



SUPPLEMENT
to the
OPERATIONS and
PROCEDURES MANUAL

of the
National Black
Presbyterian Caucus

JUNE 2021

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APPENDIX A: REAC

RACIAL EQUITY ADVOCACY COMMITTEE (REAC)

The Racial Equity Advocacy Committee (REAC) is a prophetic voice for involving people of color in the formation of public policy, particularly where race is a factor that negatively impacts the quality of life of people of color. REAC serves to hold the Presbyterian Church (U.S.A.) PC(USA) to the commitments it has made to inclusiveness with equity in all areas of the life and work of the church in society.

The committee monitors the implementation of policies adopted by the church that impact the quality of life of people of color in the church and in the world” (*Organization for Mission*, VI.1). REAC advocates for full access with equity for all people of color/immigrant groups to all programs, ministries, middle governing bodies and congregations in the PC(USA), monitoring decisions and issues that impact al, but most directly, the lives of people of color in the church.

Functions and Expectations

1. Prepare policy statements, resolutions, recommendations, reports, and Advice and Counsel Memoranda on racial justice and equity to the General Assembly at the request of the General Assembly, the Presbyterian Mission Agency Board, or on its own initiative.
2. Advise the Presbyterian Mission Agency Board on racial justice and equity issues including statements concerning pressing issues the Board may wish to consider between meetings of the General Assembly.
3. Provide advice and counsel to the General Assembly and its committees on overtures, commissioners’ resolutions, reports, and actions before the General Assembly that have a specific racial justice impact.
4. Assist the Advisory Committee on Social Witness Policy in maintaining an up-to-date and accurate compilation of General Assembly policy on issues of racial justice and equity and provide information to the church as requested.
5. Provide the Stated Clerk, the Moderator of the General Assembly, and the President/Executive Director of the Presbyterian Mission Agency with information as they fulfill their responsibilities to communicate and interpret General Assembly racial justice policies.
6. Monitor the implementation of racial justice policies and programs.
7. Through advocacy maintain a strong prophetic witness to the church and for the church on existing and emerging racial justice and equity issues

Access

In 1994, the 206th General Assembly agreed to the following:

To ensure advocacy and monitoring functions in the areas of Racial Ethnic Ministries and Women's Ministries the GA provides for the [Racial Equity Advocacy Committee] and the Advocacy Committee for

Women's Concerns. These two advocacy committees work in close cooperation with the Advisory Committee on Social Witness Policy (*Minutes*, 1994, Part I, p.262).

According to the Presbyterian Mission Agency Manual of Operations¹:

The Racial Equity Advocacy Committee shall have direct access to the General Assembly and the Presbyterian Mission Agency Board.² In accordance with the recommendation of the 220th General Assembly (2012), the Presbyterian Mission Agency Board shall meet at least once every two years with the elected membership of the advocacy committees for strategic reflection and anticipation concerning racial justice and equity issues.

Access shall be in the form of policy statements, resolutions, study papers, racial involvement reports, a yearly narrative report, Advice and Counsel Memoranda, and other appropriate correspondence. Advice and Counsel Memoranda shall be developed in consultation with other advisory and advocacy committees as appropriate.

REAC participates in the work of the General Assembly (GA) every two years by submitting resolutions, drafting Advice and Counsel Memos (A&Cs) on all business with racial justice implications, sending a team to GA to resource and advocate for all of the resolutions and A&Cs in GA committees, and having one member (ordinarily the chair of REAC) serve as a corresponding member to the GA with voice but no vote.

REAC participates in the work of the Presbyterian Mission Agency Board (PMAB) via the membership of one REAC member (as determined by the General Assembly Nominating Committee after REAC's submission of three members' names). REAC also reviews the business before the PMAB prior to each meeting and may write A&Cs on these items. In some cases, REAC submits new business to the PMAB.

As of the 223rd General Assembly (2018), REAC also has one member (as determined by the General Assembly Nominating Committee after REAC's submission of three members' names) serving on PC(USA), A Corporation.

Membership

The details of membership specifications were first approved by the 207th General Assembly (1995),³ though these specifications have subsequently been revised to facilitate the work of the committee. Unchanged is the specification that the General Assembly Nominating Committee shall nominate the committee members.

1. Composition of the elected voting membership of the Racial Equity Advocacy Committee shall consist of the following twelve persons:
 - a. Two African Americans/Black Americans
 - b. Two Asian Americans

¹ [*Presbyterian Mission Agency Manual of Operations*](#), p. 71

² This is originally from the *GA Minutes*, 1994, Part I, p.262.

³ *GA Minutes*, 1995, Part I, p. 490.

c. Two Hispanic/Latino/a Americans

d. Two Middle Eastern Americans

e. Two Native Americans

f. Two Members-at-Large elected with consideration for special expertise, fast-growing populations of people of color/communities of color, geographic diversity, and ethnic balance.⁴

2. Selection of Members from the Caucuses/Councils/Consulting Committees:

One member from each constituency of color named shall be selected by each caucus, council, and consulting committee officially recognized by the PC(USA) for election through the General Assembly Nominating Committee process.

Members of the five PC(USA)-recognized⁵ National Caucuses, Councils, and Consulting Committees serving Communities of Color (African American/Black American, Asian American, Hispanic/Latino/a American, Middle Eastern American, and Native American) shall select one member from each caucus/council/consulting committee to be elected through the General Assembly's nominating process to serve a full or partial four-year term with eligibility for one additional full term.

Liaison Members Assigned to REAC by Other Church Entities

Liaison persons may be elected or appointed to serve with full voice but no vote. Such liaison persons ordinarily will include representatives from the Advocacy Committee for Women's Concerns (ACWC), the Advisory Committee on Social Witness Policy (ACSWP), and the General Assembly Committee on Representation (GACOR).

REAC Liaisons, Corresponding and Elect Members Assigned to Other Church Entities

Liaisons:

REAC sends liaisons to ACWC, ACSWP, and GACOR. REAC members assigned as liaison persons with other church entities should not assume roles or responsibilities given to those other church entities, unless doing so supports the REAC's own focused goals and responsibilities as designated by the General Assembly. REAC's liaisons are responsible for maintaining and advocating for a racial justice approach to the work of the entity to which they have been sent.

**Each liaison will be asked to submit a report form (provided by staff) focused on racial justice and their assigned entity after each meeting of that entity.

Dual Memberships:

⁴ Each two-year cycle, REAC will consult with the General Assembly Nominating Committee (GANC) to relay information regarding the work and focus of REAC at that time to help the GANC in discerning the best nominees for REAC's at-large positions.

⁵ This references the Articles of Agreement 8.2, as well as the General Assembly recognition of the National Middle Eastern Presbyterian Caucus: *GAMinutes* » 1996 » SECTION TWO - Reports » General Assembly Council Part Two National Ministries Division » III. Recommendations » A. Official Recognition of the Middle Eastern Caucus » **2. Background**

One REAC member serves as a full voting member on the committee for Mission Responsibility Through Investment (MRTI). MRTI allows REAC to send either current or past members to serve on MRTI on REAC's behalf. One REAC member serves as a full voting member on the Presbyterian Mission Agency Board. REAC shall submit three names to the General Assembly Nominating Committee, who will ultimately determine nomination. One REAC member serves as a full voting member on the PC(USA), A Corporation Board. REAC shall submit three names to the General Assembly Nominating Committee, who will ultimately determine nomination.

REAC members serving as *full members* on other entities are responsible to fulfill the expectations of both the work of REAC as outlined in this manual as well as that determined by the other entity. Each dual member will be asked to submit a report form (provided by staff) focused on racial justice and their assigned entity after each meeting of that entity.

Corresponding Membership:

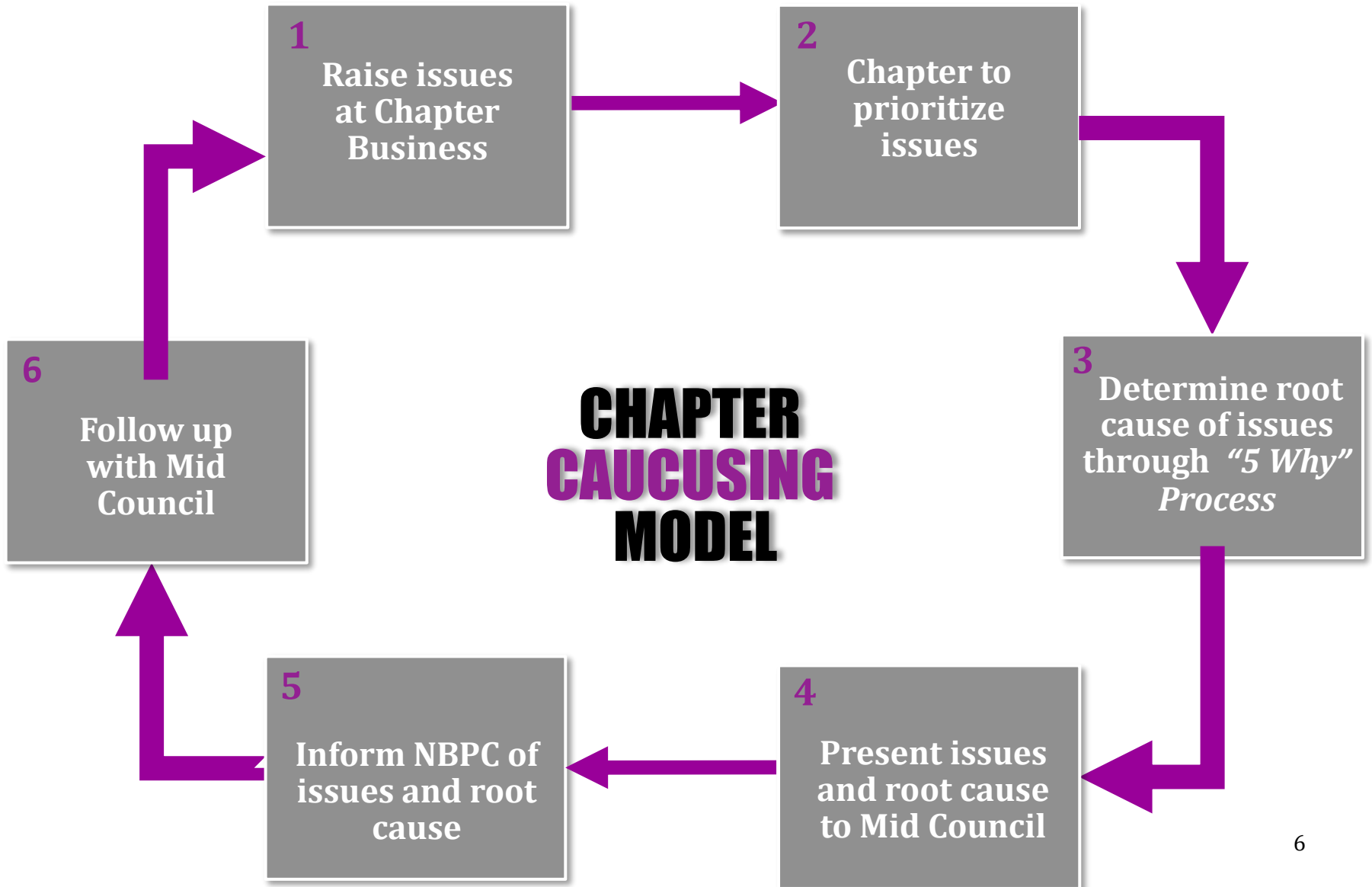
One REAC member serves as corresponding member to the General Assembly each two years, typically the chairperson. This member is responsible to represent the agreed upon positions taken by REAC on all General Assembly business on the floor of the Assembly. This member will also work with staff to coordinate the work of the team serving at General Assembly as resource people. All REAC members with assignments to other church entities shall be intentional about advocating from REAC's position of seeking racial justice with equity in all things, also advocating on behalf of REAC's work where relevant to the work of that entity.

Caucuses

- National Asian Presbyterian Council (NAPC)
- National Black Presbyterian Caucus (NBPC)
- National Hispanic/Latino-a Presbyterian Caucus
- National Middle Eastern Presbyterian Caucus (NMEPC)
- Native American Consulting Committee (NACC)

APPENDIX B: CAUCUSING

PRAXIS



PRAXIS

“5 WHY” METHOD...



...to determine root cause

APPENDIX C: FINANCIAL SECTION

1. EXPENSE VOUCHER

NATIONAL BLACK PRESBYTERIAN CAUCUS

EXPENSE VOUCHER

Date: _____

Purpose of Request: _____

Name of Requester: _____

E-Mail Address: _____ Phone #: _____

Check Payable To: _____

Address: _____

City: _____ State/Zip: _____

Amount Requested*: \$ _____ Budget Line: _____

Requester's Signature: _____ Date: _____

Authorizing Signature**: _____ Date: _____

* Supporting documents must accompany all requests for reimbursement.

** Authorizing signature indicates that backup documentation is appropriate and supports the release of funds.

Travel Expenses: Per Diem: NTE Breakfast: \$10 Lunch: \$15 Dinner: \$25

Dates	/ /	/ /	/ /	/ /	/ /	/ /	/ /
Lodging							
Airfare							
Taxi/Shuttle/Bus							
Parking & Tolls							
+ Mileage @ \$0.							
Miles Driven							
Car Rental							
Miscellaneous							
TOTALS							

+ Use IRS Rates to be calculated using the current mileage at the time of filling out this form.

Other Expenses	Totals

TOTAL Other Expenses \$ _____	

TOTAL All Expenses \$ _____
Less Funds \$ _____
 (Donation to NBPC) \$ _____
TOTAL REFUND DUE \$ _____

2. Record of Destruction Form

	ITEM DESTROYED	HOW DESTROYED	DATE DESTROYED
1	_____	_____	_____
2	_____	_____	_____
3	_____	_____	_____
4	_____	_____	_____
5	_____	_____	_____
6	_____	_____	_____
7	_____	_____	_____

COMMENTS:

NAME (Please print): _____

SIGNATURE: _____ DATE _____

3. Inventory Form

DATE: _____

ITEM/SERIAL #	DATE PURCHASED	WHERE/COST	LOCATION/WHO
1 Laptop	_____	_____	_____
2 Hard Drive	_____	_____	_____
3 Laptop Case	_____	_____	_____
4	_____	_____	_____
5	_____	_____	_____
6	_____	_____	_____

4. Depreciation Report Form

	CONDITION	DATE	BY WHOM
1 Laptop	_____	_____	_____
2 Hard Drive	_____	_____	_____
3 Laptop Case	_____	_____	_____
4	_____	_____	_____
5	_____	_____	_____
6	_____	_____	_____

NAME (Please print): _____

SIGNATURE: _____ DATE _____

APPENDIX D: MEMBERSHIP SECTION

1. Process for Preparing the Database for the Year

- A. Copy the existing database to a new database, using the name **YYYYNBPCMEMBERSHIP file**, where YYYY represents the four-position year.
- B. Rename the 2nd tab to read **YYYY Membership Roster**, where YYYY represents the four-position year.
- C. Blank out the following columns:
 - i. Cards
 - ii. Year
 - iii. To National
 - iv. To Region
 - v. To Chapter
 - vi. Entries in the NOTES column except payments toward life membership.
- D. For each tab starting with the “Membership Count” tab and going forth through the region tabs, change the year in the spreadsheet to the current year so that each spreadsheet will be populated from the membership information entered.

2. Process for Updating the Membership Database

- A. Enter the information from the application per the **INSTRUCTIONS** tab in the database.
- B. Confirm the amounts to be entered into the database from the Deposit report and your knowledge of how the chapter/region submits its money. Enter the amounts per the **INSTRUCTIONS** tab in the database.
- C. For every entry, place a 4-position year in the **YEAR** column for that entry.
- D. If an application is received but the amount has not been received from the Mail and Bank Assistant’s Deposit report, enter the information and leave the **TO NATIONAL, TO REGION, and TO CHAPTER** columns blank. When the Deposit report is received that contains amounts for this name, update the **TO NATIONAL, TO REGION, and TO CHAPTER** columns.
- E. If an entry exists in the Deposit Report but no application has been received, and there is an entry for the name on the database, enter the 4-position year in the **YEAR** column update the **TO NATIONAL, TO REGION, and TO CHAPTER** columns, and enter “No application” in the **NOTES** column. When the application is received, confirm the information, including the **TO NATIONAL, TO REGION, and TO CHAPTER** columns, and update where necessary, and delete the “No application” from the **NOTES** column.
- F. If an entry exists in the Deposit Report but no application has been received, and there is no entry for the name on the database, highlight the entry on the Deposit Report. The database cannot be updated at this time because of insufficient

information. (Sometimes the Mail and Bank Assistant will submit a name on the Deposit Report that is misspelled or otherwise incorrect because it is difficult to read the application.)

- G. Bundle the Deposit report for the month and the applications associated with that report and file.

3. Process for creating thank-you letters, email addresses, labels, and membership cards

A. Thank You Letters

- i. The letters are generated in Word.
- ii. Make sure the most current stationery is used by confirming the names and the “signatures”.
- iii. Copy the name and addresses from the database.
- iv. Adjust the letter to fit (e.g., grammar, salutation, reference to membership card):
 - a. Individual
 - b. Married Couple (saves postage to include both membership cards and one letter in a single mailing)
 - c. Chapters or Regions or
 - d. Institutional Mission Partners (IMP’s).
- v. Print the letter(s).
- vi. If no membership card is required and the entry has a valid email address, email the letter to the addressee, **or** else
- vii. Mail the letter with the membership card(s), if applicable, to the addressee.

B. Membership Cards

- i. The membership cards are created in Word.
- ii. To ensure correct format, use a Word document of existing cards.
- iii. Confirm the correct expiration date, officer names, and “Member in Good Standing”.
- iv. For Lifetime members who have not completed payment, remove expiration date, and replace “Member in Good Standing” with “Lifetime Member”.
- v. Replace the existing name with the name of the current member.
- vi. Print on card stock. If the printer cannot support card stock, then print on plain paper and go to a venue that will allow copying onto card stock.
- vii. Cut the individual cards.
- viii. Membership cards are not needed for Chapters, Regions, or IMP’s.
- ix. For new lifetime members who have completed payment of lifetime dues, obtain the name to be engraved on the lifetime membership card and

submit the member's name and address to the engraver, who will create the special "gold" card and mail it directly to the recipient, and send the invoice to the Membership Chair. Submit a voucher for the cost of the card, requesting the check to be mailed directly to the engraver. The engraver is Highest Honor, 34711 Dequinder Rd., Troy, MI 48083. Phone number (248) 588- 7845. Orders can be emailed to accounting@highesthonor.biz. Save the confirmation of work by the engraver.

- x. For existing lifetime members (members who had received lifetime recognition in the past, e.g., through plaque or trophy), the fee for the special gold card is \$25.00. Confirm via the database that the requester is a lifetime member before processing.
- C. **Email Addresses and Labels** -- Microsoft Word is used to create a file of email addresses or a label file using the Mail Merge Wizard. Make sure you do ***NOT*** have your membership file open when executing these steps.
- i. **Labels**
 - a. Click on the **Mailings** tab at the top of the document.
 - b. Click on **Start Mail Merge**.
 - c. Click on **Step by Step Mail Merge Wizard**.
 - d. Select document type **Labels**.
 - e. Click on **Next: Starting Document** (at bottom).
 - f. Click on **Label Options**. Be sure to click on the label number that matches the labels you will use (3-across, 1" X 2 5/8" easy peel). You will find the number to select on the label package. Click on **OK**.
 - g. Click on **Next: Select Recipients** (at bottom).
 - h. Click on **Browse**. Find and double-click on the membership file.
 - i. Select **Membership Roster\$'**. Click **OK**.
 - j. Click on **Filter**.
 - k. Enter your selection criteria for your labels. (E.g., year = 2017 means active members for 2017). Click **OK**. The first several records meeting your criteria will display. You may scroll back and forth to confirm that the record meets your selection criteria. Then Click **OK**.
 - l. Click **Next: Arrange Your Labels**.
 - m. Click **Address Block**.
 - n. Select **Never Include Country/Region in the Address**. Click **OK**.
 - o. Click **Update All Labels**.
 - p. Click **Next: Preview Your Labels** (at bottom).
 - q. Click **Next: Complete the Merge**.

- r. Click **Edit Individual Labels**.
- s. Select **All**. Click **OK**. This step will create a new Word document containing all of your labels.
- t. Save the new document giving it a meaningful name.
- u. You may load in your label paper and print your labels.
- ii. **Email Addresses** (or any other report-type file)
 - a. Click on the **Mailings** tab at the top of the document.
 - b. Click on **Start Mail Merge**.
 - c. Click on **Step by Step Mail Merge Wizard**.
 - d. Select document type **Directory**.
 - e. Click on **Next: Starting Document** (at bottom).
 - f. Click on Next: **Select Recipients** (at bottom).
 - g. Click on **Browse**. Find and double-click on the membership file.
 - h. Select **Membership Roster\$'**. Click **OK**.
 - i. Click on **Filter**.
 - j. Enter your selection criteria for your emails. (E.g., year = 2017 means active members for 2017). Click **OK**. The first several records meeting your criteria will display. You may scroll back and forth to confirm that the record meets your selection criteria. Then Click **OK**.
 - k. Click on **Next: Write Your Letter** (at bottom).
 - l. Click on **More Items**. For each field you want to contain in your file/report, highlight from the list of fields. Click **Insert**. Click **Close**. You may type in any additional items (e.g., space, comma, enter) as you build your file/report.
 - m. Click **Next: Preview Your Letters** (at bottom).
 - n. Click **Next: Complete the Merge** (at bottom).
 - o. Click **To New Document**.
 - p. Select **All**. Click **OK**. This step will create a new Word document containing all of your results.
 - q. Save the new document giving it a meaningful name.
- D. **Update the membership database by entering the 4-position year and 2-position month in the CARD column. (E.g., 201604). It is important to use this format in order to use this field more easily for analysis (e.g., sorting the members).**

4. Sample Letter



NATIONAL BLACK PRESBYTERIAN CAUCUS PRESBYTERIAN CHURCH (U.S.A.)

National Office: P.O. Box 99696
Troy, MI 48099
248-921-8102
www.nationalnbpc.org



BOARD OF DIRECTORS

Teaching Elder Dr. Thomas H. Priest, Jr.,
President
revdrpriest@gmail.com

Ruling Elder Doris Evans, Vice- President
nu1doris@gmail.com

Ruling Elder Lenore Williams, secretary
leefabilli@aol.com

Teaching Elder Dr. Charles Heyward, Treasurer
ccheyard1@gmail.com

Financial Administrator
Ruling Elder Rosy Latimore
rolatimo2@aol.com

Director, Chapter and Regional Development
Ruling Elder Doris Evans

Membership Committee
Ruling Elder Stefanie Lewis, Chair
stefanielw@aol.com

REGIONAL REPRESENTATIVES

Mid-Atlantic – Ruling Elder John Etheredge

Midwest – Ruling Elder Adrienne Adams

Mid-South – Ruling Elder Natalie Toombs

Northeast – Ruling Elder Rasheeda J. Hastings

Southeast – Teaching Elder Dr. Joe Rigsby

West – Ruling Elder Mark S. Jones, Sr.

**NBPC REP TO GA Racial Equity Advocacy
Committee (REAC)**
Teaching Elder Dr. Thomas H. Priest Jr.

AFRICAN AMERICAN CLERGYWOMEN
Vacant

AFRICAN CONNECTION
Ruling Elder Diana Wright

NATIONAL BLACK PRESBYTERIAN WOMEN
Ruling Elder Dr. Lydia Willingham

CIRCLE OF ELDERS
Teaching Elder Dr. James Thomas, Moderator

SEMINARIAN REPRESENTATIVE
Ruling Elder Theresa Durham

YOUTH ADVISOR
Vacant

YOUTH REPRESENTATIVE
Ms. Akilah Hyrams

GENERAL ASSEMBLY LIAISON
**African American Intercultural Congregational
Support**
Vacant

May 25, 2020

Mrs Sally Smith
6724 Apple Lane
City, St 12345

Dear Mrs. Smith,

This letter acknowledges receipt of your 2020 membership with the National Black Presbyterian Caucus (NBPC). Your membership card is enclosed with much gratitude for your support of NBPC.

We look forward to your active participation as we discern and follow God's direction in seeking racial justice and equity in our presbyteries, synods, the PC(USA), and our communities.

Please visit our website for ongoing information and news about NBPC.

Blessings,

Thomas H. Priest, Jr.

Rev. Dr. Thomas H. Priest Jr.,
President

Charles Heyward

Rev. Dr. Charles Heyward,
Treasurer

Stefanie W. Lewis

Elder Stefanie W. Lewis
National Membership Chair

5. Sample Membership Cards

NATIONAL BLACK PRESBYTERIAN CAUCUS



This certifies that



Member 1

Is a NBPC member in good standing

David L. Wallace, Sr.
President

Olgie Anderson-Lee
Secretary

Membership Expires: DECEMBER 31, 2016

NATIONAL BLACK PRESBYTERIAN CAUCUS



This certifies that



Member 2

Is a NBPC member in good standing

David L. Wallace, Sr.
President

Olgie Anderson-Lee
Secretary

Membership Expires: DECEMBER 31, 2016

NATIONAL BLACK PRESBYTERIAN CAUCUS



This certifies that



Member 7

Is a Lifetime NBPC member

David L. Wallace, Sr.
President

Olgie Anderson-Lee
Secretary

NATIONAL BLACK PRESBYTERIAN CAUCUS



This certifies that



Member 8

Is a NBPC member in good standing

David L. Wallace, Sr.
President

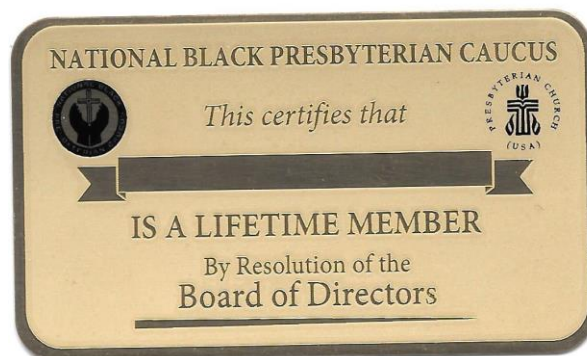
Olgie Anderson-Lee
Secretary

Membership Expires: DECEMBER 31, 2016

6. Sample Labels

Mrs. Jane Doe 123 Main St. City, ST 45417	Rev. and Mrs. John Doe 456 Main St. City, ST 45417	Life Church 789 Main St. City, ST 45417
The Best Chapter 1023 Main St. City, ST 45417	Top Region 1123 Main St. City, ST 45417	Mrs. Jane Doe 1223 Main St. City, ST 45417

7. Gold Lifetime Membership Card



8. Process for Generating Chapter & Region Membership Reports

- A. Activate the appropriate Region tab in the Excel Workbook.
- B. Place the cursor anywhere in the data part of the report. At the top of the worksheet will be **Pivot Table Tools**. Click on **Options**. Then click on **Refresh**. The report will be updated with the latest information entered into the membership roster. The information will be based on those entries with the non-blank **YEAR** column.
- C. Update the date of the report.
- D. Save the workbook.
- E. Since this is the official database, and to avoid potential corruption of the master information, it is strongly recommended that any report be copied to a separate Excel workbook, where sorting, and other processing can take place. Column widths will have to be adjusted in the new spreadsheet.
- F. Include the Church column, and exclude the financial information columns onward.
- G. For region reports, print/save the entire print area of the report using Landscape orientation.
- H. For chapter reports, delete all other chapter information on this spreadsheet. Then print the chapter report using the landscape orientation.
- I. Set up the print to make all columns fit on one page. The use of 8 ½ by 14 paper will be easier to read. If 8 ½ by 11 paper is desired, the result may be more difficult to read because of the size of the print.

A Sample Membership Report

Region	Midwest	As of February 31, 2099									
Chapter	First Name	Last Name	E-mail Address	Address	City	State	Postal Code	ChurchName	Title	Phone	Membership Type
Chicago	Jane	Doe	Jane.doe@email.org	123 Main st	Chicago	IL	66666	(blank)	Rev.Dr.	111 111-1111	I
	Sam	Longername	samwise,longername@yahoo.com	234 State st. #4	Chicago	IL	61111	Sixth Grace PC	Mr	222 222-2222	I
Chicago Total											
Dayton	Alice	Baker	abcbane@aol.com	678 Road Rd	Dayton	OH	44444	Trinity PC	Ms	333 333-3333	I
	(blank)	Dayton Chapter	(blank)	891 Lightly La	Dayton	OH	49999	(blank)	(blank)	444 444-4444	C
Dayton Total											
Michigan		Alpha Presbyterian Church	alphapc@newsite.org	234 Any	Warren	Mi	48000	Trinity Community PC	Mrs	555 555-5555	IMP
	Doris	Gama	dgam@noname.com	3142 Blvd	Detroit	Mi	48999	Calvary PC	Ms	(blank)	LT-Renewal
	Jim	Greek	testthisemail@email.com	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	666 666-6666	LT-Renewal
	Name1	Roman	nbcpg@igiveup.net	34508 Sample Dr.#C	Anytown	MI	41111	Calvary PC	Mrs	777 777-7777	Y
	Name2	Italy	Italy@country.edu	59876 Street La	Troy	Mi	47777	1st Pres Birmingham	Ms	888 888-8888	I
	Thomas H	Sorority	sorority@thom.net	Oak Street & Main	Suburb	MI	42222	Calvary PC	Rev	999 999-9999	I
	N	Stafford	jstafford456@att.net	678 Near Canada	Detroit	Mi	48888	Broadstreet PC	Mrs.	(blank)	I
Name4	Gilbert	(blank)	34-45 Whatever	Detroit	Mi	48333	Trinity Community PC	Mrs	(blank)	I	
Michigan Total											

9. Process for Generating Membership Counts

- A. Go to the tab in the database titled **Membership Count**.
- B. Position the cursor on any name or number in the table.
- C. Click on the tab **Options** at the top of the spreadsheet.
- D. Click on **Refresh**.
- E. Change the date on the spreadsheet to the correct date (**As of ...**).
- F. You may save this spreadsheet as a .pdf file and/or as part of the Membership database and/or as a separate spreadsheet/workbook.

As of February 31, 2099

2099 MEMBERSHIP

YEAR **2099**

Region	Chapter	Total
Mid-Atlantic	BPU Of Wash	100
	Charlotte	35
	Coastal Carolina	20
	Eastern VA (PEVA)	40
	Salem BPC	15
	Baltimore	10
	BC of New Hope	10
Mid-Atlantic Total		230
Mid-South	Huntsville/North Center	15
	Louisville	30
	Greater Memphis Area	75
Mid-South Total		120
Midwest	Chicago	30
	Michigan	250
	Dayton	50
Midwest Total		330
Northeast	New York City	100
	Newark	75
	Philadelphia	150
	Pittsburgh	200
Northeast Total		525
Southeast	Charleston-Atlantic	100
	Greater Atlanta	120
	Northeast Georgia	50
	South Florida	25
	Upstate SC-Greenville	10
Southeast Total		305
Southwest	(blank)	1
Southwest Total		1
West	Southern Cal	200
West Total		200
Grand Total		1603

10. Process for Generating Rebate Reports

- A. Activate the appropriate Region tab in the Excel Workbook.
- B. Place the cursor anywhere in the data part of the report. At the top of the worksheet will be **Pivot Table Tools**. Click on **Options**. Then click on **Refresh**. The report will be updated with the latest information entered into the membership roster. The information will be based on those entries with the non-blank **YEAR** column.
- C. Update the date of the report.
- D. Save the workbook.
- E. Since this is the official database, and to avoid potential corruption of the master information, it is strongly recommended that any report be copied to a separate Excel workbook, where sorting, and other processing can take place. Column widths will have to be adjusted in the new spreadsheet.
- F. **First Rebate report for the year:**
 - i. For region reports, highlight the required cells and set the print area. Then print the Region report using Landscape orientation.
 - ii. For chapter reports, delete all other chapter information on this spreadsheet. Then highlight the required cells, set the print area, and print the Chapter report using the landscape orientation.
 - iii. These reports will fit on 8 ½ by 14 paper. If 8 ½ by 11 paper is desired, set up the print to make all columns fit on one page. The result may be difficult to read because of the size of the print when 8 ½ by 11 paper is used.
- G. **For Subsequent reports for the year:**
 - i. After creating the reports in steps 1-5, use previous reports to delete all entries that have previously been reported.
 - a. If both the region and chapter have paid their dues before, then delete the complete entry.
 - b. If the region/chapter had previously not submitted dues, but subsequently does, then keep the entry. Columns (region or chapter) that have previously been included should read “already paid”.
 - c. Always keep the region entry and the chapter entry. If the dues had been previously paid, mark their National value for these entries as “already paid”.
 - d. Total the region and chapter columns by chapter and by total region.
 - ii. For region reports, highlight the required cells and set the print area. Then print the Region report using Landscape orientation.

- iii. For chapter reports, delete all other chapter information on this spreadsheet. Then highlight the required cells, set the print area, and print the Chapter report using the landscape orientation.
- iv. These reports will fit on 8 ½ by 14 paper. If 8 ½ by 11 paper is desired, set up the print to make all columns fit on one page. The result may be difficult to read because of the size of the print when 8 ½ by 11 paper is used.

Sample First Regional Rebate Report of the Year

Year	2099																		
Region	Midwest		As of February 31, 2099																
													Values						
Chapter	First Name	Last Name	E-mail Address	Address	City	State	Postal Code	ChurchName	Title	Phone	Membership Type	NATIONAL	REGION	CHAPTER					
Chicago	Jane	Doe	Jane.doe@email.org	123 Main st	Chicago	IL	66666	(blank)	Rev.Dr.	111 111-1111	I	\$25	\$10	\$15					
	Sam	Longername	samwise,longername@yahoo.com	234 State st. #4	Chicago	IL	61111	Sixth Grace PC	Mr	222 222-2222	I	\$25	\$10	\$15					
Chicago Total												\$50	\$20	\$15					
Dayton	Alice	Baker	abcbane@aol.com	678 Road Rd	Dayton	OH	44444	Trinity PC	Ms	333 333-3333	I	\$25	\$10	\$15					
	(blank)	Dayton Chapter	(blank)	891 Lightly La	Dayton	OH	49999	(blank)	(blank)	444 444-4444	C	\$100							
Dayton Total												\$125	\$10	\$15					
Michigan		Alpha Presbyterian Church	alphapc@newsite.org	234 Any	Warren	Mi	48000	Trinity Community PC	Mrs	555 555-5555	IMP	\$25	\$10	\$15					
	Doris	Gama	dgam@noname.com	3142 Blvd	Detroit	Mi	48999	Calvary PC	Ms	(blank)	LT-Renewal		\$10	\$15					
	Jim	Greek	testthisemail@email.com	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	666 666-6666	LT-Renewal								
	Name1	Roman	nbcpc@igiveup.net	34508 Sample Dr.#C	Anytown	MI	41111	Calvary PC	Mrs	777 777-7777	Y	\$10							
	Name2	Italy	Italy@country.edu	59876 Street La	Troy	Mi	47777	1st Pres Birmingham	Ms	888 888-8888	I	\$25							
	Thomas H	Sorority	sorority@thom.net	Oak Street & Main	Suburb	MI	42222	Calvary PC	Rev	999 999-9999	I	\$25							
	Nme3	Stafford	jstafford456@att.net	678 Near Canada	Detroit	Mi	48888	Broadstreet PC	Mrs.	(blank)	I	\$25							
	Name4	Gilbert	(blank)	34-45 Whatever	Detroit	Mi	48333	Trinity Community PC	Mrs	(blank)	I	\$25							
Michigan Total												\$135	\$20	\$15					
Region Total												R	\$135	\$20	\$15				

Sample Third Regional Rebate Report of the Year

Year	2099																	
Region	Midwest		Rebate Report From September - November 2099															
													Values					
Chapter	First Name	Last Name	E-mail Address	Address	City	State	Postal Code	ChurchName	Title	Phone	Membership Type	NATIONA	REGION	CHAPTER				
Chicago	Jane	Doe	Jane.doe@email.org	123 Main st	Chicago	IL	66666	(blank)	Rev.Dr.	111 111-1111	I	Already pd	\$10	Already pd				
	Sam	Longername	samwise,longername@yahoo.com	234 State st. #4	Chicago	IL	61111	Sixth Grace PC	Mr	222 222-2222	I	Already pd	\$10	Already pd				
	(blank)	Chicago Chapter	chicago@email.com	123 4th st.	Chicago	IL	68888			789-987-6543	C	Already pd						
Chicago Total												Already pd	\$20	Already pd				
Dayton	Alice	Baker	abcbane@aol.com	678 Road Rd	Dayton	OH	44444	Trinity PC	Ms	333 333-3333	I	Already pd	\$10	Already pd				
	(blank)	Dayton Chapter	(blank)	891 Lightly La	Dayton	OH	49999	(blank)	(blank)	444 444-4444	C	Already pd						
	Sara	Lee		234 E. South St.	Dayton	OH	45678	Evangelic PC	Ms	234-345-4567	I	Already pd	\$10	Already pd				
Dayton Total												Already pd	\$20	Already pd				
Michigan		Alpha Presbyterian Church	alphapc@newsite.org	234 Any	Warren	Mi	48000	Trinity Community PC	Mrs	555 555-5555	IMP	Already pd		\$50				
	Doris	Gama	dgam@noname.com	3142 Blvd	Detroit	Mi	48999	Calvary PC	Ms	(blank)	LT-Renewal		\$10	\$15				
	Jim	Greek	testthisemail@email.com	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	666 666-6666	LT-Renewal							
	Name1	Roman	nbcpg@igiveup.net	34508 Sample Dr.#C	Anytown	Mi	41111	Calvary PC	Mrs	777 777-7777	Y	Already pd						
	Name2	Italy	italy@country.edu	59876 Street La	Troy	Mi	47777	1st Pres Birmingham	Ms	888 888-8888	I	Already pd						
	Thomas H	Sorority	sorority@thom.net	Oak Street & Main	Suburb	Mi	42222	Calvary PC	Rev	999 999-9999	I	Already pd						
	Nme3	Stafford	jstafford456@att.net	678 Near Canada	Detroit	Mi	48888	Broadstreet PC	Mrs.	(blank)	I	Already pd						
(blank)	Michigan Chapter	michigan@us.gov	123 Northfield Rd	Southfield	Mi	48888			248-123-4567	C		\$100						
Name4	Gilbert	(blank)	34-45 Whatever	Detroit	Mi	48333	Trinity Community PC	Mrs	(blank)	I	Already pd							
Michigan Total												\$100	\$10	\$65				
(blank)	Midwest Region	midwest@region.com	666 middle road	Midwest	Mi	12345			444 333-2222	R		\$100						
Region Total												\$200	\$50	\$65				

11. Process for Updating Database from Online Report

- A. Download the latest report from the online membership system.
- B. For completeness, confirm that the online report was created after the end of the month.
- C. Sort the report by the **Membership Enroll Date-1** column so that the most recent memberships are at the end of the report.
- D. Update the database using the information on this report for the newly paid members. (lettering change)

Note: The dollar amount on the file includes processing costs. Do not include processing costs on the database. Costs to be used can be found in the **Instructions** tab of the membership database.

12. Sample Online Membership Report

National NBPC Member Export List

March 12, 2021

(Unused fields have been hidden. This sample divides file into 2 parts)

Last Name	First Name	Middle Name	Preferred Title	Member E-Mail	Address Line 1	City	State	Zip Code	Primary Phone
Jones	Sharon	A	Rev.	sjones01@email.com	1225 Main Street #2	Sensible	PA	11111	(111) 111-1111
Mission Church				Mission@thischurch.org	P.O. Box 456	Churchway	OH	22222	(222)222-2222
Samson	Mann		Mr.	TheMann@123.com	6123 Manly Dr.	Malesville	NC	33333	(333)333-3333
Timely	Lesson	N	Mrs.	Lesson@testit.net	222 Lesson Ct.	Teaching	AC	44444	(444)444-4444
Way	Done		Dr.	Drwaydone@cooked.com	111 Way Down South	Southfield	KY	55555	(555)555-5555

Church Name	Region Selection-1	Chapter Selection-1	Membership Enroll Date-1	Payment Amount	Membership Level
New Church	Northeast Region	Northeast Region Pittsburgh	12/07/2020	52.38	Individual Membership (2021)
	Midwest	Northeast Region Dayton	12/07/2020	104.75	Institutional / Individual Mission Partner (IMP) Church I
Old Church	Mid-Atlantic Region	Mid-Atlantic Region Charlotte Coastal	12/09/2020	52.38	Individual Membership (2021)
First Church	Southeast Region	Southeast Region Alabama	02/05/2021	52.38	Individual Membership (2021)
Last Church	Southeast Region	Southeast Region Louisville	02/12/2021	52.38	Individual Membership (2021)

Policy: Only chapters and regions who have paid dues will receive membership reports.

13. Membership Application

NATIONAL BLACK PRESBYTERIAN CAUCUS (NBPC) 2021 APPLICATION FOR MEMBERSHIP



www.NationalNBPC.org

*"The Black Family, Congregation, and Community in the
Presbyterian Church (U.S.A.): Navigating Identity, Equity, and Economics"*

Check only ONE BOX below for your MEMBERSHIP selection: Today's Date: _____

<input type="checkbox"/> Young Adult (Ages 18-25 years)	\$ 25
<input type="checkbox"/> Youth (Ages 12-17 years)	
<input type="checkbox"/> College / University	Includes: National, Regional, and Local Dues
<input type="checkbox"/> Seminary	
<input type="checkbox"/> Lifetime Membership	\$ 1,000
	Benefit: Pay ONLY Regional and Chapter dues in the subsequent years. -->
	\$25

Chapter Dues

Institutional Mission Partner (IMP) Church Presbyterian Unaffiliated	⇨	<table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">Congregational Size</td> <td style="width: 50%; text-align: center;">Institutional Partnership</td> </tr> <tr> <td style="text-align: center;">1 to 75</td> <td style="text-align: center;">\$100</td> </tr> <tr> <td style="text-align: center;">76 to 150</td> <td style="text-align: center;">\$ 150</td> </tr> </table>	Congregational Size	Institutional Partnership	1 to 75	\$100	76 to 150	\$ 150	Enter Amount Below From The Schedule On The Left
Congregational Size	Institutional Partnership								
1 to 75	\$100								
76 to 150	\$ 150								
		⇨							

General Donation to National for Ongoing Expense \$ _____

Please make all checks and money orders payable to:
National Black Presbyterian Caucus (NBPC) Check Number: _____

Name: _____

Preferred Email Address: _____

Region: _____ Chapter: _____

Major / Concentration: _____

Mail / Forward Membership Application, Dues, and IMP Contributions to:
NBPC Memberships
P.O. Box 99696 | Troy, MI 48099

Direct questions to: membership@nationalnbpc.org or (248) 921-8102 RETAIN COPIES FOR YOUR RECORDS
As a 501(c)3 organization, membership dues are not tax deductible, while donations are deductible for tax purposes.

Appendix E: CONVENTION

UNDER REVISION

Appendix F: GENERAL ASSEMBLY EVENT

1. Sample Budget

2016 GA Dinner Budget Rosy M. Latimore, chair		
Income		
	GA Tickets, 100 @65	\$6,500.00
	Misc. Income	\$2,330
	Sponsors	
	Donations	
	Door Ticket Sales	
Total Income		\$8,830.00
Expense		
	Dinner Program	\$600.00
	Speaker	
	Music	
	Planning Committee Expense	
	Air Travel	\$770.00
	Hotel	\$450.00
	Dinner Printed Programs	\$200.00
	Dinner Advertising	\$200.00
	Bookmarks	\$35.00
	GA Printed Booklet Fee	\$25.00
	GA Ticket Service Fee	\$520.00
	Dinner 100 @ \$45.00	\$4,500.00
	Hotel Service Fee 24% x \$45.00	\$1,080.00
	AV	\$250.00
	Piano	\$200.00
Total Expenses		\$8,830.00

The dinner cost is estimated as we have not received the hotel fees at this time.

2. Sample Planning a Function at GA Booklet



222nd General Assembly (2016)
JUNE 18-25, 2016 – PORTLAND, OREGON

PLANNING A FUNCTION

At the General Assembly for meetings, meal events, receptions, and other functions sponsored by synods, presbyteries, seminaries, affinity groups, PCUSA agencies and committees, etc.

October 26, 2015

FROM THE STATED CLERK

On behalf of the Stated Clerk of the General Assembly, Gradye Parsons, thank you for your interest in sponsoring a function at the 222nd General Assembly (2016) in Portland! Before completing the request form, please be sure to review the information in this document.

CONTENTS:

Timeline and Deadlines..... page 2
Function Sponsor Eligibility..... page 3
Types of Functions..... page 3
Choosing a Date and Time..... page 4
Locations..... page 5
Function Location Assignments..... page 6
 Off-site Functions.....page 6
Working with Hotels and Caterers.....page 6
Function Descriptions.....page 7
Ticket Sales.....page 7
Costs and Fees.....page 8
Payment and Billing.....page 9
A Word about Music and Other Copyright Issues.....page 9
Instructions for Completing *Function Request Form*..... page 9
Risk Assessment and Liability Issues for Function Sponsors.....page 10
Risk Assessment Tool for Function Sponsors..... page 10
Function Request Form.....Attached

TIMELINE AND DEADLINES:

December 1	Function requests due
December 14	Function descriptions due
January 19	Ticket prices must be confirmed
February 23	G.A. Registration and Ticket Sales Open
March 23	Registration deadline for sponsor representatives (see page 3)
April 25	Confirm menu selection with caterers, room set, A/V needs, etc...
May 13	G.A. Hotel Request Deadline
June 3	G.A. advance ticket sales close
June 10	Deadline for finalizing on-site ticket sale requests
June 17	On-site Registration and Ticket Sales Opens

Questions? Please contact the General Assembly Meeting Service:

Andrew.Yeager-Buckley@pcusa.org • 100 Witherspoon Street, Louisville, KY 40202
FAX: 502.569.8642 • Phone: 888.728.7228 x5419

THE BASICS

This information and the *Request for Function Space* form, is for G.A. boards, agencies, departments, committees, mid councils, seminaries, affinity groups, and others that plan to sponsor a meeting, meal, reception, or other function before or during the 222nd General Assembly (2016) in Portland.

Please follow these procedures to request a location in the convention center or an assembly hotel, and/or to have the function listed in the assembly schedule, and/or to arrange for the G.A. Meeting Service to handle ticket sales for the function. Briefly, the steps are:

- Determine the preferred date and time, anticipated attendance, etc. for your function (see next page regarding the assembly docket, etc.).
- Complete the space request form by December 1, 2015.
<http://pcusa.functiontracker.com/public/v3/enquiry.php>
- The G.A. Meeting Service assigns a location, notifies the sponsor, and provides information on contacting the venue to proceed with selecting menus, and other arrangements.
- Provide a concise description of the function for inclusion in the assembly registration materials (see page 7 for instructions). Due by December 14, 2015.
- Ticket prices (if applicable) must be confirmed no later than January 19.
- More information on follow-up procedures (confirming menus and other arrangements, setting guarantees, etc.) will be distributed at a later time.

Assembly registration information – including descriptions of the functions arranged for through G.A. Meeting Service – is available to assembly participants when registration opens on February 23, 2016.

FUNCTION SPONSOR ELIGIBILITY

Any G.A. board, agency, ministry, department, committee, mid council, seminary (PC(USA) or other), college, affinity group, or other organization is eligible to sponsor a function or request space in one of the assembly facilities for meetings/gatherings.

Organizations sponsoring functions at the convention center or assembly hotels, or otherwise utilizing the services of G.A. Meeting Service, must register at least two of its members as assembly participants. The organization staff or member who is the on-site contact for its sponsored functions, and at least one other member of the group, should register in advance through the G.A. Meeting Service. Because deadlines for requesting and assigning space and the publication of the registration materials precede the opportunity for registration, the G.A. Meeting Service reserves the right to cancel space assignments and suspend ticket sales for functions sponsored by organizations that decline to complete advance assembly registration for designated personnel by March 23, 2016.

TYPES OF FUNCTIONS

Many types of functions take place during General Assembly:

- Meetings (open to the public, or by invitation only)
- Lecture or presentation
- Meals – buffet or plated
- Worship
- Concert
- Celebration, party or dance
- Reception
- And more!

Some groups request a meeting room for the duration of the assembly, with a 24-hour hold, for offices, daily staff meetings, etc. If rooms are available to be allocated for such purposes, the group should expect to spend a minimum amount in food and beverage, or incur room rental charges. Another option is to request a suite at one of the assembly hotels. Contact Deb Davies (deb.davies@pcusa.org) for information about availability and rates.

CHOOSING A DATE AND TIME

Below is the preliminary docket for the assembly, as approved by the Committee on the Office of the General Assembly (COG.A.). Note that:

- The assembly convenes with Opening Worship at 11:00 a.m. on Saturday, June 18. Riverside Conversations (discussions on business coming to the assembly) are scheduled for Saturday morning (8:45 a.m. to 10:30 a.m. and all commissioners and advisory delegates are expected to attend. Commissioners and advisory delegates are also expected to be present at all plenary sessions and committee meetings (scheduled throughout the week); sponsored functions that conflict with those meetings will not appear as options for commissioners and advisory delegates as they register.
- The docket provides for six "group meals" for commissioners and advisory delegates; avoid these times if you are planning a meal function to which you hope to attract those attendees.
- In addition, Sunday worship for all participants will be at local churches; most will provide lunch following worship, so Sunday lunch functions are discouraged. The schedule of the services and transportation arrangements are not yet known. Breakfast functions are allowed, but if 2014 is a guide, shuttles to some churches will depart before breakfast functions end.
- Space at the convention center for functions will be somewhat limited between Sunday and Tuesday. However, starting Wednesday, ample space will be available for functions in the convention center. If close proximity is important to you, then consider scheduling your function later in the week.
- Please note that the reception for the Moderator of the 222nd General Assembly (sponsored by the Committee on the Local Arrangements) might be held on Sunday afternoon at the convention center.
- This docket is subject to change.

222nd General Assembly (2016)
"The Hope in Our Calling" Ephesians 1:18

Saturday June 18	Sunday June 19	Monday June 20	Tuesday June 21	Wednesday June 22	Thursday June 23	Friday June 24	Saturday June 25
Riverside Conversations: 8:45 - 9:30 9:45 - 10:30	Worship in local congregations	Bible Study in Committee 8:30	Bible Study in Committee 8:30	Ecumenical Worship Service 8:30 - 9:45	Plenary Meeting 6 8:30	Plenary Meeting 9 8:30	Plenary Meeting 12 9:00
Opening of Assembly and Worship 11:00 - 12:30		Committee Meetings II 9:30	Committee Meetings V 9:30		Morning Worship 11:15	Morning Worship 11:15	Closing Worship at close of business
Group Lunch	Lunch Break	Lunch Break	Lunch Break	Sem. Lunches	Lunch Break	Group Lunch	Adjourn
Plenary Meeting 1 2:30 - 5:30	Plenary Meeting 3 2:30 - 4:30 (Report of Stated Clerk Nominating Committee)	Committee Meetings III 1:30	Committee Meetings VI 1:30	Plenary Meeting 4 2:00	Plenary Meeting 7 1:30	Plenary Meeting 10 1:30	
Group Dinner	Group Dinner	Dinner Break		Group Dinner	Dinner Break	Group Dinner	
Plenary Meeting 2 [Moderator's Election] 7:00	Committee Meetings I 7:30	Committee Meetings IV 7:30		Plenary Meeting 5 7:00	Plenary Meeting 8 7:30	Plenary Meeting 11 7:00	

FUNCTION LOCATION ASSIGNMENTS

After Function Request Forms have been received and reviewed, G.A. Meeting Service will assign each function to a facility - one of the hotels or Oregon Convention Center (OCC) (except in the cases of off-site functions – see below).

Assembly Hotels or OCC - Function sponsors will receive the name of the property to which their function has been assigned, contact information for appropriate facility personnel, a menu from that facility (if appropriate), and a diagram of the facility (if available). Function sponsors are then responsible for contacting the appropriate facility personnel to select menus. For functions scheduled at the convention center, sponsors will work with the G.A. Meeting Service staff on room set and A/V needs. For functions scheduled at hotels, sponsors will communicate with hotel staff on these arrangements. Function sponsors will sign a Banquet Event Order (BEO) as a binding agreement between the sponsor and the facility.

Off-site Venues - If you decide to hold your function at a venue other than OCC or one of the assembly hotels, you are responsible for making contact with, and making payment to, those venues and for all other arrangements, including any required transportation. You may also be required to provide proof of insurance to the facility/vendor. To have your off-site function listed in the assembly publications and/or to use the ticket sale service, you will still complete the *Space Request Form*, noting the off-site location. Because these off-site functions do not contribute to meeting the food and beverage minimums that reduce or eliminate the rent we would otherwise pay for assembly facilities, the G.A. Meeting Service will add a fee of \$2.00 per ticket. This fee is added to the ticket price set by the sponsor and paid by the purchaser on every ticket purchased from the G.A. Meeting Service (advance and on-site).

WORKING WITH HOTELS AND CATERERS

Other issues related to functions and their locations:

Room Sets and Changeovers

Rooms are often used for multiple functions in a given day, with little time in between. Even if there is sufficient time between functions, reset fees may apply for the labor to change seating, staging, etc. The G.A. Meeting Service works with the assembly facilities to coordinate assignments and room sets so that the requirements of each group are met. However, to accommodate all uses, some compromises are made. For instance, additional tables are usually not removed for smaller functions; or staging and screens will stay in place if they will be used by most of the functions scheduled in that room. Groups with unusual set-up requirements may incur reset fees; a group that rearranges a room on its own will be charged the cost of restoring the set for use by the next group.

Location Changes

Meeting room assignments are NOT guaranteed – when a function's anticipated attendance, set up, or A/V needs change, or other situations arise, it may be necessary to revise meeting room and (rarely) hotel assignments. Every effort is made to confirm these before the assembly *Program* and *Schedule of Events* go to print, but changes sometimes have to be made after that time (in this case, G.A. Meeting Service will provide a means by which to communicate all changes in location). **Organizations that send out their own advance publicity are advised to list only the hotel/facility, not the specific room location.**

Caterers

Whether your function is at the convention center or one of the hotels, you **must** use that facility's in-house caterer for any food and beverage – even coffee service. You may not bring in food or use a different caterer.

Menus – The catering contact at the assigned facility can help with suggestions for keeping your function within budget. Select your menu as early as you can, and not later than April 25. The caterer will send the banquet function order to the designated planner for each function. Review it carefully and sign and return it with any revisions, etc. Some caterers are not able to guarantee their 2016 prices until late

December 2015; current menus for that facility are provided as a guide, but be aware that prices may increase slightly. Hence, there is a later deadline (January 19) for reconfirming ticket prices with the G.A. Meeting Service.

Guarantees—The final guarantee, provided to the facility, for the meal count is usually due at least **three (3) working days** prior to the function. If your actual attendance is lower, you will still be billed for the guarantee number. If a final guarantee is not given by the deadline, the hotel will charge you for the estimated attendance as listed on Banquet Event Order that you sign. If actual attendance is higher than guaranteed, you will be billed for the number of meals served.

FUNCTION TITLE AND DESCRIPTION

A concise title (not to exceed 90 characters) and description (not to exceed 50 words) of your function are due December 14, for inclusion in the Schedule of Events and the ticket-order process. **Do not mention the title, day, date, time, ticket price, or location in the description as that will automatically be included in your listing.** G.A. Meeting Service reserves the right to edit your description as needed for use in any of our publications.

TICKET SALES

The G.A. Meeting Service operates an on-line ticket order system in conjunction with assembly registration, as a service to event sponsors that charge a fee, and/or who need an accurate attendance count in advance. Registrants may select from the available activities as they register, order tickets for a spouse/guest, and pay the fees by credit card, e-check, check, or budget code. The tickets are printed with the participant's assembly badge and distributed at on-site registration.

Numbers of Tickets for Sale—Function sponsors determine the maximum number of "tickets" to be made available for sale for their function

Costs of Ticket—Function sponsors determine the ticket price (by January 19). If your intention is to cover all function expenses through ticket sale revenue, then be sure to include the costs of A/V equipment, speaker's fees and expenses, complimentary tickets for staff, VIPs, and press, as well as any other expenses, when calculating your costs. In addition, remember to add a service charge (up to 24% at most venues) to the meal costs. The state of Oregon has no sales tax.

Registration and Ticket Sales—Registration will open February 23. It is NOT necessary for an individual to register in advance for the assembly to purchase tickets to assembly functions. Advance ticket sales end on June 3, to give G.A. Meeting Service time to communicate final sale numbers to sponsors, and to prepare to print tickets that are distributed at registration and sold on-site. The G.A. Meeting Service also operates on-site ticket sales—each sponsor will have the opportunity to determine whether to make any tickets available for sale on-site, and if so, how many (June 10 Deadline).

Complimentary Tickets—Some sponsors make some "complimentary" tickets available to their staff, speakers, press, or others. The G.A. Meeting Service does NOT manage complimentary tickets. Every ticket ordered through the G.A. Meeting Service must be paid for, and the ticket sales total that is provided includes only 'paid' tickets. Function sponsors may purchase tickets through the G.A. Meeting Service for guests for whom they want to provide complimentary tickets. Or they may print and distribute their own complimentary passes, or maintain a list of those who will be admitted without tickets, etc. The sponsor must remember to add the number of these "complimentary" meals to the final ticket sale number when providing the guarantee to the caterer.

Cancellations—The G.A. Meeting Service policy is that there is no refund for individual ticket orders cancelled after the June 3 advance ticket sales deadline. This protects sponsors who are providing guarantees to the caterers, and counting on the revenue. Ticket purchasers who request a refund after that date will be referred to the function sponsor.

COSTS AND FEES

Hotel and Convention Center Costs

Room Rental – Hotel meeting room rental charges are *generally* waived for functions scheduled through the G.A. Meeting Service, because of the room blocks and overall food and beverage expenditures. There may be exceptions for certain types of functions – particularly for non-meal functions that produce no revenue for the facility.

Food & Beverage – Function sponsors are often shocked the first time they see catering menu prices at convention centers and assembly hotels. Caterers have exclusive contracts and function sponsors must use them if they plan on having any type of food or beverage. Review menu prices carefully – a la carte is often more expensive than set meal prices, but also know that many caterers will work with you if you have a special menu in mind or you are looking for a more reasonable price point.

A/V and Special Set-ups - There is *generally* no charge for tables and chairs for typical room arrangements. Staging and lecterns often incur an additional cost; A/V equipment (screens, projectors, microphones, flipcharts, etc.) always incur additional fees. Every effort is made to assign consecutive functions with similar needs for staging, lecterns, and AV equipment to the same location so that the cost of such equipment can be shared. This is to the advantage of the function sponsors, but it makes it difficult to predict the exact cost in advance.

Service Charges - Food & beverage costs and A/V rental charges are also subject to a 24% (approximately) service charge. Some A/V companies charge for labor for setup/teardown in addition to the service charge.

Sales Tax:

As in the rest of Oregon, there is no sales tax or food and beverage in Portland.

G.A. Meeting Service Fees

Function listing fee – \$25 per function, applied to each agency/organization that wants its function(s) listed in the official General Assembly publications. This fee covers listings in the advance assembly registration information and ticket order form, the *General Assembly Program*, the event mobile app, and the pocket “Schedule of Events.” This fee also applies to each “repeat function” (those functions that are repeated more than once but with the same title and description) as well as non-ticketed functions.

Ticket fee – 8% on each ticket, rounded to the nearest dollar, with a minimum fee of \$1, added to the ticket price set by the sponsor and paid by the purchaser on every ticket purchased from the G.A. Meeting Service (advance and on-site). This fee helps cover the staff costs of processing the orders, and such expenses as credit card fees and toll free telephone calls (See *Ticket Sales* on page 6.)

Off-site function fee (for functions planned at facilities other than the convention center and assembly hotels- see below) – \$2.00 per ticket, added to the ticket price set by the sponsor and paid by the purchaser on every ticket purchased from the G.A. Meeting Service (advance and on-site). This fee recognizes that off-site functions do not contribute toward the guaranteed food and beverage minimums imposed by hotels and the convention center and is in addition to the 8% ticket fee.

On-site Sales Ticket Fee – \$2.00 additional for each ticket sold on-site at registration during the assembly and paid by the purchaser. This fee helps defray the costs of the on-site ticket sales operation.

Presbyterian Mission Agency (PMA) Cost Allocation Fee –

For PMA-sponsored functions only - the PMA cost allocation percentage for the sponsoring PMA mission area applies to ticket fees collected for that function, whether paid by credit card, budget code, etc. If you have questions about the rate for your area please contact your budget officer.

PAYMENT AND BILLING

Food and beverage, A/V, and most other costs related to functions that are held in the convention center or an assembly hotel are billed to the assembly's master account. Sponsors are not required to make separate direct billing arrangements, pay the advance deposit, or make any other types of payments to the hotel or vendors.

G.A. agencies, ministries, boards, committees, etc. will provide two budget codes – a revenue account for the ticket revenue, and an expense account for expenses. Following the assembly, ticket revenue (less the G.A. Meeting Service fees and the PMA cost recovery fee) will be credited to the revenue account. As vendor invoices are settled, these expenses (food and beverage, A/V, etc.) will be charged to the expense account.

All other function sponsors – Following the assembly, G.A. Meeting Service will provide a statement of expenses and revenue. Most of the proceeds from ticket sales are used to pay the facilities, caterers and other suppliers directly for actual charges for your specific function. If revenue from ticket sales for your function does not cover all expenses related to your function, you will be invoiced for the balance. If revenue exceeds expenses, you will receive a check for the difference.

MUSIC AND OTHER COPYRIGHT ISSUES

Organizations sponsoring functions that include the presentation of live or recorded music or provide a program that includes the publication or duplication of music should follow all guidelines and laws regarding copyright of printed material, performed and recorded music, playing of videos, etc. Organizations requesting space are responsible for ensuring adherence to all copyright laws.

INSTRUCTIONS FOR COMPLETING *REQUEST FOR FUNCTION SPACE*

Functions sponsors must submit requests for function space by completing the fill-able web form at

If you have any questions or need further information, please contact Andrew Yeager-Buckley at Andrew.Yeager-Buckley@pcusa.org.

RISK ASSESSMENT AND LIABILITY ISSUES FOR FUNCTION SPONSORS

Concerned about the safety of participants to the many functions at the General Assembly, as well as the risk to which function sponsors may be exposed, the Office of the General Assembly is encouraging function sponsors to review plans for their functions in terms of risk. Function sponsors are encouraged to utilize the *Risk Assessment Tool for Function Sponsors* to help to understand the level of risk your particular function may pose. If your function exposes your organization to high enough risk, you may consider consulting with your organization's insurance carrier, purchasing special event insurance coverage from an insurance broker, or consulting with legal counsel.

G.A. Meeting Service offers the *Risk Assessment Tool for Function Sponsors* (below) as they consider the risk related to their proposed function.

If our function meets any of the seven conditions below, then we are encouraged to consult with our insurance provider and/or purchase function specific event insurance:

- Is our function specifically designed for youth or children (under the age of 18) to participate?
- Is our function at an off-site venue, and is the food and beverage being provided by someone other than the approved caterers at the OGA contracted facilities?
- Is our function featuring medical tests, vaccinations, or taking samples of bodily fluids?
- Does our function require strenuous physical activity?
- Will our function have an open bar or cash bar for alcohol purchases?
- Does our speaker require security personnel (armed or unarmed) of any kind?
- Will protesters likely be present at our function?

Further, if our function meets 6 of the 9 additional conditions below, then we are encouraged to consult with our insurance provider and/or purchase function specific event insurance:

- Does our function feature food and beverage?
- Will our function require a stage or rigging of any kind?
- Is our function anticipating more than 100 attendees?
- Will children and youth (under the age of 18) be involved as participants, leaders or performers?
- Is our function being held offsite - away from OGA-contracted facilities?
- Is private or contracted transportation required for participants to attend our function?
- Will the mobility of participants be limited in some way (through low lighting, steps, set-up, etc.)?
- Is our organization separately incorporated?
- Does our function require that electrical service be provided for each participant?

3. Sample Program



222nd GA National Black Presbyterian Caucus Dinner

Monday, June 20, 2016

5:30 PM – 7:30 PM

Double Tree Hotel

1000 NE Multnomah St.

Portland, OR 97232

KEYNOTE SPEAKER:

The Rev. Dr. David L. Wallace, Sr., President
National Black Presbyterian Caucus

Registration Information:

Cost: \$65

Register through GA Registrations
Tickets NOT available at the door

Deadline: June 1, 2016

NATIONAL BLACK PRESBYTERIAN CAUCUS DINNER PROGRAM



JUNE 20, 2016 • 5:30PM TO 7:30PM

Gathering Music

Charlie Brown Trio

Welcome

Elder Rosy M. Latimore
NBPC Board of Directors

Invocation

The Rev. Aleida Jernigan
Co-Executive Presbyter,
Presbytery of the Cascades
Portland, Oregon

BUFFET DINNER IS SERVED
(Tables are directed)
Dinner • Music

Acknowledgements
Recognition Awards

The Rev. Dr. David L. Wallace, Sr.
NBPC President

Introduction of Speaker

The Rev. Dr. Rhashell D. Hunter
Director; Racial, Ethnic and
Women's Ministries; PCUSA

Keynote Speaker

"WHAT IS THAT IN YOUR HAND"
EXODUS 3:1-11; 4:1-5
Acts 2:42-47

The Rev. Dr. David L. Wallace., Sr.

Musical Selection

Charlie Brown Trio

Closing Remarks

Elder Mary Lloyd, MBPC

Closing Prayer

The Rev. Kevin Johnson, Pastor
Calvary Presbyterian Church
Detroit, Michigan ◦ ASWAP

FELLOWSHIP

4. Sample Final Financial Report to Board of Directors

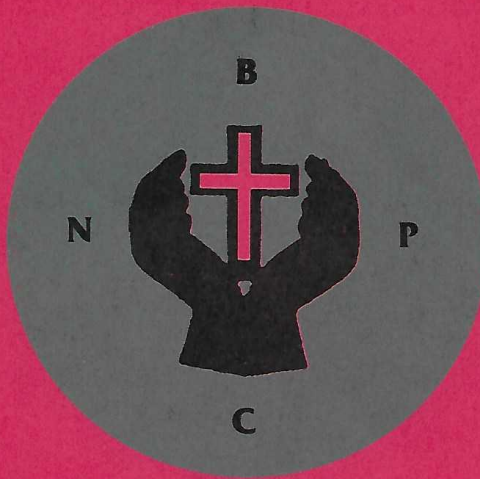
NATIONAL BLACK PRESBYTERIAN CAUCUS
 222 GA DINNER REPORT
 OCTOBER 1, 2016-REVISED

INCOME		
GA SERVICE CENTER	\$7,345.00	
DOOR TICKETS	\$1,235.00	
MAILED-IN	\$195.00	
TOTAL INCOME		\$8,775.00
EXPENSES		
MEALS <u>130 @ \$41.40</u>	\$5,382	
HOTEL SERVICE FEE 22% OF \$5,382,00	\$1,184.04	
GA SERVICE FEE 113@ 8%	\$565.00	
GA FUNCTION LISTING FEE	\$25.00	
AUDIO VISUAL	\$128.10	
COMPLIMENTRY TICKET FEE	\$2.00	
MUSIC	\$400.00	
FLYER DESIGN FEE	\$100.00	
PAPER FOR PRINTING OF PROGRAMS	\$50.84	
TRAVEL & LODGING FOR PROGRAM CHAIR	\$1,590.32	
TOTAL EXPENSES		\$9,427.30
DIFFERENCE		(\$652.30)

THERE WERE 113 GA SERVICE CTR REGISTRATIONS, 22 AT DOOR AND 8 COMPLIMENTARY=143.
 PROGRAMS & BOOKMARKS PRINTED BY FIRST OF BIRMINGHAM FREE OF COST.
 COMMITTEE: ROSY LATIMORE CHAIR; MARY LLOYD, SID BRIT AND ROBERT CAPERS

Appendix G: 1988 MISSION DESIGN (part 1)

**NATIONAL
BLACK
PRESBYTERIAN
CAUCUS**



**MISSION
DESIGN**

(Including Constitution and Bylaws)



Adopted
**APRIL
1988**

DESIGN TEAM

Mrs. Deborah Gambrell-Chambers, Chairperson

Dr. James H. Costen, Atlanta, GA.	* Mrs. Frances Hollis, Atlanta, GA
Dr. Lenton Gunn Jr., New York, N.Y.	Ms. Ralphetta Aker, Orlando, FL
Pastor Arthur Honore, Philadelphia, PA.	Dr. Robert Washington, New York, NY
Mrs. Gladys Hunter Mills, Denver, CO.	Rev. Bernadine McRipley, East Windsor, NJ
Rev. Jack Bailey, Consultant	Rev. Clarence Cave, Staff
* Dr. Elias S. Hardge, Jr., St. Louis, MO.	Dr. Rita Dixon, Staff

** Rev. Paul Martin, (Resigned)

*Co-Editor

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MISSION DESIGN

--National Black Presbyterian Caucus --A New Name, An Old Struggle

INTRODUCTION

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.

Our present organization, the National Black Presbyterian Caucus, is our vehicle for helping to bring about justice. And our caucus is not for our benefit alone, but for the benefit of the entire Presbyterian Church (USA). The "NO" which has been declared, to the perpetrators of injustice over the decades, will continue to be declared by us, as we move toward the 21st century.

On the pages that follow, an effort has been made to do three things, essentially. They are: (1) Look briefly at our history as a means of setting some direction for the future; (2) Outline our primary organizational goals and objectives; and (3) put in place an organizational structure which will facilitate the attainment of our stated goals and objectives.

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, 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 Saviour 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 in a particular sense. The scriptural eye-witnesses 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 geneology is carefully documented in scripture. He knew His roots and was a strong defender of tradition, as long as it served a useful purpose.

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).

Today, we number more than 65,000 communicant members on the rolls of 450 Black congregations with many thousands more in predominantly white and racially plural congregations. Included among us are approximately 500 clergy, women and men.

Our history as a constituent community of Presbyterians dates back to 1807 which 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 qualities 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 contribution to our struggle for justice.

It is extremely important, as we celebrate the 200th anniversary of the general assembly in 1989, that we remember that our acceptance as more than token participants in the life and work of the governing bodies is a fairly recent occurrence. More than that, Black involvement as staff and elected members of boards, agencies, councils and committees is essentially a post-World War II experience.

So we come, today, out of a wretched and restricted past, the proud possessor of a rich religious heritage; we come in confidence and hope, with a growing company of committed leaders, male and female, lay and clergy, who will lead us into the future. But we also come hearing anew the words of Moses that we may learn them and do them: "You must remember that you were a slave in the land of Egypt and that the Lord your God rescued you." (*Deut. 15:15*)

A HIGHLY VISIBLE AND PROPHETIC WITNESS

Since our beginnings in the first decade of the 19th Century, Black Presbyterians individually and in association with others have made their witness for freedom and justice. They have done so, not just in the name of Presbyterianism, but as participants in what we today call Black ecumenism---coalitions formed by denominational representatives in partnership and solidarity offering a prophetic witness on behalf of the Black community.

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. 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. from 3,000 to more than 7,000 Black constituents. The other was Edler Hawkins, of the former U.P.C.U.S.A. who, on short notice, because Dr. Martin Luther King, Jr. could not accept an invitation to address the 1963 General Assembly, gave a stirring message appealing to the conscience of the church to engage 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 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, 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 and reaffirm 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.

PURPOSE

It is the purpose of the National Black Presbyterian Caucus, consistent with our church's commitment to a racially diverse ministry, to affirm an authentic Black religious witness. This witness grows out of a heritage of valued traditions, perspectives and aspirations, which have sustained us through a past of pain and struggle, but which have also lifted us to plateaus of high achievements, pointing us to a bright future, undergirded by the rich promises of God. It is to that same witness that we turn today, as we accept the challenge to meet the needs of our people, our church, our nation and the global community. We shall seek to fulfill this purpose by:

Seeking God's will through the disciplines of study, prayer, reflection and action;

Drawing intentionally and continually on the riches of our history and heritage;

Affirming our identity as Black and Presbyterian;

Moving progressively toward self-support as a caucus;

Assisting in the equipping of lay and clergy leaders for the work of ministry;

Offering our particular gifts as a blessing to the church;

Being a conscience of the church in promoting racial justice and eliminating racial oppression.

GOALS

The goals listed below--not in priority order--are the principal means by which the National Black Presbyterian Caucus intends to give content and direction to its stated purpose. More information on these goals will be provided in the design and implementation of specific programs and their objectives.

- Goal #1 To launch a continuing educational program to increase understanding of the history and heritage of Black Presbyterianism.
- Goal #2 To institute a multi-year funds development program, beginning in 1987, to achieve the goal of self support for NBPC.
- Goal #3 To undertake a campaign among congregations to promote the calling of women clergy to the pastoral ministry.
- Goal #4 To employ an executive director and support staff for NBPC.
- Goal #5 To monitor the presbyteries, synods, and General Assembly relative to the representation and participation of Black staff and elected members.
- Goal #6 To reflect biblically and theologically on the issues of economic, political and social justice from the perspective of the Black religious experience.
- Goal #7 To establish and maintain a data bank as a resource for identifying, recruiting, and enabling persons for leadership responsibilities in the governing bodies.
- Goal #8 To participate in the process of providing pastoral leadership for every Black congregation and support their effort to develop effective programs of ministry and mission.
- Goal #9 To involve our youth in the life and work of the National Black Presbyterian Caucus in meaningful and constructive ways guided by their on-going expressed needs.

PROGRAMS AND PRIORITIES

The statement and goals of the National Black Presbyterian Caucus must be shaped into programs that address the critical concerns of Black Presbyterians. The major thrust of our ministry and mission priorities are in the following directions.

1. Black Heritage Education

We will implement a comprehensive strategy to educate the total church on Black heritage and theological perspectives. This includes lifting up our rich heritage from the Nile Valley civilizations in Africa, correcting racist perspectives about the contributions of Africa to world culture, emphasizing the presence of Black people in the Bible, making connections between the global realities of Black people and reinterpreting the experience of Black people in America. This involves the development of resources and programs which nurture Black heritage education in the home and church. Our experience with the curriculum, *Faith Journey Series: The Bible and Black Experience, Periscope I and II, New Roads To Faith* and other Black oriented resources provide an excellent foundation to build on. The challenge is before us to promote and interpret these resources in such a way that every family and congregation will find them a rich contribution.

4.

2. Nurturing Black Family Life:

The home, as the basic foundational unit in society, should provide an environment which nurtures the total family as it relates to optimum health and spirituality. The National Black Presbyterian Caucus will provide program models and resources which will address enrichment programs, single adult ministries, ministries with children and youth, Black men and women issues, marriage enrichment and other aspects of family life. We will advocate that every Black congregation implement a viable Black family ministry program which nurtures spirituality, growth and well-being in church families as well as reaching out to include families who are in severe crisis, homeless and alienated in our communities.

3. Developing Christian Discipleship and Lay Leadership for Ministry and Missions:*

The National Black Presbyterian Caucus will place a strong emphasis on programs and resources that nurture the faith development and spirituality of our membership. We will help our congregations to engage people at their growing edge and lead them to a deeper discipleship with Jesus Christ. We will make use of Black spiritual role models to sharpen our vision of a Black spirituality which embodies love, justice and social action. We will provide meaningful worship experiences and programs for all age groups which help persons identify and engage their gifts in Ministry, emphasizing that everyone in the congregation is a potential leader. (*See Appendix A)

4. Theological Education and Professional Leadership:*

The National Black Presbyterian Caucus will partner with seminaries to prepare professional leaders who are grounded in the liberation theologies as well as the reformed tradition, church administration as well as community organization, faith development theories as well as our rich heritage of spiritual disciplines, functional skills for ministry as well as an ability to empower the membership to engage their gifts in ministry.

We will contribute to the development of professional leaders who demonstrate integrity, strength, fervor and vision for ministry in all governing bodies, the ecumenical and global church and the world at large.

We will engage in an active process of identification of potential candidates for ministry, in the recruitment of Black faculty and service in advisory positions in the development of relevant curricula and training programs.

We will develop a comprehensive strategy for the fuller utilization of the pastoral gifts of women in the leadership of congregations and in larger churches.

We will focus much of our energy on the support of Johnson C. Smith Theological Seminary as the holder, sustainer and transmitter, of our Black religious traditions and heritage. We celebrate the milieu of the Interdenominational Theological Center, of which Johnson C. Smith is a vital part, as providing the opportunity for our seminarians to engage in dialogue with students and teachers from traditional Black religious traditions.

5. Education, Evangelism and Congregational Development

The Gospel places a mandate on Black Presbyterians, as on other Christians, to go into the world and be instruments for helping persons to hear the good news, to experience the love of God and to engage in the reconciling ministry of Jesus Christ. We believe that the mission and ministry of Black Presbyterians deserve high visibility in our communities and, therefore, we will place a high priority on education, evangelism, congregational revitalization and new church development.

We can help Black Presbyterians to develop a balanced spirituality which embraces both a tough mind and a tender heart. As Presbyterians, we can affirm both the reformed heritage and the Black religious experience.

As never before, our Black communities need a stronger Black Christian witness. The National Black Presbyterian Caucus will implement training programs for congregational leaders as well as partner with the national Ministry Units and other governing bodies to accomplish this priority.

6. Support of Black Schools and Public Education

The survival of Black colleges and other Black institutions of education has long been a priority for Black Presbyterians. The National Black Presbyterian Caucus will increase support for these institutions by working with the appropriate Ministry Units to provide financial and human resources. We will increase our efforts to recruit students and faculty.

We are also increasingly aware that public elementary and secondary schools are seriously in need of support in helping our young people develop a love for learning and a positive identity through skills development and academic achievement.

Black Presbyterians have a strong track record in providing quality educational opportunities for the Black community. The challenges of the present school situation call us to a new level of action.

We will develop a variety of models to help congregations become partners with public schools, especially our inner-city schools, in providing support and supplemental quality educational opportunities for our Black youth.

7. Developing A Strong Black Presbyterian Caucus in Every Governing Body

The National Black Presbyterian Caucus will actively engage in developing new chapters in areas where they do not now exist and provide training programs to strengthen existing chapters. Effective chapters are essential to the process of training leaders with a Black perspective to serve on denominational committees, boards and other decision-making agencies.

We will develop and share with the chapters training designs, case studies and other resource materials.

Once established, chapters must be provided with continuing information and assistance in order that they may continue to function effectively and support the purposes and programs developed in the setting of the Annual Meeting of the Caucus. The connectionalism of the Caucus must be emphasized to assure that every member is able to participate fully in both the development and the implementation of priorities and programs.

Essential to the development of chapters and regions is the support of Black staff of synods and presbyteries. Their expertise will be called upon in all phases of chapter/regional development.

8. Relationship With Other Racial Ethnic Caucuses

The National Black Presbyterian Caucus affirms the gifts of other groups who have been oppressed and marginalized in the Presbyterian Church. God calls us into a common bond to be witnesses and to take action for a world of freedom with justice for all.

We will work closely with other racial ethnic caucuses to strengthen our identity and mission, sharing our gifts and learnings in a ministry of reconciliation with Christ.

It is important that we embrace the rich diversity brought to us by all racial ethnic groups as a blessing, a treasure that brings to us a greater resource for life and mission that moves us toward wholeness as the people of God.

9. Developing Consciousness of Global Black Realities and Witness

We are increasingly aware of the oppression of Black people throughout the world. As we become sensitive to the realities of our common suffering and our common witness, our determination for liberation is strengthened. The National Black Presbyterian Caucus will continue to dialogue with our ecumenical and third world brothers and sisters as a means of arriving at new, mutual understandings. We will seek to involve an increasing number of Black Presbyterians in these cultural dialogues.

10. Youth Development and Participation

As the time arrives for many of us, who have been in the forefront of the struggle for justice in the church and in the world, to step aside, we have the responsibility of equipping our youth to carry on. The National Black Presbyterian Caucus will keep alive our rich culture, heritage and history by working closely and cooperatively with our youth.

**CONSTITUTION AND BY-LAWS
OF THE
NATIONAL BLACK PRESBYTERIAN CAUCUS**

**ARTICLE I
NAME**

The name of this organization is *The National Black Presbyterian Caucus*, hereinafter referred to as NBPC.

**ARTICLE II
PURPOSE**

Section 1. As part of our calling as Black persons within the Presbyterian Church (U.S.A.), we feel called of God to address the legitimate grievances, needs, and aspirations of Black people in the Church and in society.

Section 2. It is the purpose of NBPC to achieve the full participation of its members in the total Church and in society; to focus on concerns stemming from Black religious, cultural and political traditions; and to speak to those issues which adversely affect the lives of Black people.

Section 3. NBPC shall seek to achieve this purpose through:

- educational activities,
- service on Ministry Units, boards, agencies, and committees at each governing body level,
- development of vital programs to address and implement the organizational purpose,
- collaboration with Ministry Units of the PC (USA) to insure programmatic support for Black Presbyterians throughout the church.

**ARTICLE III
MEMBERSHIP**

Section 1. Membership begins with payment of membership fees to the national body.

Section 2. Membership shall be open to:

- Black persons who are member of the PC (USA);
- Black persons who are employed by the PC (USA) but are not members of it;
- non-Black pastors and members of predominantly Black Presbyterian congregations.

Section 3. Non-Black persons who are members of the PC (USA) may become Associate Members by subscribing to the stated purposes of NBPC and by paying the requisite membership fee(s). They shall have voice but no vote.

- Section 4.** Every member and associate member shall hold membership in each of the structural levels of NBPC. (Article IV)
- Section 5.** The membership year shall be the calendar year, and membership fees must be paid by December 31 of the preceding year.
- Section 6.** Membership records shall be maintained by the Secretary.
- The Secretary shall send membership notices to each Member and Associate Member and Chapter by October 31 of each year. Membership cards shall be mailed to each Member and Associate Member by February 28 of the membership year.

ARTICLE IV STRUCTURE

- Section 1.** NBPC shall be structured as follows:
- a. Chapters and regions shall be chartered by and accountable to the National Office.
 - b. **Chapters**
Chapters shall be the smallest unit of the organization. Every Member must be a member of a local chapter unless no chapter exists in the person's area.
A minimum of five individuals may be organized as a chapter.
 - c. **Regions**
Regions shall be the units which embrace a given number of chapters in a particular geographical area. Every individual member and every chapter shall be a member of the region of residence.
 - d. **National**
The NBPC shall be the largest unit and shall be comprised of the members of chapters/regions.

ARTICLE V NATIONAL

- Section 1.** The National Structure shall be governed by an eighteen (18) member Board of Directors representative of the following categories:
- four (4) elected officers,
 - four (4) adult representatives (one from each region),
 - four (4) representatives-at-large,
 - four (4) youth representatives (one from each region),
 - one (1) representative of seminarians,
 - one (1) representative recommended by the Black women's constituency of the Caucus of Women of Color.

The make-up of the board shall further be defined as follows:

- three (3) male clergy
- three (3) female clergy
- four (4) adult males
- four (4) adult females
- two (2) male youths
- two (2) female youths

Section 2. Members of the Board shall be divided into three (3) classes as follows:

#1	#2
President	Vice-President
Regional Representative	Treasurer
Regional Representative	Regional Representative
Seminarian's Representative	Youth Representative
Youth Representative	Representative-At-Large
Representative-At-Large	Representative-At-Large

#3

Secretary
Regional Representative
Youth Representative
Youth Representative
Representative-At-Large
Black Women's Representative

The initial terms for Board members under these new by-laws are:

- Class #1 shall be elected to a three-year term;
- Class #2 shall be elected to a two-year term;
- Class #3 shall be elected to a one-year term.

All classes may be re-elected to one full three-year term.

Section 3. The term for President, Vice-President, Secretary and Treasurer shall be three (3) years. No officer of the board may be elected for more than two (2) consecutive terms, whether or not to the same office.

No member shall be eligible for nomination and election to any position on the Board until one (1) year has elapsed after the end of a second term.

Section 4. Any voting member in good standing shall be eligible to serve on the Board except employees of Chapters, Regions or the National Office.

Section 5. A member is in good standing who has been certified as such by the Board. Criteria for determining "good standing" shall include, but not necessarily be limited to the following:

- paid membership for at least six (6) months prior to nomination;
- active participation in NBPC for at least six (6) months.

- Section 6.** The elected officers and one (1) Representative-at-large shall constitute the Executive Committee.

**ARTICLE VI
DUTIES OF MEMBERS OF THE BOARD OF DIRECTORS**

- Section 1. Duties of the Board**
The duties of the Board of Directors shall include, but not be limited to the following:
- a. To set the dates and agenda for annual meetings of the Board;
 - b. To prepare reports to the general membership;
 - c. To receive reports, requests, monies, etc., from the general membership and other sources;
 - d. To establish working relationships with Black staff of the General Assembly, synods, presbyteries and other (PC (USA) related institutions;
 - e. To establish working and supportive relationships with Black elected members of boards, agencies, commissions, committees, etc. of the General Assembly, synods and presbyteries.
 - f. To develop strategies which will address issues before the church specifically affecting the lives and participation of Black people;
 - g. To develop strategies for addressing the issues in society which specifically affect Black people;
 - h. To receive, review, monitor and assess reports, activities, decisions, etc. of boards, agencies and other church bodies and prepare position papers and strategy plans for submission to the general membership;
 - i. To maintain a presence at the General Assembly, including
 - a strategy room for assessing the actions of the Assembly and preparing immediate responses
 - scheduled meetings with commissioners, staff, and NBPC members attending;
 - j. To keep the general membership informed about all activities related to the above duties;
 - k. To develop and maintain a system for regularly scheduled reports to the general membership;
 - l. To review policies and actions of NBPC and to make recommendations for changes as necessary;
 - m. To direct the activities of the officers;
 - n. To develop a data bank reflecting the skills of Black Presbyterians for submission to the nominating committees and other appropriate bodies and to the Moderator of GA.
 - c. To approve the budget in October to be submitted to membership at the next annual meeting.

- Section 2. Duties of the President**
The President shall:
- a. preside over meetings of the Board of Directors,
 - b. preside over the national meetings,
 - c. oversee the work of the Board and staff,
 - d. represent NBPC at the General Assembly and in other appropriate meetings,
 - e. maintain working relationships with Black staff of the General Assembly, Black members of GA boards and agencies,
 - f. visit each region at least once during a term of office,

- g. secure resource persons to meet with the Board, with the advice and consent of the Board,
- h. maintain liason with the General Assembly Council (GAC) and the Ministry Units,
- i. interpret the purpose and work of NBPC,
- j. fulfill other duties as assigned by the general membership.

Section 3. Duties of the Vice-President

The Vice-President shall:

- a. preside in the absence of or at the request of the President,
- b. be the coordinator of the Regional Representatives, working closely and providing training, guidance and support,
- c. receive the annual reports of the regions and prepare them for distribution to the general membership,
- d. interpret the purpose and work of NBPC,
- e. perform other duties assigned by the President of the Board.

Section 4. Duties of the Secretary

The Secretary shall:

- a. record and maintain record of the meetings of the Board of Directors,
- b. record and maintain record of the meetings of the general membership,
- c. keep membership records, issue memberships, etc., in accordance with ARTICLE III,
- d. send notices of meetings and other correspondence as directed by the Board of Directors and/or Executive Committee,
- e. distribute minutes of meetings,
- f. interpret the purpose and work of NBPC,
- g. perform other duties as directed by the Board.

Section 5. Duties of the Treasurer

The Treasurer shall:

- a. be bonded
- b. receive all monies,
- c. keep accurate records of monies received and disbursed,
- d. disburse funds only upon the direction of the Board or the Executive Committee,
- e. send a monthly statement to the President,
- f. send a quarterly statement to the Board,
- g. present a financial report to Annual Meeting,
- h. send an annual statement to all chapters,
- i. maintain a bank account at a place designated by the Board,
- j. serve on the Finance Committee,
- k. interpret the purpose and work of NBPC,
- l. perform other duties as directed by the Board.

Section 6.

Duties of Regional Representatives

In addition to their responsibilities as members of the Board of Directors, Regional Representatives shall have specific responsibilities within their regions.

Regional Representatives shall:

- a. convene, or assist in the convening, of an annual meeting of the region,
- b. provide support and assistance to each chapter within the region, as required or requested,
- c. communicate with chapters annually and continually interpret the purpose and work of NBPC,
- d. prepare an annual report of the region and submit it to the Vice-President for inclusion in the report to general membership,
- e. perform other duties as directed by the Board.

Section 7.

Duties of the Representatives-At-Large

Representative-at-large shall have primary responsibility for participation in the work of the Board of Directors. They may be called upon to assist with the work of regions and chapters.

These representatives are to be selected to insure balance of skills and perspectives on the Board.

They shall continually interpret the work of NBPC.

Section 8.

Duties of the Representative of Seminarians

In addition to participation on the Board of Directors, the Representative of the Seminarians shall have particular responsibilities to that constituency.

The Representative shall:

- a. maintain a roster of currently enrolled Black Presbyterian seminarians in all theological institutions.
- b. receive information from seminarians about their concerns and report these concerns to the Board.
- c. make regular reports to all seminarians about NBPC responses to their concerns.
- d. Interpret the purpose and work of NBPC.
- e. work to insure participation of seminarians in all aspects of NBPC.
- f. report to the fall meeting of the Board of Directors and to the annual meeting of the general membership the number, class and institution of each Black Presbyterian seminarian.

Section 9.

Duties of the Youth Representatives

In addition to participation on the Board of Directors, the Youth Representatives shall:

- a. develop strategies for programs, leadership training, church participation, etc., to insure greater involvement of youth in both church and NBPC.

- b. report these strategies and progress thereon to each meeting of the Board and to the general membership at the annual meeting.
- c. receive and transmit youth concerns to Board
- d. work closely with Regional Representative in the implementation of programs developed.
- e. interpret the work and purpose of NBPC.

- Section 10. Duties of the Representative of the Black Women's constituency of the Caucus of Women of Color.** In addition to participation on the Board of Directors, the Representative of the Black Women's Constituency shall:
- a. report to the Board the concerns of Black women.
 - b. assist the Board in developing and implementing strategies to address these concerns.
 - c. interpret the purpose and work of NBPC.

- Section 11. Duties of the Executive Committee**
The Executive Committee shall perform the function of the Directors between meetings of the Board.

*** ARTICLE VII
*STANDING COMMITTEES**

- Section 1.** There shall be eight (8) Standing Committees as described below:
- a. each committee, shall be chaired by a member of the Board of Directors
 - b. membership on designated committees may be drawn from NBPC members not serving on the Board
 - c. selection of committee members from the general membership shall be made by the committee chairperson and approved by the Board or the Executive Committee
 - d. chairpersons shall be appointed by the President, with the concurrence of the Board
 - e. chairpersons and members shall be appointed for a two-year term

- Section 2. Nominating Committee**
The Nominating Committee shall:
- a. notify the general membership of vacant offices and solicit names of persons to be considered for nomination
 - b. develop and mail to each Chapter by October 15 each year a nomination form, said form to be returned to the committee chairperson by December 31
 - c. shall transmit to the general membership the elected representation from each region.
 - d. present to the general membership at the annual meeting its slate of nominees for all positions.
 - e. notify the regions, seminarians, and the Black Women's constituency of CWC when they must elect new representatives and which categories must be satisfied (ref. Art. V sect. 1)

- f. develop a file of nominees
- g. utilize the data bank established by the Board to provide names to be submitted by the Board for nomination to boards, agencies, committees, commissions and other bodies of the General Assembly
- h. include persons who are not members of the Board
- i. send slate to Credentials/Election Committee so ballots can be prepared

Section 3.

Convention Committee

The Convention Committee shall:

- a. implement the Board's plans for the Annual Meeting
- b. work with travel agent, the local chapter, and other appropriate persons in selecting meeting accommodations, housing accommodations, workshops, meals, banquets etc.
- c. be appointed at the first meeting of the Board following the Annual Meeting
- d. report to the Executive Committee within two months of its constitution and to the Board at its fall meeting
- e. make basic arrangements for meetings covering a three year period, for use by
- f. subsequent committees
- g. include members who are not on the Board
- h. appoint a sub-committee to establish criteria and a selection process for awards.
- i. make provisions for the continuation of the annual clergy conference, as a part of the annual meeting of N.B.P.C.

Section 4.

Credentials and Election Committee

The Credentials and Election Committee shall:

- a. certify the current membership and eligibility to vote of each person registering at the Annual Meeting
- b. be responsible for registration at the Annual Meeting
- c. preside over elections at the Annual Meeting, providing ballots and tellers
- d. include ballot in registration materials of each eligible voter
- e. count ballots and present to the chairperson of the Nominating Committee the names of persons elected, or, where required, ties, failures to receive majorities, etc., and shall call for a recasting of ballots
- f. include members who are not serving on the Board

Section 5.

Finance Committee

The Finance Committee shall:

- a. shall include the treasurer who may serve as chair
- b. develop the annual budget
- c. submit the proposed budget to the Board at its fall meeting
- d. develop strategies for soliciting funds for sources other than membership fees
- e. consist only of members of the Board
- f. recommend to the Board the use of funds received over and above the budget income
- g. recommend to the Board budget adjustments necessitated by failure to receive expected funds

Section 6. Membership Committee

The Membership Committee shall:

- a. include the secretary who may serve as chair
- b. develop and maintain membership application forms
- c. shall develop and revise as required chartering procedures*
- d. review chapter applications for chartering
- e. make recommendations to the Board regarding the chartering suspension and dismissal of chapters.
- f. be limited to members of the Board
- g. prepare a report for the Annual Meeting of the status of the chapters

Section 7. Youth Committee

The Youth Committee shall:

- a. develop strategies for youth programming
- b. oversee the implementation of these strategies
- c. consist of the four (4) Youth Representatives, one (1) adult Board member, and other persons not members of the Board
- d. prepare an annual report to the general membership

Section 8. Legal Advisory Committee

The Legal Advisory Committee shall:

- a. provide legal counsel and technical advice to NBPC, regions and local chapters, congregations and pastors, and middle governing body staff, in cases where the processes of the church are being used to intimidate Black constituents and/or undermine the mission of NBPC and the church's expressed commitment to inclusiveness
- b. investigate cases which come to its attention and provide advice on alternative course of response in light of applicable provisions in the Book of Order and the church-wide AA/EED policies
- c. be the legal counsel in prosecuting cases involving NBPC, and provide assistance in cases where other legal counsel may be appropriately used
- d. be composed of four (4) members, one from each region, with legal background and knowledge of the Presbyterian Church and its polity

Section 9. Program Committee

The Program Committee shall:

- a. prepare for a presentation and discussion of the major church-wide issues, including those to be considered at each ensuing General Assembly, at every annual NBPC meeting, with special attention being given to those issues which will impact and have implications for Black congregations
- b. prepare a methodology to secure the names and addresses of Black commissioners to G.A. and share with them, either at the annual NBPC meeting, or through written communication, the results from the NBPC discussion of church-wide issues, as part of their information and background in preparation for their roles as commissioners
- c. utilize the resources of all Black governing body staff at all levels, in ferreting out the major issues and their complications coming to G.A. as part of the planning process of its programmatic responsibility

ARTICLE VIII
MEETINGS

- Section 1. Annual Meeting**
The Annual Meeting shall:
- begin on the fourth Thursday of March and continue through the following Sunday morning unless that Thursday shall immediately precede Palm Sunday or Easter Sunday; in that event the meeting shall begin the second Thursday after Easter.
 - include in its agenda the following and other concerns important to the purposes of NBPC:
 - a. financial report
 - b. regional reports
 - c. standing committee reports
 - d. report of issues coming before the General Assembly
 - e. a "State of the Caucus" report by the President
 - f. workshops
 - g. elections
 - h. programmatic proposals
 - i. reports from Black staff
 - j. reception for elected members of GA agencies, etc.
- A quorum for the conduct of business shall be fifty (50) members representing all four (4) regions.
- Section 2.** Special Meetings of the General Membership may be called by the Board upon its own motion or upon petition of ten persons from each of the regions.
- Section 3. Board of Directors' Meetings**
The Board shall:
- meet three (3) times each year
 - (a) within six (6) weeks of the annual meeting;
 - (b) in the fall
 - (c) at the Annual Meeting
- ✓ The quorum for the conduct of business shall be seven (7), including at least one (1) elected officer.
- Section 4. Committee Meetings**
Standing Committees shall:
- a. meet at least once per year
 - b. meet in conjunction with the meetings of the Board
 - c. be authorized by the Board to meet at other times and in conference calls
- Section 5.** Conduct of Meetings
Meetings shall be conducted according to Robert's Rules of Order

ARTICLE IX
ELECTIONS

- Section 1.** Elections shall be held at each Annual Meeting for one-third (1/3) of the members of the Board of Directors.

- Section 2.** The Nominating Committee shall report its slate at the first business session.
- Section 3.** Elections shall be held during the second business session.
- Section 4.** The slate of the Nominating Committee shall reflect the following:
 - a. each of the four (4) elected officers shall be from a different region
 - b. there shall not be more than two representatives-at-large from the same region
 - c. each youth representative shall be from a different region
- Section 5.** The body may nominate from the floor only candidates for office in conformity with these guidelines.
- Section 6.** Elections shall be confirmed by a simple majority of the votes cast.

ARTICLE X VACANCIES

- Section 1.** The following procedures shall be used to fill vacancies occurring between elections:
 - a. Elected officers: vacancies shall be filled by the Executive Committee, with the advice and consent of the Board
 - b. Representatives-at-large: vacancies shall be filled by Presidential appointment, with the advice and consent of the Executive Committee.
 - c. Regional Representatives: vacancies shall be filled by the Region.
 - d. Youth Representatives: vacancies shall be filled by the Nominating Committee, in consultation with youth board members.
 - e. Seminararians and the Black Women's constituency of the Caucus of Women of Color Vacancies shall be filled by their respective groups.
- Section 2.** Persons selected to fill vacancies shall serve until the end of the unexpired term and shall be eligible for election to one full term.
- Section 3.** The Nominating Committee shall be notified of all vacancies and shall communicate them to the appropriate electing body.
- Section 4.** Vacancies shall be filled as soon as possible. The electing body may, if appropriate, bring the vacancy to the annual meeting.

ARTICLE XI NATIONAL MEMBERSHIP FEES

- Section 1.** Annual individual member, region and chapter fees shall be fixed by the Board of Directors. Special reduced members fees shall be fixed for:
 - Seminararians
 - Youths (25 and under)
 - Seniors (65 and over)
- Section 2.** Membership fees may be paid at any time during the membership year, for the balance of the year.

- Section 3.** The Finance Committee shall review the scale of fees annually and report recommendations for adjustment of the Board. The board shall present recommendations for changes to be acted upon at the annual meeting.
- Section 4.** Prior to the Annual Meeting, membership fees shall be collected by the local chapters and forwarded to the NBPC treasurer. If no local chapter exists, the membership fees shall be sent directly to the national treasurer.
- Membership fees may be paid at the Annual Meeting.

ARTICLE XII CHAPTERS

- Section 1.** A Chapter shall be the smallest organizational unit of NBPC. Its members shall determine its boundaries.
- Section 2.** Chapters shall be chartered by the Board of Directors upon application of five (5) or more persons and upon the recommendation of its region.
- Section 3.** Chapters may, as soon as chartered, use the name "National Black Presbyterian Caucus" in all of its communications.
- Section 4.** Chapters shall establish by-laws and/or standing rules in conformity with the Constitution and By-Laws of NBPC.
- Section 5.** Chapters shall submit annual reports to the Board of Directors. Such reports shall be included in the report of the Region to which the Chapter belongs.
- Section 6.** Chapters shall pay annual membership fees to the National Office.
- Section 7.** Sanctions shall be imposed on Chapters not meeting their financial commitment: suspension and/or withdrawal of charter.
- Section 8.** Chapters shall be responsible for implementing strategies developed at national meetings as well as the development and implementation of local goals and objectives supportive of the purposes of NBPC.
- Section 9.** Chapters shall determine their own budgets and membership fees.
- Section 10.** Chapters shall pay regional fees as required.

ARTICLE XIII REGIONS

- Section 1.** There shall be four (4) regions with boundaries as follows:
- Region I:** West: AK, AZ, CA, CO, HA, ID, MT, NV, NM, OR, UT, WA, WY;
- Region II:** Northeast: CT, ME, MA, NH, NJ, NY, PA, RI, VT, WV;
- Region III:** Mid-West: AR, DE, IL, IN, IA, KA, MD, MI, MN, MO, ND, NE, OH, OK, SD, TX; WI;

Region IV: Southeast: AL, DC, FL, GA, KY, LA, MS, NC, SC, TN,

VA.

- Section 2.** Regional boundaries may be revised only upon two-thirds (2/3) vote of all financial chapters.
- Section 3.** Regions shall pay annual membership fees to the National Office.
- Section 4.** The regions shall submit to the Board a written report of the region's activities for inclusion in the report to the Annual Meeting; chapter reports shall be included.
- Section 5.** Regions may develop by-laws and standing rules in conformity with the Constitution and By-laws of NBPC.
- Section 6.** Regions shall meet at least once each year.
- Section 7.** All individuals and chapters holding membership in NBPC shall be members of the region of residence.
- Section 8.** Regions shall, at their annual meeting, elect representatives to the Board of Directors to take office at the next regularly scheduled annual meeting.
- Section 9.** Regions shall:
- bring concerns to the Annual meeting and to the Board
 - coordinate the work of chapters for mutual benefit
 - assist in the establishment of chapters
 - provide linkage between chapters and the national office
 - prepare members for participation in the Annual Meeting, giving prior discussion to issues which are before the church
 - conduct workshops and training sessions
 - assist in the development of programs of particular concern to youth, seniors and women
 - develop and assist in the implementation of other activities which support the purposes and directions of the national body
- Section 10.** Regions shall set their own budgets and determine membership fees.

ARTICLE XIV AMENDMENTS

- Section 1.** The Constitution and By-laws of NBPC may be amended by a two-thirds (2/3) vote of the eligible voters present at a regular or special meeting.
- Section 2.** Written notice of intent to amend the Constitution and By-laws, together with the proposed changes, shall be sent to each individual member, region and chapter at least four (4) weeks prior to the meeting wherein the action is to be taken.

LINKAGES WITH GOVERNING BODIES

It is important that each level of NBPC relate to the governing bodies in their areas, in order to be able to effectively address the issues and concerns of Black Presbyterians. Probably the most important linkage is that with the local congregation. Few people will attend national meetings of NBPC, but all can participate in the decision making process if the local congregations are supportive of NBPC's purposes and goals. Here, too, is the crucial place for the implementation of plans, strategies, programs and collaboration with presbyteries and synods. Here, indeed, is the real heart of the church.

FUNDING THE MISSION OF THE NATIONAL BLACK PRESBYTERIAN CAUCUS

Consistent with the goals, objectives, and directions of this Design For Mission, a funding strategy is required for the National Black Presbyterian Caucus. This plan is in three parts: (1) Brief Rationale, (2) Long Range Funding, and (3) Recommendations For Implementation.

RATIONALE

The organization of the National Black Presbyterian Caucus and the adoption of a Design For Mission assume that the Black constituency of the Presbyterian Church (USA) is prepared to underwrite a plan of action that will move the organization toward viability and self sufficiency.

Seeking to be realistic and yet progressive, this plan starts with our present financial resources, initially suggesting only modest increases. For the first three years, NBPC will grow gradually and make careful arrangements for the start and conduct of a staged five years \$1 million campaign endowment. While the actual dollar amounts will have to be determined on an annual basis, this plan addresses benchmarks of sound financial planning and timing.

YEAR	GOALS	INDIVIDUAL	CHAPTER	CHURCH	DENOMINATION			ENDOWMENT
					SUBSIDY	BICENTENNIAL	OPERATION	
1987	87,000	40,000	2,000	12,000	33,000	-	87,000	
1988	133,000	75,000	3,000	15,000	40,000	-	133,000	
1989	163,000	100,000	3,000	20,000	40,000	-	163,000	
1990	309,000	150,000	4,000	50,000	30,000	75,000	178,000	131,000
1991	504,000	200,000	4,000	75,000	25,000	200,000	204,000	300,000
1992	560,000	225,000	5,000	90,000	15,000	225,000	225,000	335,000
1993	335,000	225,000	5,000	100,000	-	-	235,000	100,000
1994	380,000	250,000	5,000	125,000	-	-	250,000	130,000

RECOMMENDATIONS FOR IMPLEMENTATION

NBPC cannot achieve viability or financial self sufficiency as an ad hoc organization. Therefore, the following recommendations are made to acheive these ends:

RECOMMENDATION 1: That an executive Director and Secretary be employed during the third quarter of 1987.

RECOMMENDATION 2: That this session of NBPC appoint a financial planning committee, and that its first responsibility be to submit a \$500,000 request to the Bicentennial Campaign Committee for an Endowment for NBPC by September 1987. Its ongoing responsibility will be to plan and monitor the Long Range Plan.

RECOMMENDATION 3: That for the years 1987-1989, NBPC request a higher subsidy from the structures of the Presbyterian Church (USA), and for a period of three years thereafter request declining amounts until 1993 when it will declare financial independence of denominational support.

RECOMMENDATION 4: That NBPC commit itself to a professionally conducted endowment campaign to raise \$1 million, inclusive of the funds derived from the Bicentennial Campaign.

CONCLUSION

The challenge of a new day is upon us. We have defined who we are, we have affirmed our faith in and commitment to Jesus Christ, we have renewed our covenant with the church.

It is now incumbent upon us to begin to act upon our new understandings.

LEADERSHIP DEVELOPMENT AND THEOLOGICAL EDUCATION APPENDIX A

Leadership development and theological education among Black Presbyterians must be viewed holistically. Strategies to address these areas must include the home, church, governing bodies, seminaries and the NATIONAL BLACK PRESBYTERIAN CAUCUS. What follows, then, in outline form, are suggestions to address leadership development and theological education at each of these levels.

HOME

The HOME, as the basic unit in society, should provide a climate conducive to the religious nurture of persons for leadership in both church and society. This can be achieved through:

1. Strong emphasis on family solidarity
2. knowledge of the Bible
3. Conscious role modeling
4. Attitudinal development (positive)
5. Appreciation for church leadership
6. Participation in programmatic aspects of church
7. Home life characterized by prayer and outreach
8. Encouraging children at an early age

CHURCH

The Black Presbyterian Church is a fellowship of Christians, whose understanding of their particular needs calls them to encourage the enlistment, recruitment and enrollment of those within their fellowship, to engage in formal and informal theological inquiry. Black Presbyterians affirm the appropriateness of an emphasis on a rich Black heritage within the context of a pluralistic denomination. Involvement for leadership development can be achieved in at least the following ways:

1. Participation in men's and women's organizations
2. Meaningful involvement in worship which highlights the best of the Black religious tradition
3. Formation of skills workshops
4. Utilization of Black oriented church school curriculum
5. Assistance in the development of personal faith
6. Viewing Reformed Tradition within the context of the the Black Experience
7. Training in coalition building
8. Development of strong youth fellowships
9. Intentional leadership development (*Target at least one person entering ministry by 1992*)
10. In depth communication education
11. Intensive officer training
12. In depth Bible Study and biblical interpretation
13. Exposure of members to broader church and society
14. Strong emphasis on outreach
15. Discussion of great issues of church and society
16. Understanding of probing for a mission

GOVERNING BODIES

Governing bodies of the Presbyterian Church (USA) have the responsibility to create opportunities for the enlistment, recruitment, enrollment, sustenance, placement and development, of Black Presbyterians who have responded to God's call to ministry. Some of these opportunities are:

1. Enlistment conferences
2. Camps and conferences
3. Church Occupation Conferences
4. Exposure to Presbyterian seminaries
5. Adequate financial aid for seminary education
6. Appropriate and consistent "care of candidates"
7. Maintenance of sensitive Call/Placement System
8. Fuller utilization of talents of women clergy
 - (a) Internships and designated interims
 - (b) In all size pastorates
9. Greater sensitivity to disparity of salaries paid Black clergy
10. Identification of and provision for more continuing education events, and provision of financial assistance to greater participation
11. Officer training and continuing education events for Black lay members
12. Training in worship, church growth and evangelism from a Black perspective

SEMINARY

The role of the seminary is to provide for its students broad theological education, global exposure, denominational experiences, functional competencies, social and political sensitivity, and to encourage an appreciation for a lifelong quest for learning. Their faculties are theological resources for the entire denomination. Seminary education for Black Presbyterians must include:

1. Strong emphasis on classical disciplines
2. Training in clinical care
3. Conflict management and resolution
4. Community analysis and organization
5. Stewardship training and fundraising strategies
6. Informed involvement in denominational affairs
7. Coalition building
8. Appreciation for continuing education
9. Guidelines for maintaining contact with governing bodies and churches to help evaluate effectiveness of seminary
10. Utilization of teaching resources available in governing bodies and churches
11. Provision for international exposure of Black Presbyterians, as well as enroll and fully utilize international students in the programs of the seminary, churches and governing bodies
12. Ecumenical exposure of students
13. Provisions for the training of lay people
14. Principles of management.

THE NATIONAL BLACK PRESBYTERIAN CAUCUS

As a strategy for achieving full participation in the Presbyterian Church (USA), a denomination in whose membership Blacks comprise 3%, The National Black Presbyterian Caucus will undertake to achieve the following objectives in the areas of leadership development and theological education:

1. Work with seminaries in the enlistment, recruitment and support of Black students
2. Continue the strong participation of youth in all committees
3. Utilize audio-visuials highlighting leadership development and theological education
4. Advocate on behalf of Black theological candidates in the structures of the denomination
5. Highlight accomplishments of seminary graduates
6. Assist governing bodies in the conduct of Church Occupations and Career Conferences
7. Conduct its meeting so as to inspire youth to aspire to church occupations
8. Conduct and collaborate in lay training events
9. Stay abreast of leadership needs within congregations
10. Fully utilize the resources of Johnson C. Smith Seminary (ITC), and serve as its advocate for adequate financial and promotional support from the Presbyterian Church (USA) and from NBPC
11. Open dialogue with our sisters and brothers in Africa and the Caribbean institutions regarding human and other resources mutually available through NBPC and Johnson C. Smith Seminary
12. Assist in the sensitization process of Black Presbyterian Churches to the presence, competence and availability of Black women clergy.

GUIDELINES FOR CHARTERING

APPENDIX B

It is essential that each "chapter" of the predecessor organization be chartered by the new organization. Therefore, all active chapters of the former BPU will remain functional until chartered by NBPC, upon notification of said chapters intent to participate in NBPC.

The chartering process shall be completed within one year of the adoption of the "Constitution and By-laws of National Black Presbyterian Caucus."

Initial chartering of a chapter shall be dependent upon the submission of the following information:

1. membership list as of date of chartering:
names, addresses, telephones, church affiliation
2. officers
3. bylaws/standing rules
4. attesting to purposes of NBPC
5. financial structure: dues and budget for first year

The Board of Directors shall appoint a "chartering committee" not necessarily from within its own membership. Responses to chapters shall be within sixty days of application.

Chapter reports shall be reviewed annually to determine that the chapter continues to be viable.

Charters shall be withdrawn upon recommendation by the Board to the Annual Meeting and by vote of the majority of the members.

Appendix G: 1988 MISSION DESIGN (part 2)

A LEADER'S GUIDE FOR INTRODUCING AND STUDYING THE MISSION DESIGN OF THE NATIONAL BLACK PRESBYTERIAN CAUCUS

PURPOSE

The purpose of this guide is to introduce and help persons study the Mission Design of the NATIONAL BLACK PRESBYTERIAN CAUCUS and to facilitate its presentation to regional groups, workshops at the annual National Black Presbyterian Conference and other groups throughout the Church.

OBJECTIVES

1. To strengthen our sense of being brothers and sisters in Christ.
2. To consider a Biblical and theological foundation for the Black Presbyterian witness (p. 1-4).
3. To review the historical context and contributions of Black Presbyterian caucuses (p. 2-3).
4. To become familiar with the purpose, goals, programs and priorities of the National Black Presbyterian Caucus. (p.4-8).
5. To highlight some of the key articles of the Constitution and By-Laws (p. 9-23).
6. To examine some issues of relationship between Black Presbyterian Caucuses and governing bodies (p. 23).
7. To identify some opportunities and problems for funding the mission of the Presbyterian Caucuses (p. 24-25).
8. To consider ways to use this Mission Design to strengthen chapters of the Black Presbyterian Caucus.

POSSIBLE TIME FRAMES

1 hour
1 1/2 hours
2 hours

DO

Steps 1, 2, 4, 5, 7
Steps 1 thru 5, 7, 8
Steps 1-10

RESOURCES NEEDED

1 Mission Design for each participant
1 Bible for each participant
Newsprint
Markers

PROCESS

Step One: OPENING PRAYER

Step Two: INTRODUCTION AND ORIENTATION (Skip a and b of this step if the members of the group already know each other, or if you have a short time frame). (10-20 minutes)

- a) For a small group of nine (9) or less:
Allow persons to introduce themselves by giving their names, congregations, reasons for participation and anything else they may want to share about themselves. The leader is encouraged to use other ways of doing the introduction as desired.

- b) For larger groups of ten (10) or more:
Allow persons to separate into smaller groups of five-seven (5-7) persons and introduce themselves as indicated above.
- c) Emphasize:
The purpose of this workshop is to introduce the Mission Design of the National Black Presbyterian Caucus. It will not cover all the details of the design and participants are encouraged to continue to study the design and use it to help other Presbyterians in congregations and governing bodies to become familiar with the mission, activities and contributions of the Black Presbyterian Caucuses.
- d) Review the purpose and objectives of this workshop.

Step Three: BIBLICAL AND THEOLOGICAL FOUNDATIONS (15-20 Minutes)
Consider and read two or more of the following scripture passages at least one from the Old Testament and one from the New Testament. You may add additional passages as time allows.

Old Testament

Deuteronomy 6:1-9, 10-15, 16-24

Deuteronomy 8:1-9, 11-20

New Testament

Luke 4:18-21

Romans 12:108

Galatians 5:1

Hebrews 11:1-10, 11-19, 20-28, 29-35

Share the fact that the background of the Old Testament passages is the slave experiences of the Israelites, God's work of liberating them from their oppression in Egypt and God's constant reminder to them to:

- remember their experiences of suffering
- tell the story of God's liberation
- live in faithful obedience to God.

The New Testament passages proclaim the Good News that:

- Jesus is Liberator and Saviour
- We are to respond to God by allowing the Holy Spirit to transform us so that we can develop loving communities in which we share our varying gifts.
- Our faith is built on the faith of those who have gone before us. Just as the writer reminds us of our Biblical foundation of faith in Abel, Enoch, Abraham, Sarah, Noah and others we may add to the list of persons such ancestors as Harriet Tubman, Lucy Craft Laney, Martin Luther King, Jr., Elder Hawkins and many others from the Black Experience. Briefly discuss the background appropriate for the passage you read.

The leader may decide to substitute other scripture passages which are equally as appropriate to communicate that each group of people has developed a particular relationship with God from their life circumstances and God calls us to be witnesses from our experiences telling the story of God's liberating work.

Highlight pages 1-5 from the Mission Design.

**Step Four: HISTORICAL CONTEXT AND CONTRIBUTIONS OF
BLACK PRESBYTERIAN CAUCUSES (5-10 Minutes)**

Ask participants:

1. How long have you been involved in a Black Presbyterian Caucus?
What activities have you engaged in?
2. How long have you known about Black Presbyterian Caucuses?
Read the two paragraphs on page 4.
Highlight some of the points made on pages 5-7.
Add additional contributions from your own experience.

Step Five: PURPOSE, GOALS AND PRIORITIES (10-15 Minutes)
Briefly discuss the purpose statements and goals on pages 7-10. Discuss
in more depth the programs and priorities on pages 11-18.
Ask participants: How relevant are these priorities and goals to your
situation?

Step Six: THE CONSTITUTION AND BY-LAWS (5-10 Minutes)
(Only do this section if time permits)

Highlight key sections of articles as time and group interest allow.

**Step Seven: RELATIONSHIP BETWEEN BLACK PRESBYTERIAN
CAUCUSES AND GOVERNING BODIES (5-10 Minutes)**

Read the first paragraph on page 52.

Ask participants: How many persons in your congregation know about the National, regional
or local chapters of the Black Presbyterian Caucus?

What reasons can you give for your answer?

Does your session support the Black Presbyterian Caucus?

Explain your answer.

**Step Eight; FUNDING THE MISSION OF BLACK PRESBYTERIAN CAUCUSES
(5-10 Minutes)**

Based on what you now know about the history, purpose and priorities of Black Presbyterian
Caucuses, how much financial support would you commit to Black Presbyterian Caucuses?

**Step Nine: USING THE MISSION DESIGN TO STRENGTHEN CHAPTERS OF
BLACK PRESBYTERIAN CAUCUSES (5-10 Minutes)**

Ask participants to:

1. Identify what they have learned through this experience.
2. Name some of the contributions of Black Presbyterians Caucuses.
3. State ways they can use this design in:
National Chapter meetings
Regional Chapter meetings
Sessions
Other groups
4. State ways in which the Design can be strengthened, which will be forwarded to the Board
of Directors of the National Black Presbyterian Caucus.

Step Ten: CLOSE THE SESSION WITH PRAYER.