

INTERNATIONAL BAPTIST CONVENTION

OPERATIONS MANUAL

FOR

**OFFICERS, ADMINISTRATIVE COUNCILS, MINISTRY
TEAMS, AUXILIARIES, AND REGIONAL COUNCILS**

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INTRODUCTION

At the annual meeting of the International Baptist Convention, October 25-26, 2000 in Leidschendam, The Netherlands, messengers approved the "Report and Recommendations of the Strategy Consultation Committee." The approval brought to fruition a process that began on July 07, 1998 when the IBC's General Council approved presidential appointment of an ad hoc committee

1. "To, in consultation with appropriate committees, review the organizational structure, financial management procedures, mission involvement, and relationship policy to other support agencies, i.e., foundations, churches, mission-sending agencies and/or conventions to insure they support the Lord's direction evidenced in the long-range plans adopted by the International Baptist Convention.
2. To operate as a liaison committee with the new 501C3 corporation currently being established with the possibility to assist the International Baptist IBC pastors and missions efforts.
3. To formulate appropriate recommendations to be presented to the General Council at the 1999 Annual Meeting of the Baptist Convention" (European Baptist EBC Annual Book of Reports 1998, pages 25-26).

The President appointed the committee, which began its work in August 1998. Although the members presented a report at the 1999 Annual Meeting, they made their final report, with recommendations, to the Annual Meeting on October 25-26, 2000.

Concurrent with the Strategy Consultation Committee's report, the Constitution Committee recommended a revised **vision statement** and **mission statement** to emphasize the IBC's commitment to **evangelism** and **missions**. Messengers also approved these statements. Taken together, they form the foundation for all our ministries. We include them in this manual because they are our guiding principles.

Vision Statement

Our vision is to be an effective instrument of God to aid member churches in leading people to saving faith and discipleship in Jesus Christ.

Mission Statement

With a focus on the English language, our mission is to provide the framework and available resources for member churches and their missions to:

- Proclaim the gospel of Jesus Christ
- Plant new churches
- Strengthen member churches
- Enhance fellowship among member churches
- Support other Baptist groups
- Promote world-wide Christian missions

Approval of the Strategy Consultation Committee's recommendations brought major changes in the structure of the Convention. In order to facilitate a complete understanding of the changes and the plan of organization, the Strategy Consultation Committee offers this Operations Manual. It is intended for use by all Officers, Administrative Council members, Ministry Team members, Auxiliary Team members, Regional Coordinators, and Regional Representatives. The purposes of this volume are: (1) to describe the IBC

structure; (2) to explain how the IBC structure works; (3) to define the responsibilities of all persons elected to serve in the ministries of the Convention; and (4) to show how the ministries of the officers, teams, and councils interrelate to accomplish the mission of the International Baptist Convention.

The IBC's **Constitution** defines who we are, i.e., states the nature of the Convention. The **Operations Manual** deals with the actual operation of the IBC and tells how we regulate ourselves. The manual lists IBC officers, outlines the structure of the Convention, then lists and defines the responsibilities of all Administrative Councils, Ministry Teams, Auxiliaries, and Regional Councils. It is anticipated that, as the ministries of the IBC develop, Ministry Teams, Auxiliaries, and Regions will add to or alter their structure as needs arise.

The Operations Manual is a "work in progress." Changes that will improve the operational procedures of the IBC are encouraged. Changes to the OM should be sent to the Plans and Policies MT for review. The Plans and Policies MT will then make recommendations to the Executive Council.

The operational structure employs the terms "Councils" and "Teams" instead of committees. The outline for each team follows a pattern of naming each **MINISTRY TEAM**, stating the **TASKS** of each team, recommending the number of **MEETINGS PER YEAR**, offering a **MEMBERSHIP COMPOSITION**, proposing a **NUMBER OF MEMBERS**, and suggesting **QUALIFICATIONS AND GIFTS** for the members of each team.

MEMBERSHIP GUIDELINES

A. We believe that the following principles define the primary characteristics of a living church:

- **A Christian church** is an assembly of persons called and regenerated by God who are being spiritually and morally renewed by the Holy Spirit, placing their faith for salvation in the redeeming sacrifice of Jesus Christ. They form a baptized, voluntary fellowship seeking to worship the triune God in love, purity, peace and joy.
- **The ministry of the Word**, empowered by the Holy Spirit, is the primary means whereby people are renewed and drawn into the community of the church. It is the consistent proclamation and teaching of God's Word on a regular basis by a person or persons qualified by the verifiable call of God, by the gifting of the Holy Spirit and by relevant preparation and training in its exposition and application. Members of the church are thus led to become mature, ministering disciples of Christ.
- **Baptism is the point of entry into the community of the church** - namely, by immersion in water of all who have repented of sin and who have trusted in Jesus Christ as their divine Lord and Savior. Baptism signifies deliverance from the dominion of sin, cleansing from the guilt of sin and spiritual and moral renewal through the resurrection of the Lord Jesus Christ; it is the outward confession of an inward renewal accomplished by baptism in the Holy Spirit.
- **The Lord's Supper** is the periodic commemoration of the substitutionary sacrifice of Jesus Christ for our salvation and an inward experience of the life-giving fellowship that He provides as our risen Lord and Savior.
- **The church is a priesthood of all believers** regularly meeting for prayer - adoration, confession, intercession and petition - as it acts as God's chosen partner in accomplishing His redemptive purposes on earth.
- **The church is a worshipping community** where God is powerfully present, inhabiting the praises of His people.
- **The church is a witnessing people**, actively displaying God's love, grace, holiness and gifting within its own circle and to all whom it encounters as it wins others for its Lord in expectation of His victorious return.
- **The church is a caring fellowship**, nurturing its own members and seeking to support other churches with whom it chooses to associate by gladly giving a part of its income and resources for the common good.

B. BECAUSE WE HOLD THE FOREGOING TO BE TRUE, we will pursue, with the aid of the Holy Spirit, the following goals:

1. **To be a center of Christian worship and witness** for the Gospel of Jesus Christ within our local community and the world at large.
2. **To provide regular opportunities** for Christian worship and discipleship through praise, prayer, the public exposition and application of the Scriptures and the practice of the ordinances of believer's baptism by immersion and the Lord's Supper.
3. **To seek to support a regular pastoral ministry** to shepherd the church, its attendees and its children.

4. **To be zealous in our efforts to advance the Kingdom of Christ our Savior** by godly living; to be just in our dealings, faithful in our commitments and exemplary in our behavior; to avoid all gossip, backbiting and excessive anger; to abstain from the indulgent abuse of narcotic substances and to oppose the spiritual, moral and material abuse of others.
5. **To educate our children in the Christian faith.**
6. **To regard our sister churches with Christian love;** to pray for each other; to aid one another; to be slow to take offense and ready to forgive in a spirit of Christ-like acceptance and reconciliation.
7. **To seek the advancement of our sister churches** (particularly within our region) in knowledge, holiness and peace; to promote their prosperity and spirituality and to sustain their worship, ordinances, discipline and doctrine, walking together in Christian love.
8. **To contribute voluntarily and regularly** to the financial and material support of the IBC and to the spread of the Christian gospel throughout all nations.
9. **To invite the Convention leadership** to participate in local church situations where the church concerned is unable to implement the principles and practices of these Membership Guidelines.
10. **To fully support** the vision and mission of the IBC and to respect the principles and practices contained in the IBC Constitution and Operations Manual.

LEADERSHIP

Office Staff

The **General Secretary** shall be the chief administrative officer of the IBC and shall supervise all office staff. In conjunction with the Executive Sub-Council, he shall be responsible for the definition, recruitment and, if necessary, termination of office staff. Some staff responsibilities and titles may change according to IBC needs and the persons who hold the positions. The GS's role and responsibilities are further defined in the Constitution and the job description adopted by the Convention (See Appendix One).

Administrative Assistant

The Administrative Assistant shall serve as an assistant to the General Secretary, supervise the work of the office staff, and direct the daily operations of the IBC office. The Assistant will also be responsible for the production and distribution of the Highlights news magazine. The Assistant shall report to and be accountable to the General Secretary.

Christian Education Associate

The Associate shall direct the educational ministries of the Convention. He or she shall be accountable to the General Secretary and shall make a written report annually to the Education Ministry Team of the IBC and the messengers at the annual meeting.

Bookkeeper

The Bookkeeper shall bank all deposits for funds managed by the IBC and make disbursements in accordance with the IBC's budget and keep the financial records of the Convention. The Bookkeeper shall work in cooperation with the General Secretary, the Treasurer, and be accountable to the General Secretary. The Bookkeeper shall prepare income and expenditure reports and balance sheets monthly and send them to the Budget & Finance Ministry Team and prepare an annual report for the Convention. The Bookkeeper may not serve concurrently as Treasurer.

Office Secretary

The Office Secretary shall serve as the IBC secretary, office receptionist, and archivist. The Secretary shall report to and be accountable to the Administrative Assistant.

IBC Officers

Officers of the IBC shall be the President, Vice-President, Past-President, Clerk, Treasurer, and General Secretary. Each of the officers shall be elected by the IBC in the manner described in the Constitution.

Ministry Team Leaders

Ministry Team Coordinator. This person will

1. Schedule meetings of the team
2. Preside over meetings of the team
3. Help relay information from the office to the members of the team
4. Ask a member of the team to keep minutes of each team meeting
5. Send minutes of each team meeting to the IBC office
6. Report to the Executive Council of the IBC as requested
7. Notify the IBC office and Nominations MT of any vacancies
8. Appoint a person to serve as Coordinator in his/her absence

Regional Council Leaders

Regional Council Coordinator. This person will

1. Schedule meetings of the region
2. Preside over meetings of the region
3. Report changes in regional structure to the IBC office (e.g., a church moves to a different region)
4. Ask someone to keep minutes of regional meetings and send them to the IBC office secretary
5. Report changes in pastors within the region to the IBC office secretary
6. Communicate with the General Secretary regularly about the status of the churches within the region
7. Appoint someone to preside over the meetings of the Regional Council in his absence

Regional Representative. This person will

1. Attend meetings of the Executive Council of the Convention
2. Serve as a voting member of the Executive Council
3. Report to the Executive Council for the Region
4. Report to the Region for the Executive Council

OPERATIONAL STRUCTURE

Administrative Councils advise the General Secretary and staff and help them decide about the conduct of the IBC's day-to-day business. The **Trustees** serve as legal representatives of the Convention, entering into negotiations and signing documents and legal papers for the Convention. The **Executive Council** assumes the functions of the IBC between annual meetings. Its membership includes the officers of the Convention, a representative from each of the Ministry Teams, and a representative from each of the regions. Within the Executive Council, the **Executive Sub-Council** will act in the event of an emergency that is so great that the entire Executive Council cannot convene quickly enough to take action for the Convention. The Executive Sub-Council will also act on behalf of the Executive Council as needed (within agreed policy and budgetary limits) to assist the General Secretary in day-to-day decisions.

Ministry Teams are committed to helping the IBC leadership with the ministries of the Convention. The teams will meet and prepare recommendations for IBC action, then report those recommendations to the Executive Council. Ministry teams are accountable to the Convention for their work.

Each Ministry Team will be led by a **Coordinator**. The Coordinator shall be selected by the Ministry Team. This person will preside over the team and report the team's recommendations to the Executive Council. The Coordinator will appoint a member of the Ministry Team to carry out the coordinator's responsibilities when the coordinator must be absent from a meeting.

The abbreviations used in the outlines have the following meaning:

AC / ACM = Annual IBC Meeting
MT = Ministry Team
RC = Regional Council
EC = Executive Council
GS = General Secretary

GENERAL POLICIES FOR MINISTRY TEAMS

- a. Service on any Ministry Team is limited to five consecutive years, including any years of an unexpired term to which a member has been elected.
- b. Elections shall be held at the ACM.
- c. The Nominations Ministry Team should complete nominations 30 days prior to the ACM.
- d. Ministry Teams may be adjusted in size upon recommendation of the Plans and Policies Ministry Team to the Executive Council, providing policy of rotation is followed.
- e. MT members shall be elected according to a rotation policy. MTs with five members or more will designate members accordingly. MTs with fewer than five members will designate their members' terms of service evenly over the five-year rotation.
- f. All Ministry Teams shall assume their duties at the close of the Annual Meeting.
- g. After serving five consecutive years, Ministry Team members will be ineligible to return to the same Ministry Team until they have been off one year.
- h. No person will serve on more than two Ministry Teams.
- i. No person will serve as chairperson of more than one Ministry Team.

- j. No more than one person from any church may serve on the same Ministry Team.
- k. When vacancies occur during the year, the Nominations MT will make recommendations to the EC for approval.
- l. All Ministry Teams will submit minutes of their meetings and reports to the IBC each year.
- m. In the event a paid employee of the IBC serves on a Ministry Team they will forfeit their voting right.
- n. Ministry Teams may appoint one or (at the most) two non-voting temporary “co-opted members” to augment the team up until the next Annual Convention Meeting. Such appointments must be approved in advance by the President, the General Secretary, and the Co-ordinator of the Budget and Finance MT. Such appointments should only be made if there is a strong and compelling reason why that person should be co-opted.

1. Administrative Councils

1.1. Executive Council

Purpose

To provide leadership to the Convention between annual meetings.

Tasks

- Encourage, coordinate and facilitate the work of the Convention
- Assume the functions of the IBC between annual meetings
- Receive, and where necessary act on, reports from the MT and RC representatives and the Executive Sub-Committee in the interests of the churches
- Perform ongoing evaluations of the IBC's current ministries and make appropriate recommendations to the Convention
- Approve the place and program for Convention-wide meetings with the exception of the Summer Assembly
- Instruct the bookkeeper to ascertain costs of guest speakers to the Ministry Leadership Conference and the Annual Convention Meeting and arrange payments as and when appropriate. (It is our desire to endeavour to pay economy travel fares; reasonable accommodation and food costs; and to give speakers an honorarium at a level agreed from time to time by the Executive Sub-Council.)
- Review recommendations involving the budget, constitutional changes, election of officers, distribution of Mission Endowment Funds and other items to be submitted at the ACM for approval (should be received 30 days prior)
- Review applications for church membership in the IBC and make appropriate recommendations
- Appoint the Nominations MT
- Train the Regional Coordinators
- Communicate with Convention churches through available channels, such as Highlights, Summer Assembly, etc.

Meetings Per Year

Up to 3 times per year, including the Ministry Leadership Conference and Annual Convention Meeting.

In the event of an emergency that requires immediate attention, the Executive Council may convene and act for the Convention. The Council also may call a special meeting of the Convention, provided they give 30 days' advance notice and state the purpose of the meeting. The President of the IBC will preside over all meetings of the Council and the Sub-Council thereof. In his or her absence the Vice-President shall preside.

The IBC is willing to share travel and lodging expenses incurred by the Executive Council members while attending any EC meetings, if needed.

Membership Composition

- IBC officers
- MT Coordinators
- Regional Council representative from each of the 10 RCs

Number of Members

24 members

A quorum of 12 members shall be required to conduct business of the Convention

- President
- Vice-President
- Past-President
- Treasurer
- Clerk
- 9 MT Coordinators
- 10 RC Coordinators/Representatives

Qualifications and Gifts

- Officers elected by the Convention
- Persons gifted and qualified in the areas in which they have been asked to serve

1.2. Executive Sub-Council

Purpose

To provide leadership to the Executive Council.

Tasks

- Provide counsel and support to General Secretary and staff in the ongoing administration of the IBC
- Act on behalf of the Executive Council as needed, but only within agreed policy and budgeting limits
- Accompany and support the General Secretary when requested in sensitive negotiations with individuals and/or groups
- Maintain accountability to the Executive Council
- Recommend for approval to the Executive Council the place and time of Convention-wide meetings with the exception of the Summer Assembly
- Serve as the Personnel Committee, excluding legal issues

Meetings Per Year

As needed

In the event of an emergency, and the Executive Council cannot convene, the Executive Sub-Council may meet and act on behalf of the Convention. Notice of such a meeting must be given three days in advance, with a statement of the purpose of the meeting. Should such a meeting be necessary, the Sub-Council will send minutes, and other reports as necessary, to the Executive Council. The General Secretary in consultation with the President and Vice-President is authorized to call this meeting.

Membership Composition

- President
- Vice-President
- Past-President
- Treasurer
- Clerk
- Coordinator of the Plans and Policies MT
- Coordinator or representative of the Budget and Finance MT
- Coordinator or representative of the Church Development MT

Note: *Spouses may not serve concurrently on the Executive Sub-Council.*

Number of Members

7 members

- A quorum of four shall be required for an official meeting

Qualifications and Gifts

Display the gifts and abilities necessary to support the position to which one is elected.

1.3. Council of Trustees

Purpose

To provide for the legal grounding between the Convention and national authorities.

Tasks

- Acquire, supervise and manage the IBC's property and material assets
- Provide legal advice to the Executive Council and General Secretary on all issues relating to the IBC's operation
- Provide advice to the Executive Council and General Secretary on all issues relating to the employment of IBC office personnel
- Provide an annual audit of IBC accounts and report the results to the Convention
- Arrange for an external audit, in conjunction with the Treasurer, of IBC bank accounts

The General Secretary will provide co-signature on all documents

Meetings Per Year

- 1 or as needed

Membership Composition

- Professional knowledge of issues involving legal matters, personnel management and employment, property and financial issues
- Nominated by the President in consultation with the Vice-President and General Secretary and approved at the ACM
- Serve a 5 year term

Number of Members

5 members

- 4 members of IBC churches
- 1 member appointed by the German Bund
- A quorum of 3 needed

Qualifications and Gifts

- Majority who are residents of Germany
- Majority who speak German
- Majority who are EU Citizens

2. Ministry Teams

2.1. Nominations Ministry Team

Purpose

To serve as a liaison between the Ministry Teams and church members who are called and gifted to serve the Convention.

Tasks

- Nominate members of each MT
- Provide list of MT responsibilities when asking persons to serve
- Generate and maintain a Convention-wide data base of interest and abilities
- Request pastors to provide names and assessments of church members willing to serve on the IBC's MTs
- Coordinate training for all new MT appointees
- Ensure that a current list of all MTs is provided to the IBC office

Meetings Per Year

2 or as needed

Membership Composition

Appointed by the Executive Council

Number of Members

3 members

- Elected for a 3 year term, with one position being replaced each year
- Coordinator may serve no more than 2 years
- Replacements appointed to fill unexpired terms

Qualifications and Gifts

- Persons with prior administrative experience in local churches
- Spirit of openness, objectivity, and perception
- Acquainted with the IBC structure and churches

2.2. Plans and Policies Ministry Team

Purpose

To help ensure that good organizational structures serve the vision and mission of the Convention.

Tasks

- Receive recommendations for amendments to the Constitution. Submit these to the Executive Council for approval at the AC
- Receive recommendations for amendments to the Operations Manual. Submit these to the Executive Council for approval
- Maintain the Operations Manual
- Examine current policies and procedures to assure they facilitate and are consistent with the IBC's Constitution, Vision and Mission. Recommend adjustments for the future

Meetings Per Year

1 or as needed

Membership Composition

- Comparable experience within their church life
- Active IBC member for minimum of 2 years
- Coordinator - a pastor

Number of Members

3 members

Qualifications and Gifts

- Organizational and administrative experience
- People who recognize that current decisions can be precedent-setting with long term effects
- Members capable of maximizing the opportunities of service for God's people

2.3. Summer Assembly Ministry Team

Purpose

To organize and conduct a summer retreat for the members of the Convention.

Tasks

- Detailed planning and organization of the Summer Assembly
- Coordinate with the Singles and Youth MTs to conduct the Summer Assembly

Meetings Per Year

As determined by Coordinator

Membership Composition

- Current Coordinator
- Coordinators for the following two years
- Children's Coordinator
- Arrangements Coordinator
- Youth Coordinator
- Singles Coordinator

Number of Members

7 members

Qualifications and Gifts

- Organizational and administrative experience

2.4. Budget and Finance Ministry Team

Purpose

To oversee the finances and, with the help of the General Secretary, administrate the budget of the Convention.

Tasks

- Prepare annual budget and submit the budget to the Executive Council by 15 September of each year for IBC approval
- Plan, advise and approve all financial transactions in accordance with the approved budgeted expenditures
- Recommend guidelines for pastoral remuneration and taxation
- Hold in trust those funds which the churches have paid to their pastor's relocation funds
- Authorize investment of IBC funds according to policies established by the Convention
- Administer and promote the Missions Endowment Fund
- Provide financial guidance to churches requesting funds
- Guide the promotion of the IBC Cooperative Program
- Promote Stewardship Education

Meetings Per Year

4

Membership Composition

- At least 3 members having a minimum of 3 years experience each in the IBC
- A minimum of 2 members to administer Missions Endowment Fund requests and allocations
- A minimum of 2 members to administer Church Support financial requests and allocations
- The Treasurer will serve as a non-voting ex-officio member.

Number of Members

7 members

Qualifications and Gifts

- Financial aptitude and experience

2.5. Church Development Ministry Team

Purpose

To assist the Convention's vision and mission through assisting and starting churches.

Tasks

- Church Planting – Encourage, assist and advise churches with their efforts to start new missions and plant new churches.
- Church Assistance – Assist and advise churches in a variety of ways including, but not limited to, church health and growth initiatives, financial help, and, when necessary, church closures.
- Partnerships (Church and Convention) – Promote and coordinate partnerships between, and among, the IBC, its churches, and other entities.
- Membership – Assist, advise, and coordinate with churches and missions seeking membership in the IBC.

Meetings Per Year

2 or as needed

Membership Composition

- Representatives from a wide geographic area
- Preferably people who have been active in IBC 2 years

Number of Members

5 members

Qualifications and Gifts

- Knowledge in church planting and development

2.6. Missions Ministry Team

Purpose

To exhort, encourage, and assist Convention churches to know about and be involved in missions work.

Tasks

- Plan, advise and approve all disbursements to mission agencies outside the IBC
- Stimulate missions awareness and involvement
- Develop appropriate IBC mission-giving strategies

Meetings Per Year

1 or as needed

Membership Composition

- People with mission interest and experience
- People with a creative approach to missions

Number of Members

Up to 5 members

Qualifications and Gifts

- People with mission interest and experience
- People with a creative approach to missions

2.7. Education Ministry Team

Purpose

To assist Convention churches in their educational objectives.

Tasks

- Plan and promote leadership training programs
- Encourage theological education, church leadership, evangelism and discipleship training
- Coordinate specialized ministry seminars requested by churches and groups, such as Marriage Enrichment, children, etc.
- Coordinate with the Executive Sub-Council the program and personnel of the Annual Evangelism Conference

Meetings Per Year

2

Membership Composition

- People committed to supporting and encouraging theological education, church leadership, evangelism and discipleship training

Number of Members

3-5 members

Qualifications and Gifts

- People committed to supporting and encouraging theological education
- People knowledgeable in church education ministries

2.8. Youth Ministry Team

Purpose

To assist Convention churches in their effort to reach and disciple young people.

Tasks

- Promote and coordinate the IBC's youth ministry, including at least the summer camp and Fall camp

Meetings Per Year

- As needed

Membership Composition

- People interested in and committed to youth ministries

Number of Members

5

Qualifications and Gifts

- Trained and experienced with youth

2.9. Singles Ministry Team

Purpose

To assist member churches in their effort to reach and disciple singles.

Tasks

- Promote and coordinate the IBC's single adult ministry

Meetings Per Year

- As needed

Membership Composition

- People interested in and committed to single adults

Number of Members

5

Qualifications and Gifts

- People interested in and committed to single adults

3. Auxiliary Teams

3.1. IBC Women

Purpose

To assist IBC women in their spiritual growth and missions involvement.

Tasks

- Plan and coordinate the ministries of IBC Women
- Report to the IBC Executive Council, when appropriate, and to the IBC at the AC

Meetings Per Year

- As determined by IBC Women Executive Committee

Membership Composition

- All women associated with IBC churches and missions

Number of Members

Qualifications and Gifts

3.2. IBC Men

Purpose

To assist IBC men in their spiritual growth and missions involvement.

Tasks

- Plan and coordinate the ministries of IBC Men
- Report to the IBC Executive Council, when appropriate, and to the IBC at the AC

Meetings Per Year

- As determined by the IBC Men officers

Membership Composition

- All men associated with IBC churches and missions

Number of Members

Qualifications and Gifts

ADMINISTRATIVE GUIDELINES

Money Management.

1. Solicitation of Funds – The Budget and Finance Ministry Team will direct the solicitation of funds from the local churches of the IBC to subscribe the IBC's budget. The committee's solicitation, however, will not be limited to the member churches. Committee members also may contact individuals, churches, and nonprofit corporations in America and elsewhere to ask for financial support of the Convention.
2. Financial Year – The financial year of the IBC shall be the calendar year, January 01-December 31.
3. Distribution of Budget Funds – The Budget and Finance Ministry Team will prepare a budget each year to present to the Executive Council and to messengers in annual session. The budget will be a plan for distribution of all undesignated funds received by the IBC Treasurer. The budget also will include a section on designated funds held and administered by the Convention.

Property Management.

The Trustees of the IBC will manage all properties owned or rented by the Convention.

REGIONAL COUNCILS

Purpose

Because the large geographical distance of our Convention often results in a feeling of isolation, there is a deep need to provide opportunities for fellowship and participation. In order to accomplish this, the IBC restructured the original regions of the IBC into functional Regional Councils. Regional Councils offer an opportunity for more churches to be involved in the decision-making process of the Convention. They also provide Christian care and mutual encouragement among its member churches.

Composition of Regional Councils

Each Regional Council will be composed of the pastor, or designated leader, of each church in the region.

Tasks of the Regional Councils

1. Choose a Regional Coordinator.
2. Choose a representative to serve on the Executive Council for the purpose of communicating between the region and the Council (the representative does not necessarily have to be the Regional Coordinator). Reports from each region should be in writing and submitted at EC meetings.
2. Enhance and encourage fellowship among the churches.
3. Communicate with churches concerning meeting times and locations.
4. Report to the EC on each meeting.
5. Publish minutes of each meeting.
6. Support and encourage each other in prayer.
7. Recommend new church plants and missions.
8. Participate in ordinations in the region.
9. Assist in orienting new pastors in the region.
10. Where at all possible, assume/share the expense for travel and lodging for its representative to attend the two annual meetings of the Executive Council.

Tasks of Regional Coordinator

1. Coordinate an annual meeting where possible.
2. Ensure that the representative to the Executive Council is chosen and represents the region at the two meetings of the Council.
3. See that the tasks of the Regional Council are implemented.
4. Encourage the churches in the region.

REGIONAL DIVISIONS

Note: Churches assigned to a particular region may realign with another region if they so desire.

Region #1

Brackley Baptist Church, Brackley, England
Stukeley Baptist Church, Stukeley, England
Sedge Fen Baptist Church, Sedge Fen, England
North Sea Baptist Church, Stavanger, Norway
International Baptist Church, Copenhagen, Denmark

Region #2

Trinity Baptist Church, Athens, Greece
Glad Tidings Baptist Church, Thessaloniki, Greece
Aviano Baptist Church, Aviano, Italy
International Church of Milan, Milan, Italy
International Baptist Church, Naples, Italy
Rome Baptist Church, Rome, Italy
International Baptist Church, Nice, France
International Baptist Church, St. Paul de Vence, France
Adana Baptist Church, Adana, Turkey

Region #3

Azorean Baptist Church, Azores, Portugal
International Baptist Church, Lisbon, Portugal
International Christian Fellowship Baptist Church, Portimao, Portugal
International Community Church, Lagos, Portugal
Good News Baptist Church, Calahonda, Spain
Immanuel Baptist Church, Madrid, Spain
First Baptist Church, Rota, Spain

Region #4

International Christian Fellowship, Antwerp, Belgium
International Baptist Church, Brussels, Belgium
International Baptist Church, Jurbise, Belgium
Emmanuel International Church, Paris, France
International Baptist Church, Eindhoven, The Netherlands
Emmanuel Baptist Church, Hoensbroek, The Netherlands
Hope International Baptist Church, Rotterdam, The Netherlands
Trinity Baptist International Church, Leidschendam, The Netherlands

Region #5

International Baptist Church, Sofia, Bulgaria
International Baptist Church, Bucharest, Romania
International Baptist Fellowship, Moscow, Russia
International Baptist Church, Dar es Salaam, Tanzania
Emirates Baptist Church International, Dubai, United Arab Emirates
Living Vine International Baptist Church, Kiev, Ukraine
Kiev International Bible Church, Kiev, Ukraine
Bellville Baptist Church, Cape Town, South Africa

Region #6

International Baptist Church, Berlin, Germany
International Baptist Church, Bielefeld, Germany
International Baptist Church, Bremen, Germany
International Baptist Church, Celle, Germany
Göttingen International Church, Göttingen, Germany
International Baptist Church, Hamburg, Germany
International Bible Church, Hannover, Germany
International Christian Church, Hannover, Germany

Region #7

International Christian Fellowship, Oberursel, Germany
Duesseldorf International Baptist Church, Duesseldorf, Germany
Bethel International Baptist Church, Frankfurt, Germany
Giessen International Baptist Church, Giessen, Germany
International Baptist Church, Cologne, Germany
Rhein Valley Baptist Church, Weiterstadt, Germany
Immanuel Baptist Church, Wiesbaden, Germany
International Gospel Baptist Church, Wuppertal/Remscheid, Germany

Region #8

Vienna International Baptist Church, Vienna, Austria
International Baptist Church, Prague, Czech Republic
International Baptist Church, Budapest, Hungary
International Baptist Church, Zurich, Switzerland
International Baptist Fellowship, Bratislava, Slovakia
Franconian Baptist Church, Bergtheim/Lehrberg, Germany
International Baptist Church, Munich, Germany
International Baptist Church, Nürnberg, Germany

Region #9

International Baptist Church, Stuttgart, Germany
Trinity Baptist Church, Baumholder, Germany
Trinity Baptist Church, Bitburg, Germany
Grace International Baptist Church, Heidelberg, Germany
Faith Baptist Church, Kaiserslautern, Germany
Frontline Community, Ramstein, Germany
International Baptist Mission Church, Freiburg, Germany

Region #10

International Baptist Church – San Jose, Costa Rica
International Bible Church – Buenos Aires, Brazil
International Baptist Church – Brasilia, Brazil

APPENDIX ONE

BUDGET & FINANCE MINISTRY TEAM GUIDELINES

- Financial Aid -
- Pastoral Procurement -
- Loans -
- Missions Endowment Fund -

GUIDELINES

Budget & Finance Ministry Team

OCTOBER 2007

PREFACE

These guidelines are for churches of the International Baptist Convention (IBC) applying for any type of financial help. Any IBC church which **presently contributes or will agree to start immediately contributing at least 7% of their total undesignated receipts to the IBC Cooperative Program** may apply for any assistance listed below.

Other additional financial requirements are found in appropriate sections of these guidelines.

I. FINANCIAL AID

1. General
The intent is helping financially weak churches become self-supporting. Financial Aid is always temporary. These churches should strive to be self-supporting by:
 - a. Revitalizing programs in evangelization, training, music, and stewardship.
 - b. Deleting unessential activities.
 - c. Consolidating programs to reduce operating expenses
 - d. Seeking assistance from the general personnel and training resources of the IBC.
2. How to apply for Financial Aid (AID Form 1 attached to this document):
 - a. First, secure church approval in a business meeting making sure this action is recorded in official minutes.
 - b. Then, submit AID Form 1 (Application for Financial Aid/Loan) to the Church Development Ministry Team in care of the IBC Office.
3. Sample purposes for which financial aid can be made:
 - a. Supplement pastor's salary.
 - b. Assist in payment of bills.
4. Obligation of funds:
 - a. Normal period of aid in monthly increments is six months. Aid can be continued after consultation between local church and Church Development Ministry Team. During this period of aid, monthly financial and/or progress reports should be sent to Church Development Ministry Team and to General Secretary, IBC.
 - a. In an emergency, a church may by telephone request 500 Euro or its equivalent through coordinator of Church Development Ministry Team. After consulting with General Secretary, IBC, he can release the money.

II. PASTORAL PROCUREMENT

1. The IBC is a member of and supports the Baptist World Alliance and the European Baptist Federation. The granting of IBC funds to bring new pastors for IBC churches supports the philosophy of cooperative Baptist work. Therefore, an IBC church should seek from its pastoral candidates the following:
 - a. A life history to include salvation experience, education, church background and call to gospel ministry.
 - b. Signed statements that he or she accepts the current IBC Summary of Basic Beliefs, and that he or she will support the IBC Cooperative Program and Mission emphases.
 - c. Names and addresses of a college and/or seminary professor, a denominational official and a banker and/or credit corporation.
 - d. At least two (2) taped sermons.
 - e. A recent photograph of the pastor, his wife and children.
2. Information to be furnished to the Pastor Candidate:
 - a. A copy of the church budget to be in effect when he arrives.
 - b. Financial statement of church covering past six (6) months.

- c. A detailed schedule of pastoral support the church has agreed to pay.
 - d. Provide the number of active resident members, prospects for growth, and attendance statistics for all programs for the past six (6) months.
 - e. Size of parsonage (each room) and a description of dwelling, garage, yard, etc. plus an inventory of furniture and household items.
 - f. Living costs including:
 - 1) Food and energy.
 - 2) Automobile upkeep including gas and oil prices, host country road taxes, insurance and other fees.
 - 3) Available medical and dental care.
 - 4) If appropriate, advise the prospective pastor that he is ineligible to use the U.S. Forces hospitals and clinics unless he or his wife is employed by the U.S. Forces. Retired military personnel are advised to check benefit limitations in host country.
 - g. Counsel the pastor candidate concerning host country cultural and lifestyle differences. This includes electrical voltage, available food products, customs, value added taxes, etc.
 - h. Advise the pastor candidate to survey closely his fixed monthly financial obligations, i.e. life insurance premiums and loan payments.
 - i. Provide copies of IBC Budget & Finance MT Guidelines and latest Convention minutes.
 - j. Provide IBC contact information and encourage the prospect to seek further information.
 - k. The request for procurement funds must be received and approved by the Budget/Finance Ministry Team prior to the church's commitment to the prospective pastor. **THE BFMT WILL NOT APPROVE FUNDS UNTIL THE PROSPECTIVE PASTOR ALSO HAS COMMUNICATED TO THE BFMT THAT HE IS AWARE OF THESE GUIDELINES.** He should not resign current employment until the BFMT approves the requested funds.
3. How to apply for procurement funds:
- a. Eligibility Requirements;
 - 1) Giving at least 7% of total undesignated receipts to IBC Cooperative Program Budget.
 - 2) Period of service agreement (see # 4 below)
 - 3) Pay at least \$200 monthly into the IBC Pastor Relocation Fund (see # 5 below).
 - 4) Provide medical insurance (see # 7 below).
 - b. To request procurement funds in bringing a new pastor to the field, the church must make an initial contact with the IBC Office as soon as possible. The General Secretary will immediately inform the Coordinator of the Budget/Finance Ministry Team about any pastor resigning his position. The Coordinator (or his designated representative) will immediately contact the church and set forth the requirements. The General Secretary and Coordinator (or representative) will encourage the church to set up an appointment with an IBC representative as soon as possible. At least one (1) meeting with an IBC representative designated by General Secretary is required. The meeting should be held as soon as possible after formation of a Pastor Search Committee. IBC Aid and Procurement will not be granted for pastors who have been called prior to the meeting between Pastor Search Committee and IBC Representative.
 - c. The church must vote to request procurement funds. A copy of these minutes must accompany the request for procurement funds.
 - d. Submit Aid Form 2 (Application for Aid and Procurement) to BFMT in care of IBC Office.
 - e. After the BFMT has approved the request, the church or prospective pastor should determine the most economical, direct air fare from point of origin to nearest European International Airport for pastor and his family. At that time the BFMT will approve payment to either the church or the pastor. Tickets purchased without approval of BFMT may not be fully reimbursed. An additional EUR500 will be granted for moving personal items and for incidental travel expenses.
4. Period of Service.
- If Procurement Funds are utilized, pastor and church agree to a minimum 36-month term. A pastor is eligible for his first furlough after 36 months. Except for medical or physical disability, a pastor who voluntarily quits before completion of agreed period will reimburse the IBC the pro rata share of convention funds associated with pastor's procurement. The reimbursement formula is:
- a. Number of months agreed upon divided into amount furnished, times the number of months of uncompleted service, equals pro rata share to be reimbursed.
- Example
Pastor stays for 12 months. Thus \$3,000 divided by 36 months equals \$83.33 times 24 months equals \$1,999.92, the pro rata share paid back to the IBC.

- b. If the church dismisses the pastor prior to completion of agreed period, the church reimburses the IBC utilizing the formula cited above.
5. PASTOR RELOCATION FUND
- a. When IBC Procurement Funds are furnished, an agreement will be made between church, pastor, and IBC that the church will pay a minimum of \$200 monthly into the IBC Pastor Relocation Fund (PRF). This fund prepares the pastor for his eventual relocation.
 - b. The PRF must be kept on deposit with the IBC in the name of the contributing church. Interest will be added annually.
 - c. If a pastor completes his assignment and moves to another IBC church, the PRF contributions of his previous church follow him.
 - d. Upon the Pastor's resignation and departure from service in the IBC, he receives the total amount in the PRF contributed by the church including all accumulated interest. This amount will be paid to the pastor after his arrival in his home country. It will then become taxable in his home country.
 - e. A church should never miss monthly payments into PRF during the pastor's tenure.
6. Movements of Pastors within IBC.
- a. IBC funds normally are not granted when a church calls an IBC pastor who has not served his minimum period. Special circumstances such as the unexpected closing of a church are exceptions.
7. Medical Insurance
- a. To qualify for procurement funds, the church must provide medical insurance for pastor and family. They should seek medical insurance policies that fully comply with the laws of the host country.
8. Pastoral Furlough Expenses
- a. After an initial three-year period of service and an agreement to serve at least two (2) additional years, IBC will 1) provide for pastor (referred to as senior pastor in some churches), spouse and dependent children 50% of transportation costs to country of origin. The furlough will normally not exceed three (3) months. Furlough funds require approval of BFMT.
 - b. When a pastor completes his commitment and moves to another IBC church, IBC will grant furlough expenses as if he were continuing in his previous church. However, he must agree to serve the new church for at least 30 additional months.
 - c. After the first 3 year period of service and first furlough, the pastor will then be on a 2 year cycle.
 - d. Except for medical reasons, a pastor who departs before completing his extension will reimburse the IBC the pro rata amount of furlough expenses.
- NOTE:** Pastors called prior to 18 October 2007 would be entitled to furlough funds as outlined in the guidelines dated March 2004 (minus stipend) until their next furlough. After this, they would be entitled to furlough funds as outlined in the guidelines dated October 2007. Any additional staff member(s) who are receiving furlough funds under the March 2004 guidelines will be entitled to furlough funds as outlined in the guidelines of March 2004 (minus stipend) until their next furlough. After that furlough, furlough funds will no longer be available for additional staff members. Furlough funds are not cumulative.
- Pastors should apply for furlough funds as soon as possible since funds are only available as funds are available. The IBC cannot guarantee that funds will always be available since giving determines the availability of funds.
9. Options for Schooling Children.
- a. Since costs for schooling children vary widely ("DoDDs," which stands for Department of Defense Dependents Schools, Home Study, International, & National), the IBC may reimburse a partial amount as able. This amount will be up to ½ of the cost not to exceed EUR 1,000 per year, per child. It is expected that the church will also assume responsibility where possible.

III. LOANS

The following guidelines establish procedures for IBC churches. All churches which are contributing or will agree to start immediately contributing at least 7% of their total undesignated receipts to the IBC Cooperative Program Budget are eligible to apply for IBC Loan funds.

- a. General: The BFMT administers the IBC Loan Fund. All contracts for loans are drawn by the Ministry Team Coordinator and negotiated with the requesting church. The present rate for all loans is 4% interest payback with no loan origination fees. The interest rate may be changed periodically and will take effect on new loans offered after the rate change. **All current loans will continue at the rate at which they were negotiated.**
- b. Loan Amounts: Amounts loaned, interest rates, and repayment schedules are determined by the BFMT. The total amount we will lend any church shall not exceed 10% of the IBC loan fund corpus. If the loan is in USD, the repayment must be in USD. If the loan is in Euro, the repayment will be in Euro.
- c. Examples of Church Loans:
 - i. Church construction, repairs and improvements.
 - ii. Purchases of furniture for church or parsonage.
 - iii. Purchases of church equipment.
 - iv. Land and/or building purchase.
- d. How to apply for a Loan:
 - i. Secure church approval in a business meeting and make sure this action is recorded in church minutes.
 - ii. Submit AID Form 1 (Application for a loan) to BFMT in care of IBC Office.
 - iii. Upon BFMT approval, the Ministry Team prepares a loan contract to be countersigned by an authorized official of requesting church.
 - iv. When the signed contract is returned to the BFMT Coordinator, the Finance Office can arrange to release the funds.
- e. Method of Loan Repayment.
 - i. Loans will be repaid in monthly installments divided, as evenly as possible, by the number of months covered in the loan contract.
 - ii. The first repayment check is due 30 days after receipt of the loan.
 - iii. Repayment checks or bank transfers are payable to the IBC and designated for the loan fund.

IV. IBC MISSIONS ENDOWMENT FUND

- a. The fiscal year for the MEF is July 1 – June 30.
- b. As soon as possible after the close of the fiscal year (June 30), the Coordinator of the BFMT will obtain from the Texas Baptist Foundation the amount of the earnings of the fund for that year. The amount available for grants will be no greater than 70% of the earnings for the fiscal year.
- c. An announcement will be made to all the churches as soon as possible after determining the amount of grant money available and churches will be invited to apply for a grant.
- d. Applications for grants must be sent to the IBC Office no later than August 30.
- e. The Executive Sub-Council of the IBC or a representative work group designated by the Sub-Council will then consider the applications and make recommendation to the IBC Annual Meeting in October for approval.
- f. Additional criteria may be developed by the IBC Sub-Council.

General Guidelines for Grants from the Mission Endowment Fund

1. Churches purchasing land for construction, or a worship building in which to meet, or a house for their pastor. Escaping the “rent trap” helps secure the future of such congregations
2. Churches which reflect our IBC growth patterns for a viable future (e.g. located in key cities with strong international base and a history of solid leadership, cooperative giving to the IBC)
3. Churches which may have had little access to other IBC channels of assistance from our Missions Ministry Team or recipients of “Together We Build” offering, etc.

4. Churches proceeding under a master plan with members already involved in tithing, project pledges, sacrificial giving. We prefer to wait until a congregation has already taken serious steps with money saved plus contact with a financial institution for permanent, long-term financing. We prefer making investments in the last stages of a master plan rather than helping a church start a project.

CONCLUSION

It is impossible to cover every conceivable point related to these matters. Churches and pastors should contact the BFMT and/or General Secretary of the IBC about any subjects not specified in these guidelines.

**INTERNATIONAL BAPTIST CONVENTION
APPLICATION FOR LOAN/FINANCIAL AID (AID Form 1)**

Type of Transaction:

Date: _____

Name & Address of Church:

- | | | |
|--------------------------|--------------------------------------|-------|
| <input type="checkbox"/> | Loan: Repairs, Improvements | _____ |
| <input type="checkbox"/> | Loan: Furniture for Church/Parsonage | _____ |
| <input type="checkbox"/> | Loan: Church Equipment | _____ |
| <input type="checkbox"/> | Church Aid | _____ |
| <input type="checkbox"/> | Other | _____ |

Amount requested: EUR _____

CHURCH DATA

One Year Ago		As of this Date
_____	Number of Active Resident Members	_____
_____	Sunday School Enrollment	_____
_____	Church Training Enrollment	_____
_____	Avg. Attendance Sunday Morning	_____
_____	Avg. Attendance Sunday Evening	_____
_____	Avg. Attendance Wednesday Evening	_____

FINANCIAL DATA

Use Euro Values for all monies

One Year Ago		As of this Date
_____	Monies in Bank	_____
_____	Avg. Monthly Offerings during past year	_____
_____	Avg. Monthly Disbursements during past year	_____
_____	Total Church Budget	_____
_____	% of total undesignated receipts being contributed to IBC Cooperative Program	_____

Summary of reason(s) why your church requests a loan or aid. If aid is requested, please describe plans for reaching financial self-support.

Please attach the following documents to this loan/aid application.

1. Extract copy of business meeting minutes which states your church's vote to apply for loan/aid.
2. One copy each of the last four church financial statements.
3. One copy each of the church's current budget and a copy (if appropriate) of the church's proposed budget.

Signature: _____
Authorised Church Official and Title

Mail to: International Baptist Convention
Attn: Budget & Finance Ministry Team (if applying for a loan)
Attn: Church Development Ministry Team (if applying for financial aid)
Am Dachsberg 98
60435 Frankfurt, Germany

E-mail: admin@ibc-churches.org

**INTERNATIONAL BAPTIST CONVENTION
APPLICATION FOR Procurement (AID Form 2)**

Type of Transaction:

Date: _____
Name & Address of Church:

Procurement

Amount requested: EUR _____

CHURCH DATA

One Year Ago		As of this Date
_____	Number of Active Resident Members	_____
_____	Sunday School Enrollment	_____
_____	Church Training Enrollment	_____
_____	Avg. Attendance Sunday Morning	_____
_____	Avg. Attendance Sunday Evening	_____
_____	Avg. Attendance Wednesday Evening	_____

FINANCIAL DATA

Use Euro values for all monies

One Year Ago		As of this Date
_____	Monies in Bank	_____
_____	Avg. Monthly Offerings during past year	_____
_____	Avg. Monthly Disbursements during past year	_____
_____	Total Church Budget	_____
_____	% of total undesignated receipts being contributed to IBC Cooperative Program	_____

Summary of reason(s) for requests:

Please attach the following documents to this loan/aid application.

1. Extract copy of business meeting minutes which states your church's vote to apply for funds.
2. One copy each of the last four church financial statements.
3. One copy each of the church's current budget and a copy (if appropriate) of the church's proposed budget.

I/We understand that by receiving these funds, I/we are obligated to repay a pro-rata share of these funds, in accordance with the Church Support Guidelines, if the agreed upon term of service is not fulfilled.

Signature:

Pastor

Elected Church Official and Title

Mail to:

International Baptist Convention
Attn: Budget & Finance Ministry Team,
Am Dachsberg 98,
60435 Frankfurt, Germany

APPENDIX TWO

CHURCH DEVELOPMENT MINISTRY TEAM GUIDELINES

Purpose Statement
Ministry Team Requirements
Cooperation/Accountability

New Church Work/IBC Membership Requests

Ministry Team Guidelines
(Step-by-Step Procedures)

- **New Church Work**
- **Non IBC Church Requesting Membership**
- **IBC Church Requesting Assistance**

Church Development Ministry Team Guidelines

New Church Development:

PURPOSE STATEMENT

The purpose of the Church Development Ministry Team is to bring honor and glory to our Lord and Savior, Jesus Christ through the encouragement of His body, the church, by providing clear and concise support and developmental guidelines, strategies and recommendations for current and future International Baptist churches.

MINISTRY TEAM REQUIREMENTS

The Church Development Ministry Team should consist of five members but no less than three members. Membership of this team will come from within International Baptist Convention churches, nominated by the Nominations Ministry Team and approved by the Convention. The Nominations Ministry Team is responsible for selection of the chairperson. Suggested term of service is three (3) years with the possibility of an additional 2 years. If term of service cannot be completed, the Nominations Ministry Team will be queried for a replacement. As a minimum, this team should meet twice a year. Minutes of each meeting will be in written form and maintained at the IBC Convention office.

COOPERATION/ACCOUNTABILITY

The Church Development Ministry Team recognizes the need for cooperation and quality communication with IBC staff, Regional Coordinators, other IBC ministry teams, and local churches. The Church Development Ministry Team will function; make decisions and recommendations, based on approved IBC strategy and using the Regional Council model as its primary means of communication.

- **IBC STAFF:** The Church Development Ministry Team recognizes the need for accountability to the General Secretary and the Executive Council of the International Baptist Convention. The chairperson of the Church Development Ministry Team is the representative to the Executive Council and is responsible to effectively communicate the activities of this team to convention leadership.
- **REGIONAL COORDINATOR:** The Church Development Ministry Team recognizes the Regional Council model as the most effective tool for the implementation of church support or future development. The Regional Coordinator is the primary liaison to the Church Development Ministry Team. He will present, in written form, the region's assessment and recommendations of problem resolution and the requesting church's present and future viability. The Church Development Ministry Team is responsible to ensure that the region has made sincere efforts to provide the requested support or ministry needs prior to bringing any requests to the IBC office.

- **IBC MINISTRY TEAMS:** The Church Development Ministry Team also recognizes the importance and functional interface with the other ministry teams within the IBC, especially the Budget & Finance Ministry Team. In order to facilitate realistic functionality, the Church Development Ministry Team will accomplish its goals in close coordination with the appropriate IBC ministry team(s). It will present its recommendations or concerns, in writing, to the appropriate ministry team for further action. The responsible IBC ministry team will in turn notify, in writing, the Church Development Ministry Team of its response/resolution. IBC staff and/or ministry teams are recommended to refer any initial requests to the requesting churches region and to the Church Development Ministry Team.
- **LOCAL CHURCHES:** The Church Development Ministry Team recognizes that we exist to serve and support the local IBC church. It also affirms that in order to accomplish our individual and corporate kingdom goals, we must cooperate with and encourage one another at the local, regional and convention levels. Local churches, in presenting their specific needs or request, should first seek the assistance and guidance from their local region through their Regional Coordinator. Where there is a disagreement concerning a region's recommended actions or the absence of a functional region, coordination should then be directed, in written form, to the Church Development Ministry Team. The Church Development Ministry Team will fairly and honestly consider all church development and support requests, seeking diligently to help churches in need while remaining committed to the strategies and policies of the International Baptist Convention.
- **OTHER AGENCIES/ORGANIZATIONS/PARTNERSHIPS:** The Church Development Ministry Team recognizes that the International Baptist Convention has various ministry partners throughout the world. The Church Development Ministry team can be requested to serve as a liaison to those ministry partners. All partnerships should reflect and share in the vision and stated purpose of the International Baptist Convention. This does not preclude the local church from establishing and developing their own support strategies and partnerships.

NEW CHURCH WORK /IBC MEMBERSHIP REQUESTS

The Church Development Ministry Team is to encourage and facilitate new church work within the IBC and consider all requests for IBC membership. This includes existing congregations that are not currently members of the IBC. We wholeheartedly want to identify with and be in support of new churches birthed through the vision, prayers and action of our local IBC churches and welcome existing churches seeking membership in the IBC. Both must meet the prerequisites prescribed in the IBC Constitution and Operations Manual. Once IBC leadership and/or the Executive Council receive a request for IBC membership, it will then be referred to the Church Development Ministry for consideration and subsequent recommendation. The Church Development Ministry team encourages the founding and development of New Testament congregations as an integral part of our mandate as a body of believers and as a convention. (Acts 11:19-26)

MINISTRY TEAM GUIDELINES

(Step-by-Step Procedures)

New Church Work

Current IBC Church plants mission church & requests IBC assistance

1. CDMT encourages Regional response/resolution
2. If Region can meet the need: (*This is the preferred method of problem resolution)
 - IBC assistance is not required
3. If Region cannot meet the need:
 - Regional Coordinator submits written request to CDMT (In the absence of functioning region, requesting church submits written request to CDMT)
 - CDMT receives request and makes necessary coordination and interacts with various ministry teams or partners and informs requesting church of decisions/progress.
 - Types of assistance which may be provided:
 - a) Prayer (IBC Care-Net)
 - b) Consultation services (recommended by IBC leadership)
 - c) Printed materials (as available from Educational Ministry Team)
 - d) Financial assistance (approved by the Budget & Finance Ministry Team)
 - e) Provide information and assistance regarding partnership opportunities

Churches Requesting Membership

When a church requests membership in the International Baptist Convention:

1. The request is forwarded to the Church Development Ministry Team immediately.
2. CDMT informs the requesting church of the necessary requirements for IBC membership.
3. CDMT will coordinate on site assessments and interview with requesting church (IBC staff member, member of Budget & Finance Ministry Team, Regional Coordinator and CDMT member).
4. CDMT makes recommendation(s) to the Executive Council for appropriate actions.
5. CDMT informs requesting church of the recommendation.
6. Executive Council forwards their recommendation to the IBC.
7. IBC votes on membership.

IBC Church Requesting Assistance

Current IBC Church requests IBC assistance

1. CDMT encourages Regional response/resolution
2. If Region can meet the need: (*This is the preferred method of problem resolution)
 - IBC assistance is not required

If Region cannot meet the need:

Regional Coordinator submits written request to CDMT (In the absence of functioning region, requesting church submits written request to CDMT)

CDMT receives request and makes necessary coordination and interacts with various ministry teams or partners and informs requesting church of decisions/progress.

- Types of assistance which may be provided:
 1. Prayer (IBC Care-Net)
 2. Consultation services (recommended by IBC leadership)
 3. Printed materials (as available from Educational Ministry Team)
 4. Financial assistance (approved by the Budget & Finance Ministry Team)
 5. Provide information and assistance regarding partnership opportunities

APPENDIX THREE

MISSIONS MINISTRY TEAM GUIDELINES

Budget Account 1010, Home Missions

Special Convention Missions Emphases and Offerings

- **IBC Home Missions in May**
- **Together-We-Build in the IBC in September**
- **International Missions in December**

MISSIONS MINISTRY TEAM GUIDELINES

These guidelines, if approved at the 2004 Annual Meeting, shall be in effect until re-written or revised and approved by the Executive Council or Convention.

I. BUDGET ACCOUNT 1010, HOME MISSIONS

- A. Select and recommend recipients and designated portions of this account to the Convention annually.
- B. Normally, about 80% of the total budgeted amount shall be designated at the beginning of the year after the annual meeting; while the remaining 20% shall be designated at a later stage for projects deemed urgent and worthy, or as a catch-up for recipients already named in case of a budget short-fall in the IBC.
- C. The primary recipients of these funds should be sponsors of projects or ministries outside the Convention; however, an amount of up to about 20% of the total may be directed toward urgent, high priority needs within the IBC when circumstances so dictate.
- D. Support for projects and ministries of a long-term nature (i.e., those with lasting potential), shall receive priority consideration; but also, some short-term needs may be given serious consideration when the situation appears deserving and warrants help above other less demanding needs, even though the project is short-lived.
- E. Those receiving funds shall be requested to submit a report by September 15 of their use of these funds to the Ministry Team for its report to the Convention in annual session. Failure of recipients to report may result in not being considered for funding in the following year.
- F. All recipients shall be made aware of the policy that no one shall be given automatic consideration for funds in succeeding years, unless so stated by the Missions Ministry Team the previous year. This policy is known as "Zero-Based Budgeting", where everyone is equal and everything is considered from the ground up each year.
- G. Recipients shall be notified by the Missions Ministry Team Coordinator after the Convention approves the Ministry Team's recommendations in annual session. Unless otherwise deemed appropriate, quarterly payment checks/bank transfers for the specified amounts shall be forwarded by the IBC Bookkeeper at the end of March, June, September, and December to the Missions Ministry Team Coordinator, so that an accompanying letter may be sent to the appropriate recipient. A report of money distribution will be sent to the Missions Ministry Team quarterly.

II. SPECIAL CONVENTION MISSIONS EMPHASES AND OFFERINGS

A. IBC HOME MISSIONS IN MAY

- 1. The major purpose for this special offering is to assist other Baptist entities in countries where the IBC has churches in securing, starting, furnishing, continuing, and/or renovating a project or ministry.
- 2. Plan the basic aspects of this campaign, if at all possible, by the annual meeting in October, or at the latest by the next Executive Council meeting, to recommend the financial goal, the recipients, and the theme for the promotion.
- 3. Oversee all promotional materials preparation and distribution to the churches in a timely manner, and evaluate each approach.
- 4. Recipients for these funds may vary from one to three (1 to 3) annually, with the funds distributed according to an agreed-upon formula publicized in advance, depending on the nature of each project. Generally, those urgent needs outside the Convention shall take precedence, but IBC urgent needs may also be given consideration.
- 5. Funds received from this special offering shall be sent by check/bank transfer from the IBC Bookkeeper to the recipients, along with an accompanying letter written by the Missions Ministry Team Coordinator. The first such check should be sent by June 30th each year, with any additional ones being issued by August 31st to cover late

contributions received from the churches. As soon as possible, any concluding checks should be sent in order to close out the campaign. The Missions Ministry Team Coordinator should be informed when disbursements are made.

6. Recipients should acknowledge receipt of the funds no later than September 15. The Missions Ministry Team Coordinator will be informed of this acknowledgement for inclusion in the Ministry Team's annual report.

B. TOGETHER-WE-BUILD IN THE IBC IN SEPTEMBER

1. The principal purpose of this offering is to assist IBC churches in securing building facilities through the purchase of property, major renovations of existing facilities, or construction of new facilities.
2. The goal is to give concentrated and significant assistance, preferably to one IBC church per year. In unusual circumstances, the funds from this campaign may be directed toward a second church in a given year to assist in projects such as completion of a building program of moderate demands.
3. The church should be one which already gives at least 7% of its undesignated receipts to the budget of the IBC, and which has contributed previously to the TWB Offering; or one which pledges to begin doing so the ensuing year and continuing for at least three more years. Preference will be given to regular contributors of the TWB offering.
4. Churches may apply for this offering between the dates of 1 October and 1 February, preceding the offering month the following September.
5. Such application shall be sent to the Missions Ministry Team, and adhering closely to the following requirements before consideration can be given:
 - a) Submit the application in writing no earlier than 1 October each year, nor later than 1 February the following year.
 - b) Such application shall be approved by the requesting church in a duly called business meeting (a copy of the minutes should be submitted with the request).
 - c) New requests must be submitted each year, since no requests from a previous year are carried over as valid.
 - d) Along with the request, furnish the Missions Ministry Team with complete information on the financial status of the church during the current year, plus the previous year, including a copy of the church budget (or spending plan if the church had no formal budget), and the treasurer's financial reports to the church (at least annually). Also, provide detailed building and/or renovation plans, and/or details on the purchase of any property.
 - e) State in a clear and concise manner exactly why the church feels its needs are urgent and deserving of help.
6. No church shall be eligible to apply for consideration for a succeeding year of help until all other requests have been received, carefully scrutinized and evaluated, and at which time none of these applicants is qualified or accepted. However after the lapse of one year, churches helped before may again make application on an equal basis.
7. In support of the long range goal of the Convention to acquire, maintain, and improve convention office facilities and staff housing, thus reducing rental costs, the Ministry Team may recommend a project in support of such purchases. Such a project will be considered when no church requests TWB funds or when the Ministry Team, after studying the request(s) from churches, considers it appropriate to support a goal for the Convention.
8. The Missions Ministry Team shall select appropriate recipients each year from among the applicants, and bring any recommendations of recipients, the stated financial goal, and the theme of the campaign to the Executive Council for approval.
9. The Missions Ministry Team shall oversee the preparation of all promotional materials to be used in the campaign, and see that these materials get out to the churches in a timely way.
10. The IBC Bookkeeper shall send a check/bank transfer directly to the recipient(s) of this offering, after it appears to be complete, or around November 1st, whichever comes first. The IBC Bookkeeper will notify the Missions Ministry Team Coordinator when this is done.

C. **INTERNATIONAL MISSIONS IN DECEMBER**

1. Currently the IBC's International Missions Offering is given to the European Baptist Mission and the SBC's International Missions Offering (popularly called the Lottie Moon Christmas Offering), to support worldwide missions.
2. The IBC office normally oversees the acquisition and distribution of promotional materials, and sees that these materials are sent out to the churches in a timely manner.
3. The role of the Missions Ministry Team in this offering shall be to offer its assistance in any way possible to the IBC and office staff in promoting this world-wide missions offering. The amount disbursed will be reported to the Missions Ministry Team for inclusion in their annual report.