

American Baptist Churches of Michigan
Region's Rules of Procedure

I. INTRODUCTION

A. Purpose

The purpose of the American Baptist Churches of Michigan is to grow healthy churches by serving and strengthening local congregations by providing a network of resources, support, and fellowship, and to be the partnership link with the American Baptist Churches, USA to enable all partners to carry out the mission of Jesus Christ.

B. Organizational Overview

The Region's purpose is carried out largely through its officers and four Ministries Teams, i.e. Congregational Ministries & Missions, Congregational Leadership, Administrative, and Family Ministry Teams In addition, there are two standing committees, the Executive Committee and the Nominating and Recruiting, as well as task forces, commissions, and consultants established as needed by the Ministries Teams and Region Board, respectively.

II. OFFICERS

A. President

The President shall:

1. preside over the sessions of the Region's annual and special meetings;
2. serve as chair of the Region Board and Executive Committee;
3. be an ex-officio member of the Ministries Teams as well as the Nominating and Recruiting Committee;
4. represent the Region where specified;
5. appoint members, chairs, and vice-chairs of all committees and task forces not otherwise provided for by the Ministries Teams and commissions.

B. Vice President

The Vice President shall:

1. act for the President when delegated by the President, or in his/her absence or inability to exercise the duties of the office (inability to serve shall be determined by the Region Board);
2. serve as vice-chair of the Region Board and Executive Committee;
3. succeed to the office of President in the following year;
4. be an ex-officio member of the Nominating and Recruiting Committee;

C. Secretary

The Secretary shall:

1. provide for keeping minutes of the sessions of the annual and special meetings of the Region;
2. prepare the minutes of the Region's Annual Meeting for publication;
3. keep all records of the Region Board and Executive Committee and transmit these to the Region office;
4. serve as a member of the Region Board and Executive Committee;
5. use the seal of the corporation as instructed by the Region's Board or Executive Committee;
6. be responsible for notices for the Annual Meeting and special meetings of the Region, and meetings of the Region Board and Executive Committee.

D. Treasurer

The Treasurer shall:

1. work with the Region staff responsible for receiving and holding all monies and evidences of property owned by the Region;
2. serve as an ex-officio member of the Endowment Fund Trustees;
3. serve as an ex-officio member of the Administrative Ministries Team;
4. co-sign all checks or make provisions for co-signature with the designated employees of the Region;
5. report to the Region annually;
6. report regularly to the Region Board and Executive Committee;
7. serve as a member of the Region Board and Executive Committee;
8. be bonded in the amount determined by the Region Board.

E. Immediate Past President

The Immediate Past President shall:

chair the Nominating and Recruiting Committee.

III. REGION BOARD

A. Operational Philosophy

The Region Board's philosophy with respect to implementing the Region purpose is to give Ministries Teams and Committees freedom to accomplish their tasks without detailed directions from the Board. The Board expects to be informed on how each unit intends to carry out its assignments.

B. Specific responsibilities include, but are not limited to:

1. certifying delegates of all official meetings;
2. approving applications of churches for membership in the Region;
3. establishing and amending the Rules of Procedure;
4. evaluating every five years the effectiveness of the Region structure in implementing the Region purpose.

IV. MINISTRIES TEAMS

A. Introduction

Each Ministries Team shall:

1. develop its priorities and program plans for fulfilling assigned responsibilities soon after the Region's Annual Meeting;
2. meet at least twice annually at times determined by the Ministries Team Chair;
3. submit a documented request to the Administrative Ministries Team's Budget Task Force, should funds to support its work be desired;
4. forward to the Region Board the procedures by which it expects to accomplish the assigned responsibilities.

B. Congregational Ministries & Missions Team

1. The responsibilities of this team shall be to provide resources related to congregational health and vitality.
2. Specific responsibilities include, but are not limited to:
 - a. Church Health Assessments
 - b. Church growth and renewal
 - c. Transitional ministries
 - d. Evangelism
 - e. Stewardship development
 - f. Identifying and addressing specific needs of divergent congregations (urban, suburban, rural)
 - g. Mission support initiatives such as annual offerings, missionary deputation, and mission trips
 - h. New church planting initiatives

C. Leadership Ministries Team

1. The responsibilities of this team shall be to organize and aid in the accomplishment of leadership development and support.
2. Specific responsibilities and relationships include, but are not limited to:
 - a. Ministry Leadership Groups
 - b. Pastoral health and support
 - c. Commission on Ordination and Standing
 - d. Leadership development & training
 - e. Certificate in Christian Ministry program
 - f. Ministers Council
 - g. Retired ministers and missionaries

D. Administrative Ministries Team

1. The responsibilities of this team shall be to have oversight of the support services which under gird all the internal workings of the corporate structure of the Region, and which facilitate the effectiveness of other Ministries Teams.
2. Specific responsibilities include, but are not limited to:
 - a. communications
 - b. budget development and management
 - c. property management
 - d. legal matters
 - e. personnel
 - f. endowment review, including appointing a designated representative to serve as an ex-officio member of the Endowment Fund Trustees
 - g. insurance needs and coverages
 - h. Region annual audit/audit review.
 - i. Region Annual Offering materials & planned giving initiatives

E. Family Ministries Team

1. The responsibilities of this team shall be to assist local congregations in the development of ministries to persons of all life stages.
2. Specific responsibilities include, but are not limited to:
 - a. Children's ministries at the local and regional levels
 - b. Youth ministries at the local and regional levels
 - c. Adult ministries at the local and regional levels
 - d. Senior adult ministries at the local and regional levels
 - e. Family ministries including intergenerational, marriage enrichment, and Christian parenting
 - f. Campus Ministry
 - g. Worker training

V. COMMITTEES

A. Executive Committee

1. The responsibilities of this committee shall be to function for the Region Board between regular sessions of that body.
2. Specific responsibilities include, but are not limited to:
 - a. evaluating annually the work of the Region Executive Minister;
 - b. overseeing the search for Region professional staff;
 - c. recommending annually, and in consultation with the Administrative Ministries Team, the salaries of Region professional staff;

- d. coordinating and implementing, in conjunction with the Executive Minister, the priorities and programs adopted by the Region Board;
- e. long range planning;
- f. planning the Annual Meeting

B. Nominating and Recruiting Committee

- 1. Shall be chaired by the Immediate Past President.
- 2. The responsibilities of this committee shall be to secure volunteers for leadership positions in the Region, and to be a resource for the Region Officers, Board and Ministries Teams. All recommendations shall be made taking into consideration geographics, gender, age, ethnicity, congregation size and most importantly, expertise and qualifications within a framework of Christian commitment and character.
- 3. Specific responsibilities include, but are not limited to:
 - a. nominating and preparing a slate of officers and of other leadership positions for election at the Annual Meeting;
 - b. nominating to the Region Board persons for any vacancies in these positions that occur between Annual Meetings;
 - c. nominating persons to represent the Region on boards of related organizations;
 - d. preparing and maintaining a Skills Inventory Bank of Volunteers for the above positions as well as those on task forces and committees;

VI. DISMISSAL PROCESS

A. Positions governed by this process are:

- 1. Region Officers;
- 2. Ministries Team Chairs;
- 3. Region Board members.

B. Criteria for dismissal revolve around what is in “the best interest of the Region” (Bylaw Section VII – 2.14) and include:

- 1. lack of attendance at Region Board meetings (Bylaw Section VII – 2.8);
- 2. lack of performance of duties;
- 3. ceased to be a member of a church affiliated with the Region;
- 4. actions harmful to the denomination.

C. Action to dismiss shall be taken by the Executive Committee with notification made by certified mail.

D. An individual so dismissed may appeal to the Region Board by notifying the Region President within sixty (60) days of his/her intent to do so, with a hearing to take place at the next Board meeting.

VII. REPRESENTATIVE PROCESS OF THE GENERAL BOARD

- A. Responsibilities for nominating RNRs (Regionally Nominated Representatives) will be assigned to the Executive Committee. Nominations shall be forwarded to the Region Board for placement on the slate of nominees to be presented to the Delegates to the Region Annual Meeting. Election shall be by the Delegates to the Region Annual Meeting.
- B. Sensitivity shall be given to achieving over a reasonable period of time, a ratio of professional church leaders (40%), laywomen (30%), laymen (30%), and young persons (under age 35) (20%).
- C. The Region shall take into account the racial/ethnic makeup of the Region churches and no less than every fifth (5th) RNR elected shall be a non-Caucasian. Also, every fifth (5th) RNR shall be a young adult under thirty-five (35) years of age.
- D. Upon receiving the nomination of a Michigan person by the approval process for Nationally Nominated Representatives, election of such a person(s) will be by the Delegates to the Region Annual Meeting. Upon election, each Nationally Nominated Representative will be assigned a specific group of churches in the Region for which they shall have certain accountabilities as defined by the Region.
- E. The services of the Region office will be available to the Regionally Nominated Representatives to assist in sharing reports and information within the churches and the Region to whom they are accountable. Costs of attending meetings of the Region Board will be underwritten by the Region.

VIII. AMENDMENTS

The rules of Procedure may be amended by a majority vote of those present and voting of the REGION Board, provided the amendment is consistent with the Bylaws and written notice of the proposed amendments has been mailed to each Board member at least three weeks in advance of the time of the meeting where action is to be taken.

Previous Rules of Procedure retired. New Rules of Procedure, based on new Region structure, approved September 12, 1998, by Region Board, amended March 16, 2002, and further amended on May 23, 2005 by the vote of the Region Board..