

# River City Faith Network Policies and Procedures Revised August 26, 2021

## 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 is officially registered with the State Corporation Commission of Virginia as a trade name used to identify Richmond Baptist Association, Inc.

The Network 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, the Network 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, the River City Faith Network 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

Affiliation with the Network shall be composed of churches and likeminded organizations located in the area of Richmond, Virginia, which wish to cooperate in a program of activities of common interest, working together to bring living water to transform communities through the love of Christ and for the Glory of God, and growing in participation, attempting to increase fiscal investment, and recognizing the need for accountability to God and to one another. Genuine participation and investment will be recognized through Levels of Affiliation and proportionately rewarded.

## Section 2 LEVELS OF AFFILIATION

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

- CONNECTORS
- CHAMPIONS
- CORE

### Part A

#### CONNECTORS

The LEVEL OF AFFILIATION shall be known as CONNECTORS wherein partners ...

- Provide support and participate in ministry projects and programs of the RIVER CITY FAITH NETWORK
- May provide governance through the election of one (1) messenger to the Annual Meeting

- May provide Staffing for RIVER CITY FAITH NETWORK Support Teams

## **Part B**

### **CHAMPIONS**

The LEVEL OF AFFILIATION shall be known as CHAMPIONS wherein partners ...

Have participated in camp and/or community center ministries on a regular basis throughout the previous calendar year

- Will have provided support through volunteer time or in-kind gifts/services to:
  - Network General Program Budget
  - Camp Alkulana or one or more Community Centers
  - Other Network ministry endeavors
- May provide governance through the election of two (2) messengers to the Annual Meeting
- May provide Staffing for RIVER CITY FAITH NETWORK Support Teams
- May provide Staffing to RIVER CITY FAITH NETWORK Standing Committees

## **Part C**

### **CORE**

The most involved and invested LEVEL OF AFFILIATION shall be known as CORE wherein partners ...

- Have participated in camp and /or community center ministries on a regular basis throughout the previous calendar year
- Will have provided financial support in the previous and/or current Network fiscal year(s) with at least a portion designated to the Network General Program portion of the annual budget:
  - Network General Program Budget
  - Or Camp Alkulana
  - Or one or more of the Community Centers
  - Other Network ministry endeavors
- May provide governance through the election of five (5) messengers to the Annual Meeting
- Are eligible to engage in policy setting through a maximum of three (3) board members including officers on the Network Board of Directors
- May provide Leaders and Staffing for RIVER CITY FAITH NETWORK Support Teams
- May provide Leaders and Staffing to RIVER CITY FAITH NETWORK Standing Committees

## **Article III**

### **Section 1**

### **NETWORK MEETINGS**

The Annual Meeting of the River City Faith Network will be held at a time to be determined by the Officers and Executive Director of the Network unless otherwise designated by the Board of Directors. If needed, the Officers and Executive Director acting together 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 River City Faith Network shall be composed of the Board of Directors and 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 Director in consultation with the RCFN Officers 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**

### **DUTIES OF THE CHAIRPERSON**

The Chairperson shall preside during the Annual Meeting. The Chairperson shall serve as the Chair 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.

### **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 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 the Network.

### **DUTIES OF THE TREASURER**

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

## Section 2

### BOARD OF DIRECTORS

Between each Annual Meeting of the Network, the Board of Directors shall be the governing body 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 Chairperson or the Executive Director of the Network, a meeting of the Board of Directors may be called.

- In the case of a vacancy in any elected position of the Network, the Board of Directors, at any duly called meeting of the Board, may fill such vacancy until the end of term of service.
- Officers shall bring names of enlisted persons to serve on the Ministry Placement Committee to the Board for approval to be voted on at the Annual Meeting.
- The Executive Director and the Board of Directors will have the responsibility of evaluating churches and organizations re their affiliation status. 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 the Network. 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.
- The Executive Director will assess and report to the Board annually re the membership status of each affiliate. In the event an affiliate has lapsed into inactivity, the Executive Director will 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.
- 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 body of 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.

## Article V Section 1

### 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.

- 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 will be

subsidiary to Network Bylaws and are subject to the approval of the Board of Directors.

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

## **Section 2**

### **STANDING COMMITTEES**

All Standing Committees will elect a Secretary from within their elected members. The Ministry Placement Committee will enlist as needed a Chairperson and Vice-Chairperson from CORE affiliates for Standing Committees. The Board of Directors may fill vacancies as needed with the assistance of the Ministry Placement Committee.

#### **Endowment Committee**

The Endowment Committee 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.

#### **Facilities and Vehicles 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 Director who, in consultation with the Treasurer and Board Officers, 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.

### **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.

### **Ministry Placement Committee**

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

### **Stewardship Committee**

The committee shall give oversight to financial matters, propose and recommend the annual budget, conduct or oversee annual audits and/or reviews, conduct due diligence and prepare recommendations concerning property matters to the Board of Directors for adoption. 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.

## **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 will 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 Network "Employee Handbook."

Adopted, October 19, 2014, 63<sup>rd</sup> Annual Fall Meeting, First Baptist Church, Richmond

Revised, July 21, 2015, Board of Directors

Revised, February 23, 2016, Board of Directors

Revised, September 22, 2020, Board of Directors

Revised, August 26, 2021, Board of Directors

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

Note 2. The Document Review Group may correct punctuation or make other minor changes that do not alter the meaning of this document and report any such changes to the Board of Directors.