

Appendix 33: Sample Diocesan Collections Agreement

This Agreement, entered into as of the 1st day of January, 2015, by and between the Diocese of Bismarck, a North Dakota nonprofit corporation, of 520 N. Washington St., PO Box 1137, Bismarck, ND 58502-1137 hereinafter referred to as the "Diocese", and the Church of St. Henry, of Regent, ND hereinafter referred to as the "Parish".

The parties agree as follows:

1. Diocese hereby names and authorizes Parish to act as its agent and on its behalf for the Annual God's Share Appeal; Annual African Mission Appeal; and the Annual National and Universal Church Collections approved by the Bishop for the Diocese as follows:
 - a. Parish shall receive funds donated to the Appeals/Collections;
 - b. Parish shall deposit Appeal/Collection donations in Parish bank accounts;
 - c. Parish shall receive and hold Appeal/Collection donations as agent for Diocese;
 - d. Parish shall maintain records for each Appeal/Collection donation received, which shall include the name and address of the donor; the date of the donation; amount of each Appeal/Collection donation; and the check number of the donation, if made by check.
 - e. The Diocese shall have the right to review such records at any time upon reasonable notice to Parish;
 - f. Diocese shall have the right to establish reasonable rules and procedures for the process outlined above.

2. From time-to-time, as shall be determined by Diocese, Parish shall pay and deliver to Diocese in a lump sum all Appeal/Collection donations currently held on deposit by Parish, and deliver to Diocese its records for those donations. Payment and delivery shall be made to Diocese as follows:

Diocese of Bismarck
Office of Stewardship and Resource Development
(Name of Appeal/Collection)
520 N. Washington St.
PO Box 1137
Bismarck, ND 58502-1137

3. At the end of each calendar year, Diocese shall prepare and deliver to each Appeal/Collection donor an acknowledgement letter which sets forth the total Appeal/Collection amount donated by the donor for that calendar year.
4. This Agreement shall commence as of January 1, 2015, and shall continue for a period of one (1) year. At the end of the original term and each renewal term, the Agreement shall automatically renew for an additional period of one year unless the parties mutually agree to terminate the same in writing.

IN WITNESS WHEREOF, the parties have executed this Agreement on the date set forth above.

THE DIOCESE OF BISMARCK,
a non-profit corporation under the laws of the
State of North Dakota

By: _____
Most Reverend David D. Kagan, D.D, P.A., J.C.L.
Bishop of Bismarck, its President

PARISH: Church of _____

BY: Reverend _____

Secretary