

River City Faith Network Policies and Procedures  
(Revised by the Board of Directors, September 27, 2022)

**Article I**

**Section 1**

**NAME**

While reflecting deep pride in and widely held appreciation for our rich Baptist heritage, the Richmond Baptist Association, Inc. was renamed the River City Faith Network at the April 2014 Spring Celebration. The River City Faith Network (hereinafter “RCFN” or “the Network”) is officially registered with the State Corporation Commission of Virginia as a trade name used to identify Richmond Baptist Association, Inc.

RCFN recognizes that the severe needs of the disadvantaged, under-resourced, and underserved “least of these” in the Richmond area continue to grow rapidly. We are provided with an ever-increasing challenge that cannot be met by Baptists alone. Therefore, RCFN seeks to cast a far-reaching net of challenge, involvement, and partnership to include the larger Christian community comprised of Christ-honoring individuals, churches, and organizational and business partners beyond our Baptist family. While the challenges of ministering to “the least of these” are too great to be met exclusively by Baptists, RCFN endeavors to lead our city in marshalling investment and volunteers in a regionally coordinated way to more efficiently utilize resources while reducing duplication of distribution and effort by fostering effective communication and coordination.

**Article II**

**Section 1**

**MEMBERSHIP**

The Network shall be composed of churches and likeminded organizations located in the area of Richmond, Virginia, which wish to cooperate in activities of common interest to serve the underserved and transform communities through the love of Christ and for the Glory of God. Growing in participation, increasing fiscal investment, and mutual accountability to God and to one another are some visible signs of our cooperation. Genuine participation and investment shall be recognized through Levels of Affiliation.

Churches, organizations, and entities may seek formal affiliation with the River City Faith Network by submitting their request in writing to the Executive Director. The Executive Director shall prepare recommendations to the Board of Directors concerning churches and organizations desiring to affiliate with RCFN. Together, the Executive Director and the Board shall study and evaluate all churches, groups of churches, or organizations seeking membership in RCFN and make recommendations to the Network regarding them.

## Section 2

### LEVELS OF AFFILIATION

The LEVELS OF AFFILIATION shall be known in order from least to most participatory as:

- CONNECTORS
- CHAMPIONS
- CORE

## Section 2A

### REQUIREMENTS OF LEVELS OF AFFILIATION

#### CONNECTORS

- Provide support and participate in selected ministry projects and programs of RCFN

#### CHAMPIONS

CHAMPIONS are partners who take a more active role by all of the following:

- Participating in one or more RCFN ministries on a regular basis throughout the previous calendar year
- Providing financial support in the previous and/or current RCFN fiscal year(s) of a minimum total of at least \$300 designated for one or more of the following:
  - RCFN's General Program Budget
  - Camp Alkulana and/or a Community Ministry Center(s)
  - Other RCFN ministry endeavors
- Providing support to one or more RCFN ministries through volunteer time or in-kind gifts/services to:
  - RCFN's General Program Budget
  - Camp Alkulana and/or a Community Center(s)
  - Other RCFN ministry endeavors

#### CORE

CORE, RCFN's most involved and invested partners, demonstrate the most active level of participation and support by all of the following:

- Participating in one or more RCFN ministries on a regular basis throughout the previous calendar year
- Providing financial support in the previous and/or current RCFN fiscal year(s) with at least the larger of \$600 or 0.5% of the partner's annual budget designated to the RCFN General Program portion of the RCFN annual budget.
- Providing support to one or more RCFN ministries through volunteer time or in-kind gifts/services to:
  - RCFN's General Program Budget
  - Camp Alkulana and/or a Community Ministry Center(s)
  - Other RCFN ministry endeavors

## **Section 2B**

### **BENEFITS OF LEVELS OF AFFILIATION**

#### **CONNECTORS**

- May provide governance through the election of one (1) messenger to the Annual Meeting
- May provide staffing for RCFN Support Teams

#### **CHAMPIONS**

- May provide governance through the election of two (2) messengers to the Annual Meeting
- May provide staffing for RCFN Support Teams
- May provide staffing to RCFN Standing Committees

#### **CORE**

- May provide governance through the election of five (5) messengers to the Annual Meeting
- May provide leaders and staffing for RCFN Support Teams
- May provide leaders and staffing for RCFN Standing Committees
- May engage in policy-setting through a maximum of three (3) members on the RCFN Board of Directors, inclusive of RCFN Officers, Standing Committee and Support Team Leaders, At-large members, Director of Woman's Missionary Union of RCFN, and the Executive Director.

## **Section 2C**

### **RESPONSIBILITY FOR EVALUATING LEVELS OF AFFILIATION**

The Executive Director and the Board of Directors shall have the responsibility of evaluating churches and organizations regarding their affiliation status.

- The Executive Director shall assess and report to the Board annually regarding the membership status of each affiliate. In the event an affiliate has lapsed into inactivity, the Executive Director shall initiate contact to review the affiliate's membership status and seek restoration. The Executive Director may recommend action as needed for the Board's consideration regarding an affiliate.

## **Section 2D**

### **APPLYING FOR AFFILIATION**

The Executive Director will receive the application of a church, organization, or entity that seeks affiliation with River City Faith Network and make recommendations regarding the application to the Board of Directors.

## Article III

### Section 1

#### **NETWORK MEETINGS**

The Annual Meeting of the River City Faith Network shall be held at a time to be determined by the Executive Committee unless otherwise designated by the Board of Directors. If needed, the Executive Committee, or the Board of Directors acting at a duly called Board meeting, may call a Network Meeting. RCFN shall notify its affiliates in writing or electronically of any annual or called meeting of the Network at least two weeks prior to the meeting.

### Section 2

#### **MESSENGERS**

The voting body of the Network shall be composed of the Board of Directors and up to one (1) elected messenger for each CONNECTOR and two (2) elected messengers for each CHAMPION, and five (5) elected messengers for each CORE affiliated church, entity or organization. Further, each mission church under sponsorship of a Network church shall be entitled to one (1) elected messenger. Messengers are annually elected by the affiliated church or other organization that they represent.

#### **Registration Duties**

The Executive Committee, as needed, shall review and rule upon any questions that may arise in registration concerning the credentials of messengers to Network meetings and shall verify the number of messengers allowed for each affiliate, verify that messengers have been authorized by their affiliate, and provide identification for each duly registered messenger.

The Board of Directors or representatives thereof shall assist the Clerk/Historian and the RCFN Executive Assistant at registration tables at each meeting of the Network.

## Article IV

### Section 1

#### **NETWORK OFFICERS AND EXECUTIVE COMMITTEE**

Officers shall be elected from eligible nominees at the Annual Meeting for two-year terms. Traditionally, the Vice-Chairperson succeeds the Chairperson. Traditionally, the Chairperson alternates between a minister and a layperson.

#### **DUTIES OF THE CHAIRPERSON**

The Chairperson shall preside during the Annual Meeting. The Chairperson shall serve as the Chairperson of the Board of Directors and preside during Board of Directors meetings. The Chairperson is an *ex-officio* member of all standing committees and teams; however, he/she

may appoint someone to represent him/her in this *ex officio* capacity. The Chairperson shall decide points of order; however, he/she may appoint a Parliamentarian to assist in making rulings. The Chairperson shall appoint the Annual Meeting Arrangements Committee and other occasional or task groups as needed.

#### **DUTIES OF THE VICE-CHAIRPERSON**

The Vice-Chairperson shall assume responsibilities of the Chairperson during his/her absence or resignation. The Vice-Chairperson shall preside at the meetings of the Network and of the Board of Directors in the absence of the Chairperson and shall perform all other duties pertaining to the office of Chairperson in the case of the absence, death, resignation, or incapacitating illness of the Chairperson. The Vice-Chairperson shall perform other duties as delegated by the Chairperson.

#### **DUTIES OF THE CLERK/HISTORIAN**

The Clerk shall keep all the minutes and records of all sessions of the Annual Meeting and the Board of Directors. The Clerk shall assist in preparing these records for publication or distribution as directed by the Board of Directors. The Clerk shall be responsible for registration at any session of the Network with the assistance of the Board of Directors. The Clerk shall maintain and update the history of RCFN. He/she may succeed him/herself.

#### **DUTIES OF THE TREASURER**

The Treasurer shall have authority to sign checks for RCFN and shall serve as a resource person for RCFN's bookkeeper. He/she serves as a member of the Stewardship Committee. The Treasurer shall provide for the receiving and holding of monies and evidence of property owned by the Network. The Treasurer shall be responsible for all receipts and disbursements for RCFN and its affiliated organizations, centers, and camp. He/she shall monitor spending in accordance with budgeted amounts and notify the Stewardship Committee as necessary. The Treasurer shall be responsible for investment activity, reporting financial matters to the Board of Directors. The Treasurer shall be responsible for making and distributing regular Treasurer's reports for each Board of Directors meeting and for the annual report published each year. He/she may succeed him/herself.

#### **DUTIES OF THE EXECUTIVE COMMITTEE**

The Network officers plus the Executive Director shall constitute the Executive Committee. The Executive Committee shall assure that all the duties of the Board of Directors are carried out, shall present names to the Board of Directors for consideration as nominees to serve on the Ministry Placement Committee, and may approve emergency actions as specified in RCFN Policies and Procedures, including calling a meeting of the Network.

### **Section 2**

#### **BOARD OF DIRECTORS**

As defined in the Network's Bylaws, Officers, Standing Committee and Support Team Leaders (or their representatives), At-large members, the Director of Woman's Missionary Union of RCFN, and the Executive Director form RCFN's Board of Directors. The Board of Directors shall be the governing body of the Network between each Annual Meeting of the

Network. As such, it shall conduct the business of the Network; it shall approve applications for Membership by churches/organizations, and cooperative agreements and applications for Provisional Membership by church plants; it shall approve regular financial reports and the annual audit report; it shall authorize and approve legal matters and delegate its authority as needed; it shall be the custodian of all property of the Network. It shall approve the proposed Budget and the Ministry Placement Committee report to be presented to the Annual Meeting. It shall approve Bylaw amendments to be presented to the Annual Meeting, and it shall organize itself in such a way as to effectively carry out the intended purposes, objectives, and mission of the Network. The Board of Directors shall meet no less than bi-monthly. Regular meetings and called meetings of the Board of Directors shall be scheduled and due notice given of the time and place for the Board of Directors Meeting. When deemed necessary by the Executive Committee, the Chairperson, or the Executive Director of the Network, a meeting of the Board of Directors may be called.

Meetings may be held in person and/or electronically. The technology used must allow for simultaneous aural communication and for participation in the discussion by any Board member requesting to speak. Voting may also be done by electronic means.

- Each Board member shall represent RCFN and serve as a liaison, connecting RCFN to the entity they represent on the Board and advocating for the RCFN and its ministries to that entity and the greater community.
- In the case of a vacancy in any elected position of the Network other than the Executive Director, the Board of Directors, at any duly called meeting of the Board, may fill such vacancy.
- The Executive Committee shall bring names of enlisted persons to serve on the Ministry Placement Committee to the Board for nomination by the Board and election at the Annual Meeting.
- The Executive Director and the Board of Directors shall have the responsibility of evaluating churches and organizations regarding their affiliation status.
- Upon the Executive Director's recommendation, the Board of Directors may forward the application of a church, organization, or entity that seeks affiliation with River City Faith Network. Non-voting provisional affiliation shall be granted by the Board of Directors after being tabled for a minimum of thirty (30) days for prayerful consideration and ratified by the Network at its Annual Meeting by two-thirds (2/3) vote, at which time voting capability and full participation shall be extended to the applying entity. Admission shall be contingent upon fulfilling, for the previous year prior to submission of their letter of request, the requirements stipulated for the level of affiliation sought by the entity that desires to support Network missions and ministries.

## **Section 2A**

### **AT-LARGE BOARD MEMBERS**

At-large Board members may be elected from eligible nominees for a *two-year term*. At-large Board members may succeed themselves up to a total of six years before taking at least one year off.

## **Section 2B**

### **DIRECTOR OF WOMAN'S MISSIONARY UNION OF RCFN**

The Director of Woman's Missionary Union, the Director's representative or other representative designated by the Woman's Missionary Union of RCFN shall serve as a member of RCFN's Board of Directors.

## **Article V**

### **Section 1**

#### **STANDING COMMITTEES AND SUPPORT TEAMS**

Members of Standing Committees and Support Teams may be elected from eligible nominees for a two-year term. Except as stated elsewhere herein, Standing Committee members may succeed themselves up to a total of six years before taking at least one year off. Support Team members may succeed themselves.

Within four weeks following the Annual Meeting the Chairperson, in consultation with the respective staff member, shall enlist a Chair for each committee and team from among its members. Standing Committees and Support Teams may elect a Vice-Chairperson and Secretary from within their elected members. In the event that a committee or team chairperson cannot attend Board meetings, the committee or team Vice-Chairperson or a designee may represent the committee or team on the Board.

All Standing Committees and Support Teams shall meet at least three times per year, whether in-person or electronically, and at other times as required to accomplish their duties.

The Board of Directors may fill vacancies as needed with the assistance of the Ministry Placement Committee.

### **Section 2**

#### **SUPPORT TEAMS**

The purpose of the Support Teams is to support the work of the centers, camp, and other future ministries and to ensure the continued growth of the Baptist Center ministries and to assist affiliates and the Network to work cooperatively with the centers, camp, or other valued ministries. Within four weeks following the RCFN Annual Meeting the RCFN Chairperson, in consultation with the respective staff member, shall enlist a Chairperson for each team from among its members.

- Each Support Team may be governed by its Support Team Bylaws which can be found in the Appendices of this document. Support Team Bylaws or other governing documents shall be subsidiary to Network Bylaws and are subject to the approval of the Board of Directors.
- The Community Ministry Center Support Teams shall have the following membership:
  - 1 member/pastor of the host church (if applicable)
  - 1 representative from WMU
  - 1 member from the community
  - At least 3 at-large members

- The Camp Alkulana Support Team shall have the following membership:
- 1 representative from WMU
- 1 member from the community
- At least 3 at-large members
- The Community Missionary or Camp Director is an *ex officio* member of their respective Support Team.
- The Central Virginia Baptist Ministries Support Team shall have the following membership:
- One or more at-large members that regularly attend CVBM meetings (virtually or in-person), contributing to their work as RCFN's representative(s) and reporting their work back to RCFN's Board of Directors and members

Elected Support Teams may appoint additional persons to serve on the team. Appointed members shall assist them in performing their responsibilities as program or project coordinators and participants, providing input and volunteer effort. Appointments shall be made annually. Appointed members may succeed themselves.

### Section 3

#### STANDING COMMITTEES

##### Ministry Placement Committee

The duties of this Committee shall be to enlist for service all Officers, Board of Directors at-large members, Standing Committee members, and, in consultation with the respective staff members, Support Team members for election at the Annual Meeting. This committee shall recommend to the Board of Directors persons to fill vacancies throughout the year.

##### Personnel Committee

- The Committee shall prepare and maintain a policy manual for RCFN personnel to include responsibilities, benefits (e.g., sick leave, vacation, holidays, pay and allowances, insurance and retirement, and continuing education) and standards of conduct.
- The Committee shall recommend potential non-ministerial employees to the Board of Directors and perform such other duties as received from the Board of Directors. It shall establish staff performance expectations with the Executive Director and receive annual staff evaluations and recommendations of same. The Committee shall give advice/input to the Executive Director with regard to the hiring or dismissal of all staff. This may be initiated with or without the request of the Executive Director.
- The Committee shall work with the Stewardship Committee to establish annual salaries and benefits for the Executive Director and staff.

The Committee shall serve as the final court of appeal for grievances by any full-time or part-time staff person except the Executive Director for whom the full Board of Directors retains that authority.

##### Properties Committee

The Committee, with the help and cooperation of RCFN staff members, shall inspect, inventory, maintain, secure timely repairs, and keep the physical properties and vehicles of the Network in proper working order and appearance. For budgeted repairs, the Committee shall

solicit bids and report its actions to the Executive Director. For unbudgeted repairs (i.e., unplanned major expenses which may require a transfer from reserve funds) the Committee shall solicit bids and recommend action to the Board of Directors. In case of emergency expenses greater than \$2,500, the Committee may recommend action to the Executive Committee which may approve emergency action.

The Committee shall have general supervision of the Network's real property including buildings, grounds, and equipment and shall be responsible for guiding maintenance personnel and other labor as may be necessary. The Committee shall work closely with the Executive Director and related staff and Support Teams in detecting and coordinating facilities maintenance needs.

### **Stewardship Committee**

The committee shall give oversight to financial matters, propose and recommend the annual budget, conduct or oversee annual audits and/or reviews, and conduct due diligence. The Stewardship Committee shall recommend the annual budget to the Board of Directors for approval or modification to be subsequently presented to the Network at the Annual Meeting.

The committee shall also have responsibility for the endowment and shall be governed by the "ENDOWMENT FUND Statement of Policy" established by the Executive Committee of the Richmond Baptist Association, Incorporated, at its meeting of January 21, 1982. The "ENDOWMENT FUND Statement of Policy" is found in the Appendices of this document.

## **Article VI**

### **Section 1**

#### **EXECUTIVE DIRECTOR**

It shall be the responsibility of the Executive Director to supervise the work of the Network and to hire and supervise all other staff within the approved budget and the guidelines of the "Employee Handbook," as well as coordinate all activities of the Network. He/she shall be an *ex-officio* member of all Committees and Teams. The Executive Director shall encourage, assist, coordinate, and supervise the work of the Network in carrying out the Great Commission. Specific requirements for the position of Executive Director may be found in the RCFN "Employee Handbook."

Adopted, October 19, 2014, 63<sup>rd</sup> Annual Fall Meeting, First Baptist Church, Richmond  
Latest Revision, September 27, 2022, Board of Directors

Note 1. Per *Robert's Rules*, *ex officio* members may vote.