

# Training Hub Memorandum of Understanding

Between Urban Training Collaborative Hub: [REDACTED]

Hub Host Organization: [REDACTED]

**AND**

Urban Training Collaborative Managing Partner (Street Palms)

## Purpose

This MOU outlines the roles and responsibilities of Training Hubs, as well as the benefits and support each hub can expect from the Urban Training Collaborative (UTC) and its partners, Leadership Foundations (LF), Christian Reformed World Missions (CRWM), and Street Psalms (SP). By signing this MOU, each hub is entitled to the benefits and commits to roles and responsibilities of a training hub.

The Urban Training Collaborative (UTC) is a joint initiative of Leadership Foundations, Christian Reformed World Missions, and Street Psalms on behalf of our shared networks. Street Psalms is the managing partner of the initiative. Together, we are a dynamic global training collaborative that equips the head (Reflection), heart (Discernment), and hands (Action) of urban community leaders, churches and organizations who seek the social and spiritual renewal of cities. This vision is drawn from Jesus's first public address in Luke 4:18-19, which speaks of good news and liberation for the poor. (See UTC Concept Paper for a detailed description.)

## UTC Outcomes

**The UTC is committed to two core outcomes:**

1. Train Urban Leaders
2. Strengthen Organizations

## Training Hub Criteria and Expectations

The UTC global strategy is built around Training Hubs. A UTC Hub is actively engaged in the mission of the UTC outlined in this MOU and described in more detail in the UTC Concept Paper. Each UTC training hub provides a menu of ongoing training for local leaders that is shaped by the UTC Training Model and is part of a network of training hubs coordinated and nurtured by SP, the managing partner of the UTC. Hubs will commit to "self-study" and mutually vet, encourage, and support one another using the peer accreditation model.

## Hub Criteria

- **Time and Resource Allocation.** Each Hub will name and resource a Director/team to focus on design, delivery and development of the Hub.
- **Commitment to Global UTC.** Hub Director/team demonstrates commitment to the community of the Collaborative by participation in monthly Hub network calls (3rd Mondays, 7:30am – 9:00am Pacific Time), visits to other Hubs (ideally at least one per year, though interval is flexible based on resources), sharing and adapting training resources across the UTC network and engagement with the UTC peer accreditation process. In addition, the Hub Director will meet monthly with UTC Director or assigned leader for the purpose of mentoring and coordination guided by the resource tools listed below.
- **Hub Tasks.** Hub director and training team demonstrate an ability to enlist and coordinate local trainers who align with the UTC approaches and who can deliver on all three hub tasks: GATHER, and TRAIN leaders both externally and internally as well as CROSSTRAIN with other Hubs.
- **Incarnational Training Framework.** UTC has adopted Street Psalms' Incarnational Training Framework. The framework gives a common vision, language and shape to the various curricula and training of the UTC network. (See Incarnational Training Framework).
- **Resource Tools.** Each UTC Hub will agree to active engagement with the Training Hub Inventory as a diagnostic and evaluative tool for their work. The HUB Director will develop an annual work plan that corresponds with the three areas listed in the inventory. In addition, each Hub will keep an actualized Training Menu that lists all the training that they are delivering and/or coordinating in their respective city.
- **Values Alignment.** Eagerness and capacity to deliver UTC resources in a way that honors the UTC values, curricula, standards, and approaches. From each local context, help create a collaborative and supportive environment for spiritual community formation as a foundation for transformative learning. All HUBS will agree to working with the Incarnational Training Framework which will help order and shape our work.
- **Urban Context.** A context of active engagement in urban social and spiritual renewal, with special attention to the city's most vulnerable communities.
- **Reporting.** Committed to self-reporting of outcomes and data collection, coordinated by SP.
- **Signed MOU.** With SP, LF and CRWM, committing to Hub criteria of the UTC.

## Hubs Can Expect

- **Convening and Coordination** by SP as managing partner and the UTC Director.
- **Global Network of Training Hubs** – sharing training resources, mutual support.
- **Certification** as an UTC Hub.
- **Joint Funding Possibilities.**
- **Curriculum Development** opportunities.
- **Academic Partnership** opportunities.
- **Virtual Cohorts and Training Opportunities** (Distance Learning).

## Virtual Training Hub

SP has developed a website for this purpose, and other online hubs may be included to serve the collaborative and a broader audience. The Street Psalms website features three main sections to serve the UTC learning process:

- Library (archived training resources)
- Magazine (timely, interactive content)
- Classroom (webinars, web conferences, training recording archives)

## Publishing

The Collaborative will be committed to making its resources available to a broad audience through a variety of media including books, ebooks, and online formats. Currently Street Psalms Press has this capacity, and other publishing ventures may be included to serve the Collaborative.

## UTC Partners: Roles and Responsibilities

- **Management Team (LF, CRWM and SP):** Provide vision of the initiative at the macro-level around fulfillment of mission and vision, agree upon core elements for the Incarnational Training Framework which will serve as a basis for specific curriculum projects. In addition, the MT will explore viable means of healthy initiative development, and share in fund development responsibilities.

### Roles within the Management Team:

- **SP:** Managing Partner: Chairs the Management Team and works with the UTC Director to implement the UTC. SP will serve to oversee the “core curriculum” development and delivery, engaging the Hub Directors integrally in the feedback loop of that process. SP will provide the primary day-to-day work team for the UTC Director and manage the growth and expansion of UTC Training Hubs, including R&D Hubs. Finally, SP will provide operational support for the UTC/Director.
- **LF:** Convenes and mobilizes the LF network within the UTC; responsible for the growth and expansion of the LF network.
- **CRWM:** Convenes and mobilizes the CRWM global transformational network strategy within the UTC; responsible for growth and expansion of the CRWM TN strategy.
- **UTC Director:** As a partner in the UTC joint initiative, CRWM will commit 80% of Joel Van Dyke’s time to serve as Director of the initiative. Van Dyke will remain an employee of CRWM. With respect to his UTC responsibilities he will be accountable to the joint management team and to the agency designated to serve as the managing partner by that team. As its employee, Van Dyke will be evaluated annually by CRWM based on the input given by the joint management team and managing partner agency with respect to his role as Director of the joint initiative. Van Dyke will meet weekly with the SP team and will facilitate the UTC management team. In addition, he will facilitate the monthly meeting of the UTC Hub Directors and monthly with all HUB Directors on an individual basis. The Hub Directors will also meet in person annually for a Hub Director Training Institute organized by the managing partner of the initiative (SP).
- **Steering Committee:** The Steering Committee is comprised of the UTC Management Team and Hub Directors. The Steering Committee gives vision and direction to the UTC. The Steering Committee is convened and coordinated by SP and the UTC Director, and will meet at least once annually.

### Joint Fund Development

The UTC will be leveraged for fund development purposes coordinated by SP and the Hub host organization. All joint funding initiatives will be conducted with full disclosure and approval of each of the parties of this agreement. Related to such projects, fund development meetings will take place with the UTC Management Team to ensure good communication, progress, follow through, reporting, and celebration.

## Term of MOU

The term of this agreement is one calendar year from date of signature.

## Signatures

**IN WITNESS WHEREOF**, the parties have executed this Agreement on the dates written below. The Undersigned agree to the provisions of this Memorandum as of [START DATE].

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1. UTC DIRECTOR (JOEL VAN DYKE)

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DATE

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2. HUB DIRECTOR

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DATE

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3. ORGANIZATIONAL DIRECTOR (WHEN APPLICABLE)

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DATE

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ORGANIZATION NAME

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CITY