



NBPC
OPERATIONS
&
PROCEDURES
MANUAL

APRIL 2021



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INTRODUCTION

Led by the Holy Spirit, this revised and updated *NBPC Operations and Procedures Manual* will be an essential and invaluable resource for aiding NBPC to fulfill its mission and purpose.

The Operations and Procedures Manual Committee has relied upon the legacy of some of the African American pioneers in caucus work who served faithfully and entrusted to the current leadership of NBPC the challenge to continue that work.

This revised manual, which is now and shall continue to be a work in progress, is designed to assist the Caucus with its commitment to do its work more efficiently and effectively.

The Manual contains all of the important documents, legal, relational, and historical, including the Mission Design¹, the Certificate of Incorporation, the Bylaws, the Covenant Agreement, constituency groups, and other denominational and related entities.

The manual is organized in such a way as to render it user friendly. The updated table of content and the organizational chart in particular, show what is vital to NBPC and how it is connected as an organization.

Policies and Procedures are vital parts of the Manual. They provide some of the “how to” in getting vital work done for the Caucus. In addition, the Manual contains an appendix of additional “how to” information along with forms and templates.

The Manual is available in PDF format and can be found on NBPC’s website at www.nationalnbpc.org.

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¹ See Appendix G for this document.

A HISTORICAL OVERVIEW

(Excerpts Selected from the 1988 Mission Design*)

In 1893, the first predecessor to NBPC was organized. It was called the Afro Presbyterian Council and was organized by the Reverends Francis Grimke, R.H. Armstrong, Matthew Anderson and John B. Reeve. It advocated for political, religious, and social interest.

In 1947, the name of the Council was changed to the Council of the North and West. The Afrocentric nomenclature was dropped to indicate total integration into the program of the denomination.

In 1964, Concerned Presbyterians was organized, but it again left out nomenclature in its official name to suggest any indication of racial consciousness.

In 1968, Black Presbyterians United (BPU) was created. This was a turning point in the church in which as Black folk, we began to affirm our Blackness and demand greater visibility and power in the life of the church.

Subsequent to 1983, following the merger of the PCUSA and the PCUS, to be inclusive of African Americans in both denominations, the name was again changed to the National Black Presbyterian Caucus (NBPC).

For almost 200 years now, Black Presbyterians have found it necessary to organize themselves in a number of ways, to contend against our church's heresy of white racism. In this ongoing struggle, our Black Presbyterian forebears relied heavily on the moral and spiritual resources of our Black religious heritage.

It is becoming increasingly clear as we survey history and assess our present reality, that as an oppressed people both in the church and out, our liberation cannot be left to the good intentions of a predominantly white majority. Church history reveals that prayers, social pronouncements, proclamations and programs on racial justice and reconciliation -- alone or in combinations -- have meant very little. That same history also reveals, that, to the extent that changes have occurred, our Black organizations have played key roles in bringing about those changes.

* See Appendix G.

CERTIFICATE OF INCORPORATION
of the
NATIONAL BLACK PRESBYTERIAN CAUCUS INC.
A NON-STOCK NON-PROFIT CORPORATION

FIRST: The name of this corporation is NATIONAL BLACK PRESBYTERIAN CAUCUS INC.

SECOND: Its registered office in the State of Delaware is located at Three Christina Centre, 201 N. Walnut Street, in the City of Wilmington, County of New Castle. The registered agent in charge there is The Company Corporation at the same address.

THIRD: The nature of the business and the objectives and purposes proposed to be transacted, promoted and carried on, are to do any and all the things herein mentioned, as fully and to the same extent as natural persons might or could do, and in any part of the world, vis:

This is a non-stock non-profit corporation. The purpose of the corporation is to engage in any lawful act or activity for which non-profit corporations may be organized under the General Corporation Law of Delaware.

Said corporation is organized exclusively for charitable, religious, education, and scientific purposes, including, for purposes, the making of distributions to organizations that qualify as exempt organizations under Section 501(c)(3) of the Internal Revenue Code of 1954 (or corresponding provisions of any future United States Internal Revenue Law), to wit:

FOURTH: The Corporation shall not have any capital stock and the condition of membership shall be stated in the Bylaws.

FIFTH: The name and mailing address of the incorporator is: Vanessa Foster, Three Christina Center; 201 N. Walnut Street, Wilmington, DE 19801.

SIXTH: The activities and affairs of the corporation shall be managed by a Board of Directors. The number of directors which shall constitute the whole Board shall be such as from time to time shall be fixed by, or in the manner provided in, the Bylaws, but in no case shall the number be less than one. The directors need not be members of the corporation unless so required by the Bylaws or by Statute. The Board of Directors shall be elected by the members at the annual meeting of the corporation to be held on such date as the Bylaws may provide, and shall hold office until their successors are respectfully elected and qualified. The Bylaws shall specify the number of directors necessary to constitute a quorum. The Board of Directors may, by resolution or resolutions passed by a majority of the whole Board, designate one or more committees which, to the extent provided in said resolution or resolutions or In the Bylaws of tile corporations, shall have and may exercise all the powers of the Board of Directors in the

management of the activities and affairs of the corporation. They may further have power to authorize the seal of the corporation to be affixed to all papers, which may require it; and such committee or committees shall have such name or names as may be stated in the Bylaws of the corporation or as may be determined from time to time by resolution adopted by the Board of Directors. The directors of the corporation may, if the bylaws so provide, be classified as to term of office. The corporation may elect such officers as the Bylaws may specify, subject to the provisions of the Statute, which shall have titles and exercise such duties as the Bylaws may provide. The Board of Directors is expressly authorized to make, alter, or repeal the Bylaws of this corporation. This corporation may in its Bylaws confer powers upon its Board of Directors in addition to the foregoing, and In addition to the powers and authorities expressly conferred upon them by the Statute. This is true, provided that the Board of Directors shall not exercise any power of authority conferred upon them by the Statute upon the members.

SEVENTH: Meetings of members may be held without the State at Delaware if the Bylaws so provide. The books of the corporation may be kept (subject to any provisions contained in the Statutes) outside the State of Delaware at such place or places, as may be from time to time, designated by the Board of Directors.

EIGHTH: No part or the net earnings of the corporation shall inure to the benefit of, or be distributed to, its members, directors, officers or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article Three hereof. No part of the activities of the corporation shall consist of carrying on of propaganda, or otherwise attempting to intervene (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of these articles, the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from Federal Income Tax under Section 501(c)(3) of the Internal Revenue Code of 1954 (or corresponding provision of any future United States Internal Revenue Law) or (b) by a corporation, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United State Internal Revenue Law).

NINTH: Upon dissolution of the corporation, the Board of Directors shall, after paying or making provisions for the payment of all liabilities of the corporation, dispose of all of the assets of the corporation exclusively for the purpose of the corporation in such manner, or to such organization or organizations and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization under Section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provisions of any future United States Internal Revenue Law) as the Board of Directors shall determine.

Any such assets not so disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such designated purposes.

TENTH: The corporation reserves the right to amend, alter, change, or repeal any provision contained in this Certificate of Incorporation, in the manner now or hereafter prescribed by the Statute and all rights conferred upon members herein are granted subject to their reservation.

ELEVENTH: Directors of the corporation shall not be liable to either the corporation or its members for monetary damages for a breach in fiduciary duties unless the breach involves: (1) a director's duty to loyalty of the corporation or its members; (2) acts or omissions not in good faith or which involve intentional misconduct or knowing violation of law, (3) a transaction from which the director derived an improper personal benefit.

I, THE UNDERSIGNED, being the incorporator herein before named, for the purpose of forming a non-profit corporation pursuant to Chapter 1 of Title 8 of the Delaware Code, do make this certificate, hereby declaring and certifying that the facts herein stated are true, accordingly have hereunto set my hand this 16th of February, 1995.

Facsimile with signature of Vanessa Foster is on file.

COVENANT OF UNDERSTANDING REGARDING THE ROLE AND RELATIONSHIP OF RACIAL ETHNIC CAUCUS

Covenant of Understanding Regarding the Role and Relationship of Caucuses and Councils Serving Communities of Color within the Presbyterian Church (U.S.A.)

Caucuses and Councils Serving Communities of Color, in varying forms, have been a significant part of the history and ethos of the Presbyterian Church at least since the 1800s. The first known recorded caucus was organized in New York City by black clergy in 1856. The caucus was organized to advocate for racial justice in the church and community, and to maximize black participation in the life and mission of the Presbyterian Church, along with other goals. (Adapted from a paper by Dr. Gayraud S. Wilmore, entitled *The Black Presbyterian Caucuses-Passing on the Heritage – 1998*)

As our church and society became more racially diverse, the development of Caucuses and Councils Serving Communities of Color increased in the church during the early 1970s to include Asian, Hispanic, Native American, and more recently Middle-Eastern Presbyterians. These caucuses had an advocacy and programmatic role, strengthened by a working relationship with the General Assembly, through Racial Equity and Intercultural Ministries, as well as other judicatories (now mid councils). In many instances, the Synod was a primary link for the caucuses in relating to and working with their constituencies at the congregational level.

With the continuing changes taking place within the life of the denomination, the Caucuses and Councils Serving Communities of Color are experiencing a serious sense of having lost both their relationship and a clear role within the church. While the caucuses are related to the General Assembly through the Presbyterian Mission Agency and Racial Equity and Women’s Intercultural Ministries, there is no clear understanding of what that relationship means and the expectations of that relationship.

Since the reunion in 1983, which created the Presbyterian Church (U.S.A.), there has been a lack of clarity about both the advocacy and missional role of the caucuses and their relationship to the denomination at all levels.

PURPOSE OF “THE COVENANT OF UNDERSTANDING

This “Covenant of Understanding” is an attempt to reestablish a proactive, trusting relationship built upon collaboration, shared beliefs, complementary visions, and mutual respect. It is also the intent of the Covenant to bring clarity to the appropriate role and relationship of Caucuses and Councils Serving Communities of Color within the PC(USA), particularly with the General

Assembly, the Office of the General Assembly, the Presbyterian Mission Agency, and Mid Councils at this time in our changing life together.

It is the desire of the Caucuses and Councils Serving Communities of Color to partner with the PC(USA) in its commitment to “guarantee full participation and representation in its worship, governance, and emerging life to all persons or groups within its membership. No member shall be denied participation or representation for any reason other than those stated in this Constitution.” (F-1.0403).

**BOOK OF ORDER REFERENCES RE: CAUCUSES AND COUNCILS
SERVING COMMUNITIES OF COLOR SINCE REUNION**

1. **ARTICLES OF AGREEMENT** (*Book of Order 2013-2015*) – Article 8.2 – 8.3 Racial Ethnic Representation, Participation and Organizations – includes the following statement: “Racial ethnic members in the United States (Presbyterians of African, Hispanic, Asian descent and Native Americans) shall be guaranteed full participation and access to representation in the decision-making of the church, and SHALL BE ABLE TO FORM CAUCUSES.” 8.2 “Consistent with the principles of diversity and inclusiveness as set forth in 8.2, The General Assembly Council (*now the Presbyterian Mission Agency*) shall consult with and receive input from the Caucuses and Councils Serving Communities of Color of the church, and shall make provision for the expenses necessary to such consultations. The purpose of such consultation shall include:
 - determining the priorities for assisting racial ethnic churches and ministries,
 - developing a denominational strategy for racial ethnic church development,
 - finding ways to assure the funding and operational needs of schools and other institutions which historically have served Black Americans and other racial ethnic groups.” 8.3

CLARIFYING THE ROLE OF CAUCUSES AND COUNCILS SERVING COMMUNITIES OF COLOR

A Definition:

The word caucus comes from a Native American verb in the language of the Algonquin nations, which means, “to gather”. Caucuses are entities where people of similar characteristics or concerns come together to affirm their identity and to pursue collective goals.

Caucuses and Councils Serving Communities of Color in the PC(USA) are support communities seeking to overcome inequalities, injustices, paternalism, and racism while vying for full partnership in the mission of the church. They assume the risk of challenging the church when it fails to heed to the “voices of peoples once silenced” including the poor and oppressed. Caucuses and Councils Serving Communities of Color are self-determining fellowships, ordinarily created

not by official ecclesiastical action but by their own constituencies to whom they are primarily accountable. (Adapted from the article, *The Purpose of Caucuses* by Rev. Helen Locklear, 2003).

Historic Role of National Caucuses:

The following are historic roles undertaken by Caucuses and Councils Serving Communities of Color within the Presbyterian Church. Many of these roles continue today though altered based on denominational changes that have occurred since reunion.

1. **Monitoring** – Acting as a conscience of the church, working for people of color / and multi-cultural congregational transformation, and racial justice.
2. **Advocacy** – Acting as an advocate for program development and funding on behalf of related congregations and communities across the denomination which includes: mid councils and other decision making bodies at all levels of the church; matters related to new congregational development and congregational transformation; women of color, youth, young adults, and matters of justice for all ages; as well as concerns of emerging countries.
3. **Programmatic** – Working with congregations, mid councils and appropriate General Assembly agencies to address congregational concerns, historical research, assisting appropriate entities at all levels of the church regarding recruitment and enlistment of people of color interested in ministry vocations, and equipping persons for leadership roles in program areas, councils, and staff positions. (Adapted from article by Rev. Helen Locklear)
4. **Educational** – Serving as a primary resource for enabling all members of the PC(USA), and people of color in particular, to better understand and relate to the unique cultural nuances of Presbyterians of color and their communities in order to be more effective partners in the mission of Jesus Christ.

The caucuses relate to the Presbyterian Mission Agency Board and the General Assembly through the Racial Equity Advocacy Committee (REAC) which has direct access to the General Assembly and the Presbyterian Mission Agency Board. REAC's primary responsibility is to advocate for policies that impact people of color. REAC's mandate does not include programmatic ministries. However, REAC may advocate for policies related to congregations and communities of color, which are of major interest and focus for Caucuses and Councils Serving Communities of Color.

It is understood that the General Assembly's "Shape and Form" process, approved by the 205th General Assembly (1993), officially assigned to REAC the advocacy role of the caucuses, as well as the role of monitoring, at the General Assembly level. However, there continues to be an appropriate advocacy role for the caucuses at the mid council level relative to programmatic and community issues which are of concern to constituent congregations related to the caucuses. Some of these issues may not require the advocacy of REAC because of their local focus.

The five current Caucuses and Councils Serving Communities of Color (African American/Black American, Asian, Hispanic, Middle Eastern, and Native American) select one member from each caucus to be elected to REAC through the General Assembly Nominating process to serve a four-year term with eligibility for one additional term.

The Caucuses and Councils Serving Communities of Color are committed and prepared to assist the General Assembly in its constitutional responsibility to “Nurture the covenant community of disciples (G-3.0501c)” which includes the racially diverse congregations who relate to the caucuses.

**PROPOSED RELATIONSHIP OF CAUCUSES AND COUNCILS
SERVING COMMUNITIES OF COLOR WITHIN THE PC (USA)**

1. Caucuses and Councils Serving Communities of Color will relate to the General Assembly through the Office of the General Assembly (OGA), the Presbyterian Mission Agency (PMA), and the Racial Equity Advocacy Committee (REAC) in matters related to policies that impact people of color.
2. The Presbyterian Mission Agency and the Office of the General Assembly may² consult and receive input from the Caucuses and Councils Serving Communities of Color in matters such as:
 - determining the priorities for assisting churches of color and ministries for people of color,
 - developing a denominational strategy for church development / transformation in communities of color,
 - determining the future financial support and operational needs of schools and other institutions which historically have served Black Americans and other communities of color. *(Adapted from Articles of Agreement, Article 8.2-8.3)*

The Presbyterian Mission Agency (PMA), in consultation with Racial Equity and Women’s Intercultural Ministries, is requested to develop a process that will enable recommendations from caucuses regarding programmatic ministries to be considered by the PMA Board, as appropriate.

3. Mid councils of the church will be encouraged to utilize the consultative resources of Caucuses and Councils Serving Communities of Color in developing and implementing strategies for mission with congregations and communities of color, and the recruitment of persons for ministry vocations, with a particular focus on clergywomen of color.
4. Caucuses and Councils Serving Communities of Color will continue to be related to the Racial Equity Advocacy Committee (REAC) in matters of advocacy.

² By action of the Presbyterian Mission Agency Board on September 19, 2014, “may” is to be interpreted as “will” by the Presbyterian Mission Agency.

5. Caucuses and Councils Serving Communities of Color will continue to be related to Racial Equity and Women's Intercultural Ministries through the respective Congregational Support Offices in matters consistent with the role of these offices.

In order to help facilitate the assigned task of the Congregational Support Office, it is recommended that all Congregational Support Offices have a functioning Advisory Committee. Each Advisory Committee should consist of at least two members appointed by the respective caucus.

6. In order to develop an ongoing relationship with the Stated Clerk of the General Assembly and the Executive Director of the Presbyterian Mission Agency, the leaders of the five caucuses (Chair/moderator/president) will convene for at least two (2) scheduled conference calls with the Stated Clerk and the Executive Director each year. The scheduling of these calls should be held at such times to provide input from the caucus leadership regarding appropriate items going to the General Assembly, or as needed by the caucus leadership or the Stated Clerk / Executive Director.
7. Caucus leadership may hold telephone conference calls at least twice each year to maintain good lines of communication between the caucuses. It is encouraged that these calls include the caucus representatives from REAC to broaden the sharing of information and input. The calls could also serve a preparatory purpose for planning and developing agendas for the conference calls with the Stated Clerk and Executive Director. Staff may be invited to participate on these calls, as appropriate, with the caucus representatives given the prerogative of meeting without staff.

SUGGESTED FUNDING FOR CONSULTATIONS

1. Funding for consultations requested by an agency of the General Assembly will be provided by the agency.
2. Funding for conference calls with the Stated Clerk and Executive Director will be provided by these offices.
3. Funding for conference calls between the Caucuses and Councils Serving Communities of Color will be funded by the caucuses.

CONCLUSION

The Apostle Paul, writing to the church in Ephesus said, in the words of *The Message*, "(God) handed out gifts...to train Christ's followers in skilled servant work, working within Christ's body, the church, until we're all moving rhythmically and easily with each other, efficient and graceful in response to God's Son..." (*Ephesians 4:11-12*)

We believe this proposed Covenant of Understanding will enable Caucuses and Councils Serving Communities of Color in the Presbyterian Church (U.S.A.):

- to be full contributing partners with the General Assembly and Mid Councils,
- to enrich the life, ministry, and mission of our congregations of color, multi-cultural congregations and communities, and
- to share our rich gifts, cultures, and commitment to Jesus Christ with the whole church, as together we seek to be “fully mature adults, fully developed within and without, fully alive like Christ”, while faithfully serving God in this time and place. (*Ephesians 4:13*)

Approved in the fall of 2014 separately by
the Presbyterian Mission Agency Board,
the Committee on the Office of the General Assembly,
and the Caucuses and Councils Serving Communities of Color

Revised September 2019 by
The Racial Equity Advocacy Committee
and the Presbyterian Mission Agency



Covenant Agreement between National Black Presbyterian Caucus and Presbyterian World Mission

Preamble:

As heirs to God's grace in Jesus Christ, and joint heirs with all who confess him Lord, we affirm our place as Presbyterians in the whole Body of Christ, the Church. We give visible recognition of our belonging to one another as one denominational family. We give this recognition as Presbyterians through our connectional system of congregations, caucuses, mission networks, presbyteries, synods, General Assemblies and related institutions. The one table around which we gather is God's table and the one mission to which we are called is God's mission.

The Presbyterian Church (U.S.A.) declares that wherever one part is engaged in God's mission, all are engaged. Whenever and wherever one engages in that mission, one bears witness to the saving love of God in Jesus Christ. Through this love, empowered by the Holy Spirit, all are made one. This unity is a gift of God's grace that extends across cultural, linguistic, economic and other barriers that divide us within the Body of Christ and across the human family.

The practice of partnership guides our whole connectional church. It guides us individually as members, officers and pastors. It guides us collectively as congregations, caucuses, presbyteries, synods, General Assembly ministries and related institutions.

Defining our shared mission:

As Christians, we understand "Mission" to be God's work for the sake of the world God loves. We understand this work to be centered in the Lordship of Jesus Christ and made real through the active and leading power of the Holy Spirit. The "where" and "how" and "with whom" of mission is of God's initiative, sovereign action, and redeeming grace. The message we are called to bear is the Good News of salvation through Jesus Christ.

Defining partnership:

Recognizing our human limitations and because of our fundamental unity in Jesus Christ, we believe we are called to mission in the discipline of partnership. We believe that doing mission in partnership broadens our awareness of how interconnected God's mission is at the local, national and global levels.

Jesus invites us as friends to follow his commandment of love and bear fruit that will last (John 15:12-17). Like Paul and Titus, we become partners with each other and with Christ in united and mutual service (II Corinthians 8:16-24). ***Guided by Christ's humility, we work to empty ourselves of all pride, power, sin, and privilege so that God may be glorified*** (Philippians 2:5-11). Within and beyond our connectional community, doing mission in such true partnership opens us to opportunities for mutual encouragement, mutual transformation, mutual service and mutual renewal.

Principles of Partnership:

In doing mission in partnership, we seek to be guided by certain principles:

1. Shared Grace and Thanksgiving. Partnership calls all partners to confess individual and collective failings, to seek forgiveness for complicity with powers of injustice, to repent from histories of shared exploitation, to move toward common celebration of Christ's sacrifice of reconciliation, and together to give thanks and praise to God for all gifts of grace and renewal.

2. Mutuality and Interdependence. Partnership calls for interdependence in which mutual aid comes to all, where mutual accountability resides, and no partner dominates another because of affluence or "expertise."

3. Recognition and Respect. Partnership calls all partners to respect other partners in Christ, and to recognize one another's equal standing before God.

4. Open Dialogue and Transparency. Partnership calls for open dialogue where a common discernment of God's call to mission is sought, where Scripture is the base for prophetic challenge, where local initiative is respected, where differences are meditated in a Christ-like manner, and where all partners are transparent with regard to their activities and support.

5. Sharing of Resources. Partnership calls for the sharing of all types of resources: human, cultural, financial and spiritual; especially including friendly conversation and faith-transforming life experiences.

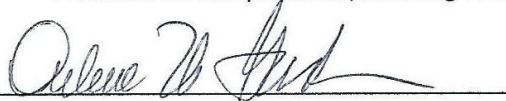
Naming our history and desire to move forward together:

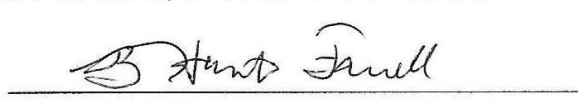
We are part of a society, a church, and the organization of Presbyterian World Mission that has been shaped by fallen humans who have contributed to building structures tainted by racism. Our covenant purposes to live together into God's good intention for a church and society and world that name, challenge and address racism and its dehumanizing impact on perpetrators and victims/survivors of racism.

What we covenant to:

Presbyterian World Mission and National Black Presbyterian Caucus covenant to work together in authentic partnership in God's mission around the world in these specific areas:

- Targeted education & recruitment efforts bringing the African American reality and experiences of African Americans in mission into the denomination's mission education efforts to increase the number of African Americans within the PC (U.S.A.) answering God's call to mission and justice work as Young Adult Volunteers (YAVs) and Mission Co-workers.
- Authentic truth and reconciliation, mission education, and process building among PC(U.S.A.) congregations to encourage African-American mission participation, especially among youth and young adults.
- Develop strategies and components for orientation and ongoing care to retain and motivate African-American mission personnel, including Young Adult Volunteers (YAVs) and mission co-workers.





7/9/2015

7/9/2015

BYLAWS OF THE NATIONAL BLACK PRESBYTERIAN CAUCUS

(Revised and Approved July 11, 2015)

ARTICLE I – NAME AND DESCRIPTION

Section 1: The name of the organization shall be the National Black Presbyterian Caucus, Inc. (NBPC).

- a. The NBPC is a 501(c)(3) non-profit organization for religious and charitable purposes.
- b. The NBPC is the successor organization to the first Black Presbyterian Caucus organized by black clergy in 1856;
- c. The existence of the caucus is affirmed in Article 8, Sections 8.2 and 8.3 of the Articles of Agreement, Appendix B of *The Book of Order-PC* (USA, and the Covenant of Understanding Regarding the Role and Relationship of Racial Ethnic Caucuses within the Presbyterian Church, PC (USA) 2014;
- d. The NBPC is currently related to the Presbyterian Church (U.S.A.) through the Presbyterian Mission Agency (PMA), it's Office of African American Congregational Support, and the General Assembly (GA) Advocacy Committee for Racial Ethnic Concerns (ACREC).

ARTICLE II – MISSION AND PURPOSE

Section 1: The **Mission** of the National Black Presbyterian Caucus is to serve Jesus Christ, and enrich the black Presbyterian congregations and their communities, through our commitment to congregational enhancement, advocacy, social and racial justice; and challenging the Presbyterian Church (U.S.A.) when it fails to take seriously the needs of the poor, oppressed, and disenfranchised.

Section 2: The **Purpose** of the National Black Presbyterian Caucus is to Enable—Equip—and Empower people of the African Diaspora, in dealing with current issues that adversely affect or that can enhance their lives in the Presbyterian Church (U.S.A.) and society. *Persons of the African Diaspora are those throughout the world that are descended from the historic movement of peoples from Africa,*

This purpose includes:

- a. To promote church growth, including strengthening the spiritual life of black Presbyterian congregations, and individual members in the Presbyterian Church (U.S.A.);
- b. To aggressively combat racism and injustice in the PC (U.S.A);

- c. To monitor, advocate, and act on denominational, political, social, cultural, and economic issues affecting the NBPC constituency and the broader community, as appropriate;
- d. To achieve full participation of its members in the total Church and society, with a particular emphasis on sensitively and creatively discerning the needs of youth, young adults and the elderly;
- e. To vigorously promote the call of black clergywomen to viable and validated ministries including to serve as solo pastors; and enhance the awareness of the gifts of black clergywomen in the PC (USA); and
- f. To be intentional in gathering historical data to document our African descendant / black Presbyterian history.

ARTICLE III – ORGANIZATIONAL STRUCTURE

The organizational structure of the NBPC shall include, but not be limited to chapters, regions, regional representatives, board of directors, executive committee, standing committees, and other groups as determined appropriate by the Board of Directors (Board) for the effective work of NBPC. The Board of Directors shall govern the NBPC and act on its behalf between biennial meetings.

Section 1: CHAPTERS – Chapters shall be the basic programmatic unit of the organization. Chapters serve as a missional expression of the NBPC within certain geographic areas. A chapter shall consist of at least five (5) members. All chapters shall be approved and chartered by the Board of Directors and recognized at the next biennial meeting following their activation.

Every active member of the NBPC shall be a member of a local chapter unless no chapter exists in the member’s geographic area of residence. In such instances, membership may be affiliated with the nearest available chapter.

Section 2: REGIONS – Regions shall be designated by the Board of Directors and shall be the administrative units of the organization. Regions serve as the missional expression of the NBPC in designated geographical areas. Each individual member and every chapter shall be a member of the region of residence.

Regional boundaries may be revised by the Board of Directors upon concurrence of the majority of chapters involved.

Section 3: CHAPTER AND REGION MEETINGS – Chapters and Regions shall determine their frequency for meeting but are encouraged to meet at least annually. Chapters and Regions shall also determine the most effective structure to carry out their assigned responsibilities.

Section 4: **NATIONAL** – The NBPC (National) as an organization shall consist of those persons who are active members (*paid memberships at the chapter, region, and national level*). The rights of the NBPC membership include, but are not limited to, electing their officers, approving administrative and programmatic directions for the Caucus, and amending or revising the NBPC bylaws.

The membership shall assemble at least biennially for the Biennial Meeting of the NBPC as prescribed in the bylaws.

ARTICLE IV – MEMBERSHIP

Section 1: Membership in the NBPC is open to all Presbyterians of the African Diaspora and any other Presbyterians who are committed to the mission and purpose of the NBPC. Active members are entitled to all the rights and privileges of membership including the right to vote and hold office. Non-Presbyterians who are employed by the PC (USA), are also eligible for active membership in NBPC.

Section 2: **ACTIVE MEMBERSHIP** – Membership in the NBPC is only initiated and maintained with payment of applicable annual national dues which include the chapter, region, and national levels.

Section 3: **AFFILIATE MEMBERSHIP** – Persons who are not related to the PC (USA) but affirm the mission and purpose of the NBPC, and desire to participate in the work of the NBPC, may become Affiliate Members upon the payment of annual membership dues.

An Affiliate Member is entitled to all the rights and privileges of an active member except the right to vote and hold office.

ARTICLE V – MEMBERSHIP DUES

Section 1: INDIVIDUAL MEMBERSHIP DUES

- a. **INDIVIDUAL MEMBERSHIP** – There shall be membership dues paid annually. The NBPC membership year is from January through December. However, dues should be paid between January 1st and March 31st of each year to be a member in good standing. Dues paid after March 31st will reinstate lapsed memberships. The dues shall provide membership in the chapter, region, and national. Any new member dues received after October 31st of the membership year shall be designated as paid membership for the following year.

- b. **PAYMENT OF DUES** – Dues may be paid through the Chapter, the Region, or directly to the National Office. **WHEN PAID THROUGH THE CHAPTER OR REGION:** Chapters shall be responsible for **transmitting** the appropriate dues to the region and national within a sixty (60) day period. Regions shall be responsible for **transmitting** the appropriate dues to their chapters and national within a sixty (60) day period. **WHEN PAID DIRECTLY TO NATIONAL:** The National Office shall be responsible for transmitting the appropriate rebates to the chapters and regions on at least a quarterly basis. **Rebates for chapters and regions that have not paid their National dues will be held in reserve by National until dues are paid or other dispositions made.**

Section 2: LIFETIME MEMBERSHIP DUES

- a. **LIFETIME MEMBERSHIP** – Members of NBPC may choose to become Lifetime Members. Lifetime members are persons who desire to be special supporters of NBPC. Lifetime membership dues are \$1,000.00.
- The persons who are Lifetime Members shall be exempt from paying national dues but are expected to pay chapter and region dues. Lifetime Members shall also be encouraged to make an annual contribution to the work of the NBPC.
- b. All Lifetime Membership dues shall be deposited into an endowment fund for NBPC.

Section 3: CHAPTER AND REGION DUES

- a. **Payment of Dues:** Each NBPC chapter and region shall pay annual dues to National beginning January 1st through March 31st of each year in an amount recommended by the Board of Directors and approved by the NBPC membership at the biennial meeting.
- b. **Declaration of Inactive:** Chapter and Region dues not received by March 31st will require the Board of Directors to designate the chapter or region as inactive. The Board shall contact (via e-mail, letter and/or phone call) the chapter or region with the declaration of inactive and the process of restoration. A chapter or region shall be reinstated to active status by approval of the Board and payment of current dues.
- c. **Declaration of Revocation:** If by June 30th (an additional ninety days) the chapter or region has not been reinstated, the Board shall revoke the

chapter or region charter. Revocation of chapter and region charters shall be reported to the appropriate region and to the NBPC membership in the Board's Annual Report.

After revocation, the charter of a chapter or region shall be reinstated by approval of the Board with a written request indicating that it has met the bylaws requirements for a chapter or region and payment of current dues. Reinstatements shall be reported to the membership in the Board's Annual Report.

ARTICLE VI - NBPC MISSION PARTNERS / CONTRIBUTIONS

Section 1: INSTITUTIONAL MISSION PARTNERS (IMP)

- a. **Institutional Mission Partners (IMP)** are churches, mid councils, and other organizations who are supportive of the mission and purpose of NBPC and desire to be related to the Caucus.
- b. The Session of all Presbyterian Churches shall be encouraged to become annual Institutional Mission Partners of NBPC.
- c. A minimum contribution for Institutional Mission Partners shall be \$100.00. Other councils, entities, and organizations of the denomination shall also be encouraged to become Institutional Mission Partners. IMP contributions are divided equally between the chapter, if one exists, and National. If no chapter exists then the full IMP contribution goes to National.

Section 2: NON-MEMBER MISSION PARTNERS (NMP)

Presbyterians who are non-NBPC members and other friends of the NBPC shall be encouraged to become Non-Member Mission Partners of the NBPC with a minimum contribution of \$100.00. Non-Member Mission Partner (NMP) contributions are divided equally between the chapters, if one exists, and National. If no chapter exists then the full NMP contribution goes to National.

ARTICLE VII – BOARD OF DIRECTORS (BOARD)

Section 1: The Board of Directors is the overall administrative and programmatic unit of the Caucus. It is representative of the unity of the chapters, regions, and individual members who are part of the NBPC. The role and responsibilities of the Board of Directors include but are not limited to the following:

- a. The Board shall act on behalf of the NBPC between biennial or special meetings except for the election of officers and amendments to the bylaws.
- b. The NBPC Board shall appoint a voting member to the General Assembly (PCUSA) Advocacy Committee for Racial Ethnic Concerns (ACREC); and to the Advisory Committee of the African American Congregational Support Office of the General Assembly Presbyterian Mission Agency.
- c. **Manual of Administrative Operations:** The Board of Directors shall develop and maintain a manual of operations that will specify the form and guide the work of administration and program for the Board and Caucus. The manual shall include detailed position descriptions for Board officers and committees.
- d. **Insurance:** The Board shall provide for appropriate and adequate insurance coverage for the Board of Directors and the activities of the Caucus.

Section 2: BOARD MEMBERSHIP

- a. The board membership shall include the national officers, regional representatives, Director of Chapter and Region Development, Financial Administrator (or a similar position), two youth region representatives, elected from designated regions for a two year term, the NBPC representative to the Advocacy Committee for Racial Ethnic Concerns (ACREC), and the Advisory Committee of the African American Congregational Support Office of the General Assembly Presbyterian Mission Agency. The Associate for African American Congregational Support (PMA), or its successor, may also serve as an advisory member without vote.
- b. Youth Region Representatives shall rotate alternately every two years to ensure youth representation from all regions. The NBPC representative to ACREC shall serve a four-year term, in accordance with the rules of the General Assembly Nominating Committee and is eligible for one additional term.
- c. Committee chairs, and other persons appointed by the President who are not board members may, by approval of the board, serve as ex-officio Board members, with vote, during the tenure of their responsibility, if

needed. Such appointments shall be reported to the membership in the annual report of the Board.

- d. The number and other categories of board membership shall be determined at biennial meetings of the NBPC upon recommendation of the Board of Directors.

Section 3: OFFICERS AND DUTIES – The NBPC Board of Directors shall have four (4) elected officers -- President, Vice President, Secretary, and Treasurer. These officers shall be elected by the NBPC membership. Full position descriptions can be found in the Manual of Administrative Operations. Their duties shall be as follows:

- a. **THE PRESIDENT** shall convene regular scheduled Board meetings, preside, or arrange for other officers to preside at the Board meeting in the following order: Vice-President, Secretary, and Treasurer. The President also serves as the Chief Executive Officer of the organization, as a non-profit entity, and shall carry out duties as required of that function. The President shall serve as immediate supervisor of any employed or contract staff, and fulfill other appropriate responsibilities assigned by the Board.
- b. **THE VICE-PRESIDENT** shall, in addition to presiding in the absence of the President, chair special committees or fulfill other assignments as designated by the Board or the President.
- c. **THE SECRETARY** shall be responsible for keeping records of Board actions, including overseeing the taking of minutes at all board and executive committee meetings, sending out meeting announcements, distributing copies of minutes and the agenda to each Board member, assuring that all organizational records and current membership rosters are maintained, and to conduct the general correspondence of the organization that is not a function proper to other offices or committees.
- d. **THE TREASURER** shall maintain an accurate record of all finances, and make a written report at each Board meeting and at the Biennial Meeting. The Treasurer shall be an ex-officio member, without vote, of the Finance Committee. The Treasurer shall assist the committee in the preparation of the budget, and make financial information available to Board Members and the general membership upon request. *(See Article VIII re Treasurer and Finance Committee)*

- e. Officers should reflect the diversity of the NBPC membership. In the election process, fair representation will be given to women and men, clergy and non-clergy, youth and young adults.

Section 4: REGIONAL REPRESENTATIVES – Each region shall elect or designate a Regional Representative. The Regional Representative shall represent the region on the NBPC Board of Directors and is accountable to the Board. The Regional Representative should be committed to participating fully in the work of the Board, with particular emphasis on serving as liaison between the Board, the Region, and Chapters. They may also be asked to fulfill other related responsibilities assigned by the Board.

Section 5: MEETINGS – The Board of Directors of the NBPC shall meet at least three (3) times each year. An official Board meeting requires that each Board member shall have a written notice one (1) week in advance.

Section 6: ANNUAL MEETING – The first meeting of the year shall ordinarily be designated as the Annual Board Meeting. The agenda for this meeting shall include, but not limited to, annual reports from the regions, annual financial / budget and membership reports. The Board shall prepare an Annual Report for distribution to the NBPC membership.

Section 7: SPECIAL MEETINGS – Special meetings of the Board shall be called upon the request of the Executive Committee or the President with concurrence of the Executive Committee.

Section 8: ELECTRONIC MEETINGS – The Board of Directors, the Executive Committee, and any other entity of the NBPC may meet by video-conference or teleconference where appropriate and available. Such meetings must be conducted by a technology that allows all persons participating to hear each other at the same time and, if a video-conference, to see each other as well. The procedure for conducting meetings as required by Robert’s Rules of Order (Newly Revised) shall be followed as appropriate.

Section 9: BOARD ELECTIONS – Election of new members of the NBPC Board of Directors, or election of current Board members to a second term, shall occur at the final business session of the biennial meeting. Members shall be elected by a majority vote of active NBPC members in attendance at the biennial meeting.

Section 10: ABSENTEE VOTING – In years when there is not a biennial meeting (even numbered years) elections shall be held by Absentee Voting in accordance with

Article XII, Section 2. Members of the Board of Directors shall be elected by a majority vote cast by current NBPC members in good standing (paid membership). *(See Article XII, Section 2 re: Absentee Voting)*

Section 11: TERMS – The term of office for NBPC Board members shall be two (2) years. Board members shall be eligible to serve a 2nd two (2) year term. No officer or Board member shall be elected to serve more than two (2) consecutive two (2) year terms. Persons may be reelected to office after a one-year absence. The NBPC Board shall be divided into two (2) classes as proposed by the Nominating Committee. *(See ACREC exception in Article VII, Section 2,b)*

Section 12: QUORUM – A quorum for the transaction of official Board business shall constitute the presence of a majority of the voting Board members, including one (1) elected officer.

Section 13: REMOVAL – Board members are expected to participate in all Board meetings. A Board member shall be removed from the Board for excessive absences *(two or more concurrent unexcused absences)* from Board meetings within a one (1) year period). Excessive excused absences shall also be cause for removal from the Board.

ARTICLE VIII - STANDING COMMITTEES AND AD HOC COMMITTEES

The Standing Committees of the National Black Presbyterian Caucus shall be: An Executive Committee, Nominating Committee, Membership Committee, and Finance Committee. The President shall be an ex-officio member of all standing committees except the Nominating Committee.

Section 1: EXECUTIVE COMMITTEE – There shall be an Executive Committee of the Board of Directors comprised of the elected officers and one regional representative recommended by the Nominating Committee, who is eligible to serve two years on a rotating basis. Other members may be added at the discretion of the Board.

The Executive Committee shall have all of the powers and authority of the Board of Directors in the intervals between meetings of the Board of Directors, except for the power to amend or revise the Articles of Incorporation and Bylaws, subject to the direction and control of the Board of Directors.

Section 2: NOMINATING COMMITTEE – The Nominating Committee shall consist of at least three NBPC members elected by the membership at the biennial convention. The term of office is two years with eligibility for re-election to 1 additional term. The

Nominating Committee shall elect its own chair. It shall be the duty of the Nominating Committee to:

- a. Develop a process to recruit and present a list of candidates for officers of NBPC at the biennial meeting or when authorized by NBPC. The committee also may be asked to recruit and present candidates for other positions as determined by the Board.
- b. Confirm that all candidates are members in good standing in order to be considered for election or appointment.
- c. Develop a leadership transition process for newly elected NBPC officers.

Section 3: MEMBERSHIP COMMITTEE – The Membership Committee shall consist of at least 3 NBPC members. The chair of the Membership Committee shall be appointed by the President. It shall be the duties of the Membership Committee to:

- a. Develop and implement plans for the Annual Membership Campaign.
- b. Develop strategy for membership growth.
- c. To be responsible for recruiting, retaining and reclaiming members.
- d. Report regularly on membership status to the Executive Board.
- e. Regularly provide membership status, updates and statistics; and monitor the processing and issuance of rebates, to chapters and regions.
- f. Maintain the national database of active regular and affiliate members, chapters, regions, and Mission Partners.
- g. Collect and/or maintain updated contact information for inactive, regular and affiliate members, chapters, regions, Mission Partners and others of interest to the National Black Presbyterian Caucus.
- h. Provide mailing labels and/or contact information to authorized persons upon request.

Section 4: FINANCE COMMITTEE – The Finance Committee shall consist of at least three (3) members. It may be comprised of both Board and non-Board active members. The maximum size of the committee shall be determined by the

Board. The chair of the Finance Committee shall be appointed by the President. The Treasurer and the Financial Administrator shall be ex-officio members, without vote. It shall be the duties of the Finance Committee to:

- a. Develop and manage the annual budget. The annual budget shall be approved by the NBPC Board of Directors, ordinarily in January, and reported to the membership as part of the Board's annual report.
- b. Develop and provide oversight to an effective procedure for receiving and depositing membership dues and other funds for NBPC.
- c. Provide oversight of matters related to securing and maintaining appropriate Insurance coverage for NBPC.
- d. Provide oversight of the Treasurer, the Financial Administrator, the organization's finances, financial procedures and other responsibilities assigned by the Board.
- e. Review the Treasurer's reports which shall be submitted monthly in writing to the Board showing income, expenditures and pending income.
- f. Provide oversight of the Annual Financial Review process as indicated in Article XIV, Section 2.

Section 5: AD-HOC COMMITTEES – The Board shall create other types of working groups as needed. The President shall appoint all ad hoc committee chairs with the concurrence of the Board.

ARTICLE IX - CONSTITUENCY GROUPS

Section 1: Constituency Groups are active groups within the PC (USA) comprised of persons whose programmatic focus is consistent with the mission and purpose of the NBPC and that intend to provide programmatic resources to the constituency of the NBPC. Each group initiates, funds, and implements its own program and provides opportunities for ministry.

Groups may request to be related to NBPC. Requests shall be reviewed by the Board of Directors to determine if they are active organizations, and if their program is consistent with the mission and purpose of the NBPC. If approved by the Board, a recommendation shall be presented to the next biennial meeting for vote.

All NBPC Constituency Groups, shall be expected to annually contribute financially to the Caucus by being an Institutional Mission Partner (IMP), and encourage its members to be paid members of the NBPC.

If requested by the Board of Directors, a Constituency Group representative, selected by the group, may serve as an Advisory Member of the Board, ex-officio with vote or occasionally meet to resource the Board in matters related to their program.

Section 2: The relationship with a Constituency Group may be dissolved if they do not meet the basic NBPC Bylaws requirements or at the request of the Constituency Group. Such action may be taken, upon recommendation of the Board of Directors, to the next NBPC biennial meeting. The current constituency groups are: African American Clergy Women, Black Presbyterian Women, and the Circle of Elders.

ARTICLE X – ADMINISTRATION

Section 1: **STAFF** – Persons, as appropriate, may be employed by the Board to implement the programmatic and daily administrative work of the NBPC and its Board of Directors. The President shall have supervisory oversight of all staff or contract workers.

ARTICLE XI – NATIONAL MEETINGS

Section 1: **BIENNIAL MEETINGS** – The regular biennial meeting (*aka Biennial Convention*) shall ordinarily take place in the summer months. The Board of Directors shall set the actual date and place of the biennial meeting.

Section 2: **SPECIAL MEETINGS** – The Board of Directors shall convene special meetings of the general membership in the event of a critical need.

Section 3: **QUORUM** – A quorum shall be not less than one tenth of the paid membership, with those present representing at least two-thirds of the regions.

Section 4: **MINUTES** – The minutes of the biennial or special meeting shall be made available to members no later than sixty (60) days following the conclusion of the meeting. Minutes shall be approved at the next biennial meeting by a majority of the members present.

ARTICLE XII – ELECTIONS AND VACANCIES

Section 1: **ELECTIONS** – The Nominating Committee shall report its slate at the first business session of the biennial meeting. Elections shall be held during the final business session of the biennial meeting. The NBPC membership shall have the right to nominate from the floor. Elections shall be confirmed by a majority of votes cast.

Section 2: **ABSENTEE VOTING** – All members of the NBPC whose dues are current shall be eligible to vote when present at a regular or special business meeting. **An**

exception to this rule provides for voting by absentee ballots when voting on the election of board members, officers, and bylaws in the years (even numbered years) when a biennial meeting is not held. A process for absentee voting shall be determined by the Board, such as, voting by postal or electronic mail, or facsimile (fax).

Section 3: VACANCIES – A vacancy or vacancies on the Board shall be deemed to exist on the occurrence of either the death, resignation, or removal of any Board member. Resignation from the Board shall be in writing, received by the Secretary, and approved by the Board. Vacancies shall be filled by the Executive Committee with the concurrence of the Board. Vacancies of Regional Representatives or representatives of approved constituency groups shall be filled within 60 days of declared vacancy by the respective region or constituency group, otherwise the vacancy shall be filled by the Executive Committee with the concurrence of the Board pending election by the respective region or constituency group.

ARTICLE XIII - INSURANCE

The Board shall purchase and maintain, on behalf of the NBPC, appropriate general liability insurance, directors' and officers' liability insurance, and any other insurance coverage determined necessary for special events.

ARTICLE XIV – FISCAL YEAR AND FINANCIAL REVIEW

Section 1: The NBPC fiscal year shall be January 1 through December 31.

Section 2: Full Financial Reviews – The Finance Committee shall insure that a full financial review of all NBPC financial records shall be conducted annually. The Board may order a full audit of financial records if determined necessary.

The annual reviewed financial records of the organization shall be public information and shall be made available to the NBPC membership and Board members upon request. These records may be released to other entities with vested or valid interest upon approval of the Board.

The annual financial review-report shall ordinarily be presented to the NBPC Board sixty (60) days prior to the Board's annual meeting and also presented to the NBPC membership following the annual meeting of the Board.

ARTICLE XV – PARLIMENTARY PROCEDURES

The order of business of the NBPC shall be conducted in accordance with Roberts' Rules of Order (Latest Edition), except in those cases where these bylaws provide otherwise.

ARTICLE XVI – AMENDMENTS / REVISIONS

Section 1: These Bylaws of NBPC shall be amended or revised when necessary by a two-thirds majority of eligible NBPC members present at a biennial or special meeting. Proposed changes shall be sent to each individual member at least four (4) weeks prior to the meeting wherein the action is to be taken. *(See Article XII, Section 2 re: Absentee Voting)*

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Bylaws were amended and approved on July 2, 2005 at the 38th Annual Convention of the National Black Presbyterian Caucus, Charlotte, and NC.

Bylaws Amended: August 1, 2009 (Article V, Sections 8 and 9, Article VIII,

Section 2 – at the 40th Biennial meeting of the National Black Presbyterian Caucus, Tuscaloosa, AL.

Bylaws Amended: July 2, 2011 (Article IV, Section 1, A and B; Article V, Section 4 (in bold print)– at the 41st Biennial meeting of the National Black Presbyterian Caucus in conjunction with The Big Tent, Indianapolis, Indiana.

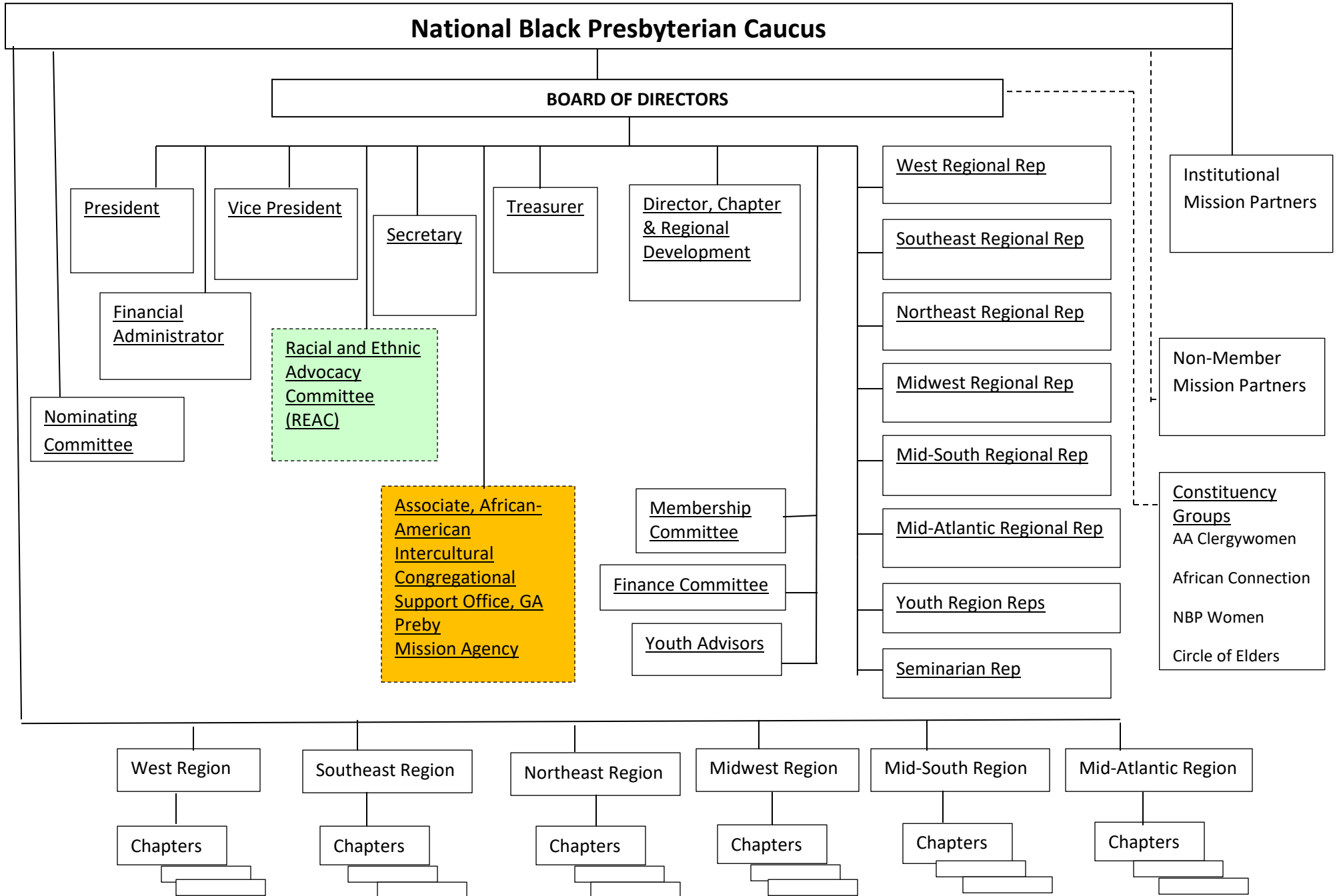
Revised Bylaws were approved: July 31, 2013 at the 42nd Biennial meeting of the National Black Presbyterian Caucus in Louisville, KY.

Revised Bylaws were approved: July 11, 2015 at the 43rd Biennial meeting of the National Black Presbyterian Caucus in Charlotte, NC.

ATTESTED:

Mary Newbern-Williams /s/

Rev. Dr. Mary Newbern-Williams, NBPC Secretary



OUR CURRENT MISSION AND PURPOSE (2016)

The Mission of the National Black Presbyterian Caucus is to serve Jesus Christ, and enrich the black Presbyterian congregations and their communities, through our commitment to congregational enhancement, advocacy, social and racial justice; and challenging the Presbyterian Church (U.S.A.) when it fails to take seriously the needs of the poor, oppressed, and disenfranchised.

The Purpose of the National Black Presbyterian Caucus is to Enable—Equip—and Empower people of the African Diaspora, in dealing with current issues that adversely affect or that can enhance their lives in the Presbyterian Church (U.S.A.) and society. Persons of the African Diaspora are those throughout the world that are descended from the historic movement of peoples from Africa. This purpose includes:

- To promote church growth, including strengthening the spiritual life of Black Presbyterian congregations and individual members in the life of black Presbyterian congregations, and individual members in the Presbyterian Church (U.S.A.);
- To aggressively combat racism and injustice in the PC (U.S.A);
- To monitor, advocate, and act on denominational, political, social, cultural, and economic issues effecting constituency and the broader community as appropriate;
- To achieve full participation of its members in the total Church and society, with a particular emphasis on sensitively and creatively discerning the needs of youth, young adults and the elderly;
- To vigorously promote the call of black clergywomen to viable and validated ministries including to serve as solo pastors; and enhance the awareness of the gifts of black clergywomen in the PC (USA); and
- To be intentional in gathering historical data to document our African descendant / black Presbyterian history.

WHO WE ARE

It is essential, as we embark on a new beginning, that we have clarity about our identity as a people. There is a particularity evident in all of God's creative endeavors. Every blade of grass, every flower, every animal, every bird, and every living thing has been given its own unique individuality. It follows, then that God, the Author of specific human life, was also intentional in creating us.

We are, first and foremost creatures of God, born at a specific time and place, of a particular biological inheritance and socialized to a particular culture. Who we are and what we would like to become is inseparable from the particularities of our existence, expressed in family background, gender, race, nationality, time and place.

A look at Jesus, our Savior and Lord, enables us to see this more clearly as we remember that He was a human being, not just in a general sense, but also in a particular sense. The scriptural eyewitnesses of the life and ministry of Jesus identify Him as a Jew, who was circumcised as an infant, presented at the Temple at the appropriate age, and who was committed in every way to the religion and culture of His people. His genealogy is carefully documented in scripture. He knew His roots and was a strong defender of tradition, as long as it served a useful purpose and God's purpose for humankind.

We are a people with roots and traditions. We have a rich history and heritage. Our forebears were born in Africa and brought to these shores by brutal force against their wills. They suffered and survived the inhumanity of slavery. Many of the things precious to them, culturally and religiously, survived and were handed down to us over the generations. The religious traditions, which they gave to us as a people, found expression in several different streams of the Christian church. We are representatives of some of those inherited traditions, as Black people, in that part of the Body of Christ known as the Presbyterian Church (USA).

Our history, as a constituent community of Presbyterians, dates back to 1807 with the founding of the First African Presbyterian Church in Philadelphia, Pennsylvania. On the other hand, it is the Southeastern part of the nation that is generally recognized as the heart of Black Presbyterianism. From the pre-Civil War years until the 1950's, our participation in the life and mission of the church has been racially segregated and largely confined to the congregation. Underlying that separation was the racially degrading notion that, as a people, we possessed neither exemplary quality of character nor acceptable levels of competence. The oppressive tradition of the stereotyping of Blacks by white people gave credence to these beliefs.

As we review history within our church, it should come as no surprise that Black Presbyterians have maintained caucus-like organizations as far back as 1850. The agendas of these

organizations have invariably focused on the need for mutual support against the tyrannies of racism, in the life and witness of the church. Although there are a great many people who would deny the effectiveness of our caucus-like organizations, given the historical documentation, few can dispute their contributions to our struggle for justice.

Given the situation of who we are and whence we have come, Black voices lifted in protest against injustice have always called the church to account in terms of its responsibility for ministry with its Black constituency and in the world. Sometimes these voices were raised in formal structures, sometimes in voluntary association, but always under the inspired leadership of charismatic figures whose very life and witness gave flesh and articulation to the struggle. Through them, standing together with brothers and sisters, the church was moved to a new level of concern for an involvement with the victims of social injustice.

Two names come immediately to mind: Lawrence Bottoms, who challenged the church to give serious attention and support to a cooperative church development venture in Black communities where there was no Presbyterian presence. The effort met with astounding success, increasing the membership roles in the former P.C.U.S., which were 3,000 to more than 7,000 Black constituents.

The other person was Edler Hawkins, of the former U.P.C.U.S.A. He addressed the 1963 General Assembly in place of Dr. Martin Luther King, Jr. and gave a stirring message appealing to the conscience of the church to engage in the struggle for justice with new resolve. The response was the formation of the Commission on Religion and Race and an initial funding of a half million dollars.

We are reminded that the highly visible and prophetic witness of Black Presbyterianism is not a new phenomenon; it is central to the experience of the Black Church. There is the continuing need to work very intentionally at creating and maintaining a high degree of visibility. One of the ways to do this is by lifting up a prophetic voice, which "speaks truth to power."

Issues abound for the prophetic witness of the Black Church: teenage parenting, Black unemployment and underemployment, drug and alcohol abuse, and other threats to the well-being of the Black family, and Black people, men, women, boys and girls. In addition, Third World concerns such as apartheid in South Africa, and the larger issues of Pan Africanism worldwide.

In all the newness created by reunion, it is important that we affirm our commitment to the faithful believing community where every member becomes a prophet. As the church moves into the future, it is the intention of NBPC to exhibit a highly visible witness in the new structures, to support the causes of justice and liberation for Black people, to be present in the church at all levels and prepared to speak and act from a Black agenda and a Black perspective.

The 1988 Mission Design was authored by the following servants of the church: Mrs. Deborah Gambrell-Chambers, Chairperson, Dr. James H. Costen, Dr. Lenton Gunn Jr., Pastor Arthur Honore, Ms. Gladys Hunter, Rev. Jack Bailey, Consultant, Dr. Elias Hardge, Jr., Mrs. Francis Hollis, Ms. Ralphetta Aker, Dr. Robert Washington, Rev. Bernadine McRipley, Rev. Clarence Cave, Staff, Dr. Rita Dixon, Staff, and Rev. Paul Martin.

A DESCRIPTION OF CAUCUSING

The National Black Presbyterian Caucus (NBPC) achieves its purpose when it achieves full participation of its members in the governance of the Presbyterian Church (U.S.A.) PC(USA). The NBPC derives its name from the methodology of how it achieves its mission and purpose. The work of the NBPC is done through “caucusing”. The word caucus comes from the Native American Algonquin nation, meaning to *gather*. The chapters of the NBPC gather together to pursue their mission and purpose. The Merriam-Webster dictionary defines caucus as “a group of people united to promote an agreed-upon cause”. Therefore, caucuses are where people with similar concerns come together to affirm their identity and pursue collective goals.

The NBPC caucusing process is based on the religions of African culture and its philosophy of kinship. “Kinship has been one of the strongest forces in traditional African life” according to John S. Mbiti. The African concept of **Ubuntu** – “I am, because we are; and since we are therefore I am” as stated by Mbiti, establishes the foundation of the caucusing process of the NBPC.

Through caucusing, the NBPC seeks to overcome social and racial injustices in the PC(USA) and society. Ubuntu provides the impetus to challenge the church when it fails to heed the “voices of people once silenced.”

Through its chapters, members are expected to identify issues that adversely affect the lives of people of the African Diaspora in the PC(USA) and society. These issues are discussed, prioritized and a root cause determined at chapter meetings. The issues identified as needing action by a governing body, such as Presbytery, Synod and the General Assembly are submitted to that governing body to be acted upon.

The NBPC caucusing model affirms members to take initiative utilizing the Ubuntu decision making process. See Appendix B. We caucus to effect change in the PC(USA) and society by challenging power constructs that marginalize, oppress and disenfranchise people of the African Diaspora. The Congressional Black Caucus (CBC) is a well-known example of how a unified voice within the United States Congress works. The CBC represents a diverse group of congress people who support the common concerns for black people and poor people in the Congress of the United States.

BOARD OFFICERS AND MEMBERS

The Office of the President

THE PRESIDENT serves as the Chief Executive Officer of NBPC, as a non-profit entity, and shall carry out the following duties of that function:

1. Convene regular scheduled Board meetings, presides, or arranges for other officers to preside in the following order: Vice President, Secretary or Treasurer;
2. Prepare agenda for Board meetings in consultation with the appropriate leaders who need to make reports;
3. Convene periodic meetings of the Executive Committee, and makes reports concerning the recommendations and actions taken by the Executive Committee to the Board of Directors;
4. Convene and preside over the biennial convention;
5. Facilitate the establishment of the Nominations Committee, but does not participate in the nominations process;
6. Serve as ex-officio member of all committees (except Nominations Committee);
7. Represent NBPC at official meetings of the Church, unless a decision is made to delegate this responsibility to another leader;
8. Shall be the public spokesperson for the Organization;
9. Oversee the implementation of all policies established by the Board;
10. Ensure the implementation of the Annual Pledge period and the raising of funds for NBPC in support of the work of the Development Committee;
11. Appoint all committee chairs in consultation with the Board (except for the Nominations Committee, which elects its own chair);
12. Oversee the release of all official correspondence and/or announcements of NBPC;
13. Oversee all information placed on social media;
14. Ensure that the signature cards on all bank accounts and insurance policies are changed to the current Treasurer, President, Finance Committee Chair, and other officers as required, including changing the mailing address; also, update the credit card information;
15. Support the Planning Committee in implementing plans for the Biennial Meeting of NBPC; and
16. Lead the Board in developing goals and objectives for the organization during the President's tenure.

The Office of the Vice President

THE VICE PRESIDENT must be familiar with all the responsibilities of the President and must be ready to preside when called. The Vice President shall, at all times, work in close cooperation with the President. Specific duties include: assisting the President; presiding at meetings when the President is absent or wishes to be part of a debate or when a personal motion about the President is made; assume duties of the President if the office becomes unoccupied. The Vice President shall perform other duties as specified in the NBPC bylaws, including chair special committees as assigned.

The Office of the Secretary

THE SECRETARY shall be responsible for keeping records of Board actions, including overseeing the taking of minutes at all board and executive committee meetings, sending out meeting announcements, distributing copies of minutes and the agenda to each Board member, assuring that all organizational records and current membership rosters are maintained, and to conduct the general correspondence of the organization that is not a function proper to other offices or committees. The minutes of the biennial or special meeting shall be made available to members no later than sixty (60) days following the conclusion of the meeting. Minutes shall be approved at the next biennial meeting by a majority of the members present. (Taken from 2015 Bylaws.)

In addition, the Secretary shall have computer skills with a working knowledge of Microsoft Office programs or their equivalent. The Secretary shall be able to explain the pending business when called upon. The Secretary shall maintain the official NBPC stationary and make the most recent version available to Board members as requested.³

The Office of the Treasurer

THE TREASURER shall maintain an accurate record of all finances, and make a written report at each Board meeting and at the Biennial Meeting. The Treasurer shall be an ex-officio member, without vote, of the Finance Committee. The Treasurer shall assist the committee in the preparation of the budget, and make financial information available to Board Members. The Treasurer shall have a working knowledge of spreadsheet software and other computer skills necessary for accurate financial reporting.⁴

³ For other duties of the Secretary, see Financial Policies and Procedures, Permanent Records and Membership Policies and Procedures.

⁴ For other duties of the Treasurer, see the following items in the Financial Policies and Procedures: Treasurer, Transitional Period, W-9 Request for Tax Identification Number, Year-End Accounting, Record Retention, and the Procedure for Reconciliation of Disbursements. Also see, Membership Policies and Procedures E and Membership Processes G.

Transitional Period: Upon the election of a new Treasurer, there shall be a three-month transitional period to ensure the financial records are in proper order and that there is no disruption in payment of bills.

1. The Outgoing Treasurer shall ensure that the signature cards on all bank accounts and insurance policies are changed to the current Treasurer, President, Finance Committee Chair, and other officers as required, including changing the mailing address; also, update the credit card information.
2. The Outgoing Treasurer shall write checks and provide financial data as required, until the Newly Elected Treasurer's signature is on the accounts and policies.
3. The Outgoing Treasurer with the Newly Elected Treasurer shall reconcile bank accounts, ensuring that all outstanding checks (more than 90 days) shall be written off unless there is a possibility that the check(s) may clear the bank.
4. The Newly Elected Treasurer shall develop a relationship with an accounting firm to ensure the financial statements are presented accurately in accordance with generally accepted accounting principles (GAAP) and to perform a year-end financial review in a timely manner.
5. The Newly Elected Treasurer shall recommend the accounting firm/auditor to the Board for approval.
6. The Outgoing Treasurer shall ensure that all appropriate documentation has been transitioned to the Newly Elected Treasurer.

The Office of the Financial Administrator

The FINANCIAL ADMINISTRATOR (FA) works closely with the Treasurer to perform all duties in accordance with the currently approved budget. This position shall assure that all funds requested are submitted on an approved voucher, with all required information completed and all necessary receipts and contracts included. The FA shall confirm that there is a sufficient balance in the appropriate budget line item to cover the submitted voucher, or return the voucher to the requestor for further action. Additionally, the FA shall ensure that all approved vouchers and receipts are sent to the Treasurer.⁵

⁵ For other duties of the Financial Administrator, see the following items in the Financial Policies and Procedures: Financial Administrator, Voucher Procedure, and Procedure for Reconciliation of Disbursements. Also see, Membership Policies and Procedures E, and Membership Processes G.

The Director of Chapter and Regional Development

THE DIRECTOR OF CHAPTER AND REGION DEVELOPMENT will serve as a resource to the Board of Directors of the National Black Presbyterian Caucus. Working in conjunction with the NBPC President, the Director of Chapter and Region Development will serve as coordinator of Regional Representatives, and provide advisory support and technical assistance to regional representatives/presidents and local chapters. The scope of responsibilities is:

1. To assist in confirming local and national infractions of social justice which require a referral statement and/or action by the caucus;
2. To assist chapters and regions in the development and implementation of a comprehensive strategy for membership growth consistent with the unique spiritual, social, education and political needs of the region and chapter;
3. To coordinate membership recruitment initiatives between the NBPC Membership Committee, Regional Representatives, and Chapters;
4. To assist chapters and regions in the establishment of an infrastructure including but not limited to program planning, leadership development, regular meeting schedules, and annual calendar of events, membership roster, and communications, as appropriate;
5. To assist chapters and regions in envisioning new relationships with mid-governing bodies of the PC (U.S.A.), to explore new partnerships for ministry through networking and leveraging with traditional and non-traditional partners;
6. To serve as a member of the Board of Directors.⁶
7. To identify opportunities for new chapters/regions and/or re-activation/reinstatement of chapters/regions with the assistance of Regional Representatives.
8. To charter a chapter the minimum of five members of legal age to conduct business is required. (According to the membership application Young Adults are ages 18-25 years and Youth are ages 12-17 years.) These members shall qualify to hold the offices of president, vice-president, treasurer, secretary, and/or membership chair;
9. To ensure NBPC regions and chapters cover the contiguous United States and propose boundary adjustments, as necessary.

Regional Representatives

⁶ See Membership Policies and Procedures C, and Membership Processes G, I.

REGIONAL REPRESENTATIVES shall assist the Director of Chapter and Regional Development in performing those duties. Regional Representatives shall constitute the main interface between regions and the Board of Directors, providing insight into the status, issues, and workings of chapters and regions to the Board, and providing information on Board actions and considerations to region and chapter officers. Each region shall elect or designate a Regional Representative. The following shall be the duties and obligations of Regional Representatives:

1. Represent the region on the NBPC Board of Directors and is accountable to the Board;
2. Be committed to participating fully in the work of the Board, with particular emphasis on serving as liaison between the Board, the Region, and Chapters;
3. Assist the Director of Chapter and Regional Development in performing development duties;
4. Collaborate with the Director of Chapter and Regional Development to align or propose region/chapter boundaries and to ensure that all of the contiguous United States is covered;
5. Be knowledgeable of the membership status within their region, including recruitment needs;
6. Report to the Director of Chapter and Regional Development opportunities for chapters chartering and/or reactivation;
7. Provide contact information for all region/chapter officers and Membership Committee chairs to the national Membership Committee, Secretary, and Director of Chapter and Regional Development⁷;
8. Ensure that each region/chapter has a Membership Committee with a chair; and
9. Ensure that a regional meeting is held yearly and provide these dates to the National to post on the website.

They may also be asked to fulfill other related responsibilities assigned by the Board.⁸

Racial Equity Advocacy Committee (REAC) Representative

The REAC REPRESENTATIVE is appointed by the Board as a member with voice and vote. The representative is also a voting member to the General Assembly (PCUSA) Racial Equity Advocacy Committee. The Racial Equity Advocacy Committee maintains a strong prophetic witness to the church as an advocate for people of color, monitoring existing policies and emerging issues in the church and society as they impact our constituent communities. Issues include, but are not

⁷ The National will always engage Chapters and Regions through the Regional Representative.

⁸ Also see, Membership Policies and Procedures B.

limited to, civil rights, racial justice, economic justice, public education, law enforcement, health care, employment, housing, immigration rights and environmental justice. (From 2015 NBPC Bylaws) As these concerns are addressed by the policies of the PC(USA). The representative shall report to the Board about the committee's actions and shall report to REAC the Caucus' concerns and desired advocacy points. (See Appendix A.)

Seminarian Representative

The Seminarian on the Board of NBPC is a two-year appointment and is accountable to the Board. The Seminarian responsibilities include:

1. To regularly attend Board meetings (by phone or in-person);
2. To be an active participant in NBPC;
3. This position has voice and vote and will count as part of a quorum;
4. To promote NBPC and its purpose and mission to undergraduate and graduate students that are in PC(USA) affiliated colleges, universities, and seminaries;
5. To create a contact network of chaplains and school admission officials to promote NBPC;
6. To contact seminarians at least monthly to "check-in" with them and "check-on" their progress;
7. To encourage them to keep abreast of current events around the denomination;
8. To keep undergraduates informed of seminaries' Days of Exploring the Call;
9. To encourage membership in NBPC;
10. To encourage participation in the life of regional and chapter events and programs; and
11. To pray regularly for the students.

Youth Region Representative

The Youth Region Representative works with the youth advisor(s) to promote the advocacy, engagement, and education of NBPC youth and young adults. The youth representative, in consultation with the Board, will evaluate the programs and resources of the NBPC in order to incorporate them into the education and engagement with youth and young adults. The youth representative will seek and explore ideas for new programs for the educating and engaging the youth. The youth representative, along with the youth advisor(s), will plan and manage the youth track for the NBPC Biennial Convention and additional events where a youth track is deemed necessary and/or beneficial. The Youth Representative will organize and chair the Youth and Young Adult Committee. This position shall maintain a comprehensive list of the registered youth and young adults, including their age, region, and contact information.

The African American Intercultural Congregational Support Office Representative

THE AFRICAN AMERICAN INTERCULTURAL CONGREGATIONAL SUPPORT OFFICE REPRESENTATIVE reports to the Board actions of the Presbyterian Mission Agency and offers strategies to make the witness of African American more dynamic and purposeful on the national levels of PC (USA) as it relates to African American Congregations. The African American Intercultural Congregational Support Office assists the Presbyterian Church (U.S.A.) in addressing the needs of African American Congregations. It works in partnership with Mid-Councils to nurture conversations and facilitate ministries that will transform African American congregations into a more vibrant and healthier congregations. The office emphasizes principles that will encourage, nurture, support, motivate, equip and empower leaders and disciples of Jesus Christ to become more intentional about engaging in spiritual practice that nurtures a transformational spirituality and leads towards transforming communities and the world, The Beloved Community or The Realm of God on Earth.

The Website Team

The website team shall consist of at least three (3) members. It may be comprised of both Board and non-Board active members. The maximum size of the committee shall be determined by the Board. The chair of the team shall be appointed by the team. The website team serves as a liaison between the Board and the contracted website host. All communication to the contracted website host shall go through the website team.

THE WEBSITE HOST is **not** a Board Member. The main duties of the website host include the following:

1. Maintain the NBPC website;
2. Receive and post items submitted through submissions@nationalnbpc.org;
3. Response as appropriate to emails from info@nationalnbpc.org;
4. Create and modify the appearance of the website as requested by the website team;
and
5. Test website(s) to see if there are any parts that are difficult to use.

The Website Policy

THE WEBSITE HOST is presently contracted and has various duties, which are subject to change or modification by the website team. The website team as appointed by the president proposes the following policy:

1. All submissions for posting to the website shall be sent to submissions@nationalnbpc.org to ensure receipt by the team. Please note that the website team will review each submission prior to posting to verify relevancy and authenticity.
2. **Posting Guidelines:** Posting will occur twice a month. **Information received between the 15th and 30/31st will post on the 1st of each month.** Information received between the 1st and 14th will post by the 18th of each month.
3. **Word/PDF/Scanned documents:** The Team reserves the right to check and correct spelling errors; however, we request that all submissions are thoroughly proof-read by the author. If it is not a Word document, it may be returned to the sender for corrections and resubmission. This may delay posting.
4. **Pictures/Videos:** It is preferred to have pictures sent as .jpg, .tif, .tiff, .png, or .gif image files. Videos may be edited for technical and aesthetic purposes.
5. **CHANGES TO WEBSITE FORMAT:** Any changes to the website format must go through the Website Team.
6. All files, newsletters, pictures, etc. become the property of National Black Presbyterian Caucus.

STANDING COMMITTEES, AD HOC COMMITTEES AND CONSTITUENCY GROUPS

Standing Committees

The Standing Committees of the National Black Presbyterian Caucus shall be:

An Executive Committee, Nominating Committee, Membership Committee, and Finance Committee.⁹ The President shall be an ex-officio member of all standing committees except the Nominating Committee.

The Executive Committee is comprised of the elected officers and one regional representative recommended by the Nominating Committee, who is eligible to serve two years on a rotating basis. Others members may be added at the discretion of the Board. The Executive Committee shall have all of the powers and authority of the Board of Directors in the intervals between meetings of the Board of Directors, except for the power to amend or revise the Articles of Incorporation and Bylaws, subject to the direction and control of the Board of Directors.

The Nominating Committee shall consist of at least three NBPC members elected by the membership at the biennial convention. The term of office is two years with eligibility for re-election to one additional term. The Nominating Committee (NC) shall elect its own chair. It shall be the duty of the Nominating Committee to:

1. Develop a process to recruit and present a list of candidates for officers and other positions of NBPC at the biennial meeting or when authorized by the Board. The committee also may be asked to recruit and present candidates for other positions as determined by the Board;
2. Confirm that all candidates are members in good standing (paid membership) in order to be considered for election or appointment; and
3. Develop a leadership transition process for newly elected NBPC officers.

The President shall call a meeting of the Nominating Committee and inform them of the positions/vacancies which shall be filled. The President is NOT a member or ex-official member of this committee. It shall be the duty of the NC to fill the open positions as directed by the President. The NC Chair may communicate with the previous NC Chair to obtain useful information.

⁹ The Finance and Membership Committees are found in separate sections of this manual.

The Chair shall call a meeting of the committee. At the first NC meeting, the committee shall determine each member's assignment(s). This process includes:

1. Develop an agenda;
2. Identify the recorder of minutes, which shall include committee member's contact information and the call-in number;
3. Determine meeting dates and time;
4. Compose election cover letter, Nomination Forms, and ballots;
5. Identify the email and US postal address for the return of information;
6. Identify a person to contact the Membership Committee to obtain email distribution addresses and/or labels for mailing;
7. Ensure the processing and mailing of materials and posting on the NBPC website (at submissions@nationalnbpc.org);
8. Follow-up on receipt of materials distributed to members;
9. Tally all nomination information and ballots;
10. Confirm current paid membership of all nominees with Membership Committee;
11. Notify and confirm the acceptance of nominees and those elected via a call and/or email; give a list of those elected to the President for announcement of the results; and
12. Develop a reimbursement procedure of funds dispensed, etc.

Off-Year Election Procedures

Off-year election results are due by July 1 and shall allow four weeks for nominations and four weeks for voting.

The Nominating Committee shall do the following:

1. Develop Nominating Forms, Ballot Forms, and a cover letter on NBPC stationary;
2. Create a timeline for processes that includes:
 - a. The nomination mail/ email date;
 - b. The nomination receipt deadline date, with enough time to complete the processing of all nominations received;
 - c. The ballot mail/email date, estimated return deadline, and processing of votes;
 - d. The determination that all nominees are members in good standing; and
 - e. The determination and verification of newly elected officers, and notification of results to the President.

3. Identify the Nominating Committee member whose email address will be used for members to forward nominations;
4. Identify the member whose address will be used for the return of the USPS mail;
5. Contact the Membership Committee to request the email addresses of the members that have emails and the address label file for USPS mailing;
6. Print labels for USPS mailing;
7. Make copies of the documents (cover letter and nomination forms);
8. Mail through USPS immediately;
9. For emailing the cover letter and nomination forms:
 - a. On the "Subject" line of the email, create specific wording so that recipients will know what the email is and not mistake it for spam;
 - b. On the "To" line, enter the email address of the committee member whose email address will be used; and
 - c. On the "BCC" line, paste in the email addresses sent by the Membership Committee.
10. Upon receipt of nomination forms, confirm with the Membership Committee that nominees are members in good standing;
11. Contact all nominees to confirm their agreement to serve;
12. Complete the ballot form with all the names nominated and with lines for write-ins;
13. Determine email and USPS mail return dates based on the established timeline;
14. Contact the Membership Committee to request the email addresses of the members that have emails and the address labels for USPS mailing (some may have changed since the process started);
15. Make copies of the ballot documents (cover letter and ballots);
16. Print the USPS mailing labels and mail immediately;
17. Email the cover letter and ballots to the email addresses provided (see item 9 for details);
18. Upon receipt of the ballots from members, confirm with Membership Committee that any write-in is a member in good standing and agrees to serve, if elected;
19. Compile a list of all persons to determine who has the majority votes per office;
20. Contact the persons with the majority votes to confirm their willingness to serve;

21. Upon affirmation of the persons' willingness to serve, the committee shall entertain a motion to approve the election of the officer and record this information in the minutes;
22. Forward the list of elected officers, the count of all votes cast, the counts of total votes spoiled, and the count votes per nominee, and the election minutes to the President for announcement to the Board of Directors; and
23. The President shall send a congratulatory letter to the newly elected officers with an announcement to the membership. Check appendix for samples of cover letter, nomination form and how to refer.

Ad Hoc Committees

The Bylaws Committee

The Bylaws Committee is an Ad hoc Committee of the NBPC. It is a committee created by the Board of Directors for the purpose of processing recommended revisions to the existing bylaws.

The membership shall consist of at least three members; one of whom will serve as chair. The president shall appoint the chair, with the approval of the Board. All members of this committee must be members of the Caucus in good standings.

The committee will have the responsibility to receive recommendations for changing the existing bylaws and process their approval through the Board. Once approved, changes shall be adopted by a two-thirds majority vote of eligible members at a biennial or special meeting.

Operations and Procedures Manual Committee (O&P Committee)

The O&P Committee is an ad hoc committee of NBPC. The committee shall consist of five members, the majority of which shall be Board members. The chair shall be appointed by the president, with the approval of the Board. The committee shall produce a document that, when approved by the Board, will provide for the orderly execution of duties, responsibilities, and programmatic function for NBPC. This work shall include vital documents, legal, relational, and historical, including but not limited to, the Certificate of Incorporation, the bylaws, the Covenant Agreement, constituency groups, other denominational and related entities. The manual shall also have operations, policies, procedures, forms, and templates. The manual shall be a living document perpetually in need of Board approval. Improvements welcomed.

The Development Committee

The purpose of the Development Committee is to lead the Caucus in efforts that attract money and resources needed to carry out the mission of the organization. This committee may be divided into sub-committees that work together to achieve this goal and have representation on the NBPC Board through its chair or appointed representative. The Board shall appoint the committee. The President of NBPC in consultation with the Board shall select the chair. Include on the committee people who have experience or interest in the following areas: asking for gifts, graphic design, creative writing, marketing/promotions, working with fundraising software, etc. The duties and responsibilities are:

1. Plan fundraising activities for NBPC and its constituents;
2. Contribute financial support and encourage others to do so;
3. Ask each NBPC local chapter to establish financial goals;
4. Encourage the participation of the full board in fundraising;
5. Establish an annual offering for NBPC to be collected by all African American churches during the Black History Month Celebration, asking each parishioner to give a minimum of one dollar in support of the mission and ministry of NBPC;
6. Identify 10 congregations across the country that will serve as models of faithful support for the NBPC Offering to encourage maximum church support;
7. Provide a special campaign to increase the number of lifetime memberships of \$1000; and
8. Work to identify other sources of funding in the churches and communities in the country.

Constituency Groups

AFRICAN AMERICAN CLERGY WOMEN

History: On Tuesday, March 17, 1998, twenty-two African American Presbyterian Clergy Women met in Winston-Salem, North Carolina, to launch an initiative to establish a working caucus. With God's blessings and the power of the Holy Spirit, five sisters were commissioned to serve as the organizing committee, until the Second African American Clergy Women's Convention in April of 1999 in St. Louis, Missouri.

Rev. Brenda Brooks

Rev. Phyllis Felton

Rev. Karen Brown

Rev. Bernice Warren

Rev. Meri-li Douglass

Rev. Sylvia Wilson

Purpose Statement: The African American Clergy Women’s Caucus seeks to celebrate the African American Presbyterian woman ordained to the Word and Sacrament, affirm the presence and faithful witness of ordained clergy women in the body of Christ, strengthen the bonds of solidarity and spirituality, and advocate for justice, equality, and dignity for clergy women and all women in the ministry and support the increase of women called to pastoral ministry.

Goals:

1. **Increase** the numbers and promote the calling of African American Clergy Women throughout the denomination as organizing pastors, solo pastors, heads of staff and co-pastors.
2. **Affirm** the call and presence of African American clergywomen within and beyond the Presbyterian Church U.S.A., and provide support for each other when in crisis.
3. **Facilitate** the liberation of the Black Presbyterian congregation from the “sexism” which bars African American Clergy women from the pulpit and leadership of the church.
4. **Assist** male clergy in recognizing ordained women as full partners in the ministry and the proclamation of Jesus Christ.
5. **Develop** and resource the non-traditional ministries led by African American Clergy Women that address the needs of the marginalized and poor.
6. **Mentor** our youth and seminarians as they develop their individual calls and spiritual journeys.
7. **Make** visible and promote the ministries of the African American Clergy woman.
8. **Create** a reliable network, which advocates for the placement of African American Clergy Women within local congregations and/or non-traditional ministries.

AFRICAN CONNECTION

The NBPC African Connection began in 2003 when the International Health Ministries of the Presbyterian Church (USA) decided to send its first HIV/AIDS KIT to Malawi, Africa. Leaders of the National Black Presbyterian Caucus volunteered to assist. In the Summer of 2003 Elder Libby Brown (New Life PC, Atlanta, GA) and Rev. Otis A. Smith (Pastor, Belle Terrace PC, Augusta, GA) arrived in Lilongwe, Malawi with the kit. They share the proper use of the kit with Malawian leaders of the three (3) CCAP Synods. HIV/AIDS Kits became an international campaign in the U.S.A. and in Malawi.

In 2003 Rev. Smith and his wife Earline (members of NBPC) were invited to do ministry in Malawi by the leaders of the Nkhoma Synod, CCAP. In 2004 Rev. Smith became co-pastor of the Lingadzi

Church with over 6,000 members, 52 elders and 5 prayer houses and Elder Earline became financial advisor to the Office of the Synod Moderator.

With the financial support of NBPC the Smiths were able to put tin roofs on 9 Malawian churches; provide tuition and fees for local girls to attend high school; create the Landirani Project; provided feeding stations in the Chimwang'ombe Province for orphans and a One-to-One Assistance. In 2011 the Smiths returned to Malawi and discovered the following challenges:

1. The Widows of the Kafita Church
2. The Crisis Nursery at Mzuzu

All of the above projects were discontinued in 2015 when the Smiths lost their reliable contact in Malawi. For Information: Otis & Earline Smith-770-474-5626.

CIRCLE OF ELDERS

The Circle of Elders is a group of retired and non-retired church servants who are committed to being a supportive network with one another. From its very inception, the Circle has sought to keep its members connected to one another via electronic media. It is a weekly and sometimes daily news media sharing information about its members and their family members' health, wellbeing, honors, special recognition, promotions and retirement. It is a network of caring in times of personal need; sharing in the joys and sorrows of its members and others who are a part of the church and other ecumenical friends and colleagues. Furthermore, it is an organ for the sharing of vital information about the Church and the society. Its membership is led often in devotion and worship via written materials for spiritual reflection and growth. It provides opportunities for its members to share and engage in theological reflection.

The Circle of Elders provides updates on the developments within the life of the church to members who are no longer active in the Councils of the church and many are home bound.

The Circle of Elders is enriched by the sharing of helpful and insightful articles written by ecumenical colleagues with whom it has relationships. For those members and others who may have missed some of the latest news flashes, and video recordings, the Circle and circle members provide links for connections. Webinars are set up to engage the minds and spirits around crucial subjects.

The Circle is a vital constituent group and an active supporter of the mission of NBPC. Its Chair is an active Board member. The Circle meets during the biennial meeting of NBPC and has three

officers, the chair, Coordinator of Communications, and Treasurer. The Circle is supported by the contributions of its members.

NATIONAL BLACK PRESBYTERIAN WOMEN (NBPW)

On July 29, 1993, a group of Black Presbyterian Women met at Trinity University, San Antonio, Texas during the Racial/Ethnic Convocation. At this time, they reviewed the 1973 proposal and work of the Standing Committee on Women of Black Presbyterians United (predecessor body to National Black Presbyterian Caucus-NBPC). This group developed a proposal to formally organize Black Presbyterian Women as National Black Presbyterian Women (NBPW) of the National Black Presbyterian Caucus. The proposal grew out of the following concerns:

- Black women need to continue addressing themselves to unmet issues regarding Black women within the denomination.
- Black women need to be more actively involved and to participate in issues and concerns of Black women within their caucus.
- Black women desire to participate in helping NBPC become a stronger and financially self-sufficient organization within the denomination.

In July 1994, a group of Black Presbyterian Women met at Ames, Iowa, during the PW Churchwide Gathering to continue refining the purpose and structure. National Black Presbyterian Women officially came into existence July 21-23, 1996, following a gathering of Black Presbyterian Women Zephyr Point Conference Center, Lake Tahoe, Nevada. Black Presbyterian Women, however, had been relating tangentially to the National Black Presbyterian Caucus (and its predecessor body) through the Standing Committee on Women which was facilitated by the late Mildred M. Brown. Amy Sweet, was elected as its first moderator, and she retained the title, working as a co-moderator with Evelyn Jenkins Gunn (New York) through several elections as the entity became more formally organized with bylaws and the development of a sense of purpose.

The purpose of National Black Presbyterian Women (NBPW) is to serve as an organization to share cultural heritage, experiences and perspectives for empowering Black women to participate fully in the life and mission of the Presbyterian Church (U.S.A.), the larger faith and global community. We provide leadership training within a nurturing environment that honors and respects our experiences and perspectives. Additionally, we work collegially with related organizations within the denomination and other entities when invited to do so, and when they honor the perspectives of Black women. We are more of a networking group sharing common goals, needs, interests and concerns. We use the power of the pen and voice as we speak out on justice issues.

NBPW is an adjunct organization of the National Black Presbyterian Caucus (NBPC). This autonomous body is related to NBPC through a representative (moderator) who is a part of the Board of Directors. It is supported by a small membership fee, and contributions from the Caucus to carryout our programming during the biennial meeting of the National Black Presbyterian Caucus. At this time, NBPW honors several women with the prestigious Lucy Craft Laney Award, given during the Lucy Craft Laney Luncheon which has expanded to become an integral part of the conference proceedings with over 400 participants. Several youth are now honored during this time for participation in an essay-writing contest named after the late Mildred M. Brown who was our strongest supporter and organizer.

It continues to serve as the moral compass to call all leaders to task as we suffer the effects of double jeopardy of race and gender.

FINANCIAL POLICIES AND PROCEDURES

A. Board Relationship:

The Board shall appoint members to the Finance Committee (FC) to assist in the fiscal oversight responsibilities for the Organization. The President shall appoint the chair. The role of the Board as it relates to fiscal oversight is:

1. Appoint the members to the Finance Committee;
2. Approve the budget and expenditures outside of the budget;
3. Review the monthly financial statements; and
4. Provide oversight and direction of the Organization about all matters, which impact the fiscal stability of the Organization.

The chair or chair appointee shall serve as ex-officio Board member, with voice and vote, during the tenure of this responsibility.

B. The Duties of the Finance Committee are:

1. Develop the annual budget;
2. Develop and provide effective procedures for receiving and depositing all funds for NBPC;
3. Provide oversight of matters related to securing, reviewing, and maintaining appropriate insurance coverage for NBPC;
4. Provide oversight of the Treasurer and the Financial Administrator;
5. Review the Treasurer's monthly financial statements and ensure these are submitted to the Board at least three days before the Board meets.
6. Ensure retention of all financial records;
7. Periodically review the Bank of America Restricted Fund and The Presbyterian Foundation Accounts;
8. Oversee the scholarship procedures;
9. Provide oversight of the Annual Financial Review in accordance with Articles XIV, Section 2 of the bylaws.
10. Receive and review reports from the Membership Committee concerning dues paid and rebates;
11. Collaborate with the Membership Committee to ensure the fiscal health of the Organization; and
12. Receive and review all contracts (e. g. biennial and website) before they are recommended for Board approval.

The NBPC Board of Directors shall approve the annual budget. An abbreviated budget shall be reported to the membership at the biennial convention.

C. The Treasurer

1. The responsibilities/activities of the Treasurer are:
 - a. Serves on the Finance Committee (FC) as an ex-officio member with voice and no vote;
 - b. Assists with the preparation of the budget, which requires proficiency in using Excel or some other spreadsheet software;
 - c. Makes financial information available to Board members and the general membership upon request;
 - d. Handles the checking accounts and advises the Board of the availability of funding to meet the organization's financial needs;
 - e. Issues checks within a week of voucher receipt and provides feedback to the FC on fiscal related issues;
 - f. Prepares monthly Financial Statements of income and expenses, after reconciling the bank statement with checks written;
 - g. Maintains supporting documentation e. g. paid invoices, check logs, bank statements, and deposit spreadsheets;
 - h. Submits personal vouchers to the Financial Administrator and another signatory shall sign the check; and
 - i. Reconciles disbursements quarterly for the FC. (See Section E below).
2. Transitional Period:
 - a. Upon the election of a new Treasurer, there shall be a three-month transitional period to ensure the financial records are in proper order and that there is no disruption in payment of bills;
 - b. The Outgoing Treasurer shall ensure that the signature cards on all bank accounts and insurance policies are changed to the new Treasurer and other officers as required, including changing the mailing address;
 - c. The Outgoing Treasurer shall write checks and provide financial data as required, until the Newly Elected Treasurer's signature is on the accounts and policies;
 - d. The Outgoing Treasurer with the Newly Elected Treasurer shall reconcile bank accounts, ensuring that all outstanding checks (more than 90 days) shall be written off unless there is a possibility that the check(s) may clear the bank;
 - e. The Newly Elected Treasurer shall develop a relationship with an accounting firm to ensure the financial statements are presented accurately in accordance with generally accepted accounting principles (GAAP) and to perform a year-end financial review in a timely manner;

- f. The Newly Elected Treasurer shall recommend the accounting firm/auditor to the Board for approval;
- g. The Outgoing Treasurer shall ensure that all appropriate documentation has been transitioned to the Newly Elected Treasurer; and
- h. The Outgoing Treasurer shall also follow the processes identified in the Retention of Records section.

D. Financial Administrator

1. The Financial Administrator (FA) is appointed by the President and approved by the Board.
2. This person serves on the Finance Committee as an ex-officio member with voice and no vote and works closely with the Treasurer and accurately records, tracks, and processes vouchers for expenses incurred on behalf of the Organization.
3. The Financial Administrator:
 - a. Receives and authorizes all requests for payment before sending the vouchers to the Treasurer for issuance of checks, except for reimbursements of expenses incurred by the Financial Administrator (Vouchers for these expenses shall be received and authorized by the Finance Chair);
 - b. Receives a copy of Monthly Report of Deposits and the bank statement for review;
 - c. Reconciles vouchers with check register; and
 - d. Compiles a quarterly report of all vouchers for the Finance Committee. See the appendix for the voucher form.

E. Procedure for Reconciliation of Disbursements

According to the 2015 Approved and Revised Bylaws of the NBPC, the Finance Committee is to “provide oversight of the Treasurer, the Financial Administrator, the organization’s finances, financial procedures and other responsibilities assigned by the Board.” [Article VIII, Section 4d]. With this in view, the following procedure for reconciliation of disbursements is recommended:

1. The Treasurer shall submit to the Financial Administrator and Finance Chair a spreadsheet of all checks written, detailing the date, to whom written and the amount on a quarterly basis (March, June, September, and December).
2. The Financial Administrator shall submit to the Treasurer and Finance Chair a spreadsheet of all vouchers received, indicating the date, from whom, the amount approved or disapproved on a quarterly basis (March, June, September, and December).

3. The Treasurer, Financial Administrator, and Finance Chair shall review each spreadsheet to reconcile all income and disbursements, which includes reconciliation of the bank statements.
4. The Treasurer, Financial Administrator, or Finance Chair shall make a report to the Finance Committee in April, July or August, and October, respectively stating the findings of the March, June, and September reports.
5. The Finance Committee shall receive all reports and file them with the minutes.

F. Voucher Procedure

Vouchers are used to request reimbursement of expenses incurred by individuals or to pay invoices for services on behalf of the Organization.

1. **Before** unbudgeted expenses are made, the financial administrator shall determine in consultation with the Financial Committee that it is an acceptable expense in accordance with the budget and bylaws. Also, the FC shall determine the budget line item to be charged.
2. **After** budgeted expenses occur, the individual shall complete a voucher within sixty days stating the purpose of the expenditure(s) and the amount requested.
3. When requesting funds in advance, the individual shall complete a voucher stating the purpose and detailed justification (specific number, cost, etc.)
4. All requests for payment are to be properly supported with appropriate documentation such as invoices and/or the original receipts. Request for payment can be made electronically or via the United States Postal Service (USPS).
5. When submitting electronic requests, supporting documentation shall accompany the request voucher.
6. When submitting USPS requests, the voucher and supporting documentation shall accompany the voucher.
7. The Financial Administrator determines if the request is a bonafide expenditure of the Organization and compares the requested amount to the balance available for the specific budget line item of the request to ascertain if funds are available.
8. If both criteria are met, the approved voucher and receipt(s) are sent to the Treasurer for payment.

POLICY: No checks shall be issued without vouchers and supporting documentation unless specifically approved by the Finance Committee.

G. Appeals

1. If the Financial Administrator does not approve a voucher, the requester shall contact the Finance Chair to file an official appeal.
2. The Finance Chair shall present the ruling and the rationale for payment or nonpayment to the Finance Committee and the requester within thirty days.
3. The requester has the right to appeal to the Board if unsatisfied with the ruling.

H. Budget Development

1. The Finance Committee or subcommittee shall meet in early fall to develop a proposed budget for the following fiscal year which is presented to the Board for approval.
2. In preparation, the Treasurer shall provide a two-year history of the revenue and expenditures.
3. In preparation, Standing Committee Chairs and other persons with a line item in the budget shall:
 - a. Submit a budget request to the Finance Chair and the Treasurer for the Annual Budget by September 30; all subject to budgeted constraints.
 - b. These proposals shall stipulate anticipated categories of income and expenses for the upcoming year.
 - c. The Finance subcommittee shall use this information to develop the proposed budget for the upcoming year.
4. **Revenues** – Revenues such as membership fees should be based on reasonable historical data and factor in any changes that the Board will undertake to promote and increase membership fees during the upcoming year.
5. **Biennial Convention:**
 - a. Convention registration fees will be budgeted every two years when a convention will be scheduled, except for the hotel deposit payment, which comes in the even-numbered year. Registration fees will be budgeted based on a reasonable expectation of attendance.
 - b. The Board should designate in advance the purpose of the offerings collected at the conference. The FC shall receive this designation at the time of budgeting. This designation may be subject to change.
 - c. Convention expenses e.g. hotel, AV needs, advertising, supplies, postage, honorariums, printing, music, photographer/videographer, and other incidental costs shall be budgeted only during the biennial. The prior year

budget may have some incidental costs budgeted as the planning phase of the Convention begins approximately one year prior to the convention date.

I. The Mail and Bank Assistant

1. The Mail and Bank Assistant receives the mail and checks from P.O. Box at least twice a week. Mail that is not for membership (e.g. bank statements, insurance mail) shall be sent unopened to the addressee/Treasurer.
2. Checks are copied, stamped with the NBPC deposit stamp, deposited in the appropriate account, and recorded.
3. The bank issued receipt shall be copied and sent to the Treasurer. The original receipt is copied, attached to the membership forms or other documentation and filed for seven years.
4. Copies of the membership application forms are made and sent to the Membership Chair.
5. All deposits are recorded on a Monthly Deposit Report spreadsheet, (which details pertinent information e.g. name, purpose, date received, check number, amount of the deposit, chapter, region) and emailed to the Treasurer, the Financial Administrator, Membership Chair, and the Finance Chair.
6. After the last deposit of the month, all deposit slips shall be tallied and reconciled to the sum of the Monthly Deposit Report.
7. After seven years, a Record of Destruction Form shall be completed and emailed to the Executive Committee for approval and to ascertain the date for destruction of the stated records. (See Appendix.)
8. The Secretary shall maintain the Record Destruction Form with the organization's records.
9. There shall be a second P. O. Box key for emergencies.

The policy: Documentation of income and distribution of funds shall be attested to in more than one place.

J. Cash Management

1. Bank accounts shall be established at financial institutions and are covered by FDIC up to \$250,000.
2. The primary check signer shall be the Treasurer with the Finance Chair and the President as alternates in the event the Treasurer is not available.

3. The number of signatures required on checks is one, which shall be the Treasurer. For checks issued greater than \$500 the Treasurer shall communicate through email with the President and Finance Chair.
4. Checks returned by the bank due to non-sufficient funds (NSF) shall be returned to the originating party such as the Financial Administrator, Membership Chair, or the Convention Registrar. They, in turn, are responsible for collecting the funds from the issuer.
5. Bank statements shall be mailed/emailed to the Treasurer, who shall prepare monthly reconciliations. The Treasurer along with monthly Financial Statements shall maintain a copy of the bank reconciliation.
6. **Deposits:** Funds for deposit can come from a number of sources e.g. memberships, donations, convention registration fees, which can be in the form of a check, cash, or money order.
7. **Internal Control issues:** Internal controls are a vital part of any organization's safeguards against unauthorized use of funds. Types of internal controls include items such as monthly bank reconciliation, monthly deposit reports, accounting records, invoices and vouchers, check register, voucher register, and Monthly Financial Statements. In accordance with the Procedure for Reconciliation of Disbursements the Treasurer and Financial Administrator shall quarterly submit to the Finance Committee a report of checks written and vouchers approved or disapproved. The process for vouchers is found in Section F. Voucher Procedure.

K. Investment Policy

Board approval shall be required prior to entering into any investment type account. The Finance Committee shall recommend new Accounts to the Board for approval.

Types of Funds:

1. **Non-Permanent Funds:** Bank of America was established to hold funds obtained by the Organization for operations.
 - a. Operation Checking– funds with no restrictions and can be utilized at the discretion of the Board.
 - b. Savings – funds that are restricted or undesignated cannot be used at the discretion of the Board.
 - c. Transfers from checking to savings can be made at the discretion of the Board based on excess funds in the operating account and/or special project account.

2. Permanent Funds:

- a. The Presbyterian Foundation was established to provide an endowment for the organization to secure its longevity once the principle grew to \$100,000. When the principal reaches \$100,000 then interest will be available on an annual basis to assist in the support of the general operation of the Organization.
- b. Restricted Funds Account – are for deposit of Lifetime membership fees. Lifetime membership, according to the By-laws states that all monies “shall be” deposited into an endowment fund of the NBPC. In 2016, the Board approved that monies be transferred from the Restricted Fund to the Presbyterian Foundation Permanent Fund quarterly if the Restricted Funds has more than \$1,000.

L. Travel

1. Board officers and committee members are expected to pay their own travel expenses to meetings/conventions. The exceptions are the President and Chapter/Region Development Director when they travel on Organization business.
2. The traveler shall make travel arrangements and shall seek the lowest possible airfare.
3. Upon completion of the travel, a voucher is sent to the Financial Administrator. Reimbursement includes items such as registration fees, hotel room rate, meals, mileage at the current IRS rate, taxi/shuttle fare, parking, and/or toll fees.

M. Inventory

1. The Organization has a capitalization policy of \$5000 before an asset is capitalized for financial statement presentation and depreciation. Although the Organization may not have assets that have been capitalized, the Organization, through the Finance Committee shall maintain an inventory listing of what assets have been purchased and where they are located.
2. At the time the Organization acquires assets that should be capitalized a process shall be developed to record such information.
3. The inventory listing shall be maintained by the Financial Administrator and Secretary, who records the following information:
 - a. Date of purchase;
 - b. Description of purchase with serial numbers if applicable;
 - c. Vendor from whom the asset was purchased;
 - d. Amount of purchase;

- e. Where asset is located and who has responsibility for asset; and
 - f. Warranty information. (See Appendix).
4. In the event that an asset is purchased greater than \$5,000 it shall be recorded on the balance sheet as an asset and depreciated over its useful life. Useful lives are as follows:
- a. Equipment – 5 years
 - b. Furniture – 7 years
 - c. File cabinets – 5 years
 - d. Computers and printers – 3 years

N. Organization Credit Cards

The Treasurer shall maintain the corporate credit card for Convention use only, except by the recommendation of the Finance Committee to the Executive Committee. Its balance shall be paid before it is due.

O. Insurance Requirements

The Board maintains the following insurance policies:

1. Director's and Officers' Liability – to protect the Directors and Officers against damages from claims resulting from negligent or wrongful acts in the course of their duties.
2. It also covers the Organization (and even the Directors and Officers in some cases) for expenses incurred in defending lawsuits arising from alleged wrongful acts of Directors or Officers.
3. Periodic Reviews: The Finance Committee shall have the oversight of all insurance policies and conduct periodic review to ensure adequate coverage for the Organization.
4. The Treasurer and Finance Committee Chair shall maintain the insurance policy's information, e.g. contact person, address, phone, and email for all insurance companies.

P. W-9 Request for Taxpayer Identification Number and Certification

1. The Internal Revenue Service requires a W-9 for all contracted services (e.g. professional services, speaking fees, contract labor). The Treasurer shall maintain a W-9 for individuals who are providing these services. (See Appendix).

2. The tax identification number must match the appropriate social security number or employer identification number and **must match** the exact name associated with that number.
3. The W-9 shall be obtained from the individual **prior** to delivery of the first check.
4. At the end of the year, the Treasurer shall issue a 1099-MISC Miscellaneous Income to the individual if payments to that individual are equal to or greater than \$600.
5. The Financial Administrator and Treasurer shall maintain a list of all contracted services and issued 1099-MISC Miscellaneous Income Forms and give a copy to the Finance Committee.

Q. Year End Accounting

1. IRS Tax Return: The Treasurer shall recommend to the Finance Committee an accounting firm to perform an annual Financial Review of the financial records and prepare the annual Form 990 PF tax return by October.
 - a. The Board shall approve the accounting firm by October to ensure the Treasurer has sufficient time to contact the firm and schedule the review and tax return preparation.
 - b. The Treasurer shall ensure that the Financial Review is completed by the end of April and the tax return is done before May 15.
 - c. Upon completion of the review and tax return, both reports shall be issued to the Finance Committee for recommendation to the Board for approval.
2. Automatic Extension: Form 990-PF – Return of Private Foundations is due by May 15. In the event the tax return cannot be completed by the initial filing deadline, an automatic extension (Form 8868) shall be filed, allowing an additional three months to file the Form 990–PF. After which the IRS will assess a penalty until the return is filed.
3. Retention: Upon completion of the tax return, the Treasurer and Secretary shall maintain a signed copy for the Organization’s records. The original signed return shall be sent to the IRS along with check for payment of the excise taxes.
4. Closing: To prepare for the closing of the accounting records for the fiscal year end, the Treasurer shall perform the following:
 - a. Ensure that all old outstanding checks past 90 days have been written off;
 - b. Review the final bank reconciliations to ensure they agree with the general ledger;

- c. Record all invoices/bills received in January and February that were for services in the prior fiscal year are recorded as accounts payable as of the fiscal year end (12/31);
 - d. Record any membership fees received during the latter part of the fiscal year as “deferred revenue.” These will be fees received for the next year’s membership that begins January 1; and
 - e. Record chapter and region rebates received from the Membership Committee.
5. Issuance of 1099-MISC: The 1099-MISC Miscellaneous Income shall be issued to individuals and companies contracted to provide services and were paid an amount equal to or greater than \$600.
- a. The Financial Administrator and the Treasurer shall determine which contracted individuals or companies were paid an amount equal to or greater than \$600 shall perform a review.
 - b. Upon completion of the review, a 1099-MISC Miscellaneous Income shall be issued to the individual or company no later than January 31.
 - c. The 1099-MISC Miscellaneous Income shall be reported to the IRS no later than February 28.
 - d. The Board and the Finance Committee shall record the list of those issued a 1099-MISC Miscellaneous Income Form in their minutes.

List of Policies:

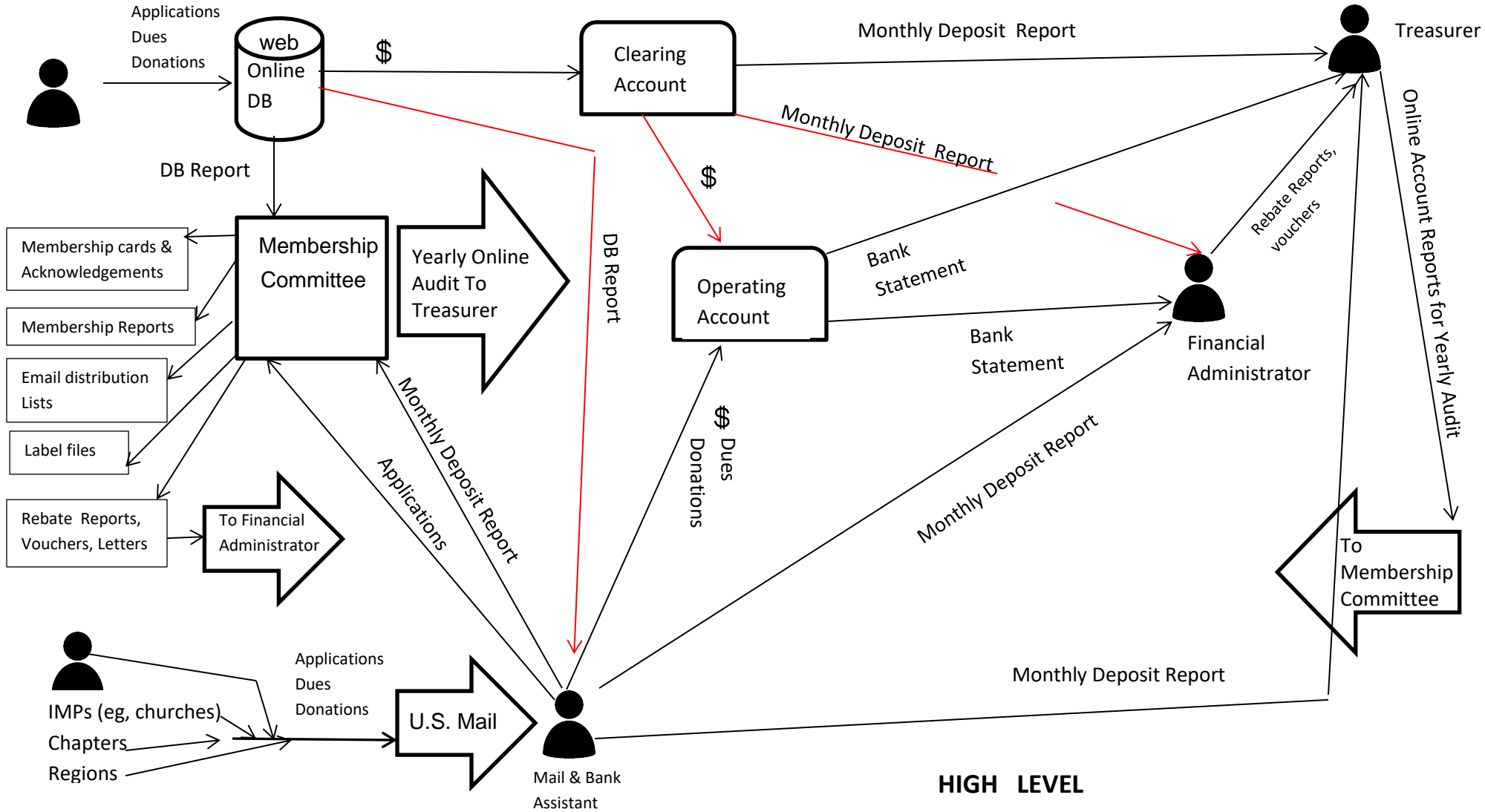
- 1. No checks shall be issued without vouchers and supporting documentation, unless specifically approved by the Finance Committee;
- 2. Documentation of income and distribution of funds shall be attested to in more than one place and reconciled; and
- 3. There shall be obvious transparency in all monetary transactions.

RETENTION OF RECORDS

1. Operating Records: the Organization shall maintain operating records for a period of seven years.
2. Destruction of Record: Operating Records e.g., accounting records, prior invoices, prior deposit support, bank reconciliations, and financial records shall be maintained for a period of seven years before being destroyed. When destroyed, the Destruction of Record Form shall be completed. (See Appendix for record of destruction form.) The Secretary keeps this record.
3. Permanent Records:
 - a. The following permanent records shall be maintained by the **Treasurer** and passed on to the next Treasurer upon the completion of the transitional period: **copies** of the Bylaws for the Organization, Articles of Incorporation, IRS 501(c) 3 designation letter, and any other correspondence from IRS, original of tax returns for prior years, Financial Review Reports for prior fiscal years, and transitional Review Financial Reports.
 - b. The **Secretary** shall maintain **originals** of the Bylaws of the Organization, Articles of Incorporation, IRS 501 (c) 3 designation letter along with any other correspondence from the IRS, and Board, Executive Committee, and Finance Committee Minutes. The Secretary shall also maintain copies of tax returns for prior years, Financial Review Reports for prior fiscal years, and transitional Review Financial Reports.
 - c. All historical documents shall be housed with the **Presbyterian Historical Society (PHS)**. This includes, but is not limited to: National, regional, and chapter minutes, reports, flyers, souvenir programs, photos with captions, items from the Circle of Elders, ecumenical activities and events, etc. Other items determined by the Board or an ad hoc committee may also be housed with PHS.

Policy: Maintenance of the Organization's records is important and shall be preserved.

NBPC MEMBERSHIP/FINANCE PROCESS FLOW CHART



HIGH LEVEL NBPC MEMBERSHIP PROCESS FLOW

DRAFT October 1, 2020

Currently does not exist

The Membership/Finance Process Flow diagram shows the flow of money and membership information from the time it is entered into the NBPC systems through the final destinations of these data. The diagram is read from left to right. Lines and arrows show where the information goes. Bolded non-arrows and people represent the destinations or sources of the flow, and the non-bolded boxes represent reports. Following the top flow, for example, begins with the person entering applications, dues, and/or donations through the web into the web online database. The money flows from this database to a clearing account. A Database Report (DB Report) also goes to the Membership committee and should go to the Mail and Bank Assistant,

As a result of the DB Report going to the Membership Committee, the Committee generates and distributes membership cards and acknowledgements, membership reports, email distribution lists, label files, and rebate reports/vouchers/letters. The Rebate Reports/vouchers/letters go to the Financial Administrator.

At the bottom left, Institutional Mission Partners (IMPs), e. g. churches, chapters, and regions send applications, dues, and donations through the U.S. Mail. The Mail & Bank Assistant deposits the dues and donations in the Operating Account, and generates a monthly deposit report that is sent to the Membership Committee, the Financial Administrator, and the Treasurer. Applications are also sent to the Membership Committee. The Membership Committee consolidates this information into the generation of its reports, files, vouchers, etc.

The clearing account sends a monthly deposit report to the Treasurer and should send one to the Financial Administrator. The money should be deposited in the Operating Account on a regular basis.

The Operating Account regularly sends bank statements to the Treasurer and Financial Administrator.

The Financial Administrator sends approved vouchers along with rebate reports to the Treasurer, who generates the checks.

The Financial Administrator and Treasurer reconcile their books quarterly, and the Treasurer and Membership committee perform an annual audit of the online activity.

The red lines in the diagram do not currently exist, but are needed to ensure checks and balances for the processes. Transfer of money from the clearing account to the operating account shall be confirmed by the treasurer.

MEMBERSHIP COMMITTEE POLICIES AND PROCEDURES

In order for the successful processing and maintaining of membership information, the following assumptions are made by the Membership Committee regarding its interaction with Other NBPC Positions/Groups/Chapters/Regions.

A. NBPC Mail and Bank Assistant

1. The Mail and Bank Assistant picks up the mail, documents the mail (including making copies of membership applications and checks), deposits the checks, and forwards the applications to the Membership Committee.
2. At the end of the month, the Mail and Bank Assistant sends a Deposit Report of all monies deposited to the Treasurer, Membership Chair, Financial Administrator, and Finance Chair.

B. Regional Representatives

1. Regional Representatives shall be provided periodic region/chapter membership and rebate reports used to ascertain active members and the need for recruitment, and to encourage regions/chapters to remain active and to submit dues before March 31.
2. The Regional Representatives shall report to the Director of Chapter and Regional Development those areas, which have membership of at least five and therefore may be considered for chapter chartering or reactivation.
3. Regional Representatives shall ensure that each region/chapter has a Membership Committee with a chair.
4. Contact information for all region/chapter officers and Membership Committee chairs shall be forwarded to the National Membership Committee and National Executive Committee.

C. Director of Chapter and Regional Development

1. The Director of Chapter and Regional Development shall collaborate with Regional Representatives to understand region/chapter health/viability and report changes to the Board of Directors and the Membership Committee. Region/chapter membership and rebate reports shall be provided to the Director of Chapter and Regional Development to assist in these tasks.
2. Director of Chapter and Regional Development shall collaborate with Regional Representatives to align or propose region/chapter boundaries and to ensure that all of the contiguous United States is covered. After Board of Directors approval, changes in region/chapter boundaries shall be provided to the Membership Committee. These changes shall be communicated to the affected regions, chapters, and members.

3. New regions/chapters shall be reported to the Membership Committee.

D. Board of Directors

1. The Membership Committee shall create a report of active (paid) Board of Director members, and a report of Board members who have not paid dues and are therefore ineligible to continue to hold office. The process for handling ineligible Board members shall be followed. (See below Membership Processes E.) The Board shall determine whether to replace suspended members.
2. The Membership Committee shall present to the Board those members whose dues have been subsequently received for reinstatement consideration.
3. The Membership Committee shall present to the Board a report of chapters and regions that have paid dues and those who have not paid dues by March 31. The necessary actions shall be taken to inactivate the chapter and/or region with notification sent by the Secretary regarding the new status and the restoration process.
4. At the Board meeting following receipt of the June Deposit Report, the Membership Committee shall submit those regions/chapters eligible for revocation. Actions to revoke and notify the region/chapter of the new status and reinstatement process shall be taken. (See below Membership Processes D.)
5. The Membership Committee shall submit to the Board those regions/chapters who have fulfilled their restoration or reinstatement process. Action for restoration or reinstatement shall be taken.

E. Treasurer/Finance Committee/Financial Administrator

1. **Rebate Processing:** At least quarterly, a report of eligible rebates by region/ chapter and accompanying vouchers shall be sent to the Financial Administrator, with a copy of the report to the Finance Committee. The Financial Administrator shall validate this information and forward documentation to the Treasurer for the distribution of monies to the regions/chapters.
2. **Year-end rebate processing:** The Membership Committee shall submit to the Treasurer, Director of Chapter and Regional Development, and Finance Committee a list of regions and chapters who have not paid dues for the year, and the amount of rebate accrued. The Treasurer and Finance Committee shall incorporate this amount into the appropriate line item of the Financial Statement.
3. The Membership Committee shall work with the Treasurer to reconcile online dues.

F. Secretary

4. As a result of the Board meeting after March 31, the Secretary shall notify those chapters/regions that have been voted **inactive** of their new status and the restoration process. Notification shall be sent within two weeks of the meeting.
5. As a result of the Board meeting after June 30, the Secretary shall notify those chapters/regions that have been voted **revoked** of their new status and the reinstatement process. Notification shall be sent within two weeks of the meeting.
6. Upon the vote of the Board to **restored/re-activate** a chapter/region, the Secretary shall notify the affected chapters/regions and members of the new status.
7. The Secretary shall notify any Board member suspended from the Board of the new status and the reason for the **suspension**.

G. Website Team

8. The website team shall ensure the update of the NBPC website with the latest membership campaign letter and application form.
9. The website team shall ensure that changes to the online membership database capture all pertinent information based on the latest membership form.
10. At the end of each month, the website team shall ensure a report is provided to the membership committee containing all members who have paid dues or changed their profile information through the online website, along with the date of the change. (See Appendix D 11.)

Membership Processes

A. Annual Membership Campaign

1. In preparation for the upcoming year, the membership application form and brochures shall be updated as appropriate. A copy of the new membership application form and campaign letter shall be provided to the website team in order to update the website and the online membership database.
2. At the Fall meeting of the Board of Directors, the membership committee shall present to the Board for approval the following plan for the upcoming membership campaign:
 - a. Theme for the membership campaign
 - b. Campaign schedule
 - c. Estimate of impact of membership campaign
 - d. Strategy for membership campaign
3. In October the membership committee shall create a membership database for the upcoming year. (See Appendix D 1.)

4. The membership campaign shall run from November 1 through March 31. Any dues received after October 31 of the current year shall be applied to the following year.
5. By October 15, the membership committee shall notify the website team of changes for the upcoming membership campaign.
6. By October 31, the website team shall update the website with new campaign information.
7. By the last week in October, membership campaign materials should be sent to all members and non-members in the membership database.
8. After receipt of the January and February Deposit reports, the Membership Committee shall generate membership reports by region/chapter and distribute to the regions/chapters in good standing (dues paid) and Regional Representatives for follow-up and encouragement. A copy shall be sent to the Director of Chapter and Regional Development.
9. By April 15, Regional Representatives shall send reminders to those people, chapters, regions, Institutional Mission Partners (IMPs), and churches that have not paid dues.

B. Processing Memberships

1. The Deposit Report from the Mail and Bank Assistant shall contain
 - a. Date of deposit
 - b. Name
 - c. Check number
 - d. Amount of Check
 - e. Purpose of Check
 - f. Chapter
 - g. Region
 - h. Any Notes
 - i. Total amount in Report
2. Upon receipt of the monthly deposit report, the Membership Committee shall take the following actions:
 - a. Update the membership database based on applications received and the monthly deposit report. (See Appendix D 2.)
 - b. Update the membership database with the information contained in the month's online membership report. (See Appendices D 11 and 12.)
 - c. Thank-you letters shall be sent to regions, chapters, and IMPs. (See Appendices D 3, 4, and 6.)
 - d. Thank-you letters and membership cards shall be sent to members. (See Appendices D 3, 4, 5, and 6.)
 - e. As the thank-you letters and membership cards are generated, the membership database shall be updated. (See Appendix D 3c).

3. For those members whose applications were received by the Mail and Bank Assistant and are included on the monthly deposit report, acknowledgments shall be sent only when **both** the application and notification of the deposit are received. Both are needed to validate the contact information, the type of membership, and the monies received.

C. Lifetime Memberships

Additional processing is required for lifetime memberships.

1. If this application and deposit or online report identify a new lifetime member (not identified as a lifetime member on the database), the amount of the dues shall also be recorded in the Notes column of the database, the member's information shall be added to the Lifetime Member List, and the date of the list should be updated. (See tab on database.)
2. If this application and deposit or online report are for a member already identified as a lifetime member on the database, the amount of the dues shall be appended to the Notes column until the total lifetime dues have been paid. If monies exceed the total dues for a fully paid lifetime member, the amount paid in excess shall be entered into the Donation to National column of the membership database.
3. When the total lifetime dues have been paid, the special lifetime membership card will be ordered for the new lifetime member. (See Appendices D 3b9 and 7.)
4. Any existing lifetime member may request a special gold metallic lifetime membership card by submitting the request along with \$25.00 to the membership committee via the Mail and Bank Assistant, and a special lifetime membership card will be ordered and sent to the lifetime member.

D. Reports to Chapters, Regions, and Regional Representatives

1. At the end of the month, upon completion of the membership database update, for each region/chapter that has paid its dues, the Membership Committee shall submit:
 - a. A Chapter Report of membership to the local Membership Committee
 - b. A Region Report of membership by chapter to each region and the regional representative, with a copy to the Director of Chapter and Regional Development.
2. Regional Representatives and local membership chairs are strongly urged to use this information to build membership through the submission of dues before March 31. (See Appendix D 8.)

E. Reports to Board of Directors

1. The Membership Committee shall create a report of total membership counts by region/chapter for distribution to the Board of Directors at each meeting. (See Appendix D 9.)
2. The following process will be implemented for handling Board members eligible for suspension:
 - a. The President shall immediately contact the delinquent Board member to determine the intent of the member and a timeframe for payment of dues and/or pastoral care.
 - b. If an agreeable timeframe is determined, the President will report to the Board a postponement of any action pending the agreed-to timing.
 - c. If the timeline lapses, or if the member declines to serve, the Membership Committee shall motion to the Board to suspend ineligible members from the Board.
3. **Declaration of Inactive:** Based on the bylaws (Article V, Section 3b), at the Board meeting after March 31, the following actions shall be taken:
 - a. The Membership Committee shall submit to the Board those regions/chapters who are eligible to be declared inactive. The Board shall vote to declare the region/chapter inactive.
 - b. The Membership Committee shall notify in writing (email or postal mail) the President of the region/chapter), with a copy to the Regional Representative and the Director of Chapter and Regional Development, that the region/chapter has not paid dues and is therefore **declared inactive**. The notice shall also indicate that payment of dues before **June 30** will allow the region/chapter to be restored.
4. **Declaration of Restoration:** The Membership Committee shall submit to the Board those regions/chapters who have fulfilled their restoration process. The Membership Chair shall motion to the Board to restore these regions/chapters. Upon passage of the motion, the Board Secretary shall notify each region/chapter in writing that it has been **restored**.
5. **Declaration of Revocation:** Based on the bylaws (Article V, Section 3c), at the Board meeting after June 30, the Membership Committee shall submit those regions/chapters who are eligible to be revoked. The Board shall vote to declare the region/chapter revoked and implement the following processes:
 - a. The President shall notify in writing (email or postal mail) to the President of the region/chapter), with a copy to the Regional Representative and the Director of Chapter and Regional Development, that the region/chapter has not paid dues and its membership in the NBPC has been **declared revoked** by the Board.

- b. The Director of Chapter and Regional Development and the Regional Representative shall meet with the region/chapter officers to determine whether there is opportunity to reinstate the region/chapter.
 - c. If there is opportunity for reinstatement, the Director of Chapter and Regional Development shall report the same to the Board with a proposal for reinstatement. The Board shall vote on the **reinstatement proposal**.
 - d. If there is no opportunity for reinstatement, the Director of Chapter and Regional Development shall report the same to the Board with a proposal for the distribution of the affected membership among active regions/chapters. The Board shall vote on the distribution proposal.
 - i. The Director of Chapter and Regional Development shall work with the Membership Committee to update the membership database to reflect the allocation of the members to active regions/chapters according to the proposal.
 - ii. If the region is revoked, the Regional Representative shall be excused from the Board of Directors, and the chapters shall be distributed among active regions. The Membership Committee shall update the membership database to reflect this distribution.
 - iii. Notification of the distribution shall be sent to affected regions/chapters/members by the Secretary and Membership Committee.
6. **Declaration of Reinstatement:** The Membership Committee shall submit to the Board those regions/chapters who have fulfilled their reinstatement process. The chair shall motion to the Board to reinstate these regions/chapters. After the vote of reinstatement.
- a. The Board Secretary shall notify in writing, that the region/chapter has been reinstated and welcomed back to NBPC, and, for reinstated regions, invite the Regional Representative to rejoin the Board of Directors.
 - b. The Director of Chapter and Regional Development shall work with the Membership Committee to restore the distributed members and/or chapters back to the reinstated region/chapter.
 - c. Written notification shall be sent to affected regions/chapters and/or members by the Board Secretary and Membership Committee.

F. Rebate Processing

1. At least quarterly, a Rebate Report shall be generated for each region/chapter of those members who submitted chapter and/or regional dues to National. This report shall contain the following information:
 - a. Period Covered by this Report
 - b. Region
 - c. Chapter

- d. Member Name
- e. Address
- f. Email Address
- g. Title
- h. Phone
- i. Amount paid to National
- j. Amount paid to Region
- k. Amount paid to Chapter

(See Appendix D 10.)

- 2. A Chapter Rebate Report shall include the Chapter total. A Region Rebate Report shall include Chapter and Region totals.
- 3. Each Rebate Report shall not include members on a previous report.
- 4. If there are any concerns regarding the status of a region/chapter, rebate amount, or to whom the rebate should be sent, this report shall be submitted to the Regional Representative with a copy to the Director of Chapter and Regional Development for clarification and validation.
- 5. Upon resolution of concerns, the following shall be forwarded to the Financial Administrator for the completion of processing for the distribution of rebates.
 - a. The Rebate Report for each region/chapter
 - b. A voucher requesting the rebate for each region/chapter
 - c. A membership roster for each region/chapter
 - d. A cover letter addressed to the region/chapter summarizing the amount of the rebate, the time period the rebate covers, thanking them for the dues, and the inclusion of the membership roster.
- 6. A copy of the Rebate Report shall be sent to the Finance Committee for each region/chapter.

G. Year-End Processing

After year-end rebate processing (by end November), the Membership Committee shall submit to the Treasurer, Director of Chapter and Regional Development, and Finance Committee a list of regions/chapters who have not paid dues for the year, and the amount of rebate accrued. The Treasurer and Finance Committee shall incorporate this amount into the appropriate line item.

H. Supplies

1. Membership Committee shall be reimbursed for any supplies obtained for the fulfillment of committee responsibilities, such as postage, paper, ink, and labels.
2. Membership Committee shall submit vouchers with attached receipts to the Financial Administrator for any supplies. The Membership Committee shall retain a copy of the voucher and receipts.

I. Chapter/Regional Boundaries

It is important to know the boundaries of each chapter so that members residing outside of the boundaries of a chapter can be associated with the nearest chapter (Bylaws, Article III, Section 1).

1. The Director of Chapter and Regional Development shall submit region/chapter geographical boundaries to the Membership Committee.
2. Regional boundaries shall align with synods or groups of synods, and/or presbyteries as determined by the Director of Chapter and Regional Development with approval of the Board.
3. The Membership Committee shall use these geographic definitions in determining the region and/or chapter to which a member belongs when the region/chapter is not included on the membership application.

Policy: Any rebate money held for chapters and regions whose status has become revoked shall be held until the beginning of the subsequent membership drive and thereafter be returned to the general fund unless directed otherwise by the Director of Chapter and Regional Development.

*Note: Reports and Database processes are based on an EXCEL database. Proficiency in Basic EXCEL is strongly recommended.

CONVENTION POLICIES AND PROCEDURES

A CONVENTION is a major undertaking for any organization. The process provided in this manual is a tool to help with this biennial event. The overall purpose/mission of the convention is to equip and empower the membership to:

1. Establish and maintain a stable and viable national, regional, and local caucus;
2. Conduct the corporate business of the Caucus;
3. Provide tools to enhance the National, regions, and chapters with operational efficiency, advocacy and spiritual growth; and
4. Improve networking opportunities.

This section is under revision.

GENERAL ASSEMBLY EVENT

The General Assembly of the PC (USA) (GA) holds a Convention every two years in different locations. In order to inform people of their Affinity Group, they request that each one sponsor an event to showcase the group's mission. All Caucuses are Affinity Groups; therefore, the National Black Presbyterian Caucus is requested to sponsor an event at each convention. When the General Assembly meets face to face, the following guidelines are to be followed, including a timetable:

JULY – the year before the GA convenes

1. The NBPC President shall appoint a chair to coordinate this event at its Biennial Convention.
2. The chair of the GA Event shall select the committee, of at least four persons. It is important that one of the committee members is located in the city of the GA Convention and if possible is knowledgeable of NBPC's mission and one member from the previous GA Event Committee.
3. The Board shall approve the selected committee.
4. The Committee Chair shall contact the GA meeting Service at 888-728-7228 X5419, to inform them of the intent to sponsor an event at the GA Convention.

AUGUST – OCTOBER - the year before the GA convenes

1. The committee shall develop the theme, mission, and select a speaker.
2. The committee shall consider any newly elected NBPC President as the speaker; this will present the President to the PC (USA).
3. The committee shall also be ready to select the date and time of the event upon request as per the GA Coordinator timelines. The committee must take into consideration that many of the attendees are commissioners to GA with limited time to attend events.
4. It is recommended that the committee select a day when there are fewer meetings, events, and dinners on your own. This is usually Monday or Tuesday.
5. The event shall be held within a two- hour period.
6. By late September, a budget shall be developed and presented to the Finance/Budget Committee, who in turn will recommend it to the Board for approval. The committee must realize that all of the information will not be available for the development of the budget at this time. The menu with cost and miscellaneous expense will not be available until the year of the convention. An estimation of the expected attendance, ticket price, and any other indeterminable expenses shall be given.
7. During the month of October, the chair will receive a "Planning A Function" booklet from GA Service.

GA Event Chair and Committee Duties:

1. Develop a budget as requested by the Finance committee by the end of September before the GA convention;
2. Develop the theme and select the speaker;
3. Review the "Planning a Function Booklet" when received in October before the GA Convention.
4. Adhere to all Timelines and Deadlines as listed in the planning booklet;
5. Prepare a description of your event (Dinner, Luncheon or other), and describe your theme, speaker and information, which will be printed in the GA Convention Program Booklet;
6. Provide and report the date, time and expected attendance to GA Coordinator when requested.
7. Provide and report the price of the event tickets to GA Coordinator as requested. Tickets are never sold at GA, just at the door of the event, if there is available seating space;
8. Select and report the menu according to cost, your budget and dietary needs to Hotel Coordinator;
9. Select and report the dining room arrangements and color coordination to Hotel Coordinator;
10. Order necessary service items, e.g. Risers, audio, registration setup from Hotel Coordinator;
11. Develop a registration procedure, e.g. number of host/hostesses, lists of advanced registrars, special guests, receipts, funds for change, receipt book, etc.; and
12. Monitor the registrations, both through GA Services and offline, and be prepared to increase or decrease menu within the time limit. (Depending on the hotel, the seating may be increased the day of the event.)

Event Program Responsibilities:

1. For the Selected speaker:
 - a. Contact speaker with assignment and requested honorarium, (GA Staff and NBPC Board will not receive honorariums, just traveling and housing expenses);
 - b. Prepare two copies of the contract, which shall include: the theme, Scripture, date, time, location and short narrative of the expected service;
 - c. Forward the contract to the Finance Committee Chair to approve and return to the GA Planning Committee; and
 - d. Send two copies of the contract to speaker to sign and request that one is returned, along with a completed (IRS) W-9 Form and a description of their presentation.
2. Develop and prepare the program draft for the event, including Master/Mistress of Ceremony, Invocation, Music, Speaker, Awards, and closing;
3. Obtain quotes from several printers; print at the best location;
4. Secure host/hostesses and registrar for the door;
5. All guests must have a paid ticket or pay at the door to enter the event;
6. Arrive at the event at least two hours in advance;
7. Place programs on table with any other items;
8. Assure that all ordered items (audio-visual equipment) are in place and operating;

9. Meet guests of the head table and share the seating arrangement; and
10. If the meal is Buffet, you may ask the Wait Staff to serve the Head Table.

GA Coordinator Duties:

1. Request the required information from the NBPC GA Event Chair;
2. Enter all NBPC information in the GA Registration and Convention Booklet;
3. Provide the date, location, and time of the event with name of your group to Hotel Coordinator; and
4. Provide an invoice of all cost within two months of the event (August/September).

GA Meeting Service Center Responsibilities:

1. Receive registrations for all NBPC/ GA registrars with meal information;
2. Provide anytime access to database for NBPC registrars; and
3. Provide total of all registered attendees after closing date.

GA Event Committee Duties After the GA Event:

1. Forward all checks, (convert cash to check or money order) to the NBPC P.O. Box;
2. Prepare a reconciliation of the event, send copy of report to Finance Committee and Board of Directors;
3. Prepare an expense voucher of any out of pocket expenses and send to the Financial Administrator for reimbursement. Another person writes the voucher if the FA is the chair;
4. Reconcile the GA invoice for correctness and prepare an expense Voucher for any amount due. (GA Invoice will arrive about 2 months after convention (August/September));
5. Send voucher with correct name and address, with a copy/original of the invoice to the Finance Chair for approval. The approved voucher shall be sent to the Treasurer for remittance to GA Services;
6. Save all details for the next event;
7. Detail what went well and areas of improvements in a final report to the Board of Directors; and
8. Make any changes to this procedure as required.

When the General Assembly meets virtually, the following guidelines are to be followed, including a timetable:

This section is under revision.

CHRONOLOGICAL MANUAL UPDATES



JULY 2017

The Draft of the Manual of Administrative Operations was presented to and received by the NBPC Board of Directors on Wednesday July 12, 2017 at the Doubletree by Hilton Hotel, Dearborn, Michigan. The Bylaws/Manual of Administrative Operations Committee is as follows:

The Rev. Dr. James A. Thomas, Sr., Chair, Charlotte, NC
The Rev. Maxine E. Jenkins, Member, Pittsburgh, PA
Ruling Elder Mark S. Jones, Sr., Member, Los Angeles, CA
Ruling Elder Rosy M. Latimore, Member, Troy, MI
Ruling Elder Stefanie Lewis, Member, West Bloomfield, MI
The Rev. Dr. David L. Wallace, Sr., NBPC President, Ex-officio Member, Atlanta, GA



JUNE 2019

The updated Draft of the Manual of Administrative Operations was presented by the Manual of Administrative Operations Committee to the NBPC Board of Directors and approved with the understanding that it is a work in progress on Wednesday June 26, 2019 at the Atlanta Marriott Buckhead Hotel & Conference Center, Atlanta, Georgia. Updates include, but are not limited to: the date change on the cover, page number changes in the Table of Contents, reworking of recommendation to the Bylaws Committee (p. 11), changes on the Organization Chart (p. 12), additional information on the Transitional Period (pp. 35-36), an extension to number nine under the Regional Representative section (p. 39), a change from ACREC to REAC (mostly p. 39), insertion of Seminararian and Youth Region Representatives (pp. 39-40), elaboration of duties of the Nominating Committee (pp. 42-43), and the addition of the History Page (p. 82). The Bylaws/Manual of Administrative Operations Committee is as follows:

The Rev. Dr. James A. Thomas, Sr., Chair, Charlotte, NC
The Rev. Maxine E. Jenkins, Member, Pittsburgh, PA
Ruling Elder Mark S. Jones, Sr., Member, Los Angeles, CA
Ruling Elder Rosy M. Latimore, Member, Troy, MI
Ruling Elder Stefanie Lewis, Member, West Bloomfield, MI
The Rev. Dr. Thomas H. Priest, Jr., President and Ex-officio Member, New Bern, NC



AUGUST 2020

The updated newly named Draft of the NBPC Operations & Procedures Manual will be presented by the Operations & Procedures Manual Committee to the NBPC Board of Directors, with the understanding that it is a work in progress, on August 20, 2020 via a Zoom Face-to-Face Meeting. Updates include, but are not limited to: the title and date the cover, the order and page numbers in the Table of Contents (p. 2), the Introduction (p. 3), the Covenant of Understanding (p. 13), the addition of A Description of Caucusing (p. 36), recommendations to the Bylaws Committee, the Nominating Committee (pp. 44-46), Financial, Membership and Convention Policies and Procedures (pp. 52-84), the separation of the Bylaws and Manual Committees, and the Chronological Manual Updates (p. 88). The Operations & Procedures Manual Committee is as follows:

The Rev. Dr. James A. Thomas, Sr., Chair, Charlotte, NC
The Rev. Maxine E. Jenkins, Member, Pittsburgh, PA
Ruling Elder Mark S. Jones, Sr., Member, Los Angeles, CA
Ruling Elder Judith Murphy, Member, Columbia, SC
Ruling Elder Stefanie Lewis, Member, West Bloomfield, MI
The Rev. Dr. Thomas H. Priest, Jr., President and Ex-officio Member, New Bern, NC



APRIL 2021

The updated NBPC Operations & Procedures Manual will be presented on April 19, 2021, via Zoom to the Board of Directors by the Operations & Procedures Manual Committee. The Manual is being presented with the understanding that it is a work in progress. Updates include but are not limited to: the date on the cover, the order and page numbers in the Table of Content (p. 2), a Description of Caucusing (p. 35), Director of Chapter and Region Development (p. 39), Financial and Membership Policies and Procedures (pp. 53-75), Membership/Finance Process Flow Diagram (p. 65), the Chronological Manual Updates (pp. 80-81) and the Appendices. The Operations & Procedures Manual Committee is as follows:

The Rev. Dr. James A. Thomas, Sr., Chair, Charlotte, NC
The Rev. Maxine E. Jenkins, Member, Pittsburgh, PA
The Rev. Mark S. Jones, Sr., Member, Los Angeles, CA
Ruling Elder Judith Murphy, Member, Columbia, SC
Ruling Elder Stefanie Lewis, Member, West Bloomfield, MI
The Rev. Dr. Thomas H. Priest, Jr., President and Ex-officio Member, New Bern, NC

