

Fellowship  
Missionary  
Baptist  
Church  
Congress  
and  
Convention  
Policy

Revised, February

**2017**

Several state and national annual congresses and conventions occur each year that are of particular interest to FMBC members. These include the Minnesota Baptist Congress of Christian Education at Mid-Year in March and the Minnesota Baptist Convention Annual Session which takes place in October.

## **I. Minnesota Baptist Congress of Christian Education**

### **A. Purpose:**

The Minnesota Baptist Congress of Christian Education provides opportunities for FMBC members to study a specific discipline at the state level. The purpose is to enhance members' growth and effectiveness as they mature in Christ.

### **B. Dates and Location:**

The Fall Session is usually held the third week of October and alternates its location (in member churches) between Minneapolis and St. Paul. The Mid-Winter Annual Session is usually held the third week of March. It also alternates its location between Minneapolis and St. Paul.

### **C. Goals:**

- To encourage the entire church membership to study with our sister churches in the area of Christian education.
- To provide a free opportunity for members to learn from Christian teachers.

### **D. Responsibility of the BOCE:**

- Identify a Coordinator of these events.
- Encourage Children and Youth Ministry leaders to get youth and children to participate in these events.
- To coordinate the absence of conflict with FMBC activities and the State events provided the local Baptist calendar/course detail is made available to accommodate.
- To work with the transportation ministry in providing transportation to the education site.

### **E. Responsibility of the Coordinator:**

- Communicate with State leaders for correct dates and general information.
- Pay all church registration fees.
- Publicize course offerings in the bulletin.
- Register FMBC members (delegates and non-delegates).
- Coordinate transportation.

### **F. Timeline:**

Mid-Year session (March)

- January – contact State leaders for packet of information
- February- Announce in the church bulletin
- March (early) - Registration sign-up at FMBC
- Send out final memo with details (online/mail)
- Report to Board/church on FMBC's involvement

Fall Annual Session (October)

- September – contact State for pack of information; announce in the bulletin
- Registration Sign Up at FMBC
- Send out final memo with details (online/mail)
- Report to Board/church on FMBC involvement

### **G. Delegates Criteria and Selection:**

1. FMBC members who desire to attend may be delegates at no charge providing they register with FMBC during the registration period.
2. Each attendee is required to provide a written report to the Board of Christian Education within two (2) calendar weeks of the session with details of course(s) taken, principles learned applicable to current ministry, where applicable or Christian journey development).
3. There are no transportation, housing, materials or food allowances.
4. Members who miss the deadline must pay their own registration fee.

## **II. NATIONAL BAPTIST CONGRESS OF CHRISTIAN EDUCATION**

### **A. Purpose:**

The National Baptist Congress on Christian Education is held to provide additional teaching and instruction for leaders, teachers and youth in the member Baptist churches of NBC, Inc. NOTE: in order to attend as sponsored by FMBC, delegates must have attended either the spring or fall Session of the Minnesota State Baptist Convention

### **B. Dates and Location:**

The National Congress is held the third week of June each year (Father's Day week). It is held in a different U.S. city each year, as determined by the NBC, Inc.

### **C. Goals:**

The goals of the National Congress are to instruct leaders, present information, introduce resources, and improve skills in all areas of church work and growth. Every aspect of church work is represented.

### **D. Objectives:**

- To send delegates, on a rotating basis. The process for selection will be: Board level, ministry level, and laity at-large.
- The reports and knowledge gained by delegates will be used to strengthen the skills of existing FMBC leaders for the betterment of themselves and of the body. It is to also identify potential new leaders.

### **E. Responsibility of the BOCE:**

- Manage the process and budget.
- Chair will name a Coordinator and Assistant Coordinator from the BOCE (November).
- Review these guidelines every two years (even number years).

**F. Responsibility of the Coordinator:**

- Follow and manage the process as outlined below.
- Meet deadlines on the timeline.
- Regularly report to the BOCE at each benchmark of the process
- Secure housing for delegates.
- Pay church registration fees.
- Research transportation options (communicate with state organization and other local churches)
- Place announcements in the church bulletin.
- Minnesota Mid-Winter Congress and Fall Minnesota Annual Session.
- Make delegate application available to interested members.
- Locate course offerings (online, mail) and provide information to delegates.
- When the Coordinator or the Assistant Coordinator does not attend the National Congress, the Coordinator will identify an attending delegate as the onsite lead person.
- Make room assignments.
- Call a meeting of delegates to communicate the plan.
- Provide a detailed itinerary.

**G. Responsibility of the Assistant Coordinator:**

- Work alongside the Coordinator.
- Assume the responsibilities as designated by the Coordinator.
- Be aware of the process and the timelines in order to complete deliverables by their due dates.

**H. Timeline:**

- November/December of year previous to National Baptist Congress (using the church's focus for leadership development as well as any budget factors, determine whether there will be any attendance, financial limitations or requirements).
- January - Based on church's focus, leadership development needs, and budgetary considerations, room

reservations will be secured, transportation reviewed, registration and course determinations made if available. Selections/approvals for any attendance will be made at this time.

- March – Review Plan for attendance with delegates, respective Board requirements, BOCE requirements, attendee’s financial responsibility, expense reporting & report to BOCE within 10 calendar days from end of NBC session. Presentation at Board’s next monthly meeting following NBC session.
- June – National Baptist Congress Session.
- July - Report to BOCE on NBC Session due.

## **I. Delegate Selection Criteria:**

### **1. Adults (ages 19 and older)**

- Each Board Chair along its leadership team shall send one qualified ministry leader for leadership development.
- Delegates will be sent on a one-time basis until all ministry leaders have been given an opportunity through this avenue.
- Delegates will only attend one Session (either National Congress or National Baptist Convention but not both).
- Delegates will have some financial responsibility for expenses incurred (Financial responsibility will be communicated in January)
- There will be a total of three adult delegates sent to Congress.

*Note: If there are no Delegates from any of the Boards/ministries, the BOCE will open the process to laity seeking to grow in their Christian journey.*

## **2. Children and youth (ages 13-18)**

- Children under the age of 13 may attend but must be accompanied by their parent/guardian(s).
- Must be a member of FMBC for at least one year prior to January 1<sup>st</sup> of the current year and have one year of ministry participation.
- Must have verifiable participation in a minimum of three ministries with written confirmation from the Youth Director/Minister. The three ministries must be diverse, including regular participation in worship service; a worship ministry such as choir, usher, dance or step; a spiritual learning & development ministry such as youth bible study or Sunday school and/or a service ministry.
- Must have attended at least one of the bi-annual MN State Baptist Congress sessions with verifiable attendance.
- The Delegate Application Form must be completed.
- Delegates and their parents must agree to rules and supply information as set forth in the guidelines for the children and youth.
- Parent/Child/Youth/Youth Director/Minister agree to submit/present a written report of concepts learned at Convention to the BOCE Chair by Nov 1<sup>st</sup>. BOCE Chair will pass the report on to the Ministry Leaders.
- Members may attend consecutive years but no more than three consecutive years, unless there are vacancies.
- Youth Director/Minister and Youth ministry leaders will make selection and communicate selection to BOCE.

## **3. Non-Sponsored Attendees:**

Anyone desiring to attend the National Baptist Congress may do so at his/her expense. If the person wants to be included in FMBC's registration, transportation, and stay in the same hotel, contact should be made with the Coordinator by April (date the delegates are notified).





### **III. NATIONAL BAPTIST CONVENTION**

The National Baptist Convention USA is held the 1<sup>st</sup> week of September (Labor Day week). It is located in various cities across the nation. NOTE: in order to attend as sponsored by FMBC, delegates must have attended either the Spring or Fall Session of the Minnesota State Baptist Convention

#### **A Goals:**

- To send delegates, on a rotating basis. The process for selection will be: Board level, ministry level, and laity at-large.
- The reports and knowledge gained by delegates to strengthened FMBC leadership skills for existing, potential leaders identified.

#### **B Responsibility of BOCE**

- Manage the process and budget.
- Chair will name a Coordinator and Assistant Coordinator (November).
- Review these guidelines every two years (odd number years).

#### **C. Responsibility of the Coordinator:**

- Follow and manage the process as outlined below.
- Meet deadlines on the timeline.
- Regularly report to the BOCE at each benchmark of the process.
- Secure housing for the delegates.
- Pay church registration fees.
- Research transportation options (communicate with state organization and other local churches).
- Place announcements in the church bulletin.
- Minnesota Mid-Winter Congress and Fall Minnesota Annual Session.
- Make Delegate application available to interested members.

- Locate course offerings (online, mail) and provide to delegates.
- When the Coordinator or the Assistant Coordinator does not attend the National Convention, the Coordinator will identify an attending delegate as the onsite lead person.
- Make room assignments.
- Call a meeting of delegates to communicate the plan.
- Provide a detailed itinerary.

#### **D. Responsibility of the Assistant Coordinator:**

- Work alongside the Coordinator.
- Assume the responsibilities as designated by the Coordinator.
- Be aware of the process and its stages at all times.

#### **E. Timeline:**

- June – Review Plan for attendance with delegates, respective Board requirements, BOCE requirements, attendee’s financial responsibility, expense reporting & report to BOCE within 10 calendar days from end of National Baptist Convention. Provide information in Bulletin.
- July - Pay registration fees and reserve rooms, if needed.
- September – National Baptist Convention.
- October - Report from Delegates Due.

#### **F. Delegate Selection Criteria:**

##### **1. Adults (ages 19 and older)**

- Each Board Chair along with its leadership team shall send one qualified ministry leader for leadership development.
- To sponsor delegates, on a rotating basis, the process for selection to selecting is Board level, ministry level, laity at-large. *NOTE: Delegates may*

*attend consecutive years, but no more than three consecutive years.*

- Delegates will be sent on a one-time basis until all ministry leaders have been given an opportunity through this avenue.
- Delegates will only attend one Session (either the National Baptist Congress or the National Baptist Convention - **not both**) of the NBC annually.
- Delegates will have some financial responsibility for expenses incurred (Financial responsibility will be communicated in January).
- There will be a total of three adult delegates sent to Convention.

*Note: If there are no Delegates from any of the Boards/ministries, the BOCE will open the process to laity seeking to grow in their Christian journey.*

## **2. Children and Youth (ages 13-18)**

- Children under age 13 may attend but must be accompanied by their parent/guardian(s).
- Must be a member of FMBC for at least one year prior to January 1<sup>st</sup> of the current year and one year of ministry participation.
- Must have verifiable participation in a minimum of three ministries with written confirmation from the Youth Director/Minister. The three ministries must be diverse, including regular participation in worship service; a worship ministry such as choir, usher, dance or step; a spiritual learning & development ministry such as youth bible study or Sunday school and/or a service ministry.
- Must have attended at least one of the bi-annual MN State Baptist Congress sessions with verifiable attendance.
- The Delegate Application Form must be completed.
- Parent/Child/Youth/Youth Director/Minister agree to submit/present a written report of concepts learned at Convention to the BOCE Chair by Nov 1<sup>st</sup>. BOCE Chair will pass the report on to the Ministry Leaders.

- Delegates and their parents must agree to rules and supply information as set forth in the guidelines for the children and youth.
- Delegates may attend consecutive years but no more than three consecutive years, unless there are vacancies.
- Youth Director/Minister and Youth ministry leaders will make selection and communicate selection to BOCE.

### **3. Non-Sponsored Attendees:**

Anyone desiring to attend the National Baptist Convention may do so at his/her expense. If the person wants to be included in FMBC's registration, transportation, and stay in the same hotel, contact should be made with the Coordinator by June (date the delegates are notified).

## **National Baptist Congress on Christian Education**

### **Adult Delegate Application**

Name:

Address:

City/State/Zip Code:

Phone number:

Email address:

- How long have you been a member of FMBC?
- What Board does your Ministry Report to?
- What is your area of responsibility at FMBC?
- What year did you last attend the National Congress and/or the National Baptist Convention as a FMBC Delegate?
- Do you agree to submit/present a written plan of leadership concepts learned at the Congress within 10 calendar days of the end of Congress' session?
- Please tell us in your own words why you desire to be a delegate at the National Baptist Congress. Please indicate leadership goal and measurable results expected. Use additional paper, if necessary.

Ministry Title

Your Board Chair's signature of approval

BOCE Chair signature of approval

Date

## **National Baptist Convention**

### **Adult Delegate Application**

Name:

Address:

City/State/Zip Code:

Phone number:

Email address:

- How long have you been a member of FMBC?
- What Board does your Ministry Report to?
- What is your area of responsibility at FMBC
- What year did you last attend the National Congress and/or the National Baptist Convention as a FMBC Delegate?
- Do you agree to submit/present a written plan of leadership concepts learned at the Convention within 10 calendar days of the end of the Convention's Session?
- Please tell us in your own words why you desire to be a delegate at the National Baptist Convention. Please indicate leadership goals and measurable results expected. Use additional paper, if necessary.

Ministry Title

Your Board Chair's signature of approval

BOCE Chair signature of approval

Date

## **National Baptist Congress on Christian Education & National Baptist Convention**

### **Youth Delegate Application**

Name:

Address:

City/State/Zip Code:

Phone number:

Email address:

- How long have you and/or your family been members of FMBC?
- What three youth ministries are you currently involved in?
- If you have been a delegate previously, what year did you last attend the National Baptist Congress and/or the National Baptist Convention as a delegate of FMBC?
- Do you agree to submit/present a written report sharing the concepts learned at the Congress or Convention within 10 calendar days of the end of the session?
- Please tell us in your own words why you desire to be a delegate at the National Baptist Congress or Convention. Use additional paper, if necessary.

Youth Director/Minister's signature of approval

BOCE Chair signature of approval

Date

**American Baptist Churches**

The Delegate Criteria and the Delegate Selection process will mirror the National Baptist Convention.

Please note: The American Baptist Churches' National Convention is a Biennial Convention.



