



**REFORMED
BAPTIST
NETWORK**

(RBNet)

Policy Manual

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Table of Contents

1. Introduction
2. RBNet Organizational Structure and Job Descriptions
 - 2.1 Reformed Baptist Network – Local Church Centered
 - 2.2 Organizational Structure
 - 2.3 RBNet Constitution
 - 2.4 Standing Committees
 - 2.5 Personnel and Finance Committee
 - 2.6 Employees, Volunteers, and Contractors
 - 2.7 General Assembly Planning Committee
 - 2.8 Membership Committee
 - 2.9 Missions Committee
 - 2.10 Treasurer
3. Policies, Procedures and Philosophy
 - 3.1 General RBNet Policy
 - 3.2 Membership Policy
 - 3.3 Business Finance Policy
 - 3.4 Personnel Policies
 - 3.5 General Assembly Planning Policy
 - 3.6 Coordinator and Personnel Review Policy
 - 3.7 Missions Policy
- Appendix A RBNet Organization Chart
- Appendix B Sturgis – Parliamentary Procedures at a Glance

1. Introduction

This is the Policy Manual for the Reformed Baptist Network (RBNet). The full member churches of RBNet may authorize standing committees to adopt limited operational and procedural policy, but not matters of doctrinal, positional, or major policy, in keeping with the RBNet Constitution.

2. RBNET Organizational Structure and Job Descriptions

2.1 REFORMED BAPTIST NETWORK – LOCAL CHURCH CENTERED

Every missionary church planting activity or project of RBNet originates from, is sponsored by, and is under the responsibility of a member church. The member churches determine the course of RBNet, and every staff member and committee is under the ultimate authority of the member churches of RBNet.

2.2 ORGANIZATIONAL STRUCTURE

The organizational structure is shown in Appendix 1.

2.3 RBNET CONSTITUTION

The governing authority for RBNet is the RBNet Constitution. All policies adopted and expressed in this Policy Manual are secondary in authority to the RBNet Constitution.

2.4 STANDING COMMITTEES

A. Names of Standing Committees

RBNet has four standing committees:

- 1) Missions Committee
- 2) Membership Committee
- 3) Personnel and Finance Committee
- 4) General Assembly Planning Committee

RBNet also has one consulting sub-committee

B. Term Limits of Standing Committees and Ad Hoc Committees

- 1) Voting members shall serve for three-year terms, eligible for re-election to a second three-year term. Those who serve two full terms must then take a mandatory two years off from that particular standing committee on which he has been serving. No voting member of a standing committee shall be a voting member of a different standing committee at the same time. (One exception to this

limitation is if a voting member of a different standing committee is also the representative of a hosting church who automatically becomes a member of the GA Planning Committee.) Each committee should consist of six voting members. Each committee will be established and maintained with members serving staggered terms. Two terms will end each year.

Therefore, at least two voting members will be elected each year. (Any vacant positions for incomplete terms will also be filled for the remainder of the relevant term. Committee members who serve only part of a three-year term may also serve an additional, full three-year term before the mandatory two years off.) A nominee will require a majority vote from the GA to be approved. The nominees for the voting positions who receive the highest number of votes, requiring a majority of voting delegates, will be selected.

2) Ad Hoc Committees may be appointed by the Network to address specific purposes. The committee's term is for one year. If an Ad Hoc Committee is unable to complete its work within the one-year term, the committee's existence and members must be reapproved annually by the General Assembly.

C. Election of the Standing and Ad Hoc Committees

1) A temporary Nominating Committee (NC) of 3 to 5 members will be organized each year at the GA to process nominations and prepare a ballot for the next GA.

2) The membership of the NC will be on a rotating basis with all full member churches possessing elders taking their turns. The full member churches who are next in line will select one elder or deacon to be their representative on the NC.

3) NC members will select a chairman for their committee who will coordinate committee functions.

4) Members of the Missions Committee, Membership Committee, and General Assembly Planning Committee shall be present or former elders in good standing of member churches, and Personnel and Finance Committee members must be either present or former elders or deacons in good standing of member churches, with a majority being elders.

5) The NC will solicit nominations for voting members of all standing and ad hoc committees from all full member churches on a prepared nominations ballot in adequate time to be able to process the responses and prepare a slate of nominees. In order to ensure that there are enough willing nominees, it will be helpful to request that any who are willing to serve indicate that fact along with the position for which they are willing to serve on a separate part of the nominations ballot. Such volunteers will be a back-up if there are not enough nominees submitted to fill the ballot.

6) All full member churches having elders will be expected to submit nominations and to take their turns on the NC. The NC will also solicit full member churches to nominate non-voting, advisory

committee members from associate member churches and individuals. (If an Advisory member's church becomes a Full Member church, the Advisory member can still complete his term.).

7) Responsibilities of the NC will be limited to soliciting and collecting nominations, determining those among the nominees who are willing to stand for a vote, and preparing a ballot. The NC will not have authority to approve or reject individual nominations that are received. When soliciting nominations, the NC will indicate members of the Missions Committee and the Personnel and Finance Committee who are both eligible to serve a consecutive, second term, and willing to do so.

8) Every effort will be made to ensure that there are more nominees for voting positions on the ballot than there are positions to be filled. A maximum of two nominees per position may appear on the ballot, based on which men receive the greatest number of nominations. (If a tie occurs in the nomination process, all tied individuals would appear on the ballot.) Members of all standing committees must be nominated according to the process outlined above and re-elected before serving a second, consecutive term on their respective committees.

9) If a committee position opens up between General Assemblies (through resignation or death), the committee can directly and immediately nominate an emergency temporary replacement to be approved by a vote of the churches (see Constitution VI.B), who will fill the position until the next General Assembly and normal nomination process. A previous member of the committee may be nominated for this temporary replacement position to fill the position until the next General Assembly, even during the previous member's mandatory time off.

D. Relationship of Standing and *Ad hoc* Committees to One Another

The following procedure is designed to assure that there will be proper communication among the four standing committees and to preserve the direct control of the churches of Reformed Baptist Network over the committees.

1) Each standing and *ad hoc* committee is directly accountable to the full member churches, which have ultimate authority regarding committee matters. All minutes of all standing and *ad hoc* committees shall be distributed to all full and associate members and permanently retained in the RBNet office.

2) Primary responsibility for each matter delegated by the full member churches to committees will be specifically assigned to one such committee which will have final decision-making authority on the committee level. The delegated primary responsibilities for each committee will be described in this Policy Manual.

3) Each standing and *ad hoc* committee may, with advance notice, send a representative or representatives to the meeting of any other standing or *ad hoc* committee in order to give input to that committee regarding some matter of mutual interest or involvement. However, such representatives will not have a vote in any decisions of the committee being visited regarding matters

for which that visited committee has been given primary responsibility.

4) Each standing and *ad hoc* committee may, and is encouraged to, invite representatives from other committees for input when the other committee(s) may have some connection with, or interest in, a matter to be considered. However, such representatives from other committees will not have a vote in any decisions of that committee regarding matters for which that committee has been given primary responsibility.

a) The GA Planning Committee should consult with the Missions Committee when discussing the schedule, theme, and speakers for the General Assembly.

b) The GA Planning Committee shall include one of the pastors or elders of the host church as a one-year member of the Committee for the year preceding the GA his church will host. The member who is a pastor or elder of the host church will have a vote regarding any decisions related to the GA which his church is hosting.

c) The Personnel and Finance Committee should consult with the other standing and *ad hoc* committees when making budgeting decisions related to the activities of those other committees.

5) All committees should always have the biblical unity of RBNet as a primary goal. If a conflict arises within an *ad hoc* or standing committee, or between such committees, which the members of that committee(s) are unable to resolve themselves, an *ad hoc* Conflict Resolution Group shall be formed to at least initially attempt to address that particular conflict.

a) Each standing and *ad hoc* committee not involved in the unresolved conflict shall appoint one member to form this *ad hoc* Conflict Resolution Group.

b) This Conflict Resolution Group will appoint a chairman and will be strictly advisory in nature.

c) This Conflict Resolution Group will meet with the parties experiencing the unresolved conflict in an attempt to bring about godly resolution and reconciliation using biblical principles.

d) If such efforts fail to bring about resolution and reconciliation, the *ad hoc* Conflict Resolution Group will present the matter to the full member churches in the form of appropriate alternative proposals for the final decision of the full member churches. The *ad hoc* Conflict Resolution Group will cease operating once the full member churches come to a decision.

e) Such a Conflict Resolution Group may also be formed at the request of both the full member churches acting as a body and specifically the church(es) involved in an unresolved conflict, to attempt to bring about resolution and reconciliation where there is an unresolved

conflict within a member church or between member churches. The full member churches, meeting in General Assembly, shall have no final authority regarding such conflicts other than the potential prerogative of removing a church(es) from RBNet upon the recommendation of the *ad hoc* Conflict Resolution Group in the case of a serious violation of, or failure to follow, biblical faith and practice.

E. Consulting Committee – Function and Purpose

The Consulting Committee shall be established in order to facilitate communication between the committees, including addressing committee business flowing from the General Assembly and planning for the next General Assembly.

- 1) The Consulting Committee shall be strictly advisory in nature. Its only decision-making authority is to assign a proper committee any previously unassigned duties which arise in the ongoing cooperative efforts of RBNet.
 - a) If members of the Consulting Committee have a tie vote regarding the assignment of a particular area of responsibility, the RBNet Coordinator may cast the deciding vote.
 - b) Any assignment to a committee of primary responsibility for a previously unassigned duty which will be more permanent in nature (lasting beyond a year) shall be proposed as a policy addition or alteration to the full member churches at the next GA, subject to the approval of the full member churches.
 - c) If the assignment of primary responsibility for a particular area of responsibility cannot be resolved by the Consulting Committee, the matter shall be referred to the full members of RBNet in the form of appropriate alternative proposals.
- 2) The Consulting Committee shall be composed of a representative (usually the chairman) from among the voting members of each of the standing committees (Missions, Membership, Personnel and Finance, and GA Planning) to serve as voting members with regard to the assignment of responsibilities. The General Assembly Chairman and Vice-Chairman for the coming year shall be members, but will not have a vote. A representative from any working *ad hoc* committee shall also be members, but not have a vote. The Coordinator shall be a member, but will not have a vote except in case of a tie.
- 3) The Coordinator will organize and lead the Consulting Committee meetings, but will not have a vote.
- 4) The Consulting Committee should meet at least 2 times a year – once after the General Assembly to discuss any observations arising out of the Assembly and to assign any business, and once before the next General Assembly to give updates and to plan for the General Assembly Business Meeting.

F. Relationship of Coordinator to All Committees

The Coordinator shall be a non-voting member of all standing and *ad hoc* committees.

G. Election of Officers for the General Assembly

- 1) The NC will solicit nominations from full member churches for Chairman, Vice Chairman, and Secretary in adequate time to prepare and present to the General Assembly a nominations ballot for the GA officers for the following year. The NC should include the responsibilities and qualifications required of these positions when nominations are solicited from the churches.
- 2) The positions of Chairman and Vice Chairman must be elders or former elders from a full member church. The position of Secretary may be filled by the RBNet Administrative Assistant, or in the absence of an RBNet Administrative Assistant, by a person appointed at the discretion of the RBNet Coordinator. The Chairman should be familiar and adept with the rules of order, as well as having a good working knowledge of the current functions and activities of RBNet. If an electronic vote is required (especially see Constitution VI. B.) during the year between the GA at which he was elected and the GA at which he is to serve, the Chairman (or if he is unavailable, the Vice Chairman) will be in charge of actually carrying out that electronic vote in accordance with the Constitution and the Policy Manual. The Secretary should take accurate minutes of the entire GA and send these minutes to the RBNet office for prompt distribution to the churches no later than one month after the conclusion of the GA. The Chairman and Vice-Chairman will also be non-voting members of the Consulting Committee (see 2.4.E.2)).
- 3) Responsibilities of the NC will be limited to soliciting and collecting these nominations, determining those among the nominees who are willing to stand for a vote, and preparing a ballot for a vote at the GA. The NC will not have authority to approve or reject individual nominations that are received.
- 4) Every effort will be made to ensure that there are more nominees on the ballot than there are positions to be filled. The position of Chairman may have a maximum of four nominees, based on which men receive the greatest number of nominations. The nominee receiving the most votes will be Chairman and the nominee receiving the second highest vote total will be Vice Chairman. If there are insufficient nominees for these positions, the NC is authorized to seek those who are willing to be put on the ballot.
- 5) No man may serve as Chairman of the GA for more than 3 years in a row. He may be elected again to that position after 3 years of not serving.

2.5 PERSONNEL AND FINANCE COMMITTEE

A. Responsibilities and Duties to Personnel

The Personnel and Finance Committee is responsible to oversee the Coordinator and all administrative support services staff (employees and volunteers) as well as all contractors, in conjunction with the goals, objectives, and wishes of RBNet. The Committee will perform its task by overseeing all matters pertaining to the securing, maintenance, and on-going performance of the Coordinator and any administrative support services staff and contractors.

- 1) To oversee the development, establishment, and monitoring of a Job Description for the Coordinator and all administrative support services staff as well as all contractors.
- 2) To oversee the schedule of the Coordinator.
- 3) To oversee the salary and benefits of the Coordinator and all personnel.
- 4) To assist in the hiring all new administrative support services employees.
- 5) To see to it that the administrative support services staff are functioning smoothly, efficiently, and harmoniously.
- 6) To report to the RBNet General Assembly.

B. Activities Schedule

- 1) To meet with the Coordinator twice annually by conference call to monitor physical, spiritual, and family health, to check on the days away from home, and to evaluate the true effectiveness of the Job Description and subsequently its adherence.
- 2) To meet (as a Committee or its delegated representatives) with each employee annually for the developmental review.
- 3) To contact the Coordinator and the Administrative Assistant individually throughout the year.
- 4) To see to it that the Coordinator and the administrative support services staff and contractors have the necessary resources to fulfill their assigned duties in an appropriate and timely fashion.

C. Hiring a New Coordinator

In the event of a vacancy in the Coordinator's position, the Personnel and Finance Committee oversee filling this vacancy. This committee shall seek help from the other standing committees and member churches for the suggested man to present to the churches meeting in General Assembly. This help will include directly soliciting potential nominees from all member churches on an advisory basis. The

Coordinator will be a member in good standing of a full member, RBNet church. The GA may waive this last requirement in special circumstances.

D. Responsibilities and Financial Duties

This committee is responsible to work with the RBNet Coordinator in overseeing the financial, legal, employment (legal aspects), purchasing, contracting, facility, and equipment aspects of RBNet's activity in accord with established RBNet policy. Specifically, its responsibilities and duties are:

- 1) To assist in monthly reporting of the financial status of RBNet.
- 2) To develop the RBNet annual budget in cooperation with the Coordinator.
- 3) To oversee all the following:
 - a) Receipting of contributions.
 - b) Disbursing RBNet funds.
 - c) Accounting for all RBNet funds.
 - d) Inventorying all RBNet equipment.
 - e) Oversee the audit or review of RBNet financial records.
 - f) Annually reviewing RBNet employee compensation and benefits where task is otherwise unassigned.
 - g) Assuring timely planning and submittal of all tax and legal filings and reports for the RBNet Corporation.
 - h) Assuring RBNet compliance with all civil law.
 - i) Reviewing and approving RBNet contractual commitments.
 - j) Overseeing RBNet purchasing.
 - k) Overseeing RBNet facility and equipment acquisition and management.
- 4) To document all committee activities in Minutes.

E. Activities Schedule

The principal, repetitive activities are:

- 1) To review the monthly integrated financial report each month.
- 2) To prepare the proposed annual budget, including proposed salary adjustments.
- 3) To review the auditor's report.
- 4) To respond to RBNet Coordinator requests as they occur.

- 5) To conduct periodic committee meetings when required, as determined by the Committee Chairman, Treasurer or Coordinator.

F. Reporting Relationship

The RBNet Personnel and Finance Committee reports annually to the churches and is responsible to forward to the Administrative Assistant the minutes of each of its meetings for distribution to all RBNet full and associate members, and for permanent retention in the RBNet office.

G. Committee Structure and Membership

The Personnel and Finance Committee will consist of members elected in accordance with the nomination process of RBNet. The committee will elect a chairman.

2.6 EMPLOYEES, VOLUNTEERS, AND CONTRACTORS

A. RBNet Coordinator Job Description

The Coordinator is responsible for coordinating the activities of RBNet, including the standing committees and *ad hoc* committees, in accord with organization policies, in accord with the highest biblical, professional and accounting standards, and respecting the organization and committee structure of RBNet. The Coordinator assists the member churches and the various organization committees as detailed below. He is responsible to the RBNet Personnel and Finance Committee. The Coordinator will:

1) Serve the Churches in a Spiritual Ministry

The Coordinator is an ordained minister of the gospel acting many times in the capacity of a missionary in behalf of RBNet churches. He will not serve in a local church context but will serve Christ and the churches of RBNet as a spiritual resource, similar to Titus in 2 Corinthians 8:19, 22. More specifically the Coordinator will:

- a) Be ever ready to preach the gospel and teach the Scriptures.
- b) Labor in prayer for the churches.
- c) Give encouragement to pastors and local churches.
- d) Promote the work of missions

2) Coordinate with Member Churches. Specifically, the Coordinator will:

- a) Oversee the preparation and distribution of news updates.

- b) Oversee the collection and distribution of all minutes of all standing and ad hoc committees to all full and associate members, and their permanent retention in the RBNet office.
- c) Oversee preparation of the monthly Missionary Prayer Guide.
- d) Communicate with and visit member churches as needed and invited.
- e) Assist member churches, if asked, with conflict resolution in accord with the Policy Manual (especially see 2.4 – D.5 e) and 3.7 – E – Dispute Resolution).

3) Assist Prospective Member Churches

The Coordinator will work with the Missions Committee and the Membership Committee to assist prospective member churches in the following ways:

- a) Correspond with, visit, and speak to prospective member churches to introduce them to RBNet services.
- b) Convey RBNet membership requirements and procedures to prospective member churches.
- c) Assist churches undergoing reform in the process of reformation.
- d) Render counsel to church plants and churches in transition.
- e) Assist new churches and those without a pastor to find qualified interim pastoral supply and pastoral candidates.

4) Assist Missionary-Sending Churches

The Coordinator will assist full member churches in their task of sending, supporting, and overseeing sponsored, RBNet endorsed foreign missionaries by providing assistance through RBNet when and if requested. (As able, and subject to approval by the Missions Committee, the coordinator will also assist associate members and associate missionaries with their missionary endeavors.) Specifically, the Coordinator will help full member churches to understand their responsibility in sending and overseeing missionaries. He will:

- a) Communicate requirements for RBNet sponsorship of a missionary family.
- b) Assist member churches in identifying places of service for missionaries.
- c) Assist member churches in screening candidates for mission work.
- d) Assist member churches to find prayer and financial support for candidate missionaries.
- e) Assist member churches and new missionaries with field surveys, identifying and acquiring requisite training, raising start-up funds, and getting to the mission field.
- f) Provide service to missionaries financially, logistically, and spiritually, while being cautious not to usurp sending church authority and responsibility.
- g) Assist local church elders with the care and oversight of their missionary by visiting each missionary on the field every three to five years, if possible, as the Missions Committee deems needed. The visits, which may be done together with office bearers from the sponsoring church, will enable the Coordinator to give firsthand mission reports to interested churches.
- h) Oversee RBNet and missionary accounting activity in the RBNet office.

5) Assist the Standing Committees

The Coordinator will provide administrative assistance through the RBNet Office. More specifically the Coordinator will:

- a) Prepare meeting agendas, arrange conference calls, distribute meeting minutes and information, and facilitate organization and committee activity as requested in cooperation with the various chairmen and officers. All voting committee members will have a right to place items on the agenda.
- b) Support the General Assembly Planning Committee in all aspects of General Assembly preparation and implementation.
- c) Recommend policy and procedure to the standing committees for consideration and presentation to the member churches

6) Oversee the RBNet Administrative Support Services

The Coordinator will oversee the RBNet administrative support services activities and personnel as they assist him in carrying out his duties. More specifically the Coordinator will:

- a) Coordinate administrative support services.
- b) Supervise administrative support service employees and volunteers.
- c) Work with the Personnel and Finance Committee to develop, gain approval for, and manage a balanced budget.
- d) Work closely with the Personnel and Finance Committee in performing an annual written performance review for paid administrative support service employees and in conducting an annual Coordinator performance review.
- e) Assure operation within organizational policy and civil law.
- f) Assure preservation of essential and historical organizational records.
- g) Support the RBNet Personnel and Finance Committee in overseeing RBNet accounting activity and reporting performed by RBNet administrative support services staff and/or contractors.

7) Facilitate Endorsement of Regional RBNet Gatherings

- a) Regional RBNet gatherings are encouraged. For the purpose of cultivating relationships among pastors and churches in various geographical regions, events such as pastors' fellowships, conferences, and seminars may be designated officially as RBNet gatherings.
- b) This will enable pastors to be introduced to RBNet, and cultivate growing relationships, by fellowshipping within a close geographical proximity, instead of being limited exclusively to the cross-country and expensive adventure of attending a GA.
- c) Attendance at a Regional RBNet gathering would be no substitute for the constitutional requirement of attending an annual General Assembly.
- d) The Coordinator would be responsible to work with member churches and approve official Regional Gatherings when requested.

8) Be Accountable

The Coordinator will:

- a) Communicate with the Personnel and Finance Committee through the Coordinator's Report, at the committee meetings and more informally, as appropriate.
- b) Consult with the Personnel and Finance Committee on issues the Coordinator is unable to resolve.
- c) Secure concurrence from the Missions Committee and the Personnel and Finance Committee regarding all Coordinator international travel.
- d) Communicate with the Personnel and Finance Committee as to spiritual, emotional, and physical well-being twice annually or as needed.
- e) Communicate with Personnel and Finance Committee to review domestic travel plans.

9) At all times exemplify biblical precepts for a minister of the gospel and a steward with great responsibilities by living a godly and orderly life which is above reproach in matters of biblical ethics and conduct.

10) Hold perseveringly to the faith once for all delivered to the saints. He must meet the subscription requirements for member churches as outlined in Appendix A of the constitution. This includes communicating any reservations or exceptions at the time he is being considered for the position of Coordinator. It also includes immediately communicating any departures from his former subscription.

B. Administrative Support Services

1) Providers

The providers of administrative support services will include the Administrative Assistant and/or other administrative support services staff (both employees and volunteers) or contractors

2) Relationships

The providers of administrative support services are responsible for assisting the Coordinator in the administrative duties and responsibilities stemming from the activities of RBNet in accord with organization policies, the highest biblical, professional, and accounting standards, and the organization and committee structure of RBNet. The Administrative Assistant is responsible primarily to the Coordinator, and secondarily to the Personnel and Finance Committee. The Personnel and Finance Committee will be responsible to create job descriptions for every provider in such a way that each of the responsibilities listed in the section below under "3. Responsibilities" will be assigned to at least one provider. When there are changes in providers or assignments, the Personnel Finance Committee will be responsible to adjust the various job descriptions accordingly.

- 3) Responsibilities - The providers of administrative support services will collectively:
- a) Provide the Necessary Services in Basic Office Procedures
 - Photocopying.
 - Correspondence (standard mail, fax, or email).
 - File Maintenance.
 - Mass Mailings.
 - Secretarial Support.
 - b) Maintain the Accounting Books for RBNet
 - Posting donor contributions and making bank deposits.
 - Paying all bills.
 - Generating employee payroll.
 - Generating missionary payroll for serviced missionaries of RBNet.
 - Generating monthly, quarterly, and annual Tax Reporting Forms for the organizations and the employees.
 - Generating W-2 Forms and 1099-Misc Tax Forms for the missionary personnel on an annual basis.
 - c) Maintain the RBNet Database
 - Posting new contacts (churches, missionaries, or individuals).
 - Updating current contact records.
 - Maintaining the RBNet subscribers list.
 - d) Prepare Informational Materials for Annual General Assembly
 - Creating master Church Notebook for Annual Business Meeting.
 - Generating necessary mailings to churches and Standing Committee members prior to the General Assembly.
 - Creating promotional materials to be distributed (e.g., Missionary Maps, Copies of Constitution or Policy Papers).
 - e) Create and distribute accurate minutes of the RBNet General Assembly.
 - f) Keep Accurate Financial Records
 - Generating and mailing quarterly receipts to donors for all contributions received.
 - Preparing monthly Account Activity Reports for Missionaries showing current account balances and monthly activity.
 - Preparing quarterly reports for missionaries and their sending churches showing current supporters, amounts contributed, and salary and ministry funds distributed for the quarter.
 - Generating monthly Financial Reports (Income Statement & Balance Sheet) for RBNet.
 - Generating yearly Financial Reports and Summaries to be posted in the Church Informational Packet at the annual General Assembly.
 - g) Prepare and distribute RBNet Publications
 - Generating Weekly E-mail Communication.
 - Gathering prayer requests from missionaries and preparing the monthly Mission Prayer Guide.

- Gathering articles for the quarterly *RNet Newsletter* and emailing all articles to the Editor.
- Mailing the *RNet Newsletter* to foreign subscribers and U.S. churches electronically.
- Collect all minutes of all standing and ad hoc committees and distribute them to all full and associate members, while also permanently retaining them in the RNet office.”

4) The Administrative Assistant will:

- a) Have the Following Experience Requirements:
 - High school diploma or equivalent
 - Prior general office experience
 - Familiarity with database programs including spreadsheets
 - Familiarity with word-processing that operates under Windows environment
 - Type 40 wpm
 - Be a born-again Christian and member in good standing of a Bible-believing church
 - Be in general agreement with the theological standards of RNet
- b) Be Accountable for the Following:
 - Minimum one-year commitment

C. Communication and Content Editor

The Communications and Content Editor will develop and facilitate RNet’s online efforts to solicit, create, and promote content for RNet's Core Values and cooperative missions efforts. This position will serve the churches of the Network by providing more accessible and understandable content and updates on RNet missionaries and projects, as well as growing an awareness and interest in evangelism, missions, and church planting. It will also seek to spread and promote Reformed Baptist perspectives on theological and current issues, in line with RNet’s Core Values.

1) The Communications and Content Editor must:

- a) Be a man with pastoral discernment
- b) A heart for the work of RNet
- c) Who also has some technical ability and experience in online technology and communication
- d) He must have personal administrative and management skills.
- e) He must also be a member of a member church or an individual member of the Network
- f) He must meet the subscription requirements as outlined for member churches in Appendix A of the constitution, communicating any reservations or exceptions at the beginning of his service, or any change during his service.
- g) The Communications and Content Editor will work under the authority of the RNet Coordinator and the Personnel and Finance Committee. He will also automatically serve as a non-voting member of the Missions Committee, working under the direction of the Missions Committee in communicating Network priorities.

2) Responsibilities

- a) Raise Awareness of the Reformed Baptist Network among Like-Minded Churches and Christians

- Oversee Development and Curation of Online Content for Website and Social Media (Online Articles, Podcasts, Videos, etc.)
 - Maintain the Reformed Baptist Network Website and Social Media Accounts
 - Manage Creation and Use of Promotional Material
- b) Resource Member Churches and Individuals through Production of Materials and Services
- Assess Member Church and Individual Needs for Resourcing
 - Present Faithful Ministries and Organizations to Network Churches and Individuals in order Further their Missions, Church Planting, and Evangelistic Efforts
 - Produce Training and Educational Material Beneficial for Our Network Churches and Individuals
- c) Connect Reformed Baptist Network Missionaries, Church Planters, National Pastors, and Military Chaplains with Member Churches and Individuals for Prayer and Partnership
- Create content (both online and print) to show what is taking place through network missions in the advancement of Christ's kingdom around the world
 - Update member churches and individuals on the lives and ministries of network missionaries, church planters, national pastors, and military chaplains
- d) Enhance Communication of the Reformed Baptist Network
- 2) Cultivate and Strengthen Communication for Member Churches and Individuals as well as between Member Churches and Individuals
 - 3) Develop Avenues of Communication to Wider World of Reformed and Evangelical Christianity
 - 4) Assess New and Innovative Technologies for Additional Opportunities of Network Communication

2.7 GENERAL ASSEMBLY PLANNING COMMITTEE

A. Responsibilities and Duties.

The General Assembly Planning Committee (GAPC) is responsible for most aspects of the General Assembly Planning. Specifically, its responsibilities and duties are:

- 1) To establish the dates of the General Assembly.
- 2) To establish the location of the General Assembly.
- 3) To establish the theme of the General Assembly.

- 4) To prepare the schedules and agenda of the General Assembly meetings.
- 5) To select the speakers in consultation with the Missions Committee (keynote and other).
- 6) To stay within the budget approved by the previous General Assembly (including speaker travel and honoraria and host church expenses).
- 7) To coordinate displays, book sales and promotional material to be permitted.
- 8) To oversee preparation of General Assembly announcements, meeting schedules and other requisite printed materials.
- 9) To increase awareness of the blessings and benefits of joining with others of like faith in inter-church cooperation.

B. Activities Schedule

- 1) Solicit recommendations for themes and speakers from the churches two years prior to each General Assembly.
- 2) Solicit invitations from churches to host future General Assemblies.
- 3) Speakers are to be secured no later than ten (10) months in advance of General Assembly.
- 4) Estimated expenditures are to be presented to the Finance Committee in adequate time to prepare the budget, to be voted on at the preceding General Assembly.
- 5) Requests for displays and promotional materials are answered within thirty days of receiving request form.

C. Reporting Relationship.

The GAPC reports annually to the churches and is responsible to forward to the Administrative Assistant the minutes of each of its meetings for distribution for all RBNet full and associate members, and for permanent retention in the RBNet office.

D. Committee Structure and Membership.

The General Assembly Planning Committee will consist of members elected in accordance with the nomination process of RBNet. The committee will elect a chairman.

2.8 MEMBERSHIP COMMITTEE

A. Responsibilities:

The Membership Committee is responsible to determine if a church making application to RBNet, or a church already a member of RBNet, is in compliance with the requirements for RBNet membership.

B. Duties of the Membership Committee:

Specifically, the Membership Committee's responsibilities and duties are:

- 1) To be fully aware of and committed to upholding the requirements for membership in RBNet;
- 2) To examine churches applying for membership in RBNet;
- 3) To provide a written evaluation of applying churches to be passed on to the member churches.
- 4) To help safeguard the ongoing commitment of member churches to RBNet membership requirements.
- 5) To review the membership status of a RBNet church either on request of another church as per Article V of the constitution or upon major changes in the leadership of a RBNet church.
- 6) Keep an ongoing record of all of the reservations and exceptions of the RBNet churches approved at the General Assembly.
- 7) The membership committee reports annually to the churches and is responsible to forward to the Administrative Assistant the minutes of each of its meetings for distribution to all RBNet full and associate members, and for permanent retention in the RBNet office.

2.9 MISSIONS COMMITTEE

A. Description, Responsibilities and Duties

The Missions Committee (working with the Coordinator) exists to provide assistance and services to member churches for the sending/sponsoring of missionaries, national pastors, church planters, chaplains, and missional projects, and also to promote and encourage the fulfillment of the Great Commission (a missional mindset) in RBNet.

Specifically, the Missions Committee's responsibilities and duties are:

- 1) To inform and promote missions / evangelism / church planting among member churches.
- 2) To continually be studying and learning good missions policy and missiology and encouraging good policy and missiology among the churches of RBNet.
- 3) To formulate recommendations for priorities and policies for missions in RBNet.
- 4) To assist in the coordination of missions efforts and services among RBNet member churches.
- 5) To provide initial and on-going financial counsel for RBNet member churches and their missionaries / church planters.
- 6) To assist the member church in identifying and cultivating prospective candidates and getting them to the field. This includes promotion, identification, training, identifying the field, assessing plans, and setting financial guidelines for salary and start-up costs.
- 7) To encourage member churches to have the Coordinator visit their church to report on recent field trips and developments in missions.
- 8) To produce literature explaining Reformed Baptist missions and its philosophy, candidate credentials, etc., and to keep updating materials as needs arise.
- 9) To consult with and advise the General Assembly Planning Committee regarding the promotion of missions at the General Assembly.
- 10) To consult with and advise the Finance Committee regarding the budget.
- 11) To direct contributions for missions that do not have a specific designation.

B. Structure and Activities Schedule

The Missions Committee will consist of a chairman, vice-chairman, and secretary, as well as other members who are all past or present elders in good standing in RBNet member churches. Missions Committee Officers will be chosen by a vote of the committee.

The Missions Committee works with the Coordinator, member churches and their missionaries, and coordinates its activities with other RBNet committees.

The Committee will keep the following Activities Schedule:

- 1) Meet by conference calls in order to conduct business at least four times a year. This should include at least one face-to-face meeting, which may occur at the General Assembly.
- 2) Prepare and forward minutes of each of their meetings to the Administrative Assistant for distribution to all RBNet full and associate members, and for permanent retention in the RBNet office.
- 3) Report annually during the RBNet General Assembly
- 4) Meet with sending churches, upon request, to evaluate the fitness of a prospective candidate, the mission plan, and the support level being requested of sister churches. The committee will provide a written evaluation to the sending church, to be passed on to the member churches when all is in order. (See 3.7 – D. below - Process of Becoming an RBNet Serviced, Endorsed, or Associate Missionary/Church Planter).
- 5) Advise the General Assembly Planning Committee concerning missionaries or church planters to be invited to report at the General Assembly.
- 6) Assist, upon request, local churches in their formulation and execution of missions conferences.
- 7) Encourage regular field visits to their missionaries by church officers and / or the Coordinator.

2.10 TREASURER

A. Duties and Responsibilities

The Treasurer will provide expertise, support, and assistance to the Personnel and Finance Committee in meeting all obligations in Policy 2.5 – D and 3.3. The Treasurer shall be the person on record for all RBNet financial accounts and oversee the operation of those accounts.

B. Election

The Treasurer shall be elected according to the same general procedures for nomination and election as are standing committee members in Policy 2.4 – C. The term of office shall be 3 years with no term limits. The Treasurer shall be a non-voting member of the Personnel and Finance Committee.”

3. Policies and Procedures

3.1 GENERAL RBNET POLICY

A. Discrimination

The Reformed Baptist Network shall not discriminate against any participant in employment or RBNet membership on the basis of race or ethnic background.

B. Incorporation

RBNet shall incorporate in an appropriate state.

3.2 MEMBERSHIP POLICY

A. The process for becoming a full-member church shall be:

- 1) Attend at least one General Assembly in person prior to concluding the full membership process. In an emergency situation, attending an online GA will suffice.
- 2) Submit the application to join RBNet to the Membership Committee along with a letter from a sponsoring full-member church, and all required church documents (indicated on membership application). The Membership Committee shall communicate an application deadline each year to ensure reception at the GA
- 3) Complete interview with Membership Committee.
- 4) The Membership Committee must inform RBNet members of all applications for full-member status no later than 30 days prior to the designated voting date.
- 5) Brief presentation of the church to the GA.
- 6) Approval by at least 2/3 of the full member churches either present at a GA or 2/3 of all full member churches in an electronic vote (Constitution, VI. B.).

B. The process for becoming an associate church or individual shall be:

- 1) Attend at least one General Assembly in person prior to concluding the associate member process. In an emergency situation, attending an online GA will suffice.

- 2) Submit the application to join RBNet to the Membership Committee along with a letter from a sponsoring full-member church, and all required church documents or letters (indicated on membership application).

- 3) Interview with Membership Committee to discuss proposed membership status and satisfaction of associate membership requirements.

- 4) The Membership Committee must inform RBNet members of all applications for associate member status no later than 30 days prior to the designated voting date.

- 5) Brief presentation of the church or individual to the GA.

- 6) Approval by at least 2/3 of the full member churches present at a GA or 2/3 of all full member churches in an electronic vote (Constitution, VI. B.).

- 7) The Membership Committee may recommend waiving portions of this process in special circumstances. The GA must be fully informed of any recommended waivers and such must be approved by the GA.

C. Procedure for Receiving a Church or Individual into Membership (Full or Associate)

- 1) The Committee Chairman will ask at least two committee members to set up a conference call with the applicant church or individual within thirty (30) days of the receipt of the application.

- 2) Examination will cover the requirements of the RBNet as stated in the RBNet Constitution and Policy Manual.

- 3) Results of the interaction will be reported back to the Membership Committee and then a written evaluation sent to the churches for Network-wide discussion and voting determination.

- 4) Associate member churches may apply to the Membership Committee to change their status to full member status upon application to the committee.

D. Removal of Membership: The process for the removal of a full or associate member or church shall be:

- 1) A church or individual desiring to withdraw from RBNet may do so at any time by submitting a letter to the Membership Committee. The Membership Committee will immediately forward the letter to the entirety of the RBNet membership.
- 2) Any church that is dissolved will automatically be removed from the membership of RBNet. Should a church be dissolving, RBNet requests official correspondence be submitted through the Membership Committee to alert the RBNet-membership.
- 3) If a full-member church determines they are no longer meeting the requirements of full membership status, they can request a move to associate member status.
- 4) Any full member church unable to attend a GA is encouraged to send a letter of regret communicating their circumstances. Any full member church that fails to attend a GA for three consecutive years in person should communicate their intentions and circumstances to the Network and will be contacted by the Membership Committee before being considered for temporary removal to associate church member status. The Membership Committee will work together with the church to determine the future intentions of the church either to rectify deficiencies to be reinstated as a full member church, to remain as an associate member church, or to be removed from RBNet membership.
- 5) Any associate member church or individual that fails to attend a GA for three consecutive years in person or online may be removed by a vote of 2/3 of the full-member churches present at a GA, or by a vote of 2/3 of all full-member churches in an electronic vote (Constitution, VI. B.). Any church or individual may present their circumstances to the GA for consideration, understanding that there may be instances in which attendance is difficult or impossible. Special care and patience may be taken with any international (i.e. non-U.S.) members.
- 6) Full member churches that have not contributed financially to the general fund of RBNet for three consecutive years will be automatically transferred to associate member status after giving them the opportunity to rectify this concern by sending to them a written notice of the impending transfer at least 90 days before the transfer takes place.
- 7) Any full member church who has concerns about the membership status of another full or associate member, either on points of doctrine or administration, only after seeking direct resolution between parties (following Matthew 18:15-17), should then enlist the assistance of sister churches to evaluate the matter of difference (see LBCF 26:15). The membership committee may be included in the process, but should at least be informed of the situation. If the concern is unable to be resolved, the concerned full member church(es) may make a motion to the Assembly that the full or associate

member in question be removed from membership. In such cases, the membership committee should evaluate the situation and separately express their own recommendation on the motion. Such a motion should be made in enough time for the membership committee to assess the situation and for the motion to be given, with necessary documentation, to the churches no later than 60 days before the meeting of the churches for consideration of the motion for removal.

8) Any church or individual under process of potential termination has the right to address the GA prior to any discussion or vote to be taken at the GA, either on their own behalf, by absentee, or by their own appointed spokesman.

9) Any church or individual can be removed from RBNet by 2/3 vote of the full-member churches present at a duly called business meeting, or by a vote of 2/3 of all full-member churches in an electronic vote (Constitution, VI. B.).

10) Individual associate members shall be removed from membership automatically upon death. They shall likewise be removed if their sponsoring church rescinds their sponsorship, their local church removes consent, or their membership is terminated according to the procedures above.

11) A church or individual shall always retain the right to reapply after termination, according to normal application procedures.

12) The Membership Committee may recommend waiving portions of this process in special circumstances. The GA must be fully informed of any recommended waivers and such must be approved by the GA.

E. Procedure for Handling Doctrinal Exceptions or Administrative Disagreements

1) The doctrinal standard of RBNet is the 1689 LBCF as a whole. Individual churches may be allowed to take non-substantial exceptions, but this should not be understood as shrinking the Confessional standard of the Network, and these churches should not agitate for their exceptions within the Network.

2) Applying churches must list and briefly explain any reservations or exceptions to the LBCF in their application.

3) When an applying church lists an exception that is unprecedented (that appears to be outside of the reservations and exceptions already allowed by the General Assembly - see 2.8 – B. 6), the membership committee must draw specific attention to the exception throughout the recommendation and deliberation process by the churches. The committee, working with the sponsoring church, will shepherd the discussion on whether the exception falls within the bounds of substantial subscription. The sponsoring church may explain their recommendation on its acceptability. Also, the membership committee may submit a written opinion on the

issue. If there is doubt about the consensus of the churches, the membership committee can ask that an advisory straw poll be taken on the issue.

4) After the discussion period, the application is brought to a vote. If the church is approved, the exception will be added to the ongoing record of allowed reservations (2.8 – B. 6).

5) After the vote, the membership committee may ask that their written opinion on the doctrine be submitted for the affirmation of the churches and added to the record for future reference.

6) Similarly, if a member church changes their stance on a Confessional doctrine and takes an unprecedented exception, they must inform the membership committee. In such cases, the membership committee will inform the member churches and follow a similar procedure as listed in #2–4 — bringing the matter to the churches for a discussion and a vote.

7) In very difficult cases of difference over doctrine or administration, when an issue may cause ongoing disruption among member churches, the Network may receive a motion that an Ad Hoc Committee be appointed to study the issue. The committee should include six voting members selected through the normal nomination process. It should try to work towards a united and consensus report. If a consensus cannot be reached, the Committee could issue majority and minority reports on the issue. Also, by a majority vote, the Committee can also issue a recommendation to the General Assembly on how to resolve the difference.

3.3 BUSINESS & FINANCE POLICY

A. Accounts and Credit Cards

Bank or brokerage accounts and credit cards belonging to, under the care of, or in the name of RBNet will only be opened by resolution of the RBNet Personnel and Finance Committee. All such approvals shall be minuted in the official Corporate meeting records. Further, funds under the care of RBNet will only be deposited in such accounts.

B. Accounting

Detailed accounting will be performed in an auditable and lawful fashion.

C. Audit of Financial and Business Records

The financial records of RBNet will be reviewed or audited by competent independent financial personnel as and when directed by the majority of voting member churches meeting in the General Assembly.

D. Budgets

The RBNNet Operating Fund Budget will be prepared annually for adoption by the full member churches at the General Assembly. Budgets will be prepared without intentional undisclosed contingency reserves being included in individual expense categories. A single contingency expense category deemed prudent for all unanticipated expenses will be explicitly identified. Excessive expenditures may be allowed in up to three sub-accounts by up to \$1,500.00 per account at the discretion of the Personnel and Finance Committee and consultation with the Coordinator. Should such movement of funds be deemed essential or prudent, it will be reported to the member churches in the Monthly Financial Report. Should it become essential to exceed the total annual expense budget between General Assemblies, the Personnel and Finance Committee shall have authority to do so only after obtaining electronic or other documented authorization from the full member churches. During periods when there is no authorized budget, such as between the beginning of our Fiscal Year and the RBNNet General Assembly, the Personnel and Finance Committee will have authority to make reasonable and prudent operational expenditures in keeping with prior year levels. No new programs or activities except for proposed new salaries shall be initiated during these time periods.

E. Business Office

The RBNNet Business Office will be in a location agreed upon by a vote of full member churches.

F. Business Records

Business records will be maintained in the Business Office for the following periods of time. These shall include, but not be limited to:

Three Years

- Customer invoices (Accounts receivable documents)
- Fund appeal letters
- Inventory records
- Monthly financial statements/reports
- Service contracts after termination
- Vendor invoices (Accounts payable documents)

Seven Years

- Accident reports (after settlement)
- Account resolutions and authorized signatures (while active and after closing)
- Bank reconciliations
- Bank statements and bank deposit slips
- Cancelled checks
- Capital equipment itemizations
- Check register
- Donor giving records

- Employee records after employment termination, including contracts
- Expense reports
- Insurance claims
- Insurance policies
- Loan and lease agreements—after maturity/termination
- Payroll records (941's, W-2's, etc.)
- Purchase orders

Permanent

- Articles of incorporation
- Annual internal financial statements including budgets
- Audit reports
- Bylaws
- Constitution
- Corporation annual filings
- Correspondence with IRS including Employer Identification Number assignments
- Determination letters from the IRS and from the appropriate state agency
- Fixed asset details (schedule of additions, disposals, depreciation, etc.)
- General ledger
- Litigation documents (including legal correspondence)
- Minutes (General Assembly, standing and *ad hoc* Committees)
- Organization Charts
- Policy manuals
- Real estate records
- Tax filings and returns (990's, Form 1023, etc.)

G. Churches Outside the United States

In connection with the annual budgeting process, the Personnel and Finance Committee, in consultation with churches outside the United States, shall determine a reasonable annual fee to be paid by these churches, if necessary, to comply with applicable laws.

H. Conflict of Interest

1) A Conflict of Interest potentially occurs when any RBNet officer, employee, committee member, volunteer, or any family member or friend of such (herein called an RBNet associate) could actually or potentially profit or gain advantage from a transaction, arrangement, contract, procurement, or activity of RBNet.

2) RBNet policy is that any such RBNet associate should report any potential conflict of interest situation in advance, or immediately upon discovery of such. Such report should be made to the respective Standing Committee, and any relevant transaction or activity should be approved in

advance and minuted in meeting records. The minutes should also demonstrate that the transaction or activity is in the best interest of the organization, and that it does not violate relevant law. The related party should be excused during the process of committee deliberation, other than to respond to questions, and should abstain from voting.

3) Should such conflict of interest situations be of an enduring nature, they should be reviewed at least annually, and notation of such review and demonstration of continuing advantage to RBNet should be made in the minutes of the next committee meeting.

I. Contingency Fund

The RBNet Personnel and Finance Committee and the Coordinator jointly have authority to assign the RBNet Contingency Fund to under-budgeted expenditure categories as they together feel it necessary and wise.

J. Contributions

Contributions should be made out to Reformed Baptist Network or RBNet.

K. Corporate Seals

RBNet shall have authority to procure a Corporate Seal when deemed necessary. The Personnel and Finance Committee shall do this if necessary. The Seal shall be maintained at the RBNet Business Office.

L. Equipment

Equipment is defined as assets that are permanent and tangible in nature, capable of repeated use, and are ordinarily expected to last more than one year. The unit cost will generally be \$500 or greater. However, if purchased items meet the above criteria and cost less than \$500 they may be classified as equipment at the discretion of the Coordinator or Personnel and Finance Committee. Equipment will be depreciated appropriately. The Coordinator will maintain a list of all such equipment purchased and the date and amount of said purchases.

M. Financial Support Policy

RBNet's Constitution states that full member churches should have a "Willingness to financially contribute to the general fund of RBNet as the Lord prospers" to support the operating costs of RBNet. Although some churches may not be able to contribute much, at least some giving to indicate interest is expected. Failure of any full member church to contribute to the general fund for three successive years

will lead to transfer to associate member status if the concern is not rectified in a timely way after advance notice of the transfer. Associate churches and individuals are also encouraged to support the general fund of RBNet.

N. Gifts, Designated and Undesignated

Designated gifts are any gifts to RBNet for which the donor expresses a desired application or usage. All gifts to RBNet are accepted with the understanding that the receiving Corporation has full authority to use the gift as it deems best. However, the RBNet Corporation will respect the donor’s specified preference in the following manner. Designated gifts to (a) RBNet Missionary Support or (b) directly to RBNet Missionaries, i.e., non-support gifts such as at Christmas time, or (c) to financial support services projects (3.7.M) are encouraged. Designated gifts to other than the foregoing are in general to be handled individually and with caution. All gifts, when received, will be handled in the manner outlined in the accompanying Table: *Gift Acceptance Policy*. Gifts requiring minuted approval per the Table will normally be held un-cashed until after Personnel and Finance Committee action. The donor will be promptly notified of the gift status and requirement for review when this is done. The review may determine that it is not in RBNet’s best interest to accept the gift, in which case it will be returned to the donor.

Gift Acceptance Policy

| Type of Gift | Accept Gift? And Conditions | Issue Tax Deductible Receipt? | Withhold Service Fee? |
|--|--|---|------------------------------|
| From any donor for any approved RBNet financial services project | Yes | Yes | Yes |
| From any donor for any unapproved in-house RBNet project | Possibly, with prior minuted applicable committee approval | To be determined case-by-case | Yes |
| From any donor for unapproved project involving pass through to an IRS tax-deductible institution | Possibly with prior minuted applicable committee approval | Yes, if accepted | Yes |
| From any donor for unapproved project involving pass through to a non-IRS-approved institution or individual | Possibly with prior minuted applicable committee approval | To be determined case-by-case (example: gift to an overseas church or pastor) | Yes |

| | | | |
|--|-----|----|-----|
| From any donor for RBNet supported Missionary designated for a special occasion or as a gift for amounts less than or equal to \$100 | Yes | No | No |
| From any donor for RBNet supported Missionary designated for a special occasion or as a gift for amounts greater than \$100 | Yes | No | Yes |

Undesignated gifts are any gifts to RBNet for which the donor does not express a desired application or usage. Undesignated gifts shall accumulate in the Designated for Future Use fund until the amount exceeds \$5,000, at which point the P&F committee, in consultation with all other committees, will make a recommendation to the churches for a vote on its expenditure. If necessary, the P&F committee may make a recommendation to the churches for a vote prior to the Designated for Future Use fund exceeding \$5,000.

O. Indebtedness

RBNet may not incur explicit or implicit indebtedness without prior authorization from RBNet full member churches. Implicit indebtedness is commitment to expend funds, typically but not only by Purchase Order, when funds are not presently or prospectively available to cover the commitment even though funds may be authorized in the formally approved Budget. All multi-year indebtedness shall require approval by full member churches at a General Assembly.

P. Insurance, Officers and Directors Liability

It is the policy of RBNet to carry Directors and Officers Liability Insurance coverage in the amount of \$1,000,000.

Q. Purchase Orders

Non-routine expenditures in excess of \$500.00, including grants, shall be authorized by Purchase Order or Authorizing Memo, properly prepared and approved in advance of commitment to or payment of the obligation.

R. Receipting of Gifts

Receipts will be issued for all gifts to RBNet. Tax deductible receipts will be issued in accordance with the above **Gifts, Designated and Undesignated** policy.

S. Stock and Equity Donations

1) It shall be the policy of RBNet to accept stock, bond, and other equity donations. An exact description and quantity of the received equities shall be established as of the close of business on the day the equities legally came under the ownership and control of RBNet and a contribution record shall be returned to the donor. All stock and equity donations accepted will be recorded in the books on the date received. The amount to be recorded will be the fair value (based on published prices for stocks traded in the public market, and based on best available information for other stocks.) Any stock remaining unsold at any month-end will be adjusted to fair value each month, with the adjustment being to equity. Upon ultimate sale, the realized gain/loss will be reflected in the Income Statement for the period in which the sale occurred. RBNet will liquidate any publicly traded stock when practicable; in most cases this will occur within two weeks. Any privately held stock will be liquidated at such time that a buyer can be located. If the purpose of the donation is for a specific missionary project (home or foreign), then a liability account will be established. If a portion of the stock donation was to benefit the operating fund, then that portion will be recognized as income for the operating fund. If the donation is not designated for the operating fund, then a 2% service charge will be deducted at the time of the stock sale in accord with the above Table: Gift Acceptance Policy.

2) If conditions are attached to the donation, then the appropriate missionary will be notified. If the conditions can be met and when the missionary is ready to use the funds, the money will be released to him. The missionary must submit an accounting to the RBNet Business Office. If the stock donation is for a general missionary project with no particular missionary named or involved, then the Missions Committee should make a recommendation which must be approved by RBNet churches. Once funds are released, all missionaries handling the funds must submit an accounting to the RBNet Business Office.

3) Any conditions attached to the stock donation must agree with the objectives and policies of RBNet. The Missions Committee or the Coordinator in their behalf may decline stock donations if the conditions are not in agreement with RBNet's objectives and policy.

T. Travel

Travel, wholly or partially at RBNet expense, shall be pre-approved, in writing (e-mail is acceptable) by the responsible standing committee and the Personnel and Finance Committee and shall be conducted in the most economical manner compatible with the trip objectives and with the traveler's health and family well-being duly considered.

U. Travel Expense Reports

All individuals traveling wholly or partially at RBNet's expense shall submit to the RBNet Business Office an auditable, itemized travel expense report, including receipts, to authenticate expenses paid by RBNet.

3.4 PERSONNEL POLICIES

A. Business Expense Accounting and Reimbursement:

- 1) Expenses must have a business connection to RBNet – they must have been incurred while performing services as an employee of RBNet.
- 2) A written expense report is to be filed monthly to RBNet accounting for all expenses (within 60 days after incurred) and reimbursements.
- 3) Excess reimbursements for travel expenses must be returned to RBNet within 120 days after the expense was paid or incurred.
- 4) Travel expenses in excess of gifts and honoraria received from churches will be reimbursed by RBNet on a monthly basis.
- 5) If the foregoing rules are met, RBNet will not include any reimbursements on the Coordinator's W-2 and the Coordinator will not be required to file Form 2106 with his personal tax return.
- 6) If the foregoing rules are not met, the reimbursements are considered to be paid under a non-accountable plan, and may be subject to self-employment taxes and limits on deductibility.

B. Employee Benefits

In addition to salary, full time RBNet staff may be provided the following benefits, based on the network's ability to provide, including: housing allowance, health care, retirement, and paid leave.

C. Employment At Will

Employment with RBNet is voluntarily entered into, and the employee is free to resign at will at any time, with or without cause. Similarly, RBNet may terminate the employment relationship at will at any time, with or without notice or cause, so long as there is no violation of applicable federal or state law. Policies set forth in this Policy Manual are not intended to create a contract, nor are they to be construed to constitute contractual obligations of any kind or a contract of employment between RBNet and any of its employees. The provisions of this Policy Manual have been developed at the discretion of RBNet and may be modified or amended at any time, at RBNet's sole discretion.

D. Spouses and Dependents of RBNet Missionaries and Staff Considered Volunteer Helpers

- 1) Spouses and dependents of RBNet serviced missionaries and staff who render *bona fide* assistance to their spouse or parent in his/her work as an RBNet employee are considered to be *volunteer helpers* of RBNet, and essential travel and education expenses of such *volunteer helpers* is understood to be non- taxable.
- 2) Whenever funds are to be treated as tax exempt by virtue of volunteer activity, special care shall be exercised to assure that such expenses treated as tax-deductible or tax-exempt accord with Internal Revenue Service requirements, guidelines and record standards, including all appropriate documentation. All such documentation shall be kept, and a copy forwarded to the RBNet office.

E. Staff and Missionaries Considered Employees

- 1) Staff members including the Coordinator and Administrative Assistant are employees exclusively of RBNet. United States of America citizen missionaries are considered joint employees of RBNet and their sending Church. None of the foregoing personnel is considered “self-employed.”
- 2) As a result of the foregoing, and concerning Missionaries, it is necessary to differentiate Sending Church and RBNet Responsibilities. Historically mission boards have inadvertently or purposefully assumed increasing authority over the sending and servicing of a missionary from the local church. It is the stated commitment of RBNet not to allow this to happen. The authority of the missionary’s sending church will be maintained as primary with RBNet serving in an assistance role to the church. The sending church, together with the missionary, will determine the specifics of the missionary’s salary, location of mission, furlough schedule, and other decisions according to the following co-employment grid.

Allocation of Responsibilities for Co-Employment of Missionaries by Sending Church and RBNet

THE CHART: This chart duplicates some of what is in the “**Trilateral Agreement**” found in the Missions Policy (3.7 E.). However, since that agreement is a “suggested template”, this chart is given to show what is required to meet IRS requirements for an endorsed and serviced missionary of RBNet.

Key Definitions: “Responsible” *means that the party is responsible for making sure that a thing happens, or gets done, or must approve. It does not mean that the party necessarily does the work involved.* “Assists” includes either or both cooperation as needed, and possibly doing a substantial amount of the effort involved. For instance, while the sending church is responsible for furlough scheduling, and logistics, RBNet may prepare a complete schedule and make all the arrangements subject to the Sending Church’s approval.

For churches requesting financial management services, the following will apply:

| Item or Action | Sending Church Involvement | RBNet Involvement | Missionary Involvement |
|--|--|---|-------------------------------|
| 1) Signed written agreement | Signs | Signs | Signs |
| 2) “Hiring” Process | Responsible | Assists if requested | Assists |
| 3) Application form – church | Prepares | Assists | Assists |
| 4) Application form – missionary | Assists | Assists | Prepares |
| 5) Approval of Missionary for RBNet service | Requests | Determines through stated process | |
| 6) Salary | Determines specific amount | Assists / recommends standard support structure | |
| 7) Compensation review | Responsible to annually review compensation and more often if circumstances change | Responsible to remind church and assist | |
| 8) Annual preparation of missionary budget of compensation, benefits, and expenses | Responsible | Assists | Assists |
| 9) Termination of missionary service | Can terminate missionary service unilaterally | Will respect Church’s termination, can withdraw services unilaterally | |

| | | | |
|---|---------|-------------|---------|
| 10) Accounting and payroll associated with missionary | | Responsible | |
| 11) Payroll tax compliance (I-9, W-4, 941, W-2, W-3, etc.) | | Responsible | Assists |
| 12) Worker's compensation, other state and federal law compliance | Assists | Responsible | Assists |
| 13) Personnel File and other records | Assists | Responsible | |

Churches that seek RNet promotion but do not require financial management services through RNet will nonetheless be responsible to report to the Missions Committee and to all supporting churches regarding the disbursement of support funds.

3.5 GENERAL ASSEMBLY PLANNING POLICY

A. General Assembly Planning

The RNet General Assembly Planning Committee is responsible to plan the schedule and location of the General Assembly, including the selection of speakers, theme, and session topics. The host church is responsible for all other planning and execution. The RNet Coordinator should visit the host church prior to the General Assembly to assist the church in the planning of the General Assembly.

B. Registration fees

The host church will be responsible to set the amount of the registration fee for the General Assembly.

C. Financial responsibility of the host church

1) The host church will be responsible for all the expenses of the General Assembly except for those expenses which the RNet Operating Fund Budget covers. The RNet budget will pay all travel costs for RNet staff, including transportation, housing, registration, and meals in route, which are not provided by the GA.

2) The RNet budget will pay 50% of all travel costs for invited missionaries serviced or endorsed

by RBNNet, including transportation, housing, registration, and meals in route, which are not provided by the GA. The other 50% of travel costs for invited missionaries should come from the churches which the missionaries visit while in the U.S. for GA, or by the home church of each missionary. (Missionary spouse travel may be similarly covered at 50% with the approval of the GAPC and the Missions Committee.)

3) The RBNNet budget will pay transportation, housing, registration, and meal costs for invited non-RBNNet member keynote speakers. An honorarium will be paid to all keynote speakers at a rate set by the GA Planning Committee.

4) If there are any funds left over after all the host church's General Assembly expenses are met, those funds are owned by the host church to do with as it chooses.

D. General Assembly Website

The host church and GA Planning Committee will provide all necessary information to be contained on the GA portion of the RBNNet website to the RBNNet office four months before the General Assembly. The GA portion of the RBNNet website is to be live no later than three months before the General Assembly.

E. Registration Packets

The host church will provide a registration packet of information helpful to registrants during their time at the General Assembly. The General Assembly Notebook is also to be printed and distributed by the host church at the General Assembly. The RBNNet office will supply the contents of the Notebook to the host church three weeks prior to the General Assembly.

F. Displays at the General Assembly

Displays that appear at a General Assembly should be approved by the RBNNet GA Planning Committee and/or the local hosting church.

G. General Assembly Assistance Fund

A fund will be maintained in the RBNNet office to provide assistance to pastors of member churches with their expenses to attend the annual General Assembly as the need arises. This fund will be supplied through contributions for this purpose. The Coordinator and the GA Planning Committee will work together in distributing these funds. While the priority will be upon pastors of member churches, the distribution of these funds can also be made to pastors or theological students which show significant promise of being involved in RBNNet in the future.

3.6 COORDINATOR & PERSONNEL REVIEW POLICY

A. Conferences

When requested by the Coordinator or deemed appropriate by the Personnel and Finance Committee, RBNet will provide money and time for the Coordinator with his wife to annually attend one conference or retreat (other than the RBNet General Assembly) for spiritual refreshment or in-service training.

B. Coordinator Annual Physical

RBNet will pay all expenses not covered by insurance for the Coordinator to have an annual physical examination.

C. Coordinator Travel

1) Travel expenses, including transportation, housing, meals, and mileage at the current IRS approved, rate, incurred by the Coordinator and his wife will be reimbursed in full from the RBNet budget.

2) The Coordinator is to report his expenses and reimbursements under the *Business Expense Accounting and Reimbursement Policy* under *Personnel policies*.

D. Employees

The Personnel and Finance Committee shall annually review job descriptions, salaries, and benefits of employees and make appropriate recommendations to the General Assembly.

E. Honoraria

Churches are encouraged to reimburse travel expenses for the Coordinator and his wife when the coordinator speaks on behalf of RBNet, and all such gifts, including honoraria, shall be remitted to the RBNet office.

F. Immunization Shots and Medications

RBNet will reimburse the Coordinator and his wife for shots and medications needed in preparation for overseas trips.

G. Vacation

RBNet provides a benefit to the Coordinator of one day off per week, with the right to accumulate up to five days of compensatory time before he uses them, and one month of vacation annually.

3.7 Missions Policy

A. Philosophy and Principles

The Reformed Baptist Network believes that missions properly originates in, is overseen by, and is accountable to the local church. Local churches can cooperate together through RBNet to further the work of missions. The fulfillment of the Great Commission is central to the purpose of the RBNet. As Baptists, we believe the Great Commission is centered on evangelizing lost sinners and gathering them into biblically faithful, organized, growing and reproducing local churches across the globe. Biblical ecclesiology is essential to the work of missions. Therefore, we endeavor that all missions efforts in RBNet will be church-centered: originating from, overseen by, and accountable to local churches and focused on church planting and church strengthening, but also including evangelism and support ministries. (A conscious priority should be given to men called by God to evangelism, preaching, and church planting.) Because of our commitment to biblical ecclesiology, all efforts should recognize, pursue, and protect the goal of self-sufficient, self-governing, and self-propagating local churches that are culturally appropriate and biblically faithful.

RBNet is committed to cooperating together to pursue missions with institutional integrity and careful policy, but with flexibility for differing circumstances. Careful planning and agreement between RBNet, the sponsoring church, and the mission work must be pursued and delineated in each case (see Trilateral Agreement guidelines below). The sponsoring church, the Missions Committee, and the missionary/church planter must pursue faithfulness to this agreement and oversight of the mission work.

Furthermore, RBNet and the coordinator are committed to growing in institutional knowledge of good missions philosophy and policy and regularly communicating and sharing that knowledge among the churches and missionaries.

B. Levels of Missionary Support / Service

A few definitions are necessary:

Missionary - For the purposes of RBNet, missionaries are elder-qualified men engaged in the ongoing work of evangelism, church planting and/or church strengthening. This may include home (U.S.) or foreign (non-U.S.) fields, and may include national foreign (non-U.S.) nationals engaged in ongoing missionary work.

Support Missionary - For the purposes of RBNet, support missionaries are those engaged in ongoing missions work, who are not pastors, but are doing kingdom work supporting and encouraging church planting and/or church strengthening.

National Pastor - A National Pastor is a foreign (non-U.S.) national pastoring or planting one national church and seeking financial and spiritual support for a limited time for their ministry labors, until the national church is able to be self-supporting. (See especially #8 National Pastors Policy below.)

Church Planter - A Church Planter is a man sent / sponsored by a member church, engaged in home missions to plant one new local church in a specific locale, seeking financial and spiritual support for a limited time, until the church plant is self-supporting.

RBNet will support, serve or promote several levels of missions works:

1) Endorsed and Serviced

Endorsed and Serviced (Missionaries, National Pastors, Church Planters) are individuals sponsored by and accountable to a full member church, endorsed by RBNet, and serviced through the RBNet office, following our guidelines for service.

2) Endorsed

Endorsed (Missionaries, Church Planters) are individuals sponsored by and accountable to a full member church, endorsed by RBNet, who may be serviced by their sending church or a partner organization / agency.

3) Associate (Individual)

Associate Missionaries are individuals subscribing to the 1689, who are recommended by, but not directly connected to, a full member church, who want to associate with RBNet for fellowship and counsel.

4) Military Chaplaincy

RBNet Chaplains are sponsored by and accountable to full member churches, endorsed for military chaplaincy through RBNet.

Member churches may freely communicate regarding, and advertise, other missions efforts to the RBNet members. However, all ongoing communication should fall into the above approved categories.

The addition of, or removal of, missionaries, support missionaries, national pastors, church planters, and military chaplains will require approval by at least 2/3 of the full member churches present at a duly called business meeting, or by a vote of 2/3 of all full-member churches in an electronic vote (Constitution, VI. B.).

C. Qualifications for Service

RBNet is a Reformed Baptist organization, believing in the ultimate authority of the Holy Scriptures, and subscribing to the 1689 LBCF as a guiding theological document. All RBNet candidates must meet relevant biblical qualifications for leadership, must subscribe to the 1689 LBCF, and must agree with RBNet's overall philosophy of missions. They must be born-again, baptized believers walking in holiness of life, with a loving, stable and well-ordered family (if married and/or having children), and with stable and balanced physical, mental, and social health.

The following qualifications apply particularly to serviced missionaries / national pastors / church planters:

1) An RBNet full member church must apply for RBNet services, and the church and candidate must be committed to the philosophy and policies of RBNet and to a trilateral agreement (see below) with RBNet for the duration of the service. The candidate must be willing to submit to the authority and oversight of the sending church and policies of RBNet (as agreed in the trilateral agreement).

2) RBNet encourages candidates to receive biblical and theological training commensurate with their field of operation. When appropriate, RBNet encourages candidates to receive cross-cultural and field training for their work.

D. Process of Becoming an RNet Serviced, Endorsed, or Associate Missionary/Church Planter

- 1) All Candidates must be brought by full member churches. The candidate and member church must complete and submit the RNet Application for Missions Support and Service and specify what level of support they are seeking.
- 2) Serviced candidates and their church must also identify the location of ministry, the scope of labors, and the relationship to the sending church once on the field.
- 3) The sending church must calculate the financial commitment (including its own contribution) to support its candidate in start-up costs, salary, ministry, travel, health insurance, retirement, etc. and establish a general time frame for transitioning to the field. (See section 3.7 – G. – Support Structure Guidelines).
- 4) Serviced Candidates must also complete requisite background checks, provide references, etc. Also, a complete medical examination of the candidate and his entire family is required prior to leaving for the field.
- 5) The Missions Committee will conduct an interview with the sending / sponsoring church and the candidate that will include evaluation, counsel, and written recommendation (allowance for majority-minority report) to be given back to member church. When appropriate, the recommendation may include further cross-cultural and field training.
- 6) For serviced candidates, the candidate and church must host and meet with the RNet Coordinator for training and orientation in being a sending church and receiving service through RNet.
- 7) The sponsoring member church will propose the candidate / project to the full member churches (either at the General Meeting or during the year in Urgent Cases) after completing the process and will provide all relevant paperwork to the churches, including the Missions Committee evaluation.
- 8) Full member churches will vote to give approval to the candidate following normal voting procedures under 3.7 – B.
- 9) For serviced candidates, financial accounts will be set up in the RNet office where funds are received and the support is transferred in an agreed upon form.

E. Trilateral Agreement for RNet-Serviced Missionaries and Church Planters

A Trilateral Agreement between the RNet Missions Committee, the sending church, and the candidate must be reached for each endorsed and serviced missionary / church planter. The Agreement specifies the working relationship and responsibilities of each party. (The following Trilateral agreement may also be used and simplified for non-serviced missionaries.)

The following example can serve as a base template for the Trilateral Agreement and the kind of issues which must be agreed: **(FM=Foreign Missionary; CP=Church Planter)**

The Reformed Baptist Network agrees

- 1) To protect the centrality of the local church in missionary preparation and sending, and to protect the special relationship between the sending church and the missionary from any person, church, or other organization becoming a wedge between them
- 2) To ensure the sending church is central in any discussions regarding ministry change on the part of the missionary
- 3) To maintain open and healthy communication with the sending church and the missionary in order to encourage both
- 4) To assist the sending church and the missionary to establish appropriate support levels
- 5) To communicate to RBNet member churches the financial opportunity to help enable a church to send and maintain their missionary
- 6) To serve as the co-employer with the local church in order to satisfy legal requirements. (Co-employment does not undermine the primary authority of the sending church over its missionary, nor will it infringe on the sending church's oversight of the missionary.) (FM)
- 7) To ensure the missionary's compliance with the not-for-profit purpose of RBNet so as to comply with IRS regulations.
- 8) Process, record and receipt donations (FM & CP)
- 9) Mail quarterly and annual giving statements to donors who provide a valid mailing address (FM & CP)
- 10) Provide email receipting of online donations (FM & CP)
- 11) Collect all funds and then distribute these funds to the sending church (CP)
- 12) Process salary disbursements and ministry expense accountability and reimbursements (FM)
- 13) Provide contribution and income statements to the missionary and the sending church, as wisdom dictates (FM & CP)
- 14) Review monthly support balances (FM & CP)
- 15) Issue all pertinent tax forms (FM)
- 16) Pay RBNet operational expenses (see Finance Policy)
- 17) Collect administrative services fees (see Finance Policy)
- 18) To seek to quickly identify and resolve problems biblically
- 19) To provide the sending church with information that will sustain and enhance the work of the missionary, such as the practice of monitoring political and medical events
- 20) To help the missionary and sending church develop a Crisis Management Plan (CMP) for each field of service
- 21) To help the sending church provide biblical counseling services and resources to the missionary when needed
- 22) To make field visits to the missionary in consultation with the sending church, followed by a post-visit report to the sending church and a general report to RBNet churches in order to communicate needs and encourage prayer
- 23) To assist the sending church with the missionary's itinerary during home visits, if desired

The sending church agrees

- 1) To verify the doctrinal orthodoxy of the missionary, the call of the Holy Spirit upon the missionary, and the confirmation of the sending church based on the character and giftedness of the missionary for the specified work
- 2) To take primary responsibility for sending and maintaining the missionary, including the spiritual well-being of the missionary and his family
- 3) To pray regularly and knowledgeably for their missionary

- 4) To maintain regular communication in order to know the missionary well and encourage the spiritual maturity, godliness, and stability of the missionary in personal, family, and ministry life when on the field
- 5) To make regular field visits
- 6) To provide mature accountability partners (such as elders or members of a Missions Care Team) in their congregation for the missionary and spouse
- 7) To provide the following accountability:
 - Verifying appropriate implementation of the church's mission strategy while at the same time giving latitude for the missionary to freely make decisions and conduct his ministry without micromanagement
 - Verifying consistent ministry productivity
 - Verifying regular and honest communication with the sending church
 - Verifying healthy, appropriate interaction with the host culture
 - Verifying missionary health (mental and emotional along with physical and spiritual)
 - Verifying compliance with the non-profit purposes of RBNet
 - Verifying how support funds are being used on the field
- 8) To generously support the missionary financially, and to take significant responsibility in support-raising efforts, working with RBNet in that endeavor
- 9) To annually set a salary figure in writing for the missionary (RBNet will not send any salary funds to the missionary over the set amount) based on up-to-date knowledge of the missionary's field and personal situation
- 10) To provide financial reports and projections as well as details of professional health care to RBNet as requested (CP)
- 11) To provide the missionary with tax assistance and documents as needed (CP)
- 12) To keep their congregation and RBNet well-informed about the missionary, including details concerning home visits
- 13) To work to keep the missionary connected to the sending church through communication and relationship
- 14) To field questions from other churches about the missionary's needs
- 15) To cooperate with RBNet as the co-employer, including directing all support funds to be channeled through the RBNet accounting system (FM)
- 16) To quickly inform RBNet regarding any areas that may be of concern
- 17) To seek to quickly resolve problems according to the teachings of the Bible
- 18) To care for and assist the missionary on home-assignment, working to help the missionary to reconnect with their church and family, to receive training, to visit supporting churches, and to attend RBNet General Assemblies (FM)
- 19) To be financially responsible for the implementation and expense of the Crisis Management Plan (FM)

The missionary agrees

- 1) To protect the primacy of his sending church's oversight above that of any other church, organization, or individual who may show significant interest to be involved in his life and labors, and to submit to the sending church as the spiritual authority appointed over him
- 2) To maintain wholehearted affirmation to the 1689 LBCF, or to inform his elders of any theological shifts he is considering
- 3) To maintain spiritual health in himself and his family through spiritual disciplines, and to lead his family in bringing glory to God and serving Jesus Christ

- 4) To conduct the ministry in a manner consistent with the theology, philosophy, and strategy of the sending church, as well as the values and goals of RBNet
- 5) To live his life in accordance with the teachings of the Bible as understood by the sending church, and to lead others to do the same
- 6) To quickly ask for help when struggling
- 7) To communicate regularly, openly, and honestly with the sending church and RBNet, including submitting regular prayer requests and reports as requested by RBNet
- 8) To attend RBNet general assemblies as often as possible.
- 9) To comply with the policies and procedures of RBNet
- 10) To direct all support funds to be channeled through the RBNet accounting system (FM)
- 11) To track and report ministry expenses in a timely and accurate manner
- 12) To share his vision with others to build a support team of faithful prayers and givers
- 13) To trust God to provide for his needs
- 14) To seek to quickly resolve problems according to the teachings of the Bible
- 15) The missionary/national pastor must never bypass the sending/sponsoring church by contacting other sources directly to solicit funds for his life and labors. Honorariums and travel expenses should be reported to the sponsoring church.

Dispute Resolution

1) The sending church has partnered with RBNet for the support, administration and care of their missionary. Therefore, for the sake of trust and communication, it is important for the sending church to maintain a close working relationship with RBNet. If a conflict occurs between a missionary and the sending church, or if there is a crisis situation that could affect the future ministry of the missionary, it is expected that the local church and the missionary will notify RBNet and seek the advice and counsel of the Missions Committee. The sending church has the authority in these situations, but ought to be in communication with RBNet about its course of action.

2) In the case of a conflict, the Parties of this Trilateral Agreement acknowledge and agree that the Bible commands all believers to make every effort to live at peace and to resolve disputes with each other in private or within the Christian community, in keeping with 1 Corinthians 6:1-8, Matthew 5:23-34, and Matthew 18:15-20. If a dispute or disagreement arises relating to this Trilateral Agreement, the Parties commit to reasonably and prayerfully communicate with one another and to graciously attempt to resolve the dispute directly among themselves. If that fails, then the Parties hereby voluntarily agree that they will not sue another Party to this Agreement in a secular court relating to such dispute. Instead the Parties agree to follow the principles laid out in our Confession of Faith (Second London Baptist Confession of 1689) which directs (cf. 25:15) both churches and individuals who believe themselves to be injured, or who are subject to what they believe is an unjust act or judgment against them, to ask the churches that they are in fellowship with to give advice on the matter of difference. They should first seek to resolve the matter among themselves. If unable to come to a resolution, outside mediation should be sought, agreeable to all parties. If mediation does not lead to a resolution, then a few agreed on Elders from RBNet should form a "Council". If no agreement can be reached on who ought to sit on a Council, the matter should be taken to the Assembly of churches. It should be stressed however that as an act of love for the whole body of churches every effort should be made to agree upon a Council. Having given advice, and made the same known to the churches of RBNet, the only power held by the fellowship is that of granting or withholding fellowship.

Base Salary - The sending church will set the base salary for their missionary / church planter, according to the above guidelines. Each year and if possible, adjustments should be made according to inflation, exchange rates, cost of living, etc. Adjustments may also be made according to years of experience.

Housing Allowance (where applicable) - Included at 100%

Field Travel - Included at 100%. Definition: All travel related to the ministry, including travel to and from home on furlough. Personal travel is not reimbursable.

Retirement - 10% of salary is to be placed into a retirement plan and managed by the sending church.

Children's Education - A figure should be agreed upon for the education of children.

Social Security or similar mandatory government retirement program (where applicable) - A minister of the gospel is considered to be self-employed for Social Security purposes. The missionary is responsible to pay the entire amount of Self-employment tax unless he has opted out of the system.

Health Insurance & Disability Insurance - A figure should be agreed.

Furlough - Furlough is a paid time for the missionary to reconnect with his sending church, visit supporting churches, receive training, and visit family. The sending church and missionary will work to decide what furlough time is wise and necessary.

Ministry Funds - Ministry funds should be calculated and budgeted separately, but should be calculated and included in the total support level being requested by the sending church.

For Church Planters, normally the sponsoring church will determine all levels of the salary package and be responsible for handling all funds. The sponsoring church will help the church plant design a budget from the onset of work, and educate the church plant on their increasing responsibility to bear the finances of the church plant, according to the following recommended guidelines. It is the work of the sponsoring church also to report to supporting churches the progress of the church plant. The church planter should be an employee of the sponsoring church throughout this plan or until the church plant constitutes as a church, which would require tax reporting by the sponsoring church for the church planter. If the sponsoring church believes either the salary package or the time frame structure of support should be adjusted, they are encouraged to seek the counsel and input of the RBNet Missions Committee.

It is strongly recommended that Church Plant Support be divided between the Core Group (if one exists), the Sponsoring Church, and sister RBNet churches on a sliding and progressive scale over an agreed upon time frame. A recommended plan might be as follows:

The Core Group provides 20% the first year, 40% the second, 60% the third, 80% the fourth, and 100% the fifth

The Sponsoring church provides 25% the first year, 20% the second, 15% the third, 10% the fourth, and 0% the fifth

Sister RBNet churches provide 55% the first year, 40% the second, 25% the third, 10% the fourth, and 0% the fifth

H. Financial and Support Guidelines for Non-Serviced and Associate Missionaries

All missionaries endorsed by RBNet, but not serviced through the Network, and all Associate Missionaries, are expected to submit a yearly financial report (including salary and ministry funds and account balances) to the Missions Committee by April each year. Sponsoring churches of non-serviced and also Associate Missionaries are expected to maintain a close relationship and oversight over the missionary's activities and financial practices to ensure they remain in agreement with RBNet missionary philosophy and principles.

I. Pastoral Assistance Policy

RBNet member churches may, from time to time, experience financial difficulties and require help in supporting their pastors and maintaining their worship. In such cases, fellow RBNet churches may be able to provide financial assistance. A church needing assistance must be represented by another full member church, who will investigate and communicate the issues. The representing church will make the request for the struggling church to RBNet members. The Missions Committee may also be utilized for counsel and advice.

J. National Pastors Policy

RBNet may offer endorsement and financial service in certain strategic and exceptional cases, where an National Pastor plays a strategic role and where there is a compelling need and opportunity for the advancement of the Gospel. However, it is RBNet's policy to avoid creating situations of long-term financial dependency and paternalism. In general, RBNet will work with newly organized groups of believers who are unable to fully support their pastor.

The following are the guidelines to be employed in these cases of supporting a national pastor/church planting missionary:

- 1)The national pastor/church planting missionary must be sponsored by and responsible to an RBNet full member church. This member church must follow the same application process required of all churches and candidates requesting the services of RBNet for approved missionary status. The national pastor/church planting missionary must subscribe to the 1689 London Confession of Faith.
- 2)A similar Tri-lateral agreement must be reached between the sending church, the national church (or the national pastor in the case of a new church plant), and RBNet. The same responsibilities for sending reports of mission labors would be expected of supported national pastors/church planting missionaries which are expected of regular RBNet-serviced missionaries. (In the case of already-established national churches, financial reports and updates should be sent to the national church, not just the pastor.)
- 3) The financial support level will be close to the average wage level of the people he lives among and ministers to, and the funds will be sent through the church he pastors if it exists. This follows the principle taught in our Confession of Faith – 26:10.
- 4)The financial support is to be viewed as temporary and is subject to review after three (3) years. A phase-out schedule should be agreed by the parties—like the following example schedule:

| | |
|-----------|--|
| 1–3 years | - 100% of an amount set by a sponsoring church |
| 4th year | - 75% support of the initial amount |
| 5th year | - 50% support of the initial amount |
| 6th year | - 25% support of the initial amount |
| 7th year | - 0% support of the initial amount |
- 5) If there are compelling reasons why the financial support of the national pastor should not decrease according to the agreed schedule, the sponsoring church may request the Missions Committee to review the situation and consider making a new support schedule. The Missions

Committee will vote whether or not to approve the new schedule. Where support is sent to foreign (non-U.S.) nationals, the stated preference of RBNet will be to service a national missionary for a more sustained period of time if he is laboring to plant churches in his own country rather than being a permanent pastor of one local church.

K. RBNet Chaplaincy Policy

The RBNet Missions Committee shall have the responsibility to carry out the Chaplaincy Program as approved by the member churches. Though their job descriptions are set by the military chaplaincy program, the goal of RBNet endorsed military chaplains will be to preach the Gospel to military personnel and to influence them as much as possible to involvement in the local church. Men who are chaplains endorsed by RBNet shall meet all the qualifications required for RBNet missionaries regarding church membership, ordination, formal theological training, ongoing oversight by his local church, and godly maturity. Applications for approval to the RBNet Chaplaincy program must be submitted by the candidate and an RBNet sponsoring, full member church. The other steps to becoming approved as an RBNet endorsed chaplain are the same as those set up for RBNet endorsed missionaries. Though the military does pay the salary of a military chaplain, there will be an account set up in the RBNet office for RBNet endorsed chaplains for any necessary assistance they may have and for any work funds that could enhance his ministry among the troops. Understanding the chaplain, the sponsoring church, and RBNet are subject to the guidelines and practices of the military chaplaincy program, where applicable, the same RBNet requirements of communication and finances apply to RBNet endorsed chaplains as do apply to RBNet endorsed missionaries and the same responsibilities required of RBNet sending churches will be required of a chaplain's RBNet sponsoring church. The RBNet endorsed Chaplain and his sponsoring church shall keep the Missions Committee informed of all changes in the chaplain's status with the military. The Missions Committee and the RBNet office will provide the services for RBNet endorsed chaplains such as are provided for RBNet endorsed missionaries.

Ministry to All Persons – Our chaplains hold to our foundational beliefs as they minister to all persons, regardless of ethnicity, religious or non-religious preference, physical condition, physical presence, or individual behavioral choices. In providing ministry our chaplains neither condone or approve of behaviors the Scriptures (Holy Bible) define as sinful, for example drunkenness, fornication, adultery, homosexuality, or abortion. Rather, our chaplains seek to help individuals recognize God's intended order for life and to understand the need to humbly acknowledge God's plan for their lives. Our chaplains intend to be as inclusive as possible for mandatory activities and appropriately exclusive in ecclesiastical function and performance.

Statement on Marriage - The Reformed Baptist Network is a confessional association of churches. Each full member church and official representative within RBNet including every military chaplain, is required to subscribe to the Second London Baptist Confession of Faith of 1689. All religious ministry, spiritual care, and pastoral counseling conducted by military chaplains endorsed by RBNet will fully reflect the doctrine and practices of Reformed Baptists as set forth in Holy Scripture and our confession of faith, as well as the RBNet Constitution Appendix C, Statement on Marriage, Gender, and Sexuality. Chapter 25 ("Of Marriage") of our Confession of Faith states:

Marriage is to be between one man and one woman; neither is it lawful for any man to have more than one wife, nor for any woman to have more than one husband at the same time. (Genesis 2:24; Malachi 2:15; Matthew 19:5,6)

Marriage was ordained for the mutual help of husband and wife, for the increase of mankind with a legitimate issue, and the preventing of uncleanness. (Genesis 2:18; Genesis 1:28; 1 Corinthians 7:2, 9)

It is the duty of Christians to marry in the Lord; and therefore, such as profess the true religion, should not marry with infidels, or idolaters; neither should such as are godly, be unequally yoked, by marrying with such as are wicked in their life, or maintain damnable heresy. (Hebrews 13:4; 1 Timothy 4:3; 1 Corinthians 7:39; Nehemiah 13:25-27)

Marriage ought not to be within the degrees of consanguinity or affinity, forbidden in the Word; nor can such incestuous marriages ever be made lawful, by any law of man or consent of parties, so as those persons may live together as man and wife. (Leviticus 18; Mark 6:18; 1 Corinthians 5:1)

All chaplain ministries, therefore, will reflect the historic, natural and biblical view of marriage. The following guidelines are established in order to clarify the ministerial expectations in this area for all chaplains endorsed by RBNet:

Chaplains will treat all service members, regardless of rank or behavior, with God-centered dignity, honor, and respect while assisting the institutional leadership in its religious mission requirements and responsibilities as guaranteed by the First Amendment to the United States Constitution.

Chaplains may neither conduct nor participate in: marriage ceremonies for same-sex couples, blessings for same-sex unions, pre-marital or marital counseling for same-sex couples, or marriage retreats that include same-sex couples.

Chaplains may perform individual counseling for homosexual, bisexual, and transgendered members. Such counseling will be ethical and responsible, ensuring that the dignity of the individual, who is made in the image of God, is maintained; ensuring that help, healing, and restoration are offered; and ensuring that hope through the mercy and grace of God through the gospel of Jesus Christ is presented appropriately.

Chaplains are free to lead or participate in worship services conducted on any military installation or location designated for worship in a manner consistent with our confession and in accordance with personal conscience.

All military chaplains without exception are endorsed to ensure the free exercise of religion for all service members according to DOD 1304.28, par. 6.1.2 while serving in the pluralistic environment of the military. Every chaplain remains protected under DOD policy and applicable federal law to speak, preach, teach, and counsel in accordance with the tenets of their denominational group and their own conscience.

L. Crisis Management Plan

Ransom and Extortion - RBNet does not pay ransom/extortion monies or meet terrorist demands. RBNet will, however, pursue all legal avenues to secure the release of hostages.

Relocation of Family Members - In the event of a crisis, such as kidnapping and/or violent death, all family members are to be evacuated as soon as possible to the home country, upon consultation and approval of the sending/sponsoring church.

Information Management - All information relative to the crisis situation will flow through one designated person either in the RBNet home office or at the sending/sponsoring church.

Emergencies Requiring On-field Assistance - In the event of any emergency involving a RBNet missionary, such as serious illness or accident, the sending/sponsoring church is responsible for determining what assistance to the missionary is necessary. The RBNet Coordinator will be ready to assist the missionary's church in any way possible.

Evacuation - Decisions on evacuation of personnel are made by the sending/sponsoring church together with the missionary. The RBNet Coordinator and RBNet Missions Committee will provide consultation if requested.

Crisis Counseling - All victims of major traumatic events shall undergo biblical counseling immediately and receive follow-up 6-12 months later in conjunction with the missionaries' sending church.

Release - All missionaries going out under RBNet must sign a release before going to the field.

List of key contacts - The missionary, the sending church and the RBNet office will have as priority the responsibility to formulate a list of key phone numbers available at both the RBNet Business Office and the sending church for each RBNet person overseas. Phone numbers to be sought for listing would include: (a) key family members at home and abroad, (b) key U.S. Government persons, including the names and telephone numbers for Ambassadors, Senators, Representatives, and other individuals to be contacted in case of hostage situations or other contingencies requiring US Government assistance—both in the missionary's country and in continental U.S., (c) key aid organizations in the missionaries country, such as the Red Cross and other potentially helpful Organizations, (d) key rescue and medical services such as local (to missionary) police, local hospitals, Missionary Aviation Fellowship, etc., (e) key national church leaders through whom information might be obtained, etc.

Last Will and Testament - All RBNet missionaries who are United States citizens must have a will drawn up by an attorney before going to the field.

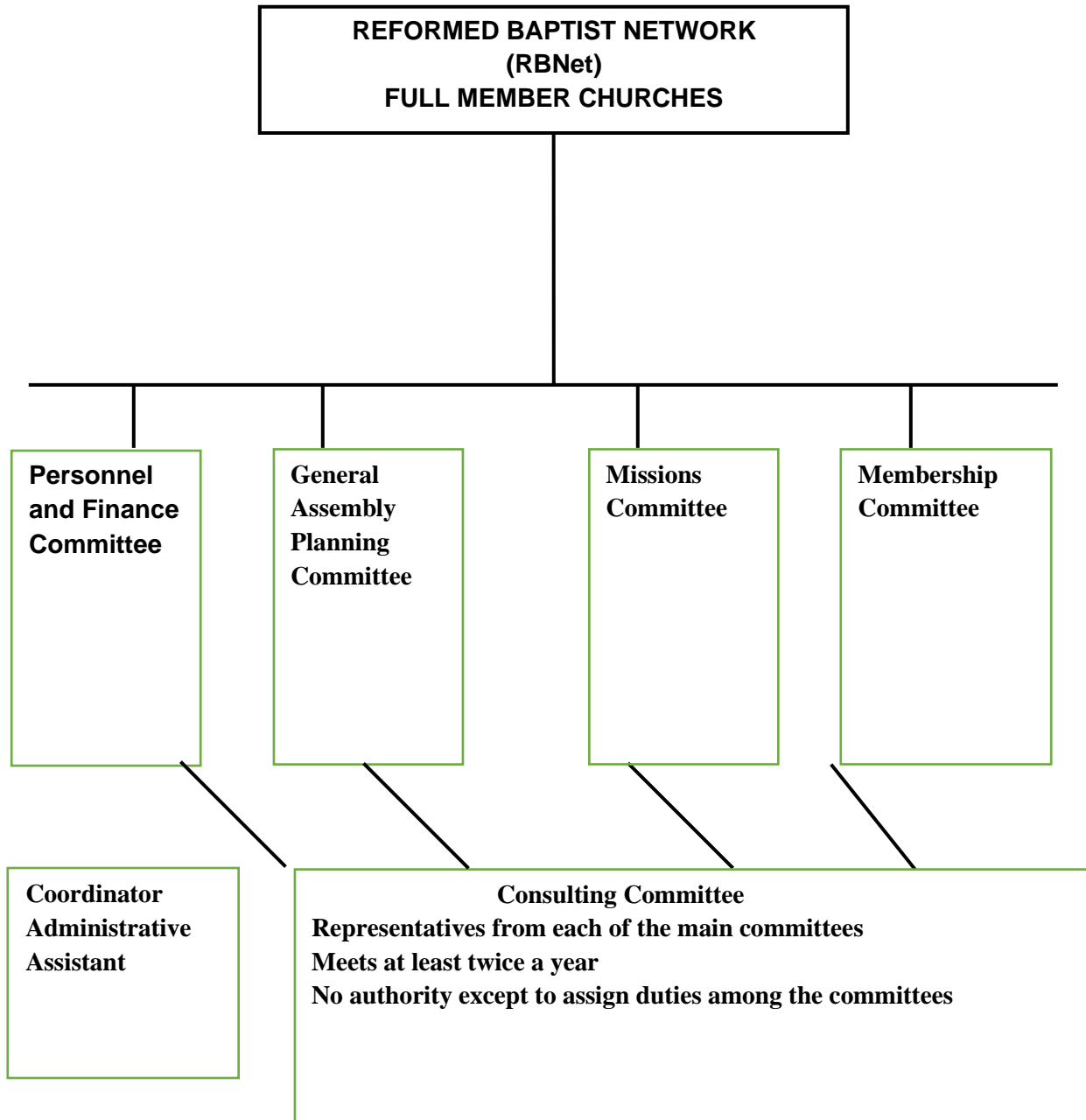
M. Financial Services Policy

RBNet may provide financial support services to full member churches and endorsed missionaries. These services will consist of acting as a repository for funds for use by the church or missionary to support a broad range of missions activity by the church and/or missionary. RBNet's role will be limited to receiving and holding on account any funds and then disbursing them at the direction of the church. RBNet will not disburse any funds through this service that would be considered taxable wages to an individual.

A request for financial support services must be submitted to the Personnel and Finance Committee for review and approval. The Committee will evaluate each request to determine if it is consistent with RBNet's Constitution and operating policies. The Committee will approve or deny on a case-by-case basis.

The full member church or endorsed missionary which originally requested financial support services, or the Personnel and Finance Committee, may end such financial support services with a three months advance notice. The Personnel and Finance Committee will forward any remaining funds with an ending accounting to either the full member church which originally requested financial support services, or to the sending church of the endorsed missionary who originally requested financial support services. If for some reason remaining funds from a financial support services project are orphaned, with no remaining suitable identifiable recipient, these funds will be placed in the RBNet Designated for Future Use Fund (see 3.3 – N, final paragraph)

Appendix A: RBNet Organization Chart



APPENDIX B: Rules for Parliamentary Procedure and Sturgis – Parliamentary Procedures at a Glance
PDF Documents

**Rules for Parliamentary Procedure
At the
General Assembly
&
Business Meeting
Of the
REFORMED BAPTIST NETWORK**

In our General Assemblies ecclesiastical and business matters shall be transacted in a biblical manner with cooperation and grace prevailing over efforts to use rules to accomplish a desired outcome. A few general rules of order will insure all things are done decently and in order (1 Corinthians 14:40).

The General Assembly shall consist of worship services, sermons, lectures, reports from the churches, missionaries, and a Business Meeting, and any other matters the churches deem necessary.

I. Calling the General Assembly to Order

A. The pastor or an elder of the host church shall call the General Assembly to order and present the chairman for the General Assembly, as nominated by the GA Planning committee, subject to approval by a 2/3 vote of voting messengers of the GA.

B. The Chairman shall then present a man to serve as secretary of the General Assembly, recommended by the GA Planning Committee, who should be approved by a 2/3 vote.

C. The Chairman shall present a man to serve as Vice-Chairman for the General Assembly, recommended by the GA Planning Committee, who should be approved by a 2/3 vote.

II. General Assembly Opening Session Order of Business

A. Roll Call of the full member churches to establish quorum.

B. Roll Call of associate member churches and individuals.

C. Roll Call of missionaries, national pastors, chaplains, and the Coordinator.

D. Welcome guests and fraternal delegates

III. Rules for the Business Meeting of the Association

A. The chairman receives motions from the floor and committees.

B. The chairman may express his opinion only if he steps down from the chair and allows the vice-chairman to conduct the meeting.

C. Order of business for the General Assembly business meeting

- a. Call to order
- b. Minutes of the previous General Assembly
- c. Treasurer's Report
- d. Reports from the Standing Committees
- e. Other committee reports
- f. Old business
- g. New Business
- h. Other business from the churches
- i. Adjourn the General Assembly (after the last session of the GA)

IV. The Secretary of the General Assembly

- A. The Secretary shall keep an complete record of the General Assembly proceedings. This shall contain: all roll calls, all main motions, all decisions of the General Assembly, Treasurer's Report, adopted budgets, names of observers and guests. (Discussions of individual messengers need not be reported.)
- B. The Minutes shall be examined and proofread by GA Planning Committee and sent to the full member churches before final acceptance at the next General Assembly.

V. Closed Sessions of the General Assembly

The General Assembly shall not exercise the right to go into executive session except in unusual circumstances when such a course is dictated by due regard for personal honor or the welfare of certain churches. A majority vote of the GA will be required to establish an executive session.

VI. Motions Made in the General Assembly

- A. The Chairman shall recognize main motions, motions to amend, and any other motions only from messengers of full member churches.
- B. A Motion to Amend
 - 1. A motion to amend may propose to strike out, to insert, or to substitute certain words, phrases, sentences, or paragraphs in the main motion.

2. Only one motion to amend a main motion is in order at one time. The amendment must be either accepted or rejected before the main motion is voted on.

C. **Objection to a Ruling of the Chairman**

If any voting messenger is not satisfied with the ruling of the Chairman, the matter will be put to the General Assembly for decision. The General Assembly will vote to sustain or overrule the Objection.

D. **Other Motions**

The standard for our parliamentary procedure will be the document, "Parliamentary Procedure at a Glance (Based on The Standard Code of Parliamentary Procedure by Alice Sturgis)", referred to as "Sturgis."

VII. Voting in the General Assembly

The various methods of voting are:

- A. By voice (Aye or No). This is the ordinary method of voting.
- B. By raising the hands. Contested matters will be voted on by a raising of the hands. All such votes will be counted and recorded for the minutes by the secretary of the GA.
- C. Whenever the Chairman is unable to determine from the aye or no votes, which opinion has prevailed, or if any messenger of the General Assembly questions the Chairman's judgment, the Chairman shall request the messengers to raise their hands in favor of or opposed to the motion. The Secretary shall count the hands and report his finding immediately to the General Assembly.
- D. By ballot. In matters of great importance it is advisable that the General Assembly decide to vote by ballot. Voting for members of standing committees and amendments to the constitution is to take place by ballot.
- E. Motions will be approved by majority vote unless otherwise indicated in the constitution or Sturgis.

VIII. Revision of these Rules

These Rules for Parliamentary Procedure may be suspended, amended, revised, or abrogated by a 2/3 vote of the General Assembly.

Appendix: "Parliamentary Procedure at a Glance (Based on The Standard Code of Parliamentary Procedure by Alice Sturgis)."

Parliamentary Procedure at a Glance
(Based on *The Standard Code of Parliamentary Procedure* by Alice Sturgis)

Principal Motions (Listed in Order of Precedence)

| TO DO THIS | YOU SAY THIS | May You Interrupt Speaker? | Must You Be Seconded? | Is The Motion Debatable? | What Vote is Required? |
|---|--|----------------------------|-----------------------|--------------------------|---|
| *Adjourn the meeting | "I move the meeting be adjourned" | NO | YES | YES (RESTRICTED) | MAJORITY |
| *Recess the meeting | "I move that the meeting be recessed until..." | NO | YES | YES** | MAJORITY |
| Complain about noise, room temperature, etc. | "I rise to the question of personal privilege" | YES | NO | NO | NONE |
| Postpone temporarily (Table) | "I move that this motion be tabled" | NO | YES | NO | MAJORITY (REQUIRES TWO-THIRDS IF IT WOULD SUPPRESS) |
| End debate | "I move to vote immediately" | NO | YES | NO | TWO-THIRDS |
| *Limit debate | "I move that each speaker be limited to a total of two minutes per discussion" | NO | YES | YES** | TWO-THIRDS |
| *Postpone consideration of an item to a certain time | "I move to postpone this item until 2:00pm..." | NO | YES | YES** | MAJORITY |
| *Have something referred to committee | "I move this matter be referred to..." | NO | YES | YES** | MAJORITY |
| *Amend a motion | "I move to amend this motion by..." | NO | YES | YES | MAJORITY |
| *Introduce business (the Main Motion) | "I move that..." | NO | YES | YES | MAJORITY |
| *Amend a previous action | "I move to amend the motion that was adopted..." | NO | YES | YES | MAJORITY |
| Ratify action taken in absence of a quorum or in an emergency | "I move to ratify the action taken by the Council..." | NO | YES | YES | MAJORITY |
| Reconsider | "I move to reconsider..." | YES | YES | YES** | MAJORITY |
| Rescind (a main motion) | "I move to rescind the motion..." | NO | YES | YES | MAJORITY |
| Resume consideration of a tabled item | "I move to resume consideration of...?" | NO | YES | NO | MAJORITY |

*Amendable

**Debatable if no Other Motion is Pending

Parliamentary Procedure at a Glance

(Based on *The Standard Code of Parliamentary Procedure* by Alice Sturgis)

Incidental Motions

| TO DO THIS | YOU SAY THIS | May You Interrupt Speaker? | Must You Be Seconded? | Is The Motion Debatable? | What Vote is Required? |
|--|---|----------------------------|-----------------------|--------------------------|------------------------|
| Vote on a ruling by the Chair | "I appeal the Chair's decision" | YES | YES | YES | MAJORITY |
| Consider something out of its scheduled order | "I move to suspend the rules and consider..." | NO | YES | NO | TWO-THIRDS |
| To discuss an issue without restrictions of parliamentary rules | "I move that we consider informally..." | NO | YES | NO | MAJORITY |
| To call attention to a violation of the rules or error in procedure, and to secure a ruling on the question raised | "I rise to a point of order" | YES | NO | NO | NONE |
| To ask a question relating to procedure | "I rise to a parliamentary inquiry" | YES | NO | NO | NONE |
| To allow the maker of a motion to remove the motion from consideration | "I move to withdraw my motion" | YES | NO | NO | NONE |
| To separate a multi-part question into individual questions for the purpose of voting | "I move division of the question" | NO | NO | NO | NONE |
| To verify an indecisive voice or hand vote by requiring voters to rise and be counted | "I move to divide the Assembly" | YES | NO | NO | NONE |

*Amendable

**Debatable if no Other Motion is Pending

THE CHIEF PURPOSES OF MOTIONS

| PURPOSE | MOTION |
|--|--|
| Present an idea for consideration and action | Main motion Resolution Consider informally |
| Improve a pending motion | Amend Division of question |
| Regulate or cut off debate | Limit or extend debate Close debate |
| Delay a decision | Refer to committee Postpone to a certain time Postpone temporarily Recess Adjourn |
| Suppress a proposal | Table Withdraw a motion |
| Meet an emergency | Question of privilege Suspend rules |
| Gain information on a pending motion | Parliamentary inquiry Request for information Request to ask member a question Question of privilege |
| Question the decision of the presiding officer | Point of order Appeal from decision of chair |
| Enforce rights and privileges | Division of assembly Division of question Parliamentary inquiry Point of order Appeal from decision of chair |
| Consider a question again | Resume consideration Reconsider Rescind Renew a motion Amend a previous action Ratify |
| Change an action already taken | Reconsider Rescind Amend a previous action |
| Terminate a meeting | Adjourn Recess |

(From The Standard Code of Parliamentary Procedure by Alice Sturgis)

Parliamentary Strategy

(From *The Standard Code of Parliamentary Procedure* by Alice Sturgis)

| TO SUPPORT A MOTION | TO OPPOSE A MOTION |
|---|---|
| <ol style="list-style-type: none"> 1. Second it promptly and enthusiastically. 2. Speak in favor of it as soon as possible. 3. Do your homework; know your facts; have handouts, charts, overhead projector slides, etc., if appropriate. 4. Move to amend motion, if necessary, to make it more acceptable to opponents. 5. Vote against motion to table or to postpone, unless delay will strengthen your position. 6. Move to recess or postpone, if you need time to marshal facts or work behind the scenes. 7. If defeat seems likely, move to refer to committee, if that would improve chances. 8. If defeat seems likely, move to divide question, if appropriate, to gain at least a partial victory. 9. Have available a copy of the organization's standing rules, its bylaws, and <i>The Standard Code of Parliamentary Procedure</i>, in case of a procedural dispute. 10. If motion is defeated, move to reconsider, if circumstances warrant it. 11. If motion is defeated, consider reintroducing it at a subsequent meeting. | <ol style="list-style-type: none"> 1. Speak against it as soon as possible. Raise questions; try to put proponents on the defensive. 2. Move to amend the motion so as to eliminate objectionable aspects. 3. Move to amend the motion to adversely encumber it. 4. Draft a more acceptable version and offer as amendment by substitution. 5. Move to postpone to a subsequent meeting. 6. Move to refer to committee. 7. Move to table. 8. Move to recess, if you need time to round up votes or obtain more facts. 9. Question the presence of a quorum, if appropriate. 10. Move to adjourn. 11. On a voice vote, vote emphatically. 12. If the motion is adopted, move to reconsider, if you might win a subsequent vote. 13. If the motion is adopted, consider trying to rescind it at a subsequent meeting. 14. Have available a copy of the organization's standing rules, its bylaws, and <i>The Standard Code of Parliamentary Procedure</i>, in case of a procedural dispute. |