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Agenda Special Called Business Meeting IBC Cologne 22 March 2009

The following items are presented by various teams and endorsed by the Leadership Team for adoption by the church. Being a called business meeting, only the following items will be up for discussion and adoption. Other concerns will be available for consideration at the regular quarterly business meeting in April:

1. Church Budget for 2009 with accompanying administrative guidelines:

Recommendation: *That the church approve the following budget for 2009, including the administrative Guidelines, as its giving and spending plan for the year. The proposal comes from the Finance Team and is endorsed by the Leadership Team.*

Cost Center – 200	Code	Assigned to:	2009 Monthly Budget:	2009 Yearly Budget:	2009 Totals:
Missions and Evangelism (Totals)		200-1	644.25 €		7,731.00 €
International Baptist Convention (7%)	200-1-1	Women's Ministry	192.00 €	2,304.00 €	
Bund der Evangelisch-freikirchlicher Gemeinden	200-1-2	Women's Ministry	242.25 €	2,907.00 €	
Landesverband Rheinland der Bund	200-1-3	Women's Ministry	95.00 €	1,140.00 €	
Benevolence Ministries	200-1-4	Deacons	25.00 €	300.00 €	
Mission Groups	200-1-6	Evangelism Team	25.00 €	300.00 €	
Local Outreach Projects	200-1-7	Evangelism Team	25.00 €	300.00 €	
Publicity / Pamphlets	200-1-8	Evangelism Team	15.00 €	180.00 €	
Internet / Web Outreach	200-1-9	Evangelism Team	10.00 €	120.00 €	
Miscellaneous Expenses	200-1-10		15.00 €	180.00 €	
Pastoral Support (Totals)		200-2	1,261.59 €		15,139.08 €
Pastor's Salary	200-2-1	Financial Team	0.00 €	0.00 €	
Pastor's Tax	200-2-2	Financial Team	0.00 €	0.00 €	
Pastor's Insurance	200-2-3	Financial Team	0.00 €	0.00 €	
Housing Allowance for Pastor	200-2-4	Financial Team	500.00 €	6,000.00 €	
Meeting Allowance for Pastor	200-2-5	Financial Team	45.00 €	540.00 €	
Guest Speaker Allowance	200-2-6	Financial Team	20.84 €	250.08 €	
Transportation Allowance for Pastor	200-2-7	Financial Team	150.00 €	1,800.00 €	
Bank Fees	200-2-8	Financial Team	20.00 €	240.00 €	
Pastoral Support	200-2-9	Financial Team	200.00 €	2,400.00 €	
Honorarium for Youth Pastor	200-2-10	Financial Team	300.00 €	3,600.00 €	
Miscellaneous Expenses	200-2-11	Financial Team	25.00 €	300.00 €	
Administrative Support (Totals)		200-3	85.00 €		1,020.00 €
Baptismal Supplies	200-3-1	Deacons	25.00 €	300.00 €	
Lord's Supper Supplies	200-3-2	Deacons	15.00 €	180.00 €	
Certificates	200-3-3	Secretary	5.00 €	60.00 €	



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Cost Center – 200	Code	Assigned to:	2009 Montly Budget:	2009 Yearly Budget:	2009 Totals:
Postage	200-3-4	Secretary	15.00 €	180.00 €	
Office Supplies: other	200-3-5	Secretary	10.00 €	120.00 €	
Fellowship/Kitchen Supplies	200-3-6	Welcome Team	10.00 €	120.00 €	
Miscellaneous Expenses	200-3-10		5.00 €	60.00 €	
Educational Ministry (Totals)	200-4	Education Teams	345.00 €		4,140.00 €
Literature (Totals)	200-4-1		100.00 €	1,200.00 €	
Literature: children's	200-4-1-1	Children's Ministry Team	50.00 €	600.00 €	
Literature: Youth	200-4-1-2	Youth Ministry Team	25.00 €	300.00 €	
Literature: Women's	200-4-1-3	Women's Ministry Team	25.00 €	300.00 €	
Supplies (Totals)	200-4-2		35.00 €	420.00 €	
Supplies: children	200-4-2-1	Children's Ministry Team	15.00 €	180.00 €	
Supplies: youth	200-4-2-2	Youth Ministry Team	10.00 €	120.00 €	
Supplies: women's	200-4-2-3	Women's Ministry	10.00 €	120.00 €	
Teacher Training (Totals)	200-4-3		35.00 €	420.00 €	
Teacher Training: Children's	200-4-3-1	Children's Ministry Team	15.00 €	180.00 €	
Teacher Training: Youth	200-4-3-2	Youth Ministry Team	10.00 €	120.00 €	
Teacher Training: Women's	200-4-3-3	Women's Ministry	10.00 €	120.00 €	
Miscellaneous Expenses	200-4-10		5.00 €	60.00 €	
Worship Ministries	200-5	Worship Team	60.00 €		720.00 €
Music Purchases	200-5-1	Worship Team	15.00 €	180.00 €	
Sound System Expenses	200-5-2	Worship Team	10.00 €	120.00 €	
Offering Envelopes	200-5-3	Worship Team	15.00 €	180.00 €	
Supplies: general	200-5-4	Worship Team	10.00 €	120.00 €	
Miscellaneous Expenses	200-5-10		10.00 €	120.00 €	
Welcoming Ministries	200-6	Welcome Team	538.00 €		300.00 €
Bulletin Printing	200-6-1	Welcome Team	15.00 €	180.00 €	
Visitor's Cards	200-6-2	Welcome Team	5.00 €	60.00 €	
Miscellaneous Expenses	200-6-10		5.00 €	60.00 €	
Building Upkeep	200-7	Building Supervision Team	513.00 €		6,123.00 €
Monthly Rent	200-7-1	Building Supervision Team	500.00 €	6,000.00 €	
Church Cleaning	200-7-2	Building Supervision Team	0.00 €	0.00 €	
Insurance	200-7-3	Building Supervision Team	3.00 €	3.00 €	
Furniture / Equipment	200-7-4	Building Supervision Team	5.00 €	60.00 €	
Miscellaneous Expenses	200-7-10		5.00 €	60.00 €	
Totals:				Annual Total: 35,173.08 €	
				Monthly Total: 2,931.09 €	
				Weekly Total: 676.41 €	

Guidelines for administering the church budget:

1. All expenditures, both budgeted and non-budgeted, must be approved in advance by the Finance Team.
2. All expenditures, both budgeted and non-budgeted, can be authorized according to the following guidelines:
 - a) Expenditures less than 50 Euros per item must be approved in advance by the Finance Team.
 - b) Expenditures more than 50 Euros but less than 300 Euros must be approved in advance by both the Finance Team and the Leadership Team.
 - c) Expenditures more than 300 Euros must be approved in advance by the church.
3. Expenditure requests must originate from the Ministry Team assigned to the cost center and have their approval.
4. Emergency and non-budgeted expenditure requests will be passed to the appropriate Ministry Team for consideration and approval. Upon approval, the above guidelines will then apply.

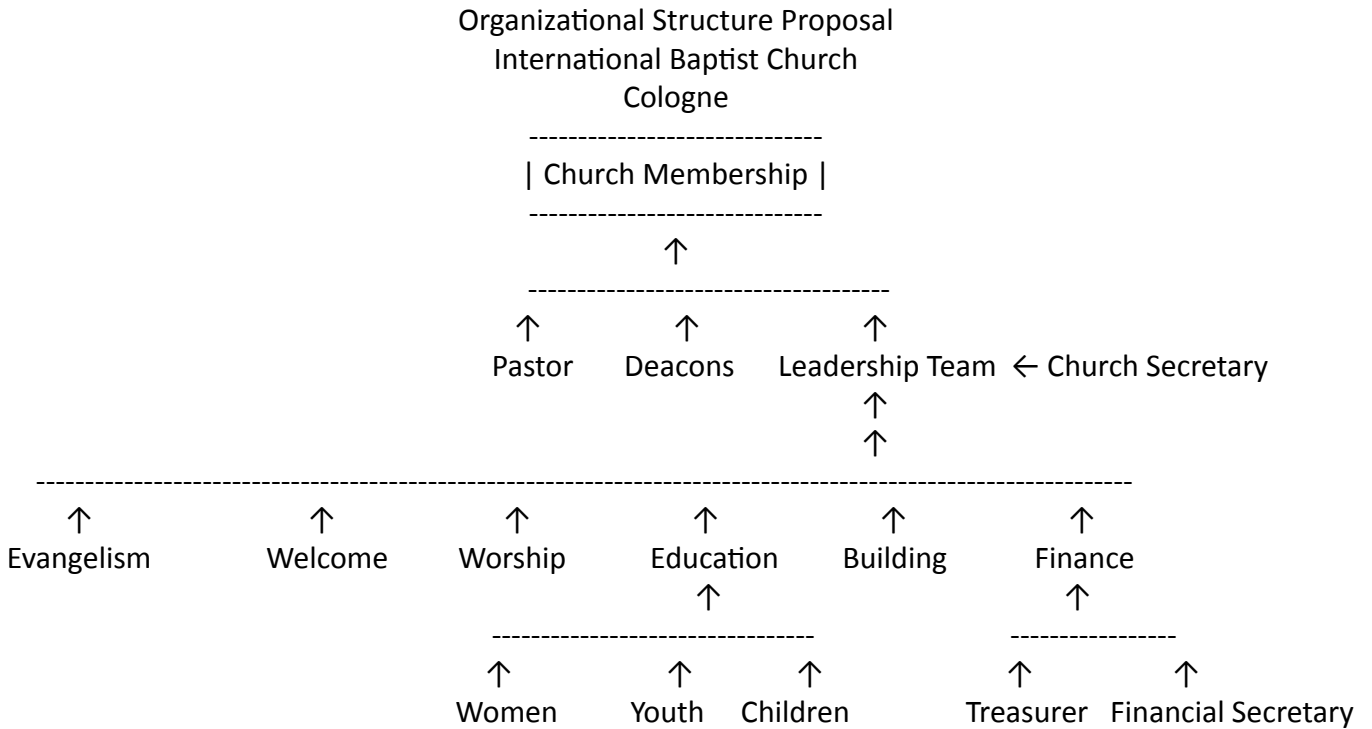
Observations (not a part of the recommendation from the Finance Team):

1. Our giving in January and February of 2009 has averaged 3,387.67 €. Thus the budget proposal is rather conservative with a monthly giving and spending goal of 2,931.09 € -- some 456.58 € under actual monthly contributions during the first two months of 2009. The Finance Team is proposing a realistic budget intended to generate monthly surpluses that can stand as a Reserve Fund for emergency and non-anticipated expenditures.
2. During this first year of implementation, the budget will be something of a "trial and error" effort, and will most likely need adjustments during the process of the year as ministry needs develop and grow in the church. Whenever these become necessary as per the above Administrative Guidelines, recommendations from the Finance Team will be brought to the church.

3. In the Cost Center assignments to various ministry teams, those team designations not yet in place will be administered by the Finance Team in consultation with the Pastor and the Leadership Team. Once the designated ministry team begins functioning, it will take over the responsibility for monitoring its assigned Cost Centers as per the Administrative Guidelines.

2. Church Organizational Structure Plan:

Recommendation: that the church approve the organizational structure as charted below, including the Guiding Principles, with the understanding that a detailed Policies Manual will be presented to the church as quickly as possible for consideration and adoption. The Policies Manual will be based on this organizational structure.



Guiding Principles:

1. Six basic ministry areas are to be addressed by the church, plus the pastoral care of the church members to be shared between the pastor and deacons.
2. Each ministry area will be comprised of a team of three to six or more members, elected by the church. The number of team members will be determined by the list of duties assigned to each team and the ministry responsibilities.
3. The Team Leader of each ministry team will represent his/her team on the Leadership Team. The Team Leader of each ministry team will be elected by the church
4. Either the leader of the Leadership Team or the Chair Person of the Deacon Body will serve as the Lay Leader of the church, in German Baptist life, called the Gemeindeleiter, depending upon needs, interests, and qualifications of the individual.
5. Each Team -- Leadership Team and Ministry Teams -- will have a detailed job description specifying the following:
 - a) Ministry Goal
 - b) Ministry Duties
 - c) Ministry Qualifications
6. The pastor and deacon body will have a detailed job description specifying the following:
 - a) Ministry Goal
 - b) Ministry Duties
 - c) Ministry Qualifications

3. Youth Ministry Proposal:

Recommendation:

1. That the church approve the formation of a Youth Ministry based on the below stated principles and guidelines.
2. That the church call Ordi Hossu as Interim Youth Pastor and authorize him to launch a Youth Ministry based on the below stated principles and guidelines.
3. That the church pay an Honorarium of 300 Euros monthly to the Youth Pastor in support of the time and effort required to launch the Youth Ministry.

Youth Ministry Proposal IBC Cologne

The Youth Ministry of the International Baptist Church of Cologne will be led by the Youth Ministry Team under the leadership of the Youth Pastor. The Youth Ministry will focus on both teenagers and university age individuals. As quickly as feasible, these two age groups will develop into separate but closely related groups of youth people with their own programs, meetings, and activities. The Youth Ministry Team will expand to accommodate these developing programs as needed.

Team Ministry Goal:

The Youth Ministry Team will develop and promote programs and activities designed to disciple the youth of the church. The team will be composed of the Youth Pastor and a minimum of two other Regular Members. A youth representative(s) will serve as a team member as well.

Ministry Areas:

1. Bible Study and Prayer

Under the leadership of the Youth Pastor, a program of systematic study of scripture and prayer will be conducted. This activity will be designed to help the youth understand their Christian experience and commitment to Christ. Out of it should come a biblical based understanding of the Christian faith. The meeting times will be at times other than the scheduled worship services of the church. Meeting places will be arranged under the leadership of the Youth Pastor.

2. Outreach Activities

Under the leadership of the Youth Pastor, the young people will be encouraged to share their faith with others. This will include providing training in evangelism, and also involvement in both evangelism and mission projects under the sponsorship of the church. Another part of this ministry will be helping the Children's Education Team with the children in the Sunday School program, and summer Bible study emphases for children sponsored by the church, and other projects as opportunities arise.

3. Music Activities

Under the direction of the Youth Pastor, the young people with musical interests will be encouraged to form music groups for sharing their faith. The Youth Pastor will supervise the leadership of such groups, and help develop opportunities for the music groups to present their witness musically, both inside and outside the church. Music group leaders will be under the supervision of the Youth Pastor. When ready, the youth music group(s) will participate in the worship services of the church through presenting special music etc.

4. Leadership Training

Under the leadership of the Youth Pastor, the young people will be encouraged to develop leadership skills for serving Christ. These skills will include leading other young people in small groups, teaching scripture, contributing in concrete ways to the work of the church.

5. Denominational Involvement

The youth ministry of the church will participate in programs of the International Baptist Convention and the Bund Evangelisch-Freikirchlicher Gemeinden in Deutschland for young people. The church will help the youth attend meetings and retreats sponsored by these two groups.

Team Ministry Duties:

1. The Youth Ministry Team will prepare an annual budget recommendation for its assigned Cost Center to present to the Finance Team.
2. The Youth Ministry Team will monitor monthly the expenditure of funds in its assigned Cost Center and make regular reports to the Finance Team and the Leadership Team.
3. The Youth Ministry Team will lead the young people of the church in developing and administering discipleship activities in the above Ministry Areas.
4. The Team Leader, officially the Youth Pastor, will make regular reports to the Leadership Team and to the church concerning the work of his/her team.
5. The Youth Ministry Team will coordinate their work with the pastor so that the youth ministry of the church contributes to the mission and ministry of the church, rather than being in tension with it.

Youth Pastor:

1. The Youth Pastor will be elected by the church, and will serve at the pleasure of the church. The Youth Pastor will serve as a part time staff member of the church.
2. The Youth Pastor will be expected to spend sufficient hours each week in order to effectively lead the youth programs of the church, while understanding that the position is a part time position in the church. Ordinarily, this will require a minimum of ten hours weekly.
2. The Youth Pastor will work closely with the pastor in developing and coordinating the Youth Ministry with the work of the church.
3. The pastor will serve as supervisor and mentor of the Youth Pastor. On occasion, this may include the pastor working closely with the professors at the school the Youth Pastor is attending in supervised internship programs, as a part of the Youth Pastor's program of studies.
4. The Youth Pastor will serve as the Youth Ministry Team leader and lead the team to fulfill its ministry in the church as defined in the above Team Ministry Duties.
5. The Youth Pastor will have authentic Christian experience and commitment, as well as an understanding and appreciation of Baptist heritage and ways of serving Christ.
6. The Youth Pastor will have specialized training in youth ministry at the Hochschule or University level.
7. The church will provide the Youth Pastor a monthly Honorarium for the work done in leading the Youth Ministry of the church.

Sketching out the organizational process growing out of the above proposals:

(not a recommendation for adoption)

1. **March:** The church approves an Organizational Proposal.
2. **April:** A detailed Policies Manual will be developed and presented to the church for adoption, based upon the adopted Organization Plan.
3. **May:** A Nominating Committee will then be authorized by the church to conduct a ministry interest survey of all the members, based upon the Organizational Plan and the adopted Policies Manual. Out of this will come a slate of names to be recommended for election by the church for all ministry teams and leadership team positions. The Nominating Committee will be made up of two representatives from the Leadership Team and from two members at large in the congregation.
4. **May - July:** Once the ministry teams are formed, extensive training in duties and procedures will be provided for team members.