- Assisting with the completion of insurance applications for annual renewals
- Payment of all direct insurance related costs
- Costs associated with a prorated portion of workman’s compensation insurance

## **IT SERVICES**

MBC is willing to provide the following services at the request of NCN:

- General user support via the MBC Help Desk
- Maintenance and support for NCN computers, printers and all approved software applications including but not limited to the internet, and donor management systems.
- Network infrastructure maintenance
- Phone system and support
- Procurement of hardware and software
- Email and internet management

- Setup and maintenance of new user accounts including the setup/procurement of new computer hardware and/or associated equipment
- IT related hardware and software purchasing
- Inventory tagging for all IT equipment and for the coordination of annual physical inventory counts

NCN is responsible for:

- Direct costs related to IT hardware, software, related equipment as well as upgrades and maintenance costs
- Direct costs associated with installation and configuration of systems including the costs of third party vendors

## **COMMUNICATION**

MBC is willing to provide the following services at the request of NCN:

- Layout and design services
- Use of the Copy Center for copying and printing services

NCN is responsible for:

- Direct costs associated with using the Copy Center for copying and printing services
- Cost of any major design or consulting services arranged through the MBC Communications Department
- Website management to include domains, hosting, design, technical support and applying content to the NCN website
- Social media planning, development, implementation and outreach
- Media relations
- Creating and approving the content for print materials
- Proactive, long term, communications planning with MBC

## **A/V**

MBC is willing to provide the following services at the request of NCN:

- Training on how to use A/V equipment in the group rooms at the Tysons Campus
- A/V production support for events

NCN is responsible for:

- Following appropriate procedures for events that are held in the Tysons Campus building or at other venues where A/V services are needed.

## **PAYMENT FOR MBC PROVIDED SERVICES**

NCN will be responsible for paying MBC on a monthly basis for the MBC provided services listed above. The services provided will be billed on an hourly basis at a rate equivalent to each individual's hourly rate (which includes salary and benefits) at the time the service is provided to NCN. This shall be applicable for the entire year unless amended in writing before the beginning of the next year by approvals of both governing Boards.

\*Approved by the NCN Board on May 21, 2017

\*Approved by the MBC Board of Elders on May 24, 2017