

International Baptist Convention

# **OPERATIONS MANUAL**

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# INTRODUCTION

The IBC's **Constitution** defines who we are, that is, it 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 outlines the structure of the Convention, lists IBC leadership, and defines their responsibilities. It is anticipated that, as the ministries of the IBC develop, the structure will be added to or altered as needs arise.

The Operations Manual is a "work in progress." Changes that will improve the operational procedures of the IBC are encouraged. Normally changes would come from one of the teams of the Convention and submitted to the ELT for consideration and approval. Any changes to the Operations Manual will be reported at the following ACM. Messengers at the ACM may also decide to make changes to the Operations Manual, if deemed necessary.

The Operations Manual should provide a framework for the IBC to operate in ways that support its mission, vision, and core values.

<b>Abbreviations used in this document:</b>	
ACM	Annual Convention Meeting
COT	Council of Trustees
CSD	Core Strategy Director
ELT	Executive Leadership Team
LEAD Teams	Church planting teams for geographical regions
MEF	Missions Endowment Fund
PLT	Presidential Leadership Team
TWB	Together We Build

## MISSION

We exist to mobilize and multiply disciple-making churches.

## VISION

We envision a movement of global-minded churches that are reproducing healthy disciples, leaders, and congregations.

We dream of...

- ... stimulating churches toward mission advancement.
- ... helping churches to keep their focus on making and multiplying disciples.
- ... developing pastors and leaders in essential ministry skills.
- ... becoming a catalyst for strategic church-planting.
- ... nurturing a spirit of love that bridges cultures, nationalities, ethnicities, generations, politics, privilege, position, and religious backgrounds.
- ... fostering fellowship and connections among pastors and churches.
- ... supporting churches in times of need and transition.

## CORE VALUES

- We value Fellowship.
- We value Partnership.
- We value Healthy Churches.
- We value Church Planting.
- We value Diversity.
- We value Unity.

A full version of these statements is available in the IBC Constitution (Article II).

## CORE STRATEGIES

Dependent upon the guidance of Scripture and the leadership of the Holy Spirit through prayer, we intend to accomplish our mission and vision through the following core strategies:

### 1. MULTIPLYING CHURCHES

We believe church multiplication should be at the core of our energies and also at the heart of every congregation's efforts and passion. We want to facilitate a movement of multiplying English-language disciple-making churches in strategic locations.

### 2. STRENGTHENING CHURCHES

We believe God wants every church to be a healthy, mobilized church. We want to encourage and strengthen healthy churches to continue on their path. We wish to help churches desiring to take needed steps toward improved health and growth. We desire to provide appropriate, loving, and creative support and motivation to churches that are weak, unhealthy, or ineffective. Our goal is to assist every IBC church to become a mobilized church that is filled with the presence and power of Christ, expressed in a biblical mission, clear vision, shared values, and effective strategies to impact its community and the world by reproducing disciples, leaders, and congregations.

### 3. EMPOWERING LEADERS

We believe healthy, effective pastors and other leaders build healthy, effective churches. We want to produce spiritually mature, self-aware leaders who are competent in their skills, confident in their abilities, and humble in their relationships with God and other people.

### 4. BUILDING CONNECTIONS

We believe deeper relationships are essential for effective kingdom work. We desire to connect IBC pastors and churches with one another. We will also seek to facilitate partnerships between IBC churches and with other Great Commission groups to accomplish God's global mission.

### 5. DEVELOPING RESOURCES

We believe developing resources —financial, people, and training— helps churches and leaders to be effective in their ministry context. We want to become a knowledge broker and resource coach. We wish to assist churches to train members toward good stewardship in order to become financially stable and generous. We desire to assist churches and pastors to understand and appreciate the value of cooperating financially with the IBC so that we can more effectively live out our mission, vision, and values.

## STRUCTURE

The IBC intends to implement its work through a simplified, effective structure. The **Executive Leadership Team (ELT)** – comprised of five Core Strategy Directors, General Secretary (GS) and Presidential Leadership Team (PLT) – works with all other entities of the Convention, and is ultimately responsible to the churches.

The **Presidential Leadership Team (PLT)** – comprised of the three Presidents – provides oversight and direction for the work of the Convention as well as focusing on and mobilizing prayer, and making connections within and outside the Convention.

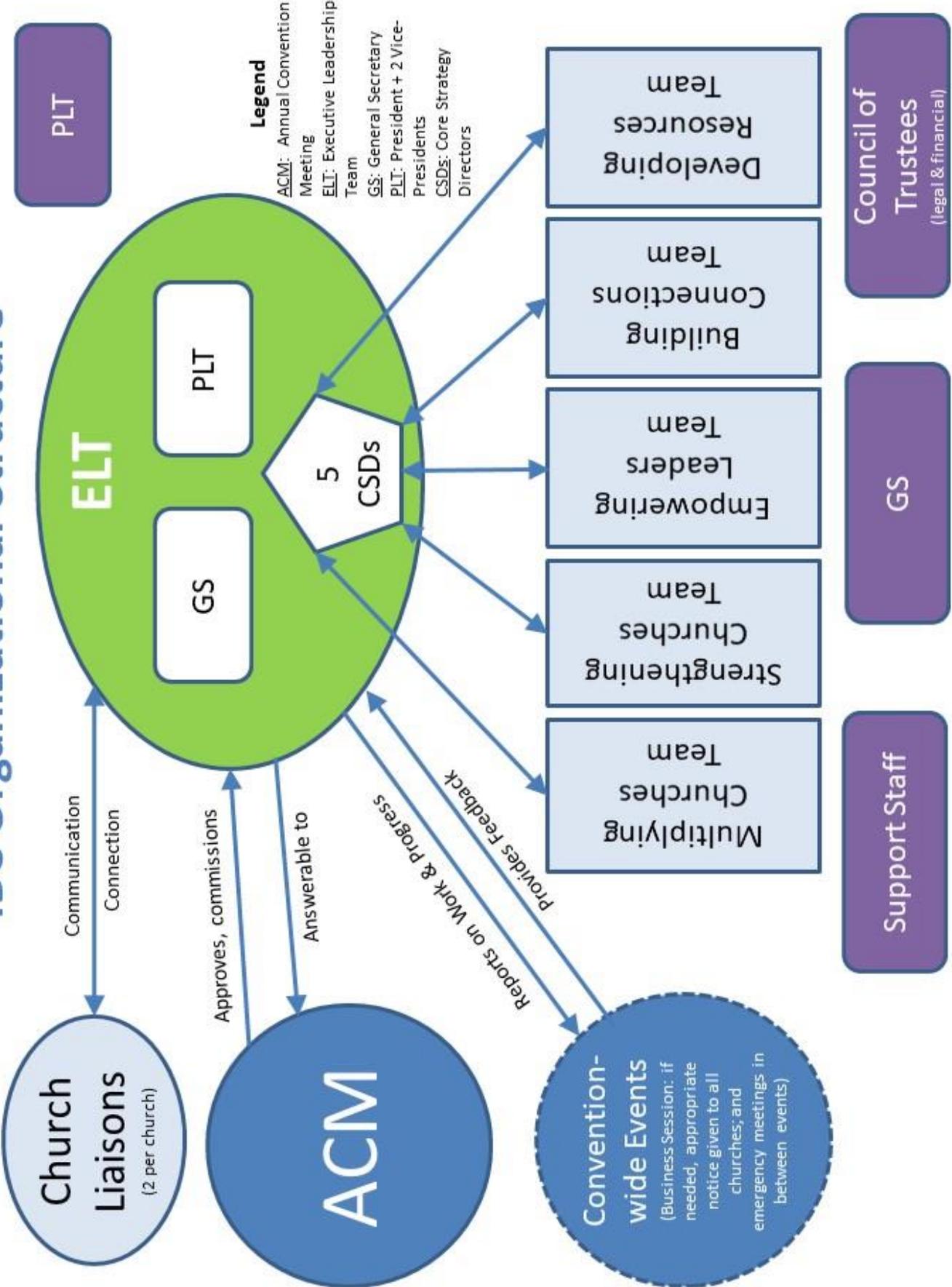
The **Church Liaisons**, appointed by the churches, offer additional connection and communication, between the ELT and IBC churches. In addition, messengers approved by the churches have an opportunity to give feedback to the ELT and approval of its decisions at the Annual Convention Meeting (ACM) in October, as well as at other Convention-wide events.

Undergirding all the work of the Convention are the **Support Staff, General Secretary, and Council of Trustees**.

The organization charts on the next pages describe the interactions of the various people and groups in the IBC's structure. The roles and responsibilities of the various entities are then described.

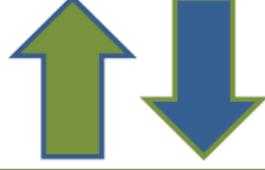
# ORGANISATIONAL CHARTS

## IBC Organizational Structure



## Churches

1. Annual Convention Meeting
  - ELT Answerable to Churches
  - Messengers Approve & Commission Leaders
2. Convention-Wide Events
  - ELT Reports on Work & Progress
  - Churches Provide Feedback
3. Church Liaisons
  - Provides Connection & Communication



## Executive Leadership Team (ELT)

- General Secretary
- President & Vice-Presidents
- Strategy Directors
  - Multiplying Churches
  - Strengthening Churches
  - Empowering Leaders
  - Building Connections
  - Developing Resources

## EXECUTIVE LEADERSHIP TEAM

The Executive Leadership Team (ELT) will be composed of

- Core Strategy Directors (5)
- President
- 1<sup>st</sup> Vice-President
- 2<sup>nd</sup> Vice-President
- General Secretary

The ELT will be responsible for overseeing the implementation of the IBC's strategies for fulfilling its mission and vision, in accordance with the core values of the Convention.

The ELT is answerable to the Convention, which approves and commissions the work at each ACM.

The ELT will give regular reports at general meetings of the Convention including but not limited to the Ministry Leadership Conference and Annual Convention Meeting. At these meetings all pastors and leaders attending will be encouraged to ask questions and give input to the ELT after reports are made. If needed, a Special Meeting Session could be called for decision-making at meetings outside of the ACM (see Constitution Article VI). In addition, the ELT will keep the Convention's churches and pastors informed of ministry decisions and activities through church liaisons, emails, website postings, etc.

The ELT will receive suggested changes to the Constitution for discussion and possible recommendations for changes will be brought to the ACM or next special business meeting for approval.

### **Other Responsibilities Include:**

- Under leadership of the PLT, determine ACM locations and themes
- Review the budget proposal from the Finance Team
- Provide recommendations to the Nominating Team and appoint an interim CSD when needed
- Provide recommendations to the Finance Team for allocation of special funds
- Provide input for the annual church report as a means of measuring the Convention's health
- Review church membership recommendations from the 1<sup>st</sup> Vice-President.

# PRESIDENTIAL LEADERSHIP TEAM

## Primary Responsibilities of Presidential Leadership Team (PLT)

1. Prayer
  - Focus prayer for IBC churches and leaders, IBC staff, strategy directors, and itself.
  - Mobilize the IBC to make prayer a priority in all we do.
2. Oversight
  - Monitor the overall spiritual condition of the Convention, regularly asking, “how are we doing?”
  - Monitor the integrity and direction of the Convention, regularly asking, “are we staying true to the Bible, our mission, vision, core values, and strategy?”
  - Monitor the General Secretary’s overall leadership. Provide the General Secretary with supervision, accountability, and protection. This includes an annual evaluation (June/July).
  - Monitor the work of the core strategy directors. This includes an annual evaluation for each core strategy director (August/September).
3. Direction
  - Work with churches and make recommendations related to membership—potential members, inactive members, and dismissal of members if/when needed.
  - Act as the Personnel Committee of the Convention, dealing with general personnel issues and policies and making recommendations for staff salaries annually.
  - Lead in making decisions with the ELT about the Annual Convention Meeting (ACM) location, program, and agenda.
  - Advise and direct the core strategy directors as part of the Executive Leadership Team.
  - Provide input to the General Secretary as he leads the work of the IBC. Meet regularly for prayer and to discuss issues, events, plans, etc.
  - Name teams annually to decide on the recipient(s) of grants such as the Missions Endowment Fund and Together We Build.
4. Connection
  - Connect with the Council of Trustees on legal and financial issues related to the IBC.
  - Represent the IBC to outside bodies and organizations where we hold membership.
  - Connect with all IBC churches through personal conversations, online chats, phone calls, emails, and other means.
  - Assist with New Pastors and Wives Orientation.

## Responsibilities of President

- Preside at the Annual Convention Meeting and other business meetings. The President may also ask one of the Vice-Presidents to preside at some business sessions.
- Lead the Presidential Leadership Team in fulfilling its roles in the IBC.
- Serve as a member of the ELT.
- Represent the IBC at meetings when requested by the IBC General Secretary (European Baptist Federation, Baptist World Alliance, special church meetings, etc.) The President may also deputize one of the Vice-Presidents or other persons when advisable or needed.
- Each year, within 45 days after the ACM, the President will appoint three people to serve on the Nominating Team along with the PLT. These six people in consultation with the ELT will be responsible for nominating new strategy directors should the need arise during the year. The nomination will be presented at the next ACM or a special business meeting for approval by the messengers. The ELT may appoint an interim CSD who would serve until the new CSD is elected.
- Appoint ad-hoc groups when needed and authorized by the Convention.

### **Responsibilities of 1<sup>st</sup> Vice-President**

- Preside in the absence of the President at the Annual Convention Meeting and other business meetings.
- Succeed to the office of President if the President is unable to complete the term of office.
- Serve as a member of the ELT.
- Represent the IBC in discussions with churches seeking membership.
- Connect with churches and groups as assigned by the President.

### **Responsibilities of 2<sup>nd</sup> Vice-President**

- Preside in the absence of the President and 1<sup>st</sup> Vice-President.
- Succeed to the office of 1<sup>st</sup> Vice-President if that office is vacated.
- Serve as a member of the ELT.
- Connect with churches and groups as assigned by the President.

### **Nomination, Election and Terms of Service**

The President and Vice-Presidents will be elected annually at the ACM, normally during the last business session. They will assume office at the close of the ACM.

Those intending to nominate candidates are requested to send a brief, written description of the background, experience, and IBC service of those being nominated to the IBC Office not less than thirty (30) days prior to the ACM at which these nominations will be presented. These nominations will be publicized prior to the ACM. This preference shall not preclude nominations being made from the floor. All nominees should have at least one year of participation in the IBC.

The term of office for all presidents is one year. The President and Vice-Presidents may serve a second term if elected. Presidents and Vice-Presidents who serve an interim term are eligible to serve up to two full terms, if elected at the subsequent ACMs.

If the President position becomes vacant between meetings, the first Vice-President will fill the position with the second Vice-President filling the first Vice-President position. If the first Vice-President position becomes vacant, the second Vice-President will fill the position. The position of second Vice-President will be filled by nomination from the ELT for approval from the Convention at the next Ministry Leadership Conference or special business meeting, if the vacancy occurs too late for a vote at the MLC. Interim terms continue through the end of the next ACM.

## COUNCIL OF TRUSTEES

The Council of Trustees will be responsible for advising the Convention on all legal aspects of the IBC's operation and for overseeing the IBC's finances and assets. The Council of Trustees will be composed of a team for the legal aspects and a team for the financial aspects.

The Council of Trustees is answerable to the Convention, which approves and commissions its work at each Annual Convention Meeting.

The Council of Trustees will be nominated by the President in consultation with the Vice-Presidents and General Secretary and approved at the ACM or next special business meeting. Trustees will serve a five-year term and may be re-elected for additional terms.

The Council of Trustees should elect its own coordinator, who will be responsible for calling necessary meetings and speaking on behalf of the trustees.

The General Secretary, Administrative Assistant, and Bookkeeper have power of attorney from the German Baptist Union, with the approval of the Convention, to sign on day-to-day business. The coordinator of the Council of Trustees will be informed of any contracts signed. Other business such as the purchase or sale of property and employment contracts (except for ordained personnel) require a special power of attorney from the German Baptist Union. This special power of attorney should be obtained in cooperation with the legal team.

### **Finance Team**

#### **Tasks**

- Prepare annual budget in cooperation with the core strategy directors and office staff. A draft will be submitted to the Executive Leadership Team for review by 15 September of each year. Final approval will be given at the ACM. The budget will be a plan for distribution of all general funds received by the Bookkeeper. The budget also will include a section on designated funds held and administered by the Convention. The financial year of the IBC shall be the calendar year: 1 January - 31 December.
- Plan, advise, and approve all financial transactions in accordance with the approved budgeted expenditures. The Finance Team may approve budget over-runs up to 10% of each budget category if needed, giving consideration to the current financial situation.
- Provide regular financial reports to the ELT and to the Convention at the ACM as well as quarterly reports to the churches.
- 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.
- Supervise and provide an annual external audit of IBC accounts, as required by the German Baptist Union, and report the results to the Convention for approval.
- Administer the Missions Endowment Fund, as described in the MEF Guidelines.
- Administer the loan fund of the Convention.
- Provide financial guidance to churches.

#### **Meetings Per Year**

Monthly by video-conference

#### **Membership**

At least 3 members, with at least 2 of these having a minimum of 3 years experience each in the IBC.

The team will appoint its own team leader.

#### **Qualifications and Gifts**

Financial aptitude and experience

## **Legal Team**

### **Tasks**

- Acquire, supervise, and manage the IBC's property and material assets (owned and rented), subject to the Convention's approval.
- Provide for the legal grounding between the Convention and national authorities.
- Provide legal advice to the Executive Leadership Team and General Secretary on all issues relating to the IBC's operation.
- Provide legal advice to the Presidential Leadership Team and General Secretary on all issues relating to the employment of IBC personnel.
- Provide tax advice to the Convention and the churches as requested and needed.
- Support the audit process with legal expertise and advice.

### **Meetings Per Year**

1 or as needed

### **Membership**

At least 3 members

- At least 2 members of IBC churches
- 1 member appointed by the German Baptist Union

The team will appoint its own team leader.

### **Qualifications and Gifts**

- Professional knowledge of issues involving legal matters, personnel management and employment, property and material assets, and management of the IBC's legal status in Germany.
- Majority who are residents of Germany and who speak German.
- Majority who are European citizens.

## CHURCH LIAISONS

The Church Liaisons group will be composed of two duly elected people from each church (one member for associate churches). At least one of these people should be a non-staff person. These names should be forwarded to the IBC Office as soon as possible after the ACM but not later than 45 days. The Church Liaisons will serve as a means of two-way communication between the ELT and IBC churches.

The Church Liaisons will receive regular updates and give input to the ELT. Their input and involvement will be important to help the ELT in its leadership effectiveness.

## GENERAL SECRETARY

The General Secretary, under the gifting and enabling of God, is to lead the Convention in fulfilling its vision and mission.

The General Secretary's responsibilities will be to provide leadership and coordination to the Convention by working with individual churches, convention ministries, national Baptist unions and other organizations, the IBC's leadership, IBC office staff, and other employees. The General Secretary will be responsible for administration of the day-to-day activities of the Convention, acting as the primary source of counsel to church leadership on doctrinal, legal, pastoral, property, and other appropriate matters.

The General Secretary will serve as the leader of the Executive Leadership Team. He will work closely with the President and Vice-Presidents to give overall leadership of the IBC.

The General Secretary will be an ex-officio, non-voting member of all Convention teams, including the Council of Trustees. As organizational leader, serious consideration is always to be given to the General Secretary's views on issues pertinent to the IBC's witness, well-being, and structure. The General Secretary will make written reports to the IBC at its Annual Convention Meeting and supervise and conserve the Convention's records.

The General Secretary will act as the primary counselor and arbitrator in resolving conflicts within the Convention, its ministries, and churches. His dedication to Christian principles and his pastoral experience should make him a trusted friend and counselor to all persons in church leadership.

The General Secretary will promote positive relationships, communications, and development of partnerships. The General Secretary will be the official representative of the Convention on the appropriate councils of the organizations named in Article VIII of the Constitution. He shall serve as the primary spokesman of the Convention to all external bodies.

The General Secretary will be the chief administrative officer of the IBC. He will plan the staff requirements of the Convention and recruit, supervise, promote the morale, conduct annual performance appraisals, resolve any staff conflicts, and, if necessary, terminate office staff in consultation with the Presidential Leadership Team. The PLT will act as the Personnel Committee for the Convention, providing the General Secretary with support and advice as needed.

The General Secretary will be nominated by a special committee of seven (7) persons appointed by the PLT, with such appointment approved by the ELT. The General Secretary will be elected by a two-thirds majority of the messengers attending the ACM.

If a suitable candidate for General Secretary is not immediately available, an interim General Secretary, nominated by the ELT, may be elected by a two-thirds majority of the messengers attending the ACM. The term of service of the interim General Secretary shall continue until resignation or until the Convention at the ACM elects a new General Secretary.

The term of office of the General Secretary will continue until resignation or until the Convention declares the office vacant by a two-thirds majority of the messengers attending the ACM or special meeting.

## CORE STRATEGY DIRECTORS

Each core strategy will be led by a core strategy director (CSD). The core strategy director will be responsible for developing objectives, goals, and action steps to accomplish the overall strategy of the IBC. A part of each core strategy director's tasks will be to build teams to accomplish his or her work.

Members and leaders of the teams should be approved by the core strategy director.

The core strategy directors will be given freedom to recruit and form teams under their strategies. The number and nature of teams working under the core strategy directors will vary according to need. These team members do not have to be approved by the Convention; however, their names should be reported to the Convention on a regular basis. A complete list of all teams will be publicized at each ACM for information purposes.

### **Key Criteria for all Core Strategy Directors**

- Character—Personal character befitting of Christian leaders.
- Competence—Both God-given and developed capabilities, including physical and emotional health.
- Chemistry—Aligned with the Mission, Vision, and Core Values of the IBC and able to work well with other team members.
- Call—After prayer and consideration, sense God's call to serve through leading a team to accomplish the task.

### **Expectations for all Core Strategy Directors**

- 5-10 hours per week
- Commitment to semi-monthly meetings via internet and regular monthly reporting
- 2-3 face-to-face meetings during the year
- Active in a local church

### **Tenure of Service**

Directors are asked to serve for a three-year term to ensure stability and momentum. If asked, the person may continue for a longer time after the initial term.

Ideally, the core strategy directors would serve in full-time positions – either self-funded or IBC-funded. As we move toward that goal, the initial directors will be crucial pioneers to establish structure and build momentum for future ministry.

A person serving as a core strategy director cannot serve as President or a Vice-President. A director cannot lead a team beyond his or her core strategy.

The PLT in consultation with the ELT will be responsible for recommending to the ACM the continuation of core strategy directors who have completed their initial three-year terms. The PLT in consultation with ELT will be responsible for recommending the termination of core strategy directors who for various reasons cannot or should not continue serving.

There may be other legal considerations for core strategy directors directly employed by the IBC in that role.

## DIRECTOR OF CHURCH MULTIPLICATION

### **Job Summary**

The Multiplying Churches Strategy Director is responsible for leading all aspects of the IBC's church multiplication efforts -- strategy development and implementation, LEAD teams, church planters, church planting locations, and involvement of IBC churches.

### **Job Profile**

Ideally the director needs gifts or abilities in compassionate leadership, discernment, administration, and teaching.

The director needs a passion for seeing church multiplication in strategic locations to reach people with the Gospel.

The director should have the ability to build, motivate, and lead a growing group of LEAD Team captains.

The director should become proficient in developing and implementing processes for recruiting, assessing, coaching, deploying, and supporting church planters.

The director should be able to develop and implement an effective process for identifying and determining strategic church planting locations and matching locations with the appropriate church planters.

The director should be a visionary who can help move the IBC toward a culture of starting new churches that involves all IBC churches and leaders working together.

### **Duties:**

- Work with and develop IBC LEAD teams through training, consulting, and communicating.
- Seek to expand the number of LEAD teams by working to involve all IBC churches and leaders.
- Provide recruiting assistance to LEAD teams and churches and personally recruit church planters, apprentices, and team members.
- Develop church planter assessment and coaching processes and strategies.
- Lead in identifying strategic locations for church multiplication.
- Develop processes and identify and develop resources for feasibility studies.
- Regularly cast vision for church multiplication at conferences and meetings, in convention publications, and on websites and social media.
- Recruit and develop additional team members as needed.
- Work with the other Core Strategy Directors to fulfill the mission and vision of the Convention.
- Work with the Council of Trustees to develop a budget that funds the work of the Multiplying Churches strategy.
- Serve as a member of the Executive Leadership Team that oversees the work of the Convention as approved by Convention messengers at the Annual Convention Meeting.

### **Works with and reports to:**

General Secretary and ELT

## DIRECTOR OF CHURCH STRENGTHENING

### **Job Summary**

The Strengthening Churches Strategy Director is responsible for leading all aspects of strengthening churches toward faithfulness and effectiveness in their context -- strategy development and implementation, church health, strategic planning, conflict management, and encouragement.

### **Job Profile**

Ideally the director needs gifts or abilities in compassionate leadership, discernment, administration, and teaching.

The director needs a passion for seeing churches mobilized so that they can effectively live out the mission God has given them.

The director should have the ability to recruit, build, motivate, and lead a team of leaders who will work to help churches move toward faithfulness and effectiveness.

The director should become proficient in healthy church development, contextualization, and mobilization.

The director should be able to develop and implement an effective process for identifying and assessing church health and matching team members and resources to assist the churches.

The director should be a visionary who can help to move the IBC towards a culture of strength, health, and growth.

### **Duties:**

- Recruit and develop a team of leaders who will champion various aspects of strengthening churches.
- Assist churches to develop a theology and practice of equipping and “sending” their members as evangelists and missionaries to the world.
- Assist churches at various stages -- birth, growth, conflict, healing, and burying or re-launch.
- Assist churches to redefine and energize their purpose, mission, vision, core values, and strategy.
- Assist churches to learn to look outward, reaching the community around them.
- Regularly cast vision for church health at IBC meetings, in publications, and through social media.
- Work with the other Core Strategy Directors to fulfill the mission and vision of the Convention.
- Work with the Council of Trustees to develop a budget that funds the work of the Strengthening Churches strategy.
- Serve as a member of the Executive Leadership Team that oversees the work of the Convention as approved by Convention messengers at the Annual Convention Meeting.

### **Works with and reports to:**

General Secretary and ELT

## DIRECTOR OF EMPOWERING LEADERS

### **Job Summary**

The Empowering Leaders Strategy Director is responsible for leading all aspects of empowering pastors and other leaders -- strategy development and implementation, spiritual formation, leadership training, encouragement, as well as cultural awareness and sensitivity within churches.

### **Job Profile**

Ideally the director needs gifts or abilities in compassionate leadership, discernment, administration, and teaching.

The director needs a passion for identifying potential leaders, raising up emerging leaders, and empowering existing leaders to build healthy, effective churches.

The director should have the ability to recruit, build, motivate, and lead a team who will work to help leaders become competent in their skills, confident in their abilities, and humble in their relationships with God and other people.

The director should become proficient in creating and implementing processes for developing leaders in all aspects and at every stage.

The director should be a visionary who can help to move the IBC towards a culture of spiritual maturity and excellence in leadership.

### **Duties:**

- Recruit and develop a team of leaders who will champion various aspects of leadership development.
- Develop and implement a process to identify and raise up emerging leaders.
- Develop and implement a process to train pastors and leaders across the broad spectrum of ministries within the church.
- Regularly cast vision for leadership development at IBC meetings, in publications, and through social media.
- Work with the other Core Strategy Directors to fulfill the mission and vision of the Convention.
- Work with the Council of Trustees to develop a budget that funds the work of the Empowering Leaders strategy.
- Serve as a member of the Executive Leadership Team that oversees the work of the Convention as approved by Convention messengers at the Annual Convention Meeting.

### **Works with and reports to:**

General Secretary and ELT

## DIRECTOR OF BUILDING CONNECTIONS

### **Job Summary**

The Building Connections Strategy Director is responsible for leading all aspects of building connections between pastors, churches, and other Great Commission entities -- strategy development and implementation, connectedness, partnerships, and missions.

### **Job Profile**

Ideally the director needs gifts or abilities in compassionate leadership, discernment, administration, and teaching.

The director needs a passion for seeing churches mobilized and connected so that they can effectively live out the mission God has given them.

The director should have the ability to recruit, build, motivate, and lead a team of leaders who will work to help churches move toward connectedness and cooperation.

The director should be passionate and proficient in making connections.

The director should be able to develop and implement effective processes for facilitating church connections -- both within the IBC and with its partners.

The director should be a visionary who can help move the IBC towards a culture of connectedness and worldwide vision.

### **Duties:**

- Recruit and develop a team of leaders who will champion various aspects of connecting churches with other IBC churches and with other Great Commission groups.
- Work with other strategy directors and teams to leverage strategic partnerships for multiplying churches, strengthening churches, empowering leaders, and developing resources.
- Provide opportunities and facilitate strategic connections between IBC churches and leaders.
- Identify Great Commission partners and define and enlarge our global footprint.
- Encourage IBC churches to participate in the connections and partnerships developed by the IBC.
- Provide joint missions opportunities with and to our IBC churches and our global partners.
- Regularly cast vision for church connectedness at IBC meetings, in publications, and through social media.
- Work with the other Core Strategy Directors to fulfill the mission and vision of the Convention.
- Work with the Council of Trustees to develop a budget that funds the work of the Building Connections strategy.
- Serve as a member of the Executive Leadership Team that oversees the work of the Convention as approved by Convention messengers at the Annual Convention Meeting.

### **Works with and reports to:**

General Secretary and ELT

## DIRECTOR OF DEVELOPING RESOURCES

### Job Summary

The Developing Resources Strategy Director is responsible for leading all aspects of resource development -- strategy development and implementation, resource procurement, shared resources, stewardship, communication, and promotion.

### Job Profile

Ideally the director needs gifts or abilities in compassionate leadership, discernment, administration, and teaching.

The director needs a passion for providing effective resources to the IBC and its churches to help them achieve their God-given mission and vision.

The director should have the ability to recruit, build, motivate, and lead a team of leaders who will work to procure, develop, and make available resources.

The director should become proficient in identifying and brokering resources in all areas of church and convention ministry.

The director should be able to develop and implement an effective process to ensure necessary resources are available at the right time to move the IBC forward in its mission and vision.

The director should be a visionary who can help to move the IBC and its churches toward being effective stewards of all God has given.

### Duties:

- Recruit and develop a team of leaders who will champion various aspects of resource development.
- Work with other core strategy directors and teams to identify or develop resources related to all aspects of the IBC's core strategies. Find effective and creative ways to make these available to IBC churches and their members.
- Encourage churches to actively invest in the work and ministry of the IBC through financial, people, and material involvement.
- Develop and implement a strategy for communicating the work and ministry of the IBC to its member churches.
- Develop and implement a strategy to market and promote the IBC and its churches to the global community.
- Develop and implement a method for sharing people and material resources between IBC churches.
- Work with other core strategy directors and teams to develop and implement a strategic model for interns for churches, church plants, and the IBC as a whole. ?
- Regularly cast vision for resource development at IBC meetings, in publications, and through social media.
- Work with the other Core Strategy Directors to fulfill the mission and vision of the Convention.
- Work with the Council of Trustees to develop a budget that funds the work of the Developing Resources strategy.
- Serve as a member of the Executive Leadership Team that oversees the work of the Convention as approved by Convention messengers at the Annual Convention Meeting.

### Works with and reports to:

General Secretary and ELT

## SUPPORT STAFF

### **Administrative Assistant**

The Administrative Assistant will serve as an assistant to the General Secretary and provide administrative support to the Core Strategy Directors, Presidential Leadership Team, and Council of Trustees. Additional duties will include office coordination and management, routine communication with the churches, external liaison, and record-keeping. The Administrative Assistant will report to and be accountable to the General Secretary.

### **Bookkeeper**

The Bookkeeper will bank all deposits for funds managed by the IBC, make disbursements in accordance with the IBC's budget, and keep the financial records of the Convention. The Bookkeeper will prepare income and expenditure reports and balance sheets monthly for the Council of Trustees Finance Team and prepare annual financial statements for the Convention. The Bookkeeper will prepare all reports and secure requested items for the audit. The Bookkeeper may not serve as a member of the Council of Trustees. The Bookkeeper will report to and be accountable to the General Secretary.

# MEMBERSHIP

## GENERAL INFORMATION

Membership in the IBC is a voluntary commitment entered into and continued through a covenant between the Convention (consisting of all IBC churches) and each IBC church. For this reason, we strongly encourage each church to recommit each year to its sister member churches by affirming the Membership Covenant. The IBC leadership will be responsible for seeking to honor the covenant obligations agreed to in the Membership Covenant on behalf of the Convention. The pastor and leader(s) of each local church will be responsible for seeking to honor the covenant obligations agreed to in the Membership Covenant and encourage their fulfillment by their local church.

The IBC welcomes church plants, fellowships, and churches that wish to be involved in the mission and vision of the Convention but are not able to meet fully the requirements for (regular) membership. Applicants for associate membership should be in agreement with the Membership Covenant, described below. The application process for associate membership is the same as that described below. Associate members are encouraged to participate fully in the life of the Convention. The following limitations apply:

- One (1) voting messenger to the ACM and any special meetings. There is no limit on the number of attenders (See Article IX of the IBC Constitution).
- One (1) church liaison (See Article V Section 2 of the IBC Constitution)
- The voting messenger may vote on all proposals except changes to the IBC Constitution.
- Associate members may not serve on the Presidential Leadership Team of the Convention (President, 1<sup>st</sup> Vice-President, 2<sup>nd</sup> Vice-President).

### Process for Churches Requesting Membership

1. Churches interested in membership in the International Baptist Convention should contact the IBC Office.
2. The First Vice-President will initiate conversations with the interested church. This will include providing information about the IBC, explaining our Mission, Vision, Core Values, and Statement of Beliefs (see Article II of the Constitution) as well as membership benefits and expectations; assessing compatibility with the IBC; and explaining the membership application process. Ideally a visit would be made to the church as well as participation by the church in an IBC meeting. The First Vice-President may include other IBC staff and leaders in the conversation.
3. The First Vice-President will bring a completed application form to the Executive Leadership Team along with his or her evaluation. The application must be received by the ELT not less than sixty (60) days prior to the Annual Convention Meeting or the Ministry Leadership Conference when action is to be taken (preference would be for ACM). If approved by the ELT, a recommendation will be sent to IBC churches prior to the ACM or MLC for review and subsequent decision. The First Vice-President will inform the church of the ELT's recommendation. It is expected that the church being recommended for membership will send representatives to the ACM or MLC to present their church to the Convention and to answer questions that might arise prior to the vote.

### Guidelines for Addressing Non-Participating Churches

Membership involves a commitment to participate in the life of the Convention as described in the Membership Covenant. If a church over a period of two years chooses not to participate, the church will be placed on inactive status. Attempts will be made by IBC leadership to encourage churches to re-engage with the Convention. If an inactive church chooses not to re-engage, either by statement or inaction, the ELT may make a recommendation to the Convention to terminate the membership of the church at the next ACM. If a church whose membership has been terminated wishes to re-join the IBC, they will go through the normal process of application for membership.

## MEMBERSHIP COVENANT

The International Baptist Convention is a family of Christian churches. We commit to work together in a spirit of unity and partnership for the greater good of God's global kingdom glory. We are living, autonomous churches under the Lordship of Jesus Christ, utterly dependent on Him. We are also interdependent churches that rely on and support one another in a spirit of voluntary Christian cooperation.

**A. AS A MEMBER CHURCH OF THE INTERNATIONAL BAPTIST CONVENTION WE** will pursue, with the aid of the Holy Spirit, the following goals:

1. **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.
2. **To seek the advancement of our sister churches** in knowledge, holiness and peace, walking together in Christian love.
3. **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.
4. **To invite the Convention leadership** to participate in special occasions as well as regular visits to foster good relationship and to assist in times of crisis and transition.
5. **To communicate regularly with the Convention** by providing information of changes in pastoral leadership, completing the Annual Church Report in due time, and responding to or initiating other necessary communication.
6. **To participate in the life of the Convention** by attending Convention-wide meetings when possible and serving in ministries of the Convention.
7. **To support fully** the Mission and Vision of the IBC, to affirm its Summary of Basic Beliefs, and to respect its principles and practices.

**B. THE INTERNATIONAL BAPTIST CONVENTION** will pursue, with the aid of the Holy Spirit, the following goals:

1. **To pray** regularly and specifically for member churches and their leaders.
2. **To encourage and assist member churches to multiply congregations** through church planting.
3. **To provide ministries to help strengthen member churches** by assisting them to become or remain healthy and mobilized and helping in times of transition and conflict.
4. **To assist in empowering pastors and other leaders and potential leaders** of member churches to be healthy and effective.
5. **To help member churches to build connections** with other pastors, churches, and Great Commission partners for strategic Kingdom health and growth.
6. **To develop and provide resources**—people, training, and financial—that enable member churches to carry out their God-given mission and vision.

This covenant was read and approved at a church meeting.

Signed:

Church Representatives:

1. Pastor

2. Church Leader (deacon, elder, or equivalent)

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Date:

This covenant was read and approved at the Annual Convention Meeting or Ministry Leadership Conference 20XX.

IBC Representatives:

1. General Secretary

2. President

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Date:

# CHURCH MEMBERSHIP APPLICATION FORM

Date: \_\_\_\_\_

**APPLICATION FOR:** MEMBERSHIP  ASSOCIATE MEMBERSHIP

<b>Church Name:</b>			
Address:			
Email:			
Website:			
Constituted:		Current Membership:	
<b>Pastor:</b>			
Address:			
Phone:		Email:	
<b>Other Contact Person:</b>			
Address:			
Phone:		Email:	

**Please provide the following information** (take as much space as needed):

**1. Description of the historical background and development of the church**

**2. Description of the nature of the community which the church is serving**

**3. Description of the broad nature of the present membership, the numbers regularly attending, and anticipated future trends**

**4. Description of the ministries of the church**

**5. Description of the structure, calling, and qualifications of its present leadership**

**Please provide the following documents:**

- a. A church-approved annual financial statement covering the two previous years and the current year\*
- b. A copy of the church's statements such as mission, vision and core values\*
- c. A copy of the church's Constitution and any other operational documents\*
- d. A copy of the church's history\*
- e. An extract copy of the church meeting minutes which states the church's decision to apply for membership in the IBC
- f. A duly signed IBC Membership Covenant

\*if these documents are not currently available due to the early development of the church, they are not required for associate membership  
The application must be received not less than sixty (60) days prior to the Annual Convention Meeting or the Ministry Leadership Conference at which action is to be taken.

# ADMINISTRATIVE GUIDELINES

## Special Meetings by Video-/Audio-Conference Meetings

With the exception of the ACM or a special meeting at the MLC, any special meeting of the IBC may take place solely as a video-/audio-conference meeting.

The following guidelines should be followed when a meeting is conducted by video-/audio-conference:

1. The meeting is convened by the President. The link to join the meeting should be distributed to all members in advance.
2. An agenda of the meeting should be distributed in advance. This will keep the meeting focused.
3. The President shall appoint a meeting monitor who monitors the video-/audio conference connections during the meeting as well questions/comments and votes.
4. A roll call of participants should be conducted at the beginning of the meeting. Anyone who is not present for the roll call should identify themselves as soon as possible when joining the meeting.
5. Each speaker should identify himself before speaking, if video is not available. This will seem unnatural at first, but it is essential for clarity and for recording of minutes. If a question is addressed to a specific person that person should be identified at the beginning of the question.
6. Votes should be taken by roll call if conferencing software does not provide a voting tool. Votes are recorded in the minutes as a summary.
7. In the event that part of the group is meeting face-to-face while others are in a video-/audio-conference setting, the face-to-face group should make every effort not to exclude the video-/audio-conferencers from the meeting. Side conversations should not occur. If they do, an explanation should be given to the video-/audio-conferencers immediately and a summary of the discussion should be given.
8. At the end of the meeting, the President or monitor should check with each person to see if there are additional items or comments.
9. Facial expressions and body language are a large part of the communication process. With an video-/audio-conference, these are missing. Extra care should be taken that everyone is heard and understood during a video-/audio-conference.
10. Minutes of the meeting or a summary of the meeting and action items should be distributed as soon as possible after the meeting.

## Email Voting (for teams)

Email voting, when necessary, is considered valid and should follow the following guidelines:

1. Attempts should be made so that all members are contacted and able to vote.
2. A "Respond by date" should be included in the email message.
3. Members should vote by using "Reply to All" so that voting is transparent.
4. The results of the vote should be announced to all members of the team.
5. If after all reasonable attempts have been made to include all members, those who do not respond will not be considered as part of the voting totals. For example, for a team of 5 members, if 2 do not respond, the voting total becomes 3. A majority is based on this total.

# FINANCIAL GUIDELINES

## Financial Assistance Guidelines

February 2019

These guidelines are for churches of the International Baptist Convention (IBC) applying for any type of financial help. Financial assistance includes: financial aid, pastor procurement funds, pastor furlough funds, pastor's child education funds, loans, and Mission Endowment Fund grants. Pastor relocation funds are also covered as they relate to pastor procurement funds. Pastor furlough funds are for the pastor, referred to as senior pastor in some churches. Pastor's child education funds are assumed to be for the senior pastor. If a church wishes to have pastor's child education funds for a pastor other than the senior pastor, the church can request these funds. A decision will be made by the Council of Trustees Finance Team on a case-by-case basis. Other additional financial requirements are found in appropriate sections of these guidelines.

Any IBC church which currently contributes or will start immediately contributing at least 2% of their total general receipts to the IBC Cooperative Program may apply for financial aid. The IBC recommends that churches seeking financial aid will increase their percentage of giving over the next three years to 7%.

Any IBC church which is currently contributing a minimum of 2% but less than 7% may apply for reduced financial assistance through pastor procurement funds, pastor furlough funds, and pastor's child education funds.

Any IBC church which is currently contributing a minimum of 7% may apply for loans and the Mission Endowment Fund grants.

All requests for financial help should be based on demonstrable need.

Note: Together We Build funds are another way that IBC churches can benefit from being a part of the IBC. These funds are part of the annual Global Missions Offering and are administered by the Building Connections Team. Guidelines for these funds are found under the Missions Team guidelines. Together We Build funds are to assist IBC churches in securing building facilities through the purchase of property, major renovations of existing facilities, or construction of new facilities. Mission Endowment Funds may only be used for purchase of property or construction of buildings.

It is impossible to cover every conceivable point related to financial assistance matters. Churches and pastors should contact the IBC Office about any subjects not specified in these guidelines. The IBC Office will then connect you with the appropriate person to answer your questions.

Administration of Funds:

Financial Aid: Strengthening Churches Team

Procurement, Furlough, Pastor's Child Education, and Loans: Finance Team

# Financial Aid Guidelines

## 1. General

The intent of financial aid is to help financially weak churches become self-supporting. In addition, those churches who are seeking financial assistance should be striving toward being 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.

The Strengthening Churches Team and the IBC Office stand ready to help churches in these activities. Churches seeking financial assistance will be asked to develop a specific plan to help them move toward self-support.

Purposes for use of financial aid funds include to supplement the pastor's salary and/or to assist in the payment of bills.

Financial Aid is always temporary. Normal period of aid in monthly increments is six months. Aid can be continued after consultation between local church and Strengthening Churches Team.

## 2. How to apply for Financial Aid (form attached to this document):

- a. Secure church approval in a business meeting making sure this action is recorded in official minutes.
- b. Submit the Application for Financial Aid Form to the IBC Office.
- c. Work with the Strengthening Churches Team to develop a specific plan of action to move the church to self-support.
- d. Agree to complete the obligations listed in item 3.
- e. All distributions of aid will go through the local church upon the completion of the requirements as agreed with the Strengthening Churches Team.

## 3. Obligation of funds:

- a. Commit to discover and implement church health strategies along with the assistance of the Strengthening Churches Team. The IBC recommends the ReFresh process and a number of IBC churches are using this process currently, but there are other resources available to churches. A specific plan that suits the church's needs should be agreed on.
- b. Submit monthly reports (as a minimum, income versus expenses) to the Strengthening Churches Team of goals and plans along with action steps taken. The report will be due the first week of each month for the period of assistance. The Strengthening Churches Team will designate to whom these reports shall be submitted.
- c. The pastor (or in the absence of a pastor, a designated leader) of the church will join a follow-up online meeting with the Strengthening Churches Team monthly for the period of assistance. These meetings will normally take place during the week of the 15<sup>th</sup> of each month. During this session there will be feedback and encouragement to the church based on the monthly report. This meeting ensures accountability but also provides an opportunity for the church and Strengthening Churches Team to work together towards stated goals and solutions.
- d. Demonstrate a willingness to consider consultation services from IBC resources. The Strengthening Churches Team and General Secretary may recommend consultants to help in specific areas where needed.
- e. If not already giving 7% of general giving to the IBC Cooperative Program to increase the percentage of giving over the next three years to 7%.

## 4. Emergency Funds

In an emergency, a church may by telephone request aid through the Strengthening Churches Core Strategy Director. After consulting with General Secretary, the Core Strategy Director can release the money.

**INTERNATIONAL BAPTIST CONVENTION  
APPLICATION FOR FINANCIAL AID**

Date: \_\_\_\_\_

Church Name:	
Address:	

Amount Requested (EUR):	
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	<b>CHURCH DATA</b>	
<b>One Year Ago</b>		<b>As of this Date</b>
	Number of Active Resident Members	
	Avg. Attendance Worship Services	
	Avg. Attendance Bible Study / Discipleship Groups	

	<b>FINANCIAL DATA</b>	
	Use Euro Values for all monies	
<b>One Year Ago</b>		<b>As of this Date</b>
	Monies in Bank	
	Avg. Monthly Offerings (1-year avg.)	
	Avg. Monthly Disbursements (1-year avg.)	
	Total Church Budget	
	% of Total General Receipts being contributed to IBC Cooperative Program	

Summary of reason(s) for request & description of need for these funds.

Please describe plans for reaching financial self-support.

Please attach the following documents to this application.

- 1. Extract copy of business meeting minutes which states your church's vote to apply for aid.
- 2. One copy each of the last four quarterly 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: \_\_\_\_\_  
Pastor  
Elected Church Official and Title

Mail to: International Baptist Convention  
Am Dachsberg 98  
60435 Frankfurt, Germany  
E-mail: admin@ibc-churches.org

# Pastoral Procurement Guidelines

## 1. General

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 a pastor who will support the philosophy of cooperative Baptist work, who accepts the current IBC Summary of Basic Beliefs, and who will support the IBC Cooperative Program and mission emphases.

An IBC church also has the responsibility to make a new pastor aware of the situation he is entering as well as it can. "Acquainting the Candidate/Prospective Pastor with the Church" in the IBC's A Guide for Pastoral Transitions gives a complete list of information that the church should give to a prospective pastor. The church should make sure the candidate is especially aware of any visa requirements or other legal issues that pertain to the local situation in the host country.

Churches who are giving at least 7% can qualify for full reimbursement. Churches giving between 2-7% can qualify for ½ of the reimbursement.

## 2. Eligibility Requirements

- a. At least one (1) meeting with an IBC representative designated by General Secretary is required. Procurement Funds will not be granted for pastors who have been called to the church prior to the meeting between Pastor Search Team and IBC Representative.
- b. Establishing a period of service agreement for at least 24 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 unless the church agrees to pay it. If the church dismisses the pastor prior to completion of the agreed period, the church will reimburse the IBC the pro rata share.

The reimbursement formula is:

The amount furnished divided by numbers of months agreed upon, times the number of months of uncompleted service, equals pro rata share to be reimbursed.

### Example:

3,000 EUR is provided to the pastor for travel, based on need. Pastor stays for 18 months. Thus 3,000 EUR divided by 24 months equals 125 times 6 months equals 750 EUR, the pro rata share paid back to the IBC.

- c. Ensuring medical insurance for the pastor and his family is provided. Medical insurance policies should fully comply with the laws of the host country.
- d. Strongly considering paying at least 200 EUR (or equivalent) monthly into the IBC Pastor Relocation Fund (see Pastor Relocation Fund section) for the initial 24-month term.

## 3. Application for procurement funds (form attached to this document):

- a. Secure church approval in a business meeting making sure this action is recorded in official minutes.
- b. Submit the Application for Procurement Funds to the IBC Office. This includes the statement signed by the prospective pastor and an estimated cost for travel. The estimate should be for the most economical, direct air fare from point of origin to nearest international airport for pastor and his family.
- c. As part of the approval process, the Finance Team will set a limit for the costs of the tickets. If at the time of purchase, the tickets are more than the limit, the church must seek a second approval before purchase. Tickets purchased above the limit may not be fully reimbursed. An additional 500 EUR will be granted for moving personal items and for incidental travel expenses. Churches should see that the pastor receives these funds. Churches should submit receipts to the IBC Office for reimbursement. Payments will be made to the church's bank account.

## 4. Movements of Pastors within IBC

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.

**INTERNATIONAL BAPTIST CONVENTION**  
**APPLICATION FOR PROCUREMENT FUNDS**

Date: \_\_\_\_\_

Church Name:	
Address:	

Origin and Destination:	
Estimated Costs (EUR):	

	<b>CHURCH DATA</b>	
<b>One Year Ago</b>		<b>As of this Date</b>
	Number of Active Resident Members	
	Avg. Attendance Worship Services	
	Avg. Attendance Bible Study / Discipleship Groups	

	<b>FINANCIAL DATA</b>	
	Use Euro Values for all monies	
<b>One Year Ago</b>		<b>As of this Date</b>
	Monies in Bank	
	Avg. Monthly Offerings (1-year avg.)	
	Avg. Monthly Disbursements (1-year avg.)	
	Total Church Budget	
	% of Total General Receipts being contributed to IBC Cooperative Program	

Summary of reason(s) for request & description of need for these funds.

Please attach the following documents to this application.

- 1. Extract copy of business meeting minutes which states your church's vote to apply for funds.
- 2. One copy each of the church financial statements covering the last 12 months.
- 3. A copy of the church's current budget and a copy (if appropriate) of the church's proposed budget.
- 4. Signed statement from the prospective pastor.

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

Signature: \_\_\_\_\_  
Elected Church Official and Title      Elected Church Official and Title

Mail to: International Baptist Convention  
Am Dachsberg 98  
60435 Frankfurt, Germany  
E-mail: admin@ibc-churches.org

**INTERNATIONAL BAPTIST CONVENTION**  
**APPLICATION FOR PROCUREMENT FUNDS**  
**PROSPECTIVE PASTOR SECTION**

I have read and accept the IBC Summary of Basic Beliefs, and I will support the IBC Cooperative Program and missions emphases.

I have read the Procurement Fund Guidelines and the church has acquainted me with the financial situation of the church, the costs of living in their host country, and the support package provided by the church.

I understand that by receiving these funds, I am obligated to repay a pro-rata share of these funds, in accordance with the Pastor Procurement Guidelines, if the agreed-upon term of service is not fulfilled.

---

Prospective Pastor

---

Date

## Pastor Relocation Fund Guidelines

1. 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 EUR monthly into the IBC Pastor Relocation Fund (PRF). These funds when paid out will enable the pastor to relocate and transition into a new position or retirement. A sample agreement is attached to this document.
2. Churches who do not use procurement funds may also wish to contribute to a pastor relocation fund. In this case, the pastor and church can agree on the amount that will be contributed.
3. The PRF will be kept on deposit with the IBC in the name of the church in trust for the pastor of the contributing church. Interest, if accrued by the account, will be added annually. This money belongs to the pastor upon his departure. In the event of the pastor's death, the funds will go to his wife to assist in her transition back home. In the event of the death of both the pastor and his wife, the funds will be returned to the church with the recommendation that the funds be used to assist family members in funeral details and repatriation of the bodies, if necessary.
4. The funds will be held in Euros or U.S. dollars depending on how the church makes payment. Payments made in U.S. dollars will be held as U.S. dollars. Payments made in Euros or any currency other than U.S. dollars will be held in Euros.
5. If a pastor completes his assignment and moves to another IBC church, the PRF contributions of his previous church follow him.
6. 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. The pastor must decide when he would like to have the money disbursed. The money will most likely become taxable in the country of tax residence when it is received. Therefore, a pastor may choose to receive the money in his home country to reduce the complexity of the tax situation. Pastors should seek advice from a tax advisor. The pastor will discuss with the IBC Finance Office how the money shall be disbursed.
7. A church should never miss monthly payments into PRF during the pastor's initial contract. After the initial period, continued donations are optional, based on the agreement between the church and the pastor.

**INTERNATIONAL BAPTIST CONVENTION  
PASTOR RELOCATION FUND AGREEMENT**

Date: \_\_\_\_\_

Pastor's Name:	
Church Name:	
Pastor's Address:	

The \_\_\_\_\_ [church name] has agreed to deposit \_\_\_\_\_ [amount] per month into the International Baptist Convention's Pastor Relocation Fund in the name of the church in trust for \_\_\_\_\_ [pastor's name], \_\_\_\_\_ [pastor's position] for an initial period of \_\_\_\_\_ [number of months]. We, as a church, understand that this money is being held in trust by the IBC for the pastor for his eventual relocation and transition to a new job or retirement. We understand that should the pastor move to another IBC church, this money will follow him to his new church.

Interest, if accrued by the account, will be added to the account annually.

I, \_\_\_\_\_ [pastor's name], understand that this money is being held in trust by the IBC for my relocation and transition. I understand that I will be responsible for all taxes on this money when I receive it.

\_\_\_\_\_

Pastor

\_\_\_\_\_

Elected Church Official and Title

Mail to: International Baptist Convention  
Am Dachsberg 98  
60435 Frankfurt, Germany

E-mail: admin@ibc-churches.org

## Pastor Furlough Funds Guidelines

1. After a pastor has served for three (3) years within the IBC, the pastor (referred to as senior pastor in some churches) will become eligible for furlough funds. These funds provide for the pastor, spouse, and dependent children 50% of transportation costs to country of origin. The pastor must be in agreement with his church about this furlough and must be willing to serve an additional two (2) years within the IBC.

Churches who are giving at least 7% can qualify for full 50% reimbursement. Churches giving between 2-7% can qualify for ½ of the reimbursement (25% of transportation costs).

2. After the initial three (3)-year period, a pastor is eligible for furlough funds every two (2) years of completed service within the IBC.
3. Except for medical reasons, a pastor who departs before completing a 24-month cycle will reimburse the IBC the pro rata amount of furlough expenses.

The reimbursement formula is:

Amount furnished divided by 24 months, times the number of months of uncompleted service, equals pro rata share to be reimbursed.

4. Furlough funds are not cumulative.
5. Furlough funds may be considered a taxable benefit. It is the pastor's responsibility to pay taxes as required.
6. Pastors should apply for furlough funds (form attached to this document) as soon as possible since assistance is limited. The IBC cannot guarantee that funds will always be available since giving determines the availability of funds.

As part of the approval process, pastors may submit an estimated amount (with sample flight itineraries). The Finance Team will set a limit for the costs of the tickets. If at the time of purchase, the tickets are more than the limit, the pastor and church must seek a second approval before purchase. Tickets purchased above the limit may not be fully reimbursed. Churches should submit receipts to the IBC Office for reimbursement.

7. Furlough funds will be paid to the church and the church will forward these funds to the pastor promptly upon receipt.

**INTERNATIONAL BAPTIST CONVENTION  
PASTOR FURLOUGH FUNDS REQUEST FORM**

Date: \_\_\_\_\_

Pastor's Name:	
Church Name:	
Pastor's Address:	
Summary of reason(s) for request & description of need for these funds.	
Amount Requested/Estimated:	
Total # of people travelling:	

I and the church are in agreement concerning this furlough. I also understand that by receiving these funds, I am obligated to repay a pro-rata share of these funds, in accordance with the Pastoral Furlough Fund Guidelines, if I do not stay within the IBC for an additional 24 months. I also understand that I am responsible for any taxes if this is considered a taxable benefit.

\_\_\_\_\_

Pastor

The church agrees that the pastor can have this furlough. Money received by the church for the pastor's furlough funds will be forwarded to him as soon as they are received. We are aware that this may be a taxable benefit for him and that he is required to reimburse the IBC for a pro rata of the fund if he does not remain in the IBC for an additional 24 months.

\_\_\_\_\_

Elected Church Official and Title  
(other than pastor's spouse)

Please attach the following documents to this application.

1. Invoice or receipt showing the transportation costs.

Mail to: International Baptist Convention  
Am Dachsberg 98, 60435 Frankfurt, Germany

E-mail: [admin@ibc-churches.org](mailto:admin@ibc-churches.org)

## Child Education Funds Guidelines

1. Since costs for schooling children vary widely (Home Study, International, National, or U.S. Department of Defense Dependant Schools), the IBC may reimburse a partial amount as able. This amount will be up to ½ of the cost not to exceed 1,000 EUR per year, per child. It is expected that the church will also assume responsibility where possible.

Churches who are giving at least 7% can qualify for full reimbursement. Churches giving between 2-7% can qualify for ½ of the reimbursement (1/2 of the costs not to exceed 500 EUR per child).

2. Child Education Funds will be paid to the church, and the church will forward these funds to the pastor as soon as they are received.
3. Child Education Funds may be considered a taxable benefit. It is the pastor's responsibility to pay taxes as required.
4. Pastors should apply for Child Education Funds (form attached to this document) as soon as possible since assistance is limited. The IBC cannot guarantee that funds will always be available since giving determines the availability of funds.

**INTERNATIONAL BAPTIST CONVENTION  
CHILD EDUCATION FUNDS REQUEST FORM**

Date: \_\_\_\_\_

Pastor's Name:	
Church Name:	
Pastor's Address:	

Amount Requested:	
Number of Children:	

Description of schooling being received, reason for the request & description of need for these funds.
--

Is the church providing any support or assistance with the children's schooling? If yes, what are they doing? If no, is the church able to provide any support?

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Pastor

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Elected Church Official and Title  
(other than pastor's spouse)

Please attach the following documents to this application.

1. Invoice or receipt showing the education costs.

Mail to: International Baptist Convention  
Am Dachsberg 98  
60435 Frankfurt, Germany

E-mail: [admin@ibc-churches.org](mailto:admin@ibc-churches.org)

# Loan Fund Guidelines

## 1. General

Loans may be secured for a number of purposes, including, but not limited to:

- a. Church construction, repairs, and improvements.
- b. Purchases of furniture for church or parsonage.
- c. Purchases of church equipment.
- d. Land and/or building purchase.

All contracts for loans are drawn by the Council of Trustees Finance Team and negotiated with the requesting church. Amounts loaned, interest rates, and repayment schedules are determined by the Finance Team. 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.

## 2. How to apply for a loan:

- a. Secure church approval in a business meeting and make sure this action is recorded in church minutes. The church must also agree that the contract signed is binding and is an agreement between the church and the IBC and as such any change in pastors or church leaders will not have any effect on the completion of the repayment of the loan to the IBC. This action must also be recorded in church minutes. A sample of this loan agreement is below.
- b. Submit the Application for Loan Funds to the IBC Office.
- c. Upon approval, the IBC Bookkeeper prepares a loan contract to be countersigned by an authorized official of requesting church.
- d. When the signed contract is returned to the IBC Office, the Finance Office can arrange to release the funds.

## 3. Method of Loan Repayment.

- a. Loans will be repaid in monthly installments divided, as evenly as possible, by the number of months covered in the loan contract.
- b. If the loan is in USD, the repayment must be in USD. If the loan is in EUR, the repayment will be in EUR.
- c. The first repayment is due 30 days after receipt of the loan.
- d. Repayment checks or bank transfers are payable to the IBC and designated for the loan fund.

**INTERNATIONAL BAPTIST CONVENTION**

**APPLICATION FOR LOAN FUNDS**

Date: \_\_\_\_\_

Church Name:	
Address:	

Amount Requested (EUR):	
Purpose of Loan:	

	<b>CHURCH DATA</b>	
<b>One Year Ago</b>		<b>As of this Date</b>
	Number of Active Resident Members	
	Avg. Attendance Worship Services	
	Avg. Attendance Bible Study / Discipleship Groups	

	<b>FINANCIAL DATA</b>	
<b>One Year Ago</b>		<b>As of this Date</b>
	Use Euro Values for all monies	
	Monies in Bank	
	Avg. Monthly Offerings (1-year avg.)	
	Avg. Monthly Disbursements (1-year avg.)	
	Total Church Budget	
	% of Total General Receipts being contributed to IBC Cooperative Program	

Summary of reason(s) for request.

Please attach the following documents to this application.

1. Extract copy of business meeting minutes which states your church's vote to apply for the loan as well as the approval of the fact that the loan agreement is valid until repayment is complete.
2. One copy each of the church financial statements covering the last 12 months.
3. One copy each of the church's current budget and a copy (if appropriate) of the church's proposed budget.

Signature: \_\_\_\_\_  
Pastor

\_\_\_\_\_ Elected Church Official and Title

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

E-mail: [admin@ibc-churches.org](mailto:admin@ibc-churches.org)

[CHURCH NAME]

[Church Address]

[Postal Code, City, Country]

## LOAN AGREEMENT

**PURPOSE for LOAN:** .

### LOAN AGREEMENT:

The [church name] is loaned [amount]:

LOAN: [amount]  
RATE: Fixed [rate]%  
TIME: [number] months/payments  
Min. PAYMENT: [amount]

Additional agreements:

1. Loan payments will begin no later than [date].
2. [Church] agrees to contribute at least 7% of general funds to the International Baptist Convention.
3. [Church] pays all bank transfer, exchange, and tax fees/funds.
4. Loan agreement requires at least three signatures from church leaders/members with longevity.
5. [Church] will set up an automatic monthly transfer with their bank.

Attachments:

1. Application for loan dated [date]
2. Loan Analysis

Signed,

[Name]

Finance Team Leader

[Name]

General Secretary

[Name]

Bookkeeper

Agreement by [church name]:

On behalf of [church name] the undersigned agree with the specifications listed above.

We also fully recognize that [church name] is bound to its loan agreement with the International Baptist Convention until repayment is completed. While our [board of trustees] have signed this loan agreement, we do so only as representatives of [church name]. We and our congregation (as documented in minutes from the church meeting of [date]) understand that this loan agreement is binding and is an agreement between our organization and yours. Because of this, any change of pastors or church leaders legally cannot and will not have any effect on the completion of our repayment to the International Baptist Convention.

While any new leadership could choose to discuss desired changes in the loan agreement with the Finance Team of the International Baptist Convention, we commit to fully adhere to the original loan agreement unless both parties agree to any changes.

We, the leadership of [church name] pledge that our church's giving to the International Baptist Convention will continue at a minimum of 7% of our church's annual budget throughout the period of time needed to repay the loan. This pledge binds present and any future leaders to this agreement.

(Please provide signature **and** printed name.)

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# IBC Endowment Fund Grants Guidelines

Grants from the IBC Endowment Fund can be made in 4 categories:

1. Grants for New Property and Buildings
2. Grants for Major Renovation Projects (projects over \$50,000\*)
3. Matching Grants for Minor Repairs or Renovations (projects under \$50,000)
4. Convention Priority Projects or Personnel Needs

Churches applying for any of these grants must be currently giving at least 7% of their total general receipts to the IBC Cooperative Program. Churches who receive the grants are expected to give to the Endowment Fund for 3 years after receiving the grant so that the fund can continue to grow and be available for other churches to receive. The amount given will be determined by the church but should reflect the amount that they received.

The balance (current market value) of the Endowment Fund shall remain above \$1 million. This is in accordance with earlier Convention decisions to not spend the corpus until it reached that mark. The Finance Team and the ELT will evaluate the EF each year. For the first 3 years we anticipate more grants to be given as churches are currently involved with repairs and renovations.

Each category will have specific requirements, application processes, and award processes as described below.

## 1. Grants for New Property and Buildings

This category reflects the original purpose of the Endowment Fund. The fund was originally started in the late 1980s by John and Elizabeth Merritt (then general secretary of the Convention) in memory of their son Mark who was killed in a car accident. Named the "Missions Endowment Fund" shortly after that, the fund was designed to help churches escape the "rent trap" by helping them purchase property and/or buildings. The first grants were made in 2000.

Grants will be given to churches for the purchase of land or for the purchase or construction of a worship building, office/meeting space, or a house for their pastor.

Preference will be given to churches that reflect our IBC growth pattern for a viable future, including being located in a strategic city with a history of solid leadership and cooperative giving to the IBC.

Churches should be proceeding under a master plan for the project with members already involved in tithing, project pledges, and 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 later stages of a master plan rather than helping a church start a project.

Grants for this category will be awarded once a year at the ACM. A grant will be for a maximum of \$50,000. Normally one grant per year will be awarded (consideration for a 2<sup>nd</sup> grant may be made by the team in unusual circumstances). A church may receive only 1 grant from this category for a particular project.

Should a church receiving a grant eventually disband, we ask that the building or money from the sale of the building be given to the IBC for the Endowment Fund.

Deadline for grant applications is 15 September. To apply:

- a. Secure church approval in a business meeting making sure this action is recorded in official minutes.
- b. Submit the Application for Endowment Funds (Category 1) to the IBC Office.

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\* Amounts are shown in U.S. Dollars as that is the currency of the Endowment Fund. Grants will be made in the currency that the church chooses.

A 5-member team appointed by the Presidential Leadership Team will then consider the applications and make recommendation to the Annual Convention Meeting for approval.

## 2. Grants for Major Renovation Projects (projects over \$50,000)

Grants for this category will be for major renovation projects with a scope over \$50,000. The maximum amount of grants for this category is \$25,000.

Grants for the category will be considered and awarded by the Finance Team. Grants may be made throughout the year as the need for such arises. To apply:

- a. Secure church approval in a business meeting making sure this action is recorded in official minutes.
- b. Submit the Application for Endowment Funds (Category 2) to the IBC Office.

## 3. Matching Grants for Minor Repairs or Renovations (projects under \$50,000)

Grants for this category will be for minor renovation projects with a scope under \$50,000. These grants are matching grants, meaning that the IBC will match funds raised or provided by the church, up to a maximum of \$25,000. Churches will need to determine a cut-off date for their fund-raising campaign. The IBC will match the amount raised as of that date. Application for the grant may be made prior to the cut-off date, but funds will not be released until after that date. It is the responsibility of the church to report the amount raised as of the cut-off date.

Grants for the category will be considered and awarded by the Finance Team. Grants may be made throughout the year as the need for such arises. To apply:

- a. Secure church approval in a business meeting making sure this action is recorded in official minutes.
- b. Submit the Application for Endowment Funds (Category 3) to the IBC Office.

## 4. Priority Projects or Personnel Needs

Priorities within the Convention change over time. This category will help to meet some of the strategic needs of the Convention. Proposals for grants for this category will be brought by the ELT to the ACM or a special meeting of the Convention for approval.

**INTERNATIONAL BAPTIST CONVENTION  
IBC ENDOWMENT FUND REQUEST FORM**

**PROPERTY OR BUILDING PURCHASE  
(CATEGORY 1)**

Date: \_\_\_\_\_

Prepared by: \_\_\_\_\_

**BACKGROUND INFORMATION**

<b>Church Name:</b>			
Address:			
Constituted:		Active Resident Membership:	
<b>Total Amount Requested:</b>			

<b>Pastor:</b>			
Phone:		Email:	
<b>Other Contact Person:</b>			
Phone:		Email:	

**LEGAL/FINANCIAL INFORMATION**

1. Does the church have legal status in host country?  Yes  No
2. Can the church own property?  Yes  No
3. Does the church own its own bank account?  Yes  No
4. Does your church give 7% of your total general receipts to the IBC Cooperative Program?  
 Yes  No

Additional information relevant to the above questions:
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## MISSION/VISION OF THE CHURCH

Please give your church's mission and vision statements.

What are you currently doing to mobilize and multiply disciples, leaders, and congregations?

How will this help you to mobilize and multiply disciples, leaders, and congregations?

## PROJECT

Please describe the planned project. Include why you wish to purchase this property/building, what the property/building is like, where it is located, when you plan to purchase it, and total amount of the project. Include any additional work needed on the property/building.



**INTERNATIONAL BAPTIST CONVENTION  
IBC ENDOWMENT FUND REQUEST FORM**

**MAJOR RENOVATION PROJECTS (PROJECTS OVER \$50,000)  
(CATEGORY 2)**

Date: \_\_\_\_\_

Prepared by: \_\_\_\_\_

**BACKGROUND INFORMATION**

<b>Church Name:</b>			
Address:			
Constituted:		Active Resident Membership:	
<b>Total Amount Requested:</b>			

<b>Pastor:</b>			
Phone:		Email:	
<b>Other Contact Person:</b>			
Phone:		Email:	

**LEGAL/FINANCIAL INFORMATION**

1. Does the church have legal status in host country?  Yes     No
2. Does the church own the building where repairs/renovations are being done?  Yes     No
3. Does your church give 7% of your total general receipts to the IBC Cooperative Program?  Yes     No

Additional information relevant to the above questions:

MISSION/VISION OF THE CHURCH

Please give your church's mission and vision statements.

What are you currently doing to mobilize and multiply disciples, leaders, and congregations?

How will this help you to mobilize and multiply disciples, leaders, and congregations?

PROJECT

Please describe the planned project and its scope. Include why the repair or renovation is needed. Include any plans for additional work outside of this project scope. Please include documentation as to the total amount of the planned project.



**INTERNATIONAL BAPTIST CONVENTION  
IBC ENDOWMENT FUND REQUEST FORM**

**MATCHING GRANTS FOR MINOR REPAIRS OR RENOVATIONS  
(PROJECTS UNDER \$50,000) (CATEGORY 3)**

Date: \_\_\_\_\_

Prepared by: \_\_\_\_\_

**BACKGROUND INFORMATION**

<b>Church Name:</b>			
Address:			
Constituted:		Active Resident Membership:	
<b>Total Amount Requested:</b>			

<b>Pastor:</b>			
Phone:		Email:	
<b>Other Contact Person:</b>			
Phone:		Email:	

**LEGAL/FINANCIAL INFORMATION**

1. Does the church have legal status in host country?  Yes     No
2. Does the church own the building where repairs/renovations are being done?  Yes     No
3. Does your church give 7% of your total general receipts to the IBC Cooperative Program?  Yes     No

Additional information relevant to the above questions:

## MISSION/VISION OF THE CHURCH

Please give your church's mission and vision statements.

What are you currently doing to mobilize and multiply disciples, leaders, and congregations?

How will this help you to mobilize and multiply disciples, leaders, and congregations?

## PROJECT

Please describe the planned project and its scope. Include why the repair or renovation is needed. Include any plans for additional work outside of this project scope. Please include documentation as to the total amount of the planned project.



# MISSIONS FUNDS GUIDELINES

October 2018

## I. IBC HOME MISSIONS BUDGET ACCOUNT

The IBC Home Missions Budget Account is used to support indigenous church planters through the European Baptist Federation's Mission Partnership Program. The IBC has been participating in this program since its beginning in 2004.

Support for each church planter is over a five-year period. Following a start-up period of 2.5 years, support is reduced by 25% annually in anticipation that local sources will become involved in the financial support of the church planter.

The Building Connections Team will recommend annually which projects should be sponsored by the Convention. These will be recommended through the budget process and approved at the ACM.

Reports from the supported church planters should be distributed regularly through CareNet and *Highlights*.

## II. IBC GLOBAL MISSIONS OFFERING

Annually the IBC Churches will promote and collect a Global Missions Offering. The suggested date for collecting this offering is the first Sunday in December. It is recognized that some churches have the Global Missions Offering in their budgets and will send offerings throughout the year. The offering will be distributed as follows:

<b>EBMI</b>	<b>TWB</b>	<b>IBCAid</b>	<b>Total</b>
<b>30%</b>	<b>40%</b>	<b>30%</b>	<b>100%</b>

**European Baptist Mission International (EBMI):** Monies go to support missions in Africa, Middle East, India, and Latin America.

**Together We Build (TWB):** The principal purpose for this is to assist IBC churches in securing building facilities through the purchase of property, major renovations of existing facilities, or construction of new facilities. For more information, see the Together We Build Guidelines.

**IBC Aid:** Monies go to projects which arise such as disaster relief or hunger aid that are identified by the Building Connections Team.

The Building Connections Team and IBC staff shall work together on all promotional materials preparation and distribution to the churches in a timely manner and evaluate each approach.

Funds received through 31 March will go toward the previous year's Global Missions Offering. Funds received after that date will go toward the current year's Global Missions Offering. Funds received through the Global Missions Offering shall be distributed by check/bank transfer from the IBC Bookkeeper to the recipients, along with an accompanying letter written by the Building Connections Team or General Secretary, following the cut-off date. If funds are needed earlier than this, a special request can be approved by the Building Connections CSD.

# Together We Build Grant Guidelines

## 1. General

The principal purpose for the Together We Build grants is to assist IBC churches in securing building facilities through the purchase of property, major renovations of existing facilities, or construction of new facilities. For more information, see the Together We Build Guidelines.

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 towards a second church in a given year to assist in projects such as completion of a building/renovation program of moderate demands.

The church should be one which already gives at least 7% of its undesignated receipts to the budget of the IBC. Preference will also be given to churches that regularly contribute to the Global Missions Offering.

## 2. Application for TWB grants (form attached to this document)

- a. Secure church approval in a business meeting and make sure this action is recorded in church minutes.
- b. Submit the application in writing to the IBC office no later than 31 August. New requests must be submitted each year, since no requests from a previous year are carried over as valid.
- c. Submit complete information on the financial status of the church including the church's annual budget for the current year, financial statements for the previous year, and current financial status. Also, provide detailed building and/or renovation plans and/or details on the purchase of any property.
- d. State in a clear and concise manner exactly why the church feels its needs are urgent and deserving of help.

## 3. General Guidelines for Grants for Together We Build

- a. No church shall be eligible 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.
- b. Together We Build funds may also be used for Convention buildings when no churches apply for funds or after careful consideration of requests received.
- c. A five-member team appointed by the Presidential Leadership Team will consider the applications and make recommendations to the ELT by 30 September. Should no churches or the Convention itself apply for the TWB funds, the money shall be reapportioned between the remaining GMO projects or shall be determined by a vote of the ELT.

**INTERNATIONAL BAPTIST CONVENTION**  
**APPLICATION FOR TOGETHER WE BUILD GRANT**

Date: \_\_\_\_\_

Church Name:	
Address:	

	<b>CHURCH DATA</b>	
<b>One Year Ago</b>		<b>As of this Date</b>
	Number of Active Resident Members	
	Avg. Attendance Worship Services	
	Avg. Attendance Bible Study / Discipleship Groups	

	<b>FINANCIAL DATA</b>	
	Use Euro Values for all monies	
<b>One Year Ago</b>		<b>As of this Date</b>
	Monies in Bank	
	Avg. Monthly Offerings (1-year avg.)	
	Avg. Monthly Disbursements (1-year avg.)	
	Total Church Budget	
	% of Total Undesignated Receipts being contributed to IBC Cooperative Program	

Detailed building and/or renovation plans and/or details on the purchase of any property.

Please describe in a clear and concise manner exactly why the church feels its needs are urgent and deserving of help.

Please attach the following documents to this application.

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

Signature: \_\_\_\_\_

Pastor

Elected Church Official and Title

Mail to: International Baptist Convention  
Am Dachsberg 98  
60435 Frankfurt, Germany  
E-mail: admin@ibc-churches.org