

# River City Faith Network Policies and Procedures

## 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, aspiring to governance, 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 four (4) LEVELS OF AFFILIATION shall be known in order from least to most participatory as:

- COMMUNITY
- CONNECTORS
- CHAMPIONS
- CORE

## Part A

### COMMUNITY

Among LEVELS OF AFFILIATION, the initial stage of involvement in the mission and ministries of the River City Faith Network shall be known as COMMUNITY wherein partners ...

- may be Baptist or non-Baptist
- may support and participate in ministry projects and programs of the RIVER CITY FAITH NETWORK on an occasional and sporadic basis with no long- standing commitment,
- may provide income out of common Christian interest with no ongoing obligation

- may attend the open Annual Meeting as guests

### **Part B**

#### **CONNECTORS**

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

- may be Baptist or non-Baptist
- may support and participate in ministry projects and programs of the RIVER CITY FAITH NETWORK on a more consistent and regular basis
- will have provided during one of two previous calendar years a minimum of \$1,000 or income at the level of 1 percent (1.0 %) of the entity's annual undesignated receipts to one or more of the following:
  - Network General Program Budget
  - Camp Alkulana
  - or one or more Community Centers
- may provide governance through three (3) Messengers to the Annual Meeting
- may provide Staffing for RIVER CITY FAITH NETWORK Support Teams
- must have reported to the Network through the Annual Church Profile or similar vehicle in the previous calendar year
- must complete or renew a Covenant of Intentions with the Network annually

### **Part C**

#### **CHAMPIONS**

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

- must be Baptist
- have participated in camp and / or community center ministries on a regular basis throughout the previous calendar year
- will have provided during one of two previous calendar years a minimum of \$2,000 or income at the level of greater than 1 percent (1%) and less than 3 percent (3%) of the entity's annual undesignated receipts, whichever is greater, or will have provided in excess of \$25,000 annual income to:
  - Network General Program Budget
  - Camp Alkulana
  - or one or more Community Centers
- may provide governance through a minimum of five (5) messengers to the Annual Meeting
- are eligible to engage in policy setting through a maximum of one (1) board member on the Network Board of Directors
- may provide Leaders and Staffing for RIVER CITY FAITH NETWORK Support Teams
- may provide Staffing to RIVER CITY FAITH NETWORK Standing Committees
- must have reported to the Network through the Annual Church Profile in the previous calendar year
- must complete or renew a Covenant of Intentions with the Network annually

### **Part D**

#### **CORE**

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

- must be Baptist

- have participated in camp and / or community center ministries on a regular basis throughout the previous calendar year
- will have provided during one of two previous calendar years a minimum of \$3,000 or income at the level of greater than 3 percent (3%) of the entity's undesignated receipts, whichever is greater, with at least one half (1/2) designated to the Network General Program portion of the annual budget, or will have provided in excess of \$50,000 annual income to:
  - Network General Program Budget
  - Or Camp Alkulana
  - Or one or more of the Community Centers
  - Other Network ministry endeavors
- may provide governance through a minimum of five (5) messengers to the Annual Meeting
- are eligible to engage in policy setting through a maximum of two (2) board members 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
- must have reported to the Network through the Annual Church Profile in the previous calendar year
- must complete or renew a Covenant of Intentions with the Network annually

### **Section 3**

#### **COVENANTS OF INTENTION**

A Covenant of Intentions is a brief, good-faith statement crafted by the affiliating entity or supplied as a template by the Network which states the aspirations and intentions of the affiliating entity to meaningfully participate and invest in the ministries of the Network during the upcoming year. The Covenant is intended to give focus and priority to the passions of the entity as related to the Network to best utilize the gifts and talents of both in a cooperative spirit for God's Glory. It may also contain suggestions regarding how the Network may meaningfully partner to strengthen its affiliates.

### **Article III**

#### **Section 1**

#### **ANNUAL MEETING**

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. The purpose of the Annual Meeting shall be to:

- elect the officers
- adopt the annual budget
- approve the Ministry Placement Committee report
- receive reports of Network accomplishments
- conduct any and all business as is properly presented to the body of assembled messengers

### **Section 2**

#### **MESSENGERS**

The voting body of the River City Faith Network shall be composed of the Board of Directors and three (3) elected messengers for each CONNECTOR and five (5) elected messengers for each CHAMPION, or CORE affiliated church, entity or organization, and one (1) additional messenger for each \$5,000 or more than half thereof given to the Network and Week of Prayer Offering during the previous calendar year, provided

that no church shall be entitled to more than twelve (12) such messengers. Further, each mission church under sponsorship of a Network church shall be entitled to one (1) elected messenger.

## **Article IV**

### **Section 1**

#### **OFFICERS**

The officers of the Network shall be:

- Chairperson
- Vice-Chairperson
- Clerk/Historian
- Treasurer

### **Section 2**

#### **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 Mission Placement Committee and 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 Credentials Committee. 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 Budget and Finance 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 Budget and Finance 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 prior to the Board of Directors meetings and for the annual report published each year.

### **Section 3**

## **BOARD OF DIRECTORS**

The Board of Directors shall consist of:

- Chairperson
- Vice-Chairperson
- Clerk/Historian
- Treasurer
- Chairpersons of Standing Committees
- Chairpersons of Support Teams
- Director of Woman's Missionary Union
- Not more than nine (9) duly elected persons from qualifying churches and organizations as specified in Network Policies and Procedures.

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, 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; 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. It shall appoint the Mission Placement Committee for election at the Annual meeting. The Board of Directors shall meet monthly or 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.

## **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 to provide support for and to ensure the continued growth of the Baptist Center ministries and to assist member churches and the Network to work cooperatively with the centers, camp or other valued ministries.

The River City Faith Network ministries will be assisted by Support Teams:

- Camp Alkulana Support Team (CAST)
- Church Hill Support Team (CHST)
- Oregon Hill Support Team (OHST)
- South Richmond Support Team (SRST)
- Ministries Support Team (MST)
- Central Virginia Baptist Ministries Support Team (CVBMST)

Each Support Team shall 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
- 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 a non-voting *ex officio* member of their respective Support Team.

The Central Virginia Baptist Ministries Support Team shall have the following membership:

- At least 3 at large 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**

### **MISSIONS SUPPORT TEAM**

The general Missions Support Team of the Network gathers quarterly to remain informed about the work of all mission efforts of the Network, including the work of the Community Centers, Camp Alkulana, C.V.B.M., and partnership missions. The Missions Support Team members bring information and ideas from their own affiliated church or organization's supporting activities and efforts as well as receive information and requests to take back to the entities they represent.

Membership of the Mission Support Team shall be comprised of:

- W.M.U. Director
- Four additional members of Woman's Missionary Union
- Elected members of each individual Support Team
- At least one representative from each affiliated church or organization not otherwise represented
- All Community Missionaries *ex officio*
- Camp Alkulana Director *ex officio*

## **Section 3**

### **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.

### **Affiliation Committee**

#### **Affiliation Duties**

The committee shall give oversight to the process of receiving newly affiliated member churches and organizations. It prepares recommendations to the Board of Directors concerning churches and organizations desiring to affiliate with the Network. The committee shall study and evaluate all churches, groups of churches, or Networks seeking membership in the RCFN and make recommendations to the Network, seek to restore relationships with non-participating member churches and organizations, and make recommendations concerning their affiliation status.

The Affiliation Committee will initiate contact and seek reconciliation when a church has lapsed into inactivity, review membership status of churches and organizations and make any status change recommendations to the Board of Directors based on ACP's or similar documents gathered annually.

Churches, organizations and entities may seek formal affiliation with the River City Faith Network by submitting their request in writing to the Affiliations Committee, which shall make recommendation to the Board of Directors. Non-voting provisional affiliation shall be granted by the Board of Directors after being tabled for 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 seeking 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 being sought by the seeking entity that desires to support Network missions and ministries.

#### **Registration Duties**

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

The committee shall assist the Clerk/Historian at registration tables at each meeting of the Network.

### **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 Committee**

The Committee shall inspect, inventory, maintain, secure repairs and keep the physical properties of the Network in proper order. Should a contract for repairs be necessary, it shall solicit vendors and make recommendations to the Board of Directors. It shall have general supervision of the buildings, grounds, equipment and shall be responsible for guiding maintenance personnel and other labor as may be necessary. This committee shall work closely with the Executive Director in detecting and coordinating facilities maintenance needs.

### **Personnel Committee**

The committee shall develop specific policies in those areas not adequately covered by normal personnel administration manuals. The committee shall also prepare and maintain a policy manual for RCFN personnel in areas of sick leave, vacation, holidays, pay and allowances, insurance and retirement, and continuing education; 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 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/Minister.

The committee shall work with the Budget and Finance 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- or part-time staff person, except the Executive Director. 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 a non-voting member *ex-officio* 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 Executive Director may be found in the Network "Employee Handbook," Executive Director position.

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