To: *[FAMILY]*

From: Members of NewStory Church, Granville Ave United Methodist Church

Date: *[DATE]*

Greetings in the name of Christ Jesus, who taught us to welcome the migrant, feed the hungry, visit the prisoner, and care for all vulnerable people. As an Immigrant Welcoming and Sanctuary Congregation, we have made a commitment to speak out for the rights of migrants, to advocate and provide support for those seeking asylum and also to show our solidarity with concrete acts of welcome.

Therefore we are honored to have the opportunity to welcome you into our church building on a temporary basis, beginning *[DATE]*, for up to six months at a time with renewals possible. We are able to offer this space in solidarity with you as part of our ongoing mission to be a place of hospitality. We understand that by supporting you with an invitation to stay here for a time, we are showing that you have broader community support for your asylum case. The space has been used by others in the past and will be used by others in the future. To enable us to continue this ministry, you agree to join us in keeping the space in good shape. Therefore, we ask you to accept the following:

* We all understand that we are providing hospitality and support during the waiting period for temporary work authorization. Once work authorization has been granted and you/your family are able to be self-sufficient, we will support your family in transitioning to your own living situation.
* For safety purposes, it is important that children not be allowed to roam the building unattended.
* The sanctuary should not be used without the explicit permission from leadership from NewStory Church or Granville Ave United Methodist Church.
* Guests are not allowed, and guests may not stay overnight. A guest is defined as an additional person or people invited into the church building space.
* Please respect the space by keeping it clean and quiet (while others are in the building).
	+ Dishes must be washed thoroughly immediately after use.
	+ Crumbs must be swept up/vacuumed every day.
	+ Food that does require refrigeration should be stored in the kitchen cabinet(s) labeled for your family’s use. Since the fridge is shared with the church communities, refrigerated items should have a label with your family name when stored in the fridge.
	+ Smoking, drinking/storing alcohol, and drug use are explicitly prohibited at all times on the church’s premises.
	+ Clothes and personal items should be kept as orderly as possible.
	+ We want this to be your home while you are here, and that means using this space that is shared with multiple churches in the building. When using communal items, please return them to their original locations after use.
	+ Since the bathrooms and showers will be shared spaces, we ask that you do not leave personal items in them. Portable toiletry containers will be provided to you (as needed) to store your bathroom items.
	+ Staff from NewStory Church and Granville Ave United Methodist Church will have access to your rooms and we will inform you if we need to go in for any reason or will knock if we need to speak with you. You have a right to your own private space, so simply let us know if we should not enter at that time.

You have joined us in a shared ministry. We want to know if you have any problems with the space. You know we also make this space available out of our desire to be a part of your support network. Thus, it is necessary that you keep us informed about your personal situation in an open and honest way as you work towards self sufficiency. Please keep us informed of your needs, but also how you are progressing towards self sufficiency such as your jobs and resources that will help you get to that point. We don’t intend to pry into your personal business, however, to be in solidarity with you, there is certain information we do need to know. If you are unable to be open and honest with us, let us know. Arrangements will be made for you to find a different location.

We want you to be comfortable, safe, and happy in our church home. If you have any questions, issues, or concerns, please let us know right away. Contact information for select leaders from NewStory Church, Granville Ave United Methodist Church, Sanctuary Working Group, and the Faith Community Initiative (FCI) are listed in the attached Appendix A.

We all understand that this arrangement is being entered into by *[FAMILY]*, NewStory Church and Granville Ave United Methodist Church.

NewStory Church and Granville Ave Methodist Church members and staff agree not to give any monetary donations directly to the family. The churches are available to act as a fiscal agent for any donations offered (memo line: Asylum support) so that records can be kept and a budget can be followed.

We give thanks for the opportunity to work toward the realm of God in this small but important way. The signatures on the next page indicate agreement with this Letter of Understanding and the terms.

In Christ,

NewStory Church and Granville Ave United Methodist Church

Signature Page

NewStory Church

| Name: | Signature: | Date: |
| --- | --- | --- |

Granville Ave United Methodist Church

| Name: | Signature: | Date: |
| --- | --- | --- |

Family Member(s) aged 18+

| Name: | Signature: | Date: |
| --- | --- | --- |

| Name: | Signature: | Date: |
| --- | --- | --- |

| Name: | Signature: | Date: |
| --- | --- | --- |

| Name: | Signature: | Date: |
| --- | --- | --- |

Appendix A

**Contact Information**

NewStory Church

| Pastor Matt Temple |  |
| --- | --- |
| Pastor Tasha Mitchell |  |

Granville Ave Methodist Church

| Don Hoss |  |
| --- | --- |

Sanctuary Working Group

|  |  |
| --- | --- |

Faith Community Initiative (FCI)

|  |  |
| --- | --- |