



# ADMINISTER JUSTICE MINISTRY AGREEMENT

This Ministry Agreement is made between Administer Justice located at 1750 Grandstand Place, Suite 15, Elgin, IL 60123 (AJ), and \_\_\_\_\_ located at \_\_\_\_\_ (Host Church), both tax-exempt public charities, for the purpose of establishing a Chapter of Administer Justice.

## Our Shared Mission

God cares deeply about justice, which is rooted in His Word, His character, and the foundation of His throne. We recognize He calls us to “Administer true justice, show mercy and compassion to one another.” Zech. 7:9. He invites us to “do justice, love kindness, and walk humbly with God.” Mic. 6:8. And He commands us to love God and love our neighbor. Mt. 22:37-40.

Together, we aim to live out these commands by establishing, promoting, supporting, and sustaining a chapter of Administer Justice that provides legal information, assistance, and guidance to vulnerable neighbors in the community.

### 1. *Term and Termination.*

- This Agreement is for one year and automatically renews each year unless either party gives 30 days’ prior written notice.
- Upon the date of notified termination, all insurance coverage, access to systems, and use of proprietary materials will cease.

### 2. *What Administer Justice Provides.*

AJ provides a charter to Host Church to operate an Administer Justice Chapter at the Church. AJ provides initial and ongoing support, including:

- *Volunteer training.* All volunteers are required to complete training for their role and sign a Volunteer Agreement covering confidentiality before serving.
- *Insurance coverages.* AJ provides commercial general liability insurance including personal injury and property, along with a Lawyer’s Professional Liability (malpractice), in the amount of at least one million dollars (\$1,000,000) per occurrence and at least one million dollars (\$1,000,000) in the aggregate covering Host Church and Chapter operations.
- *Launch Support.* AJ provides individual coaching and group cohort support to the team leader (Justice Champion) as they launch the chapter. AJ also provides a “launch kit” of initial resources for operation and signage.
- *Attorney Recruitment and Support.* AJ has dedicated staff to support the Host Church and Justice Champion in recruiting and supporting attorneys in their service. AJ does not provide volunteer attorneys but relies on local relationships and outreach. AJ has strong support mechanisms in place and ensures all attorneys undergo training and are licensed to practice in the state or can be covered under retired or other statuses that permit pro bono service by attorneys.
- *Client Support.* AJ’s National Support Center schedules appointments by phone and on the website. The website includes a listing of the Host Church and hours of operation. When scheduled

through the National Support Center, copays will be collected by AJ.

- *Dashboard of Impact.* Justice Champion will have access to a personalized dashboard for the Host Church containing information about the Chapter's volunteers, clients, feedback, and benevolence fund balance. AJ cannot provide additional data without a separate agreement.
- *Justice Community.* AJ provides opportunities to connect with other Chapters in the area and nationally.
- *Licenses.* AJ provides access to case management/time tracking and client scheduling systems. The confidential information contained in such systems remains the property of Administer Justice.
- *Ongoing Support.* Continuing support by email and phone from AJ's National Support Center.
- *Intellectual Property.* A limited, revocable license to use AJ trademarks or copyrights subject to this Agreement and the [Chapter Operating Guidelines](#).

### **3. What the Church Provides.**

The Host Church provides a welcoming space suitable for Chapter operations, typically four hours monthly. The space must be internet accessible, have at least one computer with printer, allow for confidential meetings, and be easily accessible for everyone, including those with disabilities. In addition, the Host Church agrees to:

- *Chapter Operation.* Host Church agrees to make reasonable efforts to open within six months of this Agreement and to sustain the Chapter for the duration of this Agreement. The Chapter will operate in compliance with all laws and not discriminate or engage in any act that may injure the reputation of Host Church or AJ.
- *Appoint a Designated Church Representative (DCR).* Host Church agrees to appoint a DCR who holds a leadership position in the Host Church and serves as the liaison between the Chapter and Host Church leadership. The DCR integrates the ministry into the Host Church by communicating the opportunity to seek help, volunteer, or donate. They share the ministry's impact in broader Host Church communications.
- *Appoint Justice Champion(s).* Host Church agrees to identify and recruit at least one Justice Champion to serve as the volunteer leader of the Chapter and make reasonable efforts to secure a new or replacement Justice Champion if for any reason the initial leader needs to withdraw from service. Justice Champions complete a discernment process with the AJ Team to confirm role alignment. AJ reserves the right to decline moving forward with a Justice Champion and will work with Host Church to ensure a qualified leader is found.
- *Comply with AJ's "Chapter Operating Guidelines."* AJ's [Chapter Operating Guidelines](#) are provided to the Host Church and its DCR and Justice Champion, available online, and are updated from time to time to reflect current operational processes and procedures. An important component of the Guidelines is ensuring all client data is entered, and timekeeping is maintained for insurance coverage purposes. By signing this Agreement, the Host Church confirms it has received the Chapter Operating Guidelines and agrees to follow them at all times.
- *Payment of Outstanding Client Copays.* AJ charges each client a copay to invite participation in the process and ensure sustainability of operations. AJ reserves the right to change the amount of the copay and will notify the Host Church of any change. AJ will collect the copay for any appointment booked by the National Support Center. The Host Church may determine to lower or waive the

copay for walk-ins or those scheduling directly with the Chapter volunteers, and the Host Church is responsible for remittance of those copays to AJ. Consistent balance deficits may be cause for terminating the Chapter's charter.

- *Reimbursement Upon Failure to Launch.* If the Host Church fails to open a Chapter after AJ has incurred non-recoverable costs for launch kit and/or signage (not to exceed \$500), the Host Church will reimburse such expenses within 60 days of receipt of a request containing itemization.

#### 4. Shared Understandings

- All Chapter volunteers are indemnified volunteers of AJ, not the Host Church, and are acting on behalf of the Chapter when engaged in Chapter operations.
- AJ retains ownership of all materials and trademarks used under license.
- The Host Church and AJ are separate organizations. This Agreement is not a partnership or joint venture but solely the grant of a charter for the operation of a Chapter of Administer Justice.
- AJ may terminate this Agreement for unmet responsibilities.
- AJ and the Host Church each confirm that the person signing this Agreement for their organization is authorized to legally bind that organization.
- Any notice required or allowed under this Agreement may be given by email or certified mail (postage prepaid, return receipt requested) and addressed to the mailing addresses on page 1 of this Agreement or, if given by email, to the Host Church's email address on record with AJ and to hope@administerjustice.org. A notice is considered received when (i) the email is delivered to the recipient's email address, or (ii) when delivery of the certified mailing is confirmed. Each party agrees to keep the other informed of their current email and mailing address for notices.

#### 5. Disputes & Resolution

This Agreement is governed by and construed in accordance with Illinois law. We agree to resolve disputes in a biblical and peaceful way, following Matthew 18:15–17. If a dispute about this Agreement cannot be resolved within 30 days after notice, the parties will submit the matter to Christian Conciliation through Crossroads Resolution Group or another dispute resolution service both parties agree on. The process will begin with mediation, and if that does not resolve the dispute within 30 days after the mediator is appointed, it will proceed to binding arbitration. The arbitrator's decision may be enforced in court. This is the exclusive way to resolve such disputes, and the parties waive the right to sue each other except to enforce an arbitration decision. Costs will be shared equally.

#### 6. Signatures

Administer Justice

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

[Host Church Name]

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_