

MEMORANDUM OF AGREEMENT

Between

Canadian Theological Students' Association
47 Queens Park Crescent
Toronto, Ontario M5S 2C3 Canada

(the "CTSA")

And

The Canadian Council of Churches
47 Queens Park Crescent
Toronto, Ontario M5S 2C3 Canada

(the "CCC")

The Canadian Council of Churches (CCC)

The Canadian Council of Churches is the largest ecumenical body in Canada, now representing 25 churches of Anglican, Eastern and Oriental Orthodox, Protestant and Roman Catholic traditions. We are together to grow Christian unity and work for a more faithful and just Canada.

The Canadian Theological Students' Association (CTSA)

The Canadian Theological Students Association pursues meaningful, innovative and effective ways to foster ecumenism among Canadian Theological students engaged in preparation for ministry and/or theological scholarship in theological schools throughout Canada. It aims to foster dialogue and understanding regarding theological issues, promote participation in the Canadian and global ecumenical movement, facilitate dialogue between theological institutions at the student level by giving its members an opportunity to work together ecumenically with particular emphasis upon the planning and implementation of the Annual Conference.

Purpose

The Canadian Council of Churches (CCC) and the Canadian Theological Students' Association (CTSA) have established this agreement to

- provide a stable and sustainable organizing space for the CTSA,
- facilitate a healthy relationship between the two bodies,
- connect the CTSA into the relevant CCC networks, and
- describe what can be expected of each organization.

Obligations of the CCC

1. To serve as the institutional home of the Canadian Theological Students Association (CTSA).
 2. To provide office space and equipment for the CTSA as needed.
 3. To support the National Planning Committee of the CTSA, including the organization of the annual CTSA conference and its Local Planning Committee.
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3. To assist with the coordinating of conference marketing, promotions and communications efforts.
4. In close collaboration with the CTSA contract, pay and supervise staff persons.
5. To make updates as requested to the CTSA website (www.ctsa.councilofchurches.ca).
6. To provide an annual financial report on the CTSA activities for the year (fiscal year July 1 to June 30) and to respond in a timely fashion to requests for information related to its income, expenses and assets.
7. To administer a \$150,000 grant from the Churches' Council on Theological Education (CCTE) for the purpose of supporting the CTSA.
8. To distribute annual investment income to a restricted fund designated for the purposes of the CTSA, the CTSC and theological education in Canada.
9. When needed, to draw no more than 10% of the original grant in any given year.
10. To place all distributions and any drawings in a restricted fund designated for the purposes of the CTSC, the CTSA, and theological education in Canada.
11. To respect the terms and conditions of the Howard M. Mills Memorial Fund (HMMMMF), a fund designated for theological education and supporting the CTSA and its annual conference.
12. To withdraw administration overhead not to exceed 15% of the annual expenses of the CTSA and CTSC operations and events.
13. To take other actions as needed in support of the CTSA.

Obligations of the CTSA and its National Planning Committee

1. To fulfill its vision and purpose as laid out in its Constitution.
2. To liaise monthly and provide copies of its meeting minutes with the designated CCC staff person.
3. To identify and recommend to the CCC for engagement staff persons as needed.
4. To manage and provide updates to the CTSA website (www.ctsa.councilofchurches.ca).
5. To maintain the CTSA archive of correspondence, reports, conference materials, and so on.
6. To prepare an annual budget for the CTSA, including the annual conference.
7. To appropriately and thoroughly document all income and expenses.
8. To hold harmless The Canadian Council of Churches for any legal or financial obligations related to its activities.

Duration

The CCC and the CTSA agree to evaluate and adjust this agreement at any time, but at least once every three years.

In case of cessation or suspension of the CTSA

Should the CTSA cease to operate for whatever reason, it is understood that the funds associated with the \$150,000 CCTE grant will be placed at the discretion of the Governing Board of The Canadian Council of Churches for the purposes of supporting ecumenical efforts in theological education in Canada.

Signed in duplicate.

For value received.

CANADIAN THEOLOGICAL STUDENTS' ASSOCIATION

By: Fraser Reilly-King

Position: Chair, National Planning Committee

Date: 30 August 2014

FOR THE CANADIAN COUNCIL OF CHURCHES



By: The Rev. Dr. Karen Hamilton

Position: General Secretary

Date: 30 August 2014

