

**RELATIONSHIP STATEMENT BETWEEN PROJECT  
TRANSFORMATION DC AND  
THE BALTIMORE-WASHINGTON CONFERENCE  
OF THE UNITED METHODIST CHURCH, INC.**

**I. PURPOSE**

The purpose of this Relationship Statement is to provide a clear and consistent, mutually agreed upon statement of the relationship between Project Transformation DC (hereafter “PTDC”) and The Baltimore-Washington Conference of The United Methodist Church (hereafter “The Conference”). This Agreement will set forth elements of a dynamic relationship that is fundamentally important to both PTDC and The Conference. This agreement defines that ongoing responsibilities of each party to the other and supersedes any other prior understanding, and relationships, whether expressed or implied. All future relevant communication by either party shall reflect the relationship as agreed herein.

**II. PREAMBLE**

The Conference is an annual conference within The United Methodist Church, whose territory includes the western shore of Maryland, all of the District of Columbia, and a portion of West Virginia. It has a mission and witness on behalf of The United Methodist Church. This tradition of over two hundred years has included various ministries for and with children, youth, and young adults to its members and the general public.

Project Transformation DC is a local affiliate of Project Transformation, a ministry that seeks to bring together young adult interns, local United Methodist congregations, and children/youth of underserved neighborhoods for academic and personal enrichment during the summer months.

The relationship between The Conference and PTDC is grounded in mutually shared goals of connecting the energy of young adults, the strength of church-supported institutions, and the untapped resources of underserved neighborhoods to meet the needs of children and youth. The Conference and PTDC will draw strength from one another even as United Methodist involvement in justice and mercy ministries is enhanced.

In this relationship, the Conference and PTDC are both values-driven, faith-based organizations that are committed to service in the community. Both share core United Methodist values.

**III. RESPONSIBILITIES OF PROJECT TRANSFORMATION DC  
TO THE BALTIMORE-WASHINGTON CONFERENCE OF THE  
UNITED METHODIST CHURCH, INC.**

- A. To share with The Conference the following documentation:
  - 1. A current mission statement.
  - 2. An annual report.
  - 3. Copies of regular operational and financial reports, including an audit report.
  - 4. A copy of the articles of incorporation and by-laws, including any amendments.
  
- B. To share with the Discipleship Council of The Conference the following at least 90 days prior to the annual conference session:
  - 1. All information listed in A above.
  - 2. Any documents advising significant changes in the direction of PTDC.
  - 3. Any plans of PTDC to solicit funds from the churches of The Conference.
  
- C. To use the official name of PTDC or the names under which it does business on all promotional and official documents; but not to use the name of The Baltimore-Washington Conference of The United Methodist Church on any such material apart from this Relationship Statement.

**IV. RESPONSIBILITIES OF THE BALTIMORE-WASHINGTON  
CONFERENCE OF THE UNITED METHODIST CHURCH, INC., TO  
PROJECT TRANSFORMATION D.C.**

- A. To provide encouragement and support for aligning with United Methodist values and beliefs.
  
- B. To provide PTDC with access to appropriate communications channels of The Conference.
  
- C. To receive a verbal or written report from PTDC at each regular Annual Conference session of The Conference.
  
- D. To encourage use of United Methodist approved Safe Sanctuary policies, and participation in self-evaluation programs which may be offered by the Discipleship Council of The Conference.
  
- E. To assist in maintaining awareness of spiritual and missional priorities in ministry.

- F. To communicate any changes in the *Book of Discipline* of the United Methodist Church and/or The Conference which may affect this relationship.
- G. The Conference point of contact for PTDC will be the Director of Connectional Ministries or their designee.

## **V. LEGAL AND FINANCIAL RESPONSIBILITY**

- A. Neither Project Transformation DC nor The Conference, organized under appropriate state and jurisdiction laws, has or accepts any legal or financial responsibility for the operations or affairs of the other. Neither is the agent or servant of the other, neither shall represent that it is the agent or servant of the other, and neither shall represent that the other is its agent or servant.
- B. Ownership in and control of the assets and operation of PTDC resides total and solely in Project Transformation, a District of Columbia not-for-profit corporation, and its Board of Directors.
- C. The Conference and PTDC are legally and financially independent under all relevant State and Federal laws. The Conference shall not be legally responsible for the debts, contracts, or obligations, or for any other financial commitments of any character or description created, undertaken, or assumed by PTDC.
- D. Though financially independent, PTDC may apply for appropriate grants or request a special offering as may be made available from time to time by The Conference, at the discretion of The Conference. PTDC may on occasion with the approval of the Discipleship Council and Council on Finance and Administration solicit funds from Conference member churches (see III, B, 3 above).

## **VI. REVIEW AND REVISION**

This agreement shall be reviewed annually by the Ministry Relationship Oversight Committee of The Conference and PTDC and revised as needed.

THE BALTIMORE-WASHINGTON CONFERENCE  
OF THE UNITED METHODIST CHURCH, INC.

PROJECT  
TRANSFORMATION D.C.