

**Memorandum of Understanding—\_\_\_\_\_ School Year**  
**School and \_\_\_\_\_ Orthodox Church**

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1. The two entities will be financially separate, self-sustaining entities, run by separate Boards (the School Board and the Vestry/Parish Council), with the intent of maintaining a close relationship that is mutually beneficial.
2. The church considers the school a form of outreach to the community.
3. No lease agreement will be required for the \_\_\_\_\_ school year.
4. For the \_\_\_\_\_ school year, the church will support the school to the extent of providing space, utilities, a phone line, copier use, and custodial service at no cost to the school. The allocation of other expenses, e.g., furniture, building maintenance, Internet access, and any other expenses, will be determined jointly by agreement of the Vestry/Parish Council and the School Board. For subsequent school years, the extent of the church's support, including the requirement of a lease and payment for use of the facilities, may be changed by the Vestry/Parish Council before the opening of any new school year.
5. The School owns most of the furnishings in the education building, including the computers. The Church has use of those for Sunday school and other church purposes.
6. All teachers of the school will be employed by the school and not by the church.
7. \_\_\_\_\_ Orthodox Church will continue to provide spiritual guidance. The school will continue to have a chapel service led by the priest and will maintain teachings that are consistent with the Orthodox Christian Faith.
8. The school will strive to remain attractive to both Orthodox and non-Orthodox families.
9. The Vestry/Parish Council of \_\_\_\_\_ may propose representatives to the School Board. For as long as the School uses the premises and facilities of \_\_\_\_\_ Orthodox Church to house the school, at least one member of the Board of Trustees must be a member of the church. The current School Board members are \_\_\_\_\_, President; \_\_\_\_\_, Treasurer; \_\_\_\_\_, Secretary; \_\_\_\_\_, Member. Ex-Officio Members are \_\_\_\_\_, Headmaster; and Fr \_\_\_\_\_, Rector/Parish Priest.
10. The school board will maintain authority over educational and financial matters of the school, while welcoming any academic and financial support from \_\_\_\_\_ Orthodox Church.
11. The school will use the church's available space for classrooms and office space in a manner agreeable to both entities. Day-to-day use of the facilities will be determined by the school Headmaster and the church's Christian Education Director.
12. The school will present its budgets and copies of liability insurance to the Vestry/Parish Council on at least an annual basis and will provide regular communication regarding school plans and activities. The school will name the church as an additional insured on all its insurance policies.
13. The governing documents of the two entities will be amended to reflect these agreements.
14. The Memorandum of Understanding, as amended, will be submitted to the Vestry/Parish Council before the opening of every new school year.