Memorandum of Understanding Between

Christian Legal Clinics of Philadelphia and (Host Ministry)

Regarding Monthly/Biweekly Legal Clinics at (Location of Host Ministry)

Effective (Date)

Christian Legal Clinics of Philadelphia, Inc. (CLCP) and (Name of Host Ministry)

share in their desire to serve the Philadelphia together through holistic kingdom centered ministries. It is our mutual desire to partner together to meet the legal and spiritual needs of the neighborhood in which the legal clinic is located.

(Host Ministry) as the neighborhood ministry will provide CLCP with the following space in its facility and support from its staff for the monthly/biweekly legal clinic:

1. CLCP provides and coordinates the necessary volunteer attorneys. It will appoint a lead attorney coordinator to work with the coordinator appointed by the host ministry.
2. CLCP provides the necessary equipment to run the clinic including a filing cabinet, scanner, and laptops.
3. CLCP provides training for personnel assigned to work with legal clinic by Host Ministry.
4. CLCP provides the necessary paperwork to operate the clinic including intake forms and Help and Hope Folders.
5. Host ministry will assemble new client files into file folders it provides and will copy sufficient blank forms to be ready each clinic day.
6. Host ministry agrees to provide space in its building for CLCP to keep a small 2 drawer filing cabinet. That is the only item CLCP will store on Host’s premises.
7. Host ministry, during clinic hours, once or twice a month for four hours each day, agrees to provide a reception area to greet clients, and 3 offices suitable for private consultations.
8. Host ministry agrees to make available its wireless network and any passwords necessary to access the network.
9. CLCP will provide host ministry with flyers to promote the legal clinic.
10. Host ministry agrees to provide the necessary promotion and publicity for clinic to attract sufficient clients to clinic.
11. Host ministry will provide its own person to act as clinic coordinator. This person or persons shall be available to receive scheduling phone calls from prospective clients and on clinic day to greet clients and handle intake.
12. CLCP shall supply the phone number and phone system to receive calls from clients. Calls will be forwarded to a number provided by host ministry.
13. CLCP will refer clients who request spiritual and personal follow up to host ministry who will select someone to make contact with clients to see what care is needed.