

THE GIRLS' BRIGADE NEW ZEALAND INCORPORATED  
(INCLUDING ICONZ4GIRLZ)



Memorandum of Understanding

1. **The Parties**

This Memorandum of understanding is made:

Between .....Church  
(hereinafter referred to as the Church)

**AND:** The Girls' Brigade New Zealand Incorporated including *iconz4girlz*  
(hereinafter referred to as IFG/GBNZ)

2. **Background:**

The concept for IFG was conceived in 2008 by Girls' Brigade NZ, as a further development of the Boys' Brigade NZ/ICONZ initiative. Girls' Brigade has been operating in New Zealand since 1928 the Movement having commenced in Dublin Ireland in 1893.

3. **Vision Statement of IFG**

To provide a life development programme available to all New Zealand girls.

4. **Purpose of IFG/GBNZ**

To provide a skills and values based Christian programme for churches to deliver to girls, to empower them to succeed in tomorrow's world.

5. **Object of IFG/GBNZ:**

"To help girls become followers of the Lord Jesus Christ, and through self-control, reverence and a sense of responsibility, to find true enrichment of life."

6. **The Motto**

"Growing girls for good!"

7. **Purpose of Memorandum:**

The purpose of this memorandum is to provide the parameters for the Church to operate a GBNZ approved and registered IFG Unit(s) as an integral part of the mission of the Church.

8. **IFG Curriculum:**

- IFG is a programme for girls for school years 1 to 13 (ages 5 to 18 years).
- IFG delivers programmes at four levels: School years 1 – 3, 4 – 6, 7 – 9, 10 – 13
- All curriculum resources in any format (printed, digital, on-line) are proprietary property and are to be only used by registered leaders for the purpose of running the programme.

The IFG programme will recognise and nurture the whole person while creating a supportive environment where positive Christian values are role modelled.

9. **IFG Unit ownership:**

- The Church accepts ownership and responsibility for its IFG Unit(s).
- The Unit can only operate as part of the Church and must be authorised by the Church to do so.
- Subject to compliance with the GBNZ/IFG constitution and rules, the final word over all of the operation of the IFG Unit(s) rests with the host Church.



## 10. Starting an IFG Unit:

An IFG Unit cannot commence without receiving the approval of IFG/GBNZ. Approval to use the names iconz4girlz and IFG will be given when all the registration criteria are met.

## 11. Running an IFG Unit:

Continuing operation as an IFG Unit(s) and use of the iconz4girlz/IFG names is dependent on IFG/GBNZ being satisfied on a continuing basis that the standards and requirements of operating an IFG unit are being met.

## 12. The Churches responsibilities:

An IFG Unit is an integral part of the children's and youth ministry of the Church which:

- Is responsible for the IFG Unit subject only to the Constitution and Rules of GBNZ (which includes IFG)
- Appoints the leaders who are responsible to the church.
- Appoints a Chaplain to the IFG Unit.
- Oversees the Christian Education segment of the IFG Unit.
- Owns all of the equipment and monies vested in the IFG Unit.
- Ensures a core leadership team attends initial training sessions provided by the IFG Management Team or their representative(s) prior to commencement of the IFG programme.
- Appoints a Church representative having responsibility for the Health and Safety and Child Protection Policies of the Church to attend the initial training session to familiarise leaders with these policies.
- Ensures all compliance paperwork including this Memorandum is signed off by an official of the church prior to commencement of the IFG programme.
- Ensures that all ongoing safety management requirements are met.
- Is responsible for any legal liability claims made against the IFG Unit or its leaders and should ensure that the Churches Liability Insurance extends to include the IFG Unit. GBNZ and IFG have no legal responsibility for any claims made against an IFG Unit or its leaders or helpers.
- Ensures the IFG Unit meets its financial obligations to IFG/GBNZ with prompt payments of accounts.

## 13. Leadership Requirements:

- The Church leadership must ensure that there are adequate numbers of suitable leaders, approved by the church leadership, leading IFG Units.
- IFG /GBNZ require that there must be a minimum of three registered leaders for each Unit with at least one leader for each eight girls.

## 14. IFG/GBNZ Responsibilities:

### IFG/GBNZ will:

- Once an IFG Unit has been approved by and registered with IFG/GBNZ, and for as long as the IFG Unit remains approved by and registered with IFG/GBNZ, grant the Church a non-exclusive licence to use the IFG curriculum for the purposes of running the IFG programmes.
- Provide leadership training for IFG volunteer leaders from time to time. It would be expected that a volunteer leader would attend such a course at least once every two years. Courses are arranged to suit the availability and requirements of leaders in each Unit.
- Continue to develop and improve the IFG programmes and make such developments and improvements available to the Church from time to time.
- Provide such other support and assistance to the Church as IFG/GBNZ considers is necessary or desirable for the effective running of the IFG Unit and to help achieve the purpose and objectives of IFG.
- Include IFG Units in the registration held by Girls' Brigade New Zealand which complies with the Charities Act of 2005

## 15. Resources in Electronic Form

- Access to the Leaders' Resource Section on the IFG website is by way of a link provided to Registered Leaders by IFG/GBNZ.



- These resources are to be used for the express purpose of running the programme and should not be copied for others without permission

**16. Leaders' Registration:**

- All IFG leaders are required to have current registration through IFG/GBNZ. Registration is renewed every three years.
- Registration requires a satisfactory Police check, renewable three yearly.
- Additionally all IFG/GBNZ leaders are required to sign (and comply with) the IFG/GBNZ Code of Conduct.

**17. Term:**

This Memorandum shall commence on the \_\_\_\_\_ and shall remain in force until it is terminated in accordance with the provisions of this Memorandum.

**18. Disputes:**

If any dispute or difference cannot be resolved between the Parties by active, open and good faith discussion, the Parties will enter into mediation in accordance with the New Zealand Rules of Procedure for Christian Conciliation as published by 'Peace Promise NZ' ([www.peacepromise.org.nz](http://www.peacepromise.org.nz)). However this Memorandum of Understanding may be terminated immediately by either party without requiring such mediation should this Memorandum be seriously breached.

**19. Amendment:**

This Memorandum of Understanding may be amended at any time by agreement in writing (including email) between the Parties.

**20. Termination of this Memorandum:**

Either party may terminate this Memorandum upon giving four week's notice in writing of that intention. The period of notice may be varied by mutual agreement between the Parties. On termination of this Memorandum, the Church will cease to operate IFG, and will cease to use the IFG, curriculum and programmes and will remove all references to its association with IFG and GBNZ from its materials and advertising. On termination any remaining monies and equipment are transferred to Church ownership.

**Executed as a Memorandum of Understanding**

Signed on behalf of ..... Church

Signature ..... Name .....

Position: ..... Date .....

Signed on behalf of Girls' Brigade NZ / *iconz4girlz*

Signature: ..... Name .....

Position ..... Date .....

*The original of this document shall be held on file at the office of Girls' Brigade NZ. Copies should be kept by the church and the iconz4girlz Unit for future reference.*

