

POLISHED

refining the details

POLISHED PARTNER AGREEMENT

This agreement is between Polished Ministries, Inc. (“Polished”) and Church (listed below), or Individual (listed below) as of _____, 2019. Polished is an off-site outreach ministry for young professional women.

Chapter Requirements

1. **HOST LOCATION:** Required to host this program at a public place, not on campus at a church
2. **MINISTRY VISION:** Willingness to maintain an outreach focused program
3. **TARGET MARKET:** Working women under 40
4. **PROGRAM:**
 - All chapter meetings will have programming for 60 minutes with special attention to start and end times to accommodate working women.
 - Speaker’s remarks are limited to 25 minutes to accommodate an emphasis on table discussion.
 - Each event must conclude with a formal gospel presentation outlined by Polished.
 - Response cards must be present at each event. Polished will provide downloadable template for chapters to print.
 - Minimum 6 events per calendar year.

5. VOLUNTEERS: All volunteers should follow the qualifications as outlined in Section 4. All Chapters are required to have volunteer leaders in the positions listed below.

- 1 Chapter Advisor Lead
- 4 Chapter Advisors
- 2 Chapter Co-Directors
- 1 Connections Chair
- 1 Event Coordinator
- 1 Table Leader per 8 attendees
- 1 Social Media Chair
- 1 Communications Chair
- 1 Greeter

6. SPEAKERS:

- All event speakers must adhere to the Nicene Creed and additional qualifications as outlined in Section 4 as well as the speaker agreement they must sign before participating in a chapter's event.
- The Chapter Directors may be the speakers for 20% of the events in a calendar year.
- 80% of the total events must feature an interview between a Chapter Director and a professional woman who is a Christ follower. Polished interviewees must be a woman currently working and their work cannot be limited to a Christian speaker or Christian author.
- 50% of all interviewees must be a person of color.
- The Chapter Co-Directors reserve the right to select the speaker for each event
- Speakers donate their time to Polished and will not receive an honorarium for their participation. Polished can send a tax receipt for the speaker's in-kind donation of time if requested.

_____ **I affix my initials declaring my understanding and agreement with Polished's Statements of Character, Faith and Mission.**

SECTION 1: Church Information

Church Name:

Physical Address

Street _____

City _____ State/Province _____ Zip _____ Country _____

Mailing Address

Street _____

City _____ State/Province _____ Zip _____ Country _____

Church Phone _____ Denomination _____

Church Website _____

Does your church have multiple campuses?

If yes, what is the location of main campus? City _____ State _____

Is your church part of an association or church planting network?

If yes, what is the name of association or church planting network?

Church emphasis/strengths (Check all that apply)

- Church planting
- Community outreach
- Small groups
- Seeker
- Missions

Primary Reason for Polished (Check all that apply)

Evangelism ministry

Work ministry

Church growth

Women's ministry

SECTION 2: Church Staff

Church Weekly Attendance _____

Why is this important? Polished keeps an up-to-date, accurate record of each new group, and we contact the churches via email to remind them of special information such as Renewal, Membership and Training.

Senior Pastor Name _____

Address _____

Email _____

Phone _____

This person is the church staff member overseeing the Polished group and has authority to sign the Polished Ministry Agreement:

Staff Member Name _____

Title _____

Email _____

Phone _____

SECTION 3: Founding Chapter Director

Polished leaders are connected to the online Polished resources through their email address. It is important for leaders to be registered in our system so they have access to Polished online resources and group management tools. Additional leaders can be registered once your group is set up in our database. PLEASE NOTE: The appointment, installation, replacement, and removal of a chapter director or assistant director is within the sole and full discretion and authority of the Executive Director of Polished.

Chapter Director Name _____

Street _____

City _____ State/Province _____ Zip _____ Country _____

Email _____ Phone _____

Birthday

Employer & Job Title

Have you attended a Polished Luncheon? No

Are you available to attend Polished Luncheons and Leadership meetings?

No Where do you go to church?

Do you affirm the Nicene Creed? No

What's your IG handle?

Twitter

Are you on FB? No

Church Reference Name

Church Reference Phone

Personal Reference Name

Personal Reference Phone

Personal Reference Email

How did you come to faith in Christ?

How would you share your faith with a young professional woman?

What about your character/disposition makes you a great fit for the Chapter Director Position?

If you have taken a personality test please share your findings.

Getting to know you is so fun! Anything else you want us to know about you?

SECTION 4: Christian Character, Faith and Mission of Polished

Statement of Christian Character

Polished exists to gather young professional women to navigate career and explore faith together. It's a community of Christian women who are committed to sharing the gospel with professional women, and to equip a generation of young professional women to share the gospel. Polished maintains its faith-based community as an expression and outpouring of its Christian beliefs. Polished believes that all of the organization's activities and the activities of each of its chapter groups should express Polished's beliefs as stated below and should be rendered as a service and in obedience to God. Each Polished employee, director, officer, chapter leader, volunteer, and board member should have the following qualifications:

- Personal, thriving relationship with Jesus Christ
- Passion for pre-conversion discipleship, evangelism, and loving the lost and disconnected
- Experience building successful relationships with professional women who do not know Christ as Savior and women who feel far away from God
- Extraordinary people skills plus a 'get-it' mentality and ability to relate to professional, career-focused women
- Experience curating and creating a vibrant culture, a place everyone loves serving
- Known for passion, idealism, integrity, positive attitude, mission-driven, and self-directed
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills
- Action-oriented, entrepreneurial, adaptable, and an innovative approach to business planning
- Ability to work effectively in collaboration with diverse groups of people

Statement of Faith

We believe in the Nicene Creed, which states:

I believe in one God, the Father Almighty, Maker of heaven and earth, and of all things visible and invisible. And in one Lord Jesus Christ, the only-begotten Son of God, begotten of the Father before all worlds; God of God, Light of Light, very God of very God; begotten, not made, being of one substance with the Father, by whom all things were made. Who, for us men for our salvation, came down from heaven, and was incarnate by the Holy Spirit of the virgin Mary, and was made man; and was crucified also for us under Pontius Pilate; He suffered and was buried; and the third day He rose again, according to the Scriptures; and ascended into heaven, and sits on the right hand of the Father; and He shall come again, with glory, to judge the quick and the dead; whose kingdom shall have no end. And I believe in the Holy Ghost, the Lord and Giver of Life; who proceeds from the Father [and the Son]; who with the Father and the Son together is worshipped and glorified; who spoke by the prophets. And I believe one holy catholic and apostolic Church. I acknowledge one baptism for the remission of sins; and I look for the resurrection of the dead, and the life of the world to come. Amen.

We believe also in:

- The only true God, the sovereign Creator and Sustainer of all things, existing eternally in three persons: Father, Son and Holy Spirit (Deuteronomy 6:4-5; Acts 17:24-28; 2 Corinthians 13:14).
- The divine inspiration, entire trustworthiness and authority of the Bible (2 Peter 1:20-21; 2 Timothy 3:16-17; Psalm 119:9-11, 105; 1 Thessalonians 2:13).
- The full deity and humanity of Jesus Christ, who lived as a perfect example, who atoned for the sins of the world at the cross, who was bodily raised from the dead and ascended as both Lord and Savior, and who will return bodily in power and glory in the fullness of time to judge the living and the dead, to consummate history and the eternal plan of God (John 1:1, 14; Colossians 2:9; Hebrews 4:15; Isaiah 53:3-6; Acts 4:10-12; Matthew 26:63-64; 2 Timothy 4:1).
- The value and dignity of all humankind: originally created in God's image, but who became alienated from God and each other because of sin and guilt, and who are justly subject to the wages of sin which is death (Genesis 1:26-27; Colossians 1:21; John 12:47-48).
- The justification, by God's grace, of all who trust in Jesus Christ for salvation (Ephesians 2:8-10; John 3:16-17; Romans 4:4-5)
- The present ministry of the Holy Spirit, by whose indwelling and transforming power the Christian is enabled to live out our new life and new calling to love God and love others (John 16:7; 1 Corinthians 6:19-20; Galatians 5:22-23; Matthew 28:18-20).
- The spiritual unity of believers in our Lord Jesus Christ, with equality across racial, gender and class differences (John 17:20-23; Revelation 5:9).

I affix my initials declaring my understanding and agreement with Polished's Statements of Character, Faith and Mission.

SECTION 5: Program Structure

Polished exists to gather young professional women to navigate career and explore faith together. Polished is distinct as an outreach ministry to unchurched, overchurched, dechurched or underserved young professional women.

We do this by hosting monthly one-hour events featuring a 25-minute interview between a Chapter Director and a professional woman to reach young professional women in their 20s and 30s who (a) do not know Christ as their Savior and/or (b) are disconnected from a local church and feel far away from God or (c) lack programming to serve their specific needs as a young professional woman.

Polished is not a Bible study or a Christian networking group or fellowship. It is specifically an outreach ministry, and everything Polished does should be filtered through these questions: Will this engage young professional women who don't know Christ and/or feel far away from God? Will this equip professional women to better share their faith?

Chapter Directors report directly to Polished Ministries' leadership, specifically the Executive Director. Potential Chapter Directors are required to complete and submit online a Chapter Director application, including references, and to participate in a virtual interview. Selection of Chapter Directors is within the sole discretion of the Executive Director and may be changed, altered, or removed at any time for any reason. In addition, Polished retains the right to remove and/or replace any local leader for any reason at any time. Chapter Directors are expected to participate in monthly training and report calls with the Executive Director and any other training or reporting requirements as requested by the Executive Director.

Polished has the full and exclusive right to use any and all membership and leader information, including names, contact information, church membership information, and demographic information.

_____ **I affix my initials declaring that I understand the program and leadership structure of Polished and I will adhere to such organizational structure.**

SECTION 6: Financial Requirements

6.1 Startup fee \$2,500

We understand the completion of the Ministry Agreement requires an initial startup fee paid to Polished Ministries, Inc. at the time the Ministry Agreement is submitted. The startup fee includes but is not limited to:

- Unlimited access to Digital Training that include but are not limited to
 - How to launch a new Polished chapter
 - Best practices for recruiting volunteers
 - Best practices for booking interviewees
 - How to find a venue
 - How lead chapter leader meetings
 - How to secure in-kind support
 - How to for all leadership positions
- Monthly virtual coaching
- Rights to digital promotion templates and social media images
- Placement on the Polished website
- 15 Training Curriculum workbooks and unlimited rights to purchase additional curriculum as needed.
- Each event will be processed through the Polished CRM leaving the backend support of registration as the responsibility of Polished Headquarters

6.2 Annual Renewal \$500

We understand it is the responsibility of the Church or Chapter Directors to renew annually with Polished. Ministry Agreements dated September 1 - December 31 will automatically be renewed by Polished and will not be charged for their first renewal. The annual renewal fee includes access to all of the startup benefits for another 12 month period.

6.3 Attendee Network Registration \$100 per person annual fee or \$55 bi annual fee for network members.

We understand that every Polished attendee network registration with Polished is *optional* for every event for all Polished local attendees, leaders, and volunteers. The ticket price of an event must be a minimum of \$20 over the cost of food for non-network attendees and the ticket price of an event for network members will be a minimum of \$5 over the cost of food. The attendee network benefits includes but is not limited to:

ONLINE COMMUNITY

- Access to our online member directory
- Access to our private Slack channel

EVENT INVITATIONS

- Access to any of our Polished events nationwide - fees not excluded for any meal provided.
- Exclusive special member events periodically throughout the year - events vary based on location.

DIGITAL INSPIRATION

- Devotionals, downloads and resources all created to support young professional women.

6.4 Additional Group Startup Fee \$ 1500

We understand that additional group startup fees are required at the time of Agreement submission for any group locations beyond the primary, initial location for one church.

All fees are subject to change. This agreement does not guarantee pricing.

_____ **I affix my initials declaring my understanding of the financial requirements of this Ministry Agreement and agree to pay all fees associated with the Ministry Agreement to Polished.**

SECTION 7: Leadership Training

The leadership of this Polished chapter is charged with and accepts the responsibility to share the gospel with young professional women and to equip young professional women to share the gospel. Polished makes available certain materials, curriculum and online support to assist the local leadership in their task. This Church and/or Founding Chapter Director understands that Polished leadership training is not all-inclusive. This church/leader further understands that providing funds for leadership to attend training events is a responsibility of the Church or individual and will consider providing for such training through its budget, if possible.

SECTION 8: Ownership of Polished Materials

It is agreed that the Polished name and logo, the Digital Training Kit, printed material, Bible study material, any other materials created by Polished Ministries, and access to CRM are owned solely and exclusively by Polished Ministries. These materials can only be used while a current Polished Ministry Agreement is in effect. Such use shall be confined solely to the publicity for and identification of activities sponsored by the Polished chapter group except as specifically authorized in writing by Polished Ministries.

AUTHORIZED POLISHED LOGO USE

The Polished logo can be downloaded from the Polished Leaders' website. Polished chapter groups may use the name and logo while a current Ministry Agreement is in existence. Such use should be confined solely to the publicity for and identification of activities sponsored by the Polished chapter group. To get permission (when needed) to use the Polished logo please email info@polishedonline.org.

SECTION 9: Agreement not to compete

Polished information, digital or other training materials, member names, demographic information of members and/or leaders, model, and training are to be used for the sole purpose of running a Polished chapter group and executing Polished chapter group events.

SECTION 10: Relationship Between Polished & The Church/Individual

This Church and Polished Ministries agree that the Church's Polished chapter group is not a division, section, or department of Polished Ministries, and that the church employees or other personnel involved with the Church are not employees, volunteers, or other personnel of Polished Ministries.

Polished Ministries shall have no liability for any and all aspects of the Church's Polished chapter group and its activities and events. The Church shall indemnify and hold harmless Polished Ministries against all claims, damages, and liabilities arising out of the Church's Polished chapter group, including claims by or against the Church, volunteers, event participants, employees, or Polished members.

SECTION 11: Agreements Survive Modifications, Renewal, No Waiver of Breach

This Ministry Agreement is effective and applicable to the Church when it is approved by Polished Ministries. After it is approved, this Ministry Agreement may only be modified by written agreement signed by the Executive Director of Polished and the Church. The parties' respective rights and obligations, including financial obligations, as set forth in this Ministry Agreement shall continue in full force and effect upon the renewal of the Ministry Agreement by Polished, except to the extent they are modified by Polished Ministries. If this Ministry Agreement is breached and Polished Ministries does not give notice of or seek to remedy this breach, this shall not prevent Polished Ministries from subsequently acting upon that breach or another breach.

SECTION 12: Authorization of Ministry Agreement

The undersigned is authorized to sign as a legal representative on behalf of the Church. The undersigned authorizes that the Church has received and reviewed the Ministry Agreement and understands the commitments of the Ministry Agreement. The undersigned further certifies that all statements regarding the Church are true and complete.

Signature

Printed Name _____

Title _____

Date _____

FOR INTERNAL USE ONLY:

Polished Ministries:

Signature _____

Printed Name _____

Title _____

Date _____