AMERICAN BAPTIST CHURCHES OF WISCONSIN

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WWW.ABCOFWI.ORG

August 10, 2022

Dear Prospective Nominee to the Board of Managers,

It is my esteemed pleasure to invite you to consider being nominated to the Board of Managers for the American Baptist Churches of Wisconsin! Your name has been suggested as someone who has the gifts, experience, and Christian witness requisite for effective gospel-centered ministry. We invite you to pray and discern God's will as you respond to this invitation.

Our region is a covenanting partnership of 59 congregations, united in American Baptist mission yet diverse in theological perspective and ministry contexts. We represent a rich ethnic and cultural heritage including African American, Chin, Karen, Hispanic, Native American, Chinese, and Euro-American congregations. The board exemplifies our diversity, and we affirm that diversity of culture, gender, and theological perspectives as ***gifts*** for ministry. Board service provides leadership for the challenges of living into and through these gifts of diversity. You can use the following materials to learn more about the Region and service on the Board of managers.

If God's Spirit compels you to respond affirmatively to this nomination, we will welcome your unique aptitude, look forward to sustaining fructuous ministry in the ABC WI region, and seek to provide you with the resources, companionship, and support needed to serve effectively.

Thank you for your prayerful consideration,

Brandle C. Morrow
President, American Baptist Churches of Wisconsin

# ABC WISCONSIN – REGION PROFILE

**Mission Statement**

American Baptist Churches of Wisconsin is a fellowship of persons, churches, and organizations drawn together in the love of God as known in Jesus Christ. We affirm our diversity of culture, gender, and theological perspectives as gifts for ministry. We covenant to share the gospel of Christ, encourage each other in our faith, and share our resources in witness and mission.

**Strategic Vision**

Through a visioning process, the Board of Managers has identified five themes that provide focus for the development of region ministries:

1. Education/Leadership Development
2. Camp Tamarack/Outdoor Ministries
3. Church Resourcing
4. Adaptability/New Ministries
5. Cross-Cultural Ministries

**Ministry of ABC/WI Regional Office Staff** (emails, bios, & photos available https://www.abcofwi.org/staff/)

- Regional Executive Minister — Rev. Mindi Welton-Mitchell
- Associate Regional Minister-Education — Rev. Dr. John Jones IV
- Associate Regional Minister–Camping — Rev. Carolyn Dugan
- Office Administrator — Ms. Maretta McMullen

**To learn more about our Region, please review Region News and Events:**

- Website: **www.abcofwi.org**
- Wisconsin Baptist (WB) bulletin insert: **www.abcofwi.org/newsletters/**
- Synergy (or "Synergy E-news") monthly electronic newsletter: **www.abcofwi.org/newsletters/**

# ABC WISCONSIN – BOARD OF MANAGERS

**Function/Duties as stated in the Bylaws (https://www.abcofwi.org/mission-vision/governance/:**

The ABC/WI Board of Managers has several duties as it acts as stewards of our mission. The Board shall:

i. Perform fiduciary responsibilities, including adopting and overseeing an annual budget, ensuring legal and organizational accountability, and is understood as the permanent entity of ABC/WI.
ii. Provide strategic leadership, as it sets policies and strategic direction, employs executive staff (i.e. REM), and participates in problem-solving.
iii. Engage in generative discussions, regularly studying historical and trending civic, economic, and sociological concerns affecting ABC/WI mission and acts upon findings appropriately.
iv. Report its proceedings and trusts committed to it to the membership through the REM and recommend such measures as should receive the attention of the ABC/WI at its Annual Meeting.
v. Cooperate with ABC/USA in promoting denominational activities and ecumenical involvement.

**Eligibility and General characteristics/skills desired of Board members:**

- Eligibility: Members of the Board must be members of ABC/WI member churches, be willing to adhere to the purpose and duties of the Board as set forth by the Restated Articles of Incorporation and Bylaws of ABC/WI, and act according to the best interest of ABC/WI as set forth by its conflict of interest policy.
- Growing in Christian discipleship and demeanor; familiar and aligned with an American Baptist expression of Christian faith.
- Interested in familiarizing oneself with all-things related to ABC/WI.
- Able to work within a collaborative setting, using skills such as active listening, respectful communication, holy discernment, and organization.
- Generous in sharing expertise and wisdom from fields that would beneficially undergird the work of the Board and ABC/WI (legal, marketing, organizational development, systems thinking, financial stewardship, etc.).

**Structure Overview**

- The Board consists of 15 voting members and several non-voting ex-officio members.
- **Terms of members**: All terms shall be from the close of the Annual Meeting at which the member is elected until the close of the next Annual Meeting at which the term expires.
- **Officer – President** 2-year term – elected at Annual Meeting: Preside at all Board, Personnel Committee, and ABC/WI meetings. Is an ex-officio member of all other committees, commissions, and collaboratives of the Region except the Nominating Committee.
- **Officer – Treasurer** 2-year term – elected at Annual Meeting: Perform such duties usually related to this office. Serve on the Finance and Personnel Committees.
- **12 at-large members** 3-year terms – elected at Annual Meeting: Serve on one of the following committees or commissions during the duration of their term: Personnel Committee, Finance Committee, Program Committee, Nominating Committee, Commission on Congregational Mission, or Commission on Ministry. Any service on an ad-hoc committee or collaborative will be an additional responsibility. All assignments will be reviewed and finalized by the Board.
- **Officer – Vice-President** 1-year term – appointed by the Board from among 12 at-large members. Fulfill duties of President as needed. Chairs the Program Committee. Serves on the Personnel Committee.
- **Officer – Corporate Secretary** – filled by the Regional Executive Minister; term equal to employment.

# ABC WISCONSIN – BOARD OF MANAGERS
# Nominations Process: NEXT STEPS!

1. To help you better respond to this invitation, direct questions to any of the following persons:
   a. 2023 Nominating Committee Contact: Rev. Kenneth Cutler
      Email: gmzpastor@att.net Phone: (414) 871-5673
   b. Region Office Contact for logistics about nominating process:
      Rev. Mindi Welton-Mitchell, Reg. Ex. Minister | mindi.wm@abcofwi.org | (262) 207-4202
      Rev. Dr. John Jones, ARM-Education | john.jones@abcofwi.org | (414) 412-2746
2. If you are agreeing to this nomination, please complete the following four forms:
   a. Expectations
   b. Leadership Profile Form
   c. Conflict of Interest Policy Form
   d. Background Check Release Form

   And return the originals to the ABC/WI Regional Office:
   Deadline: **Monday, 9/19/22**
   Email: abcwi.office@abcofwi.org -or- Fax: (262) 782-7573 -or-
   Mail: ABC/WI 15330 Watertown Plank Road, Elm Grove, WI 53122-2340
   ***Please retain a copy for your continued reference or request photocopies from the region office.***
3. Confirmation of nomination:
   a. If the Nominating Committee puts forth your name for the slate, you will be contacted *no later than* the end of September.
   b. In the meantime, please consider attending the 178th Annual Gathering on Saturday, October 8, 2022 held at First Baptist Church, Beloit (and virtually), especially the Annual Meeting session at 11:15 AM when elections and installation of newly elected and appointed individuals will take place. Registration information is available at www.abcofwi.org.
   c. Please save the dates for 2022-2023 Board meetings, found on the Expectations form in this packet.
4. If you are declining this invitation, please notify the person that gave you this packet as soon as possible.

# ABC WISCONSIN – BOARD OF MANAGERS – EXPECTATIONS

| Primary Responsibilities | Minimal Level of Performance |
|---|---|
| 1. Know and abide by the duties and eligibility of Board members. | This information is defined in the ABC/WI Bylaws, which are readily available on the ABC/WI website and/or through the regional office. |
| 2. Attend regular meetings of the Board. (Phone and/or video conference are typically available for those who cannot attend in person; mileage reimbursement at IRS volunteer rate is given.) | The Board is scheduled to meet three (3) times per year. The following dates are set for 2022-2023:<br>1. Fall Meeting: Sat., **Nov. 5, 2022** 9:30am-2:00pm @ Region Offices, Elm Grove, WI.<br>2. Winter Meeting: Sat., **March 11, 2023** 9:30am-12:30pm (Milwaukee area).<br>3. Summer Meeting: Sat., **August 5, 2023** 9:30am-12:30pm (Place TBD).<br>Special meetings may be called as necessary. |
| 3. Participate in Board discussions and decision-making | **Prepare in advance** of meetings for discussions and decision-making by reviewing pre-meeting materials and self-educating on the issues posed to the Board as needed. **Responsibly follow through** on committee, commission, and Board decisions when applicable. |
| 4. Actively participate in Region Committees and/or Commissions | Each Board member is expected to **serve as an active, ongoing member of at least one of the following committees or commissions** during the duration of one's term: 1) Personnel Committee, 2) Finance Committee, 3) Program Committee, 4) Nominating Committee, 5) Commission on Ministry, and 6) Commission on Congregational Mission. Some of these assignments are dictated by the Bylaws; others can be assigned based on interest/giftedness. This service requires additional meetings per year plus potential individual tasks. All assignments will be reviewed and finalized by the Board at the Fall meeting. |
| 5. Serve as a community ambassador for and representative of the ABC/WI | **Proactively reach out** to individuals, institutions, and networks to increase awareness and advance organizational priorities. **Be present**, when able, at region-sponsored events, especially the Annual Gathering (typically the second Friday evening-Saturday of October), and **be available** as a resource or support person at these events. Seek to **be a positive representative** of ABC/WI and its mission and values in speech and behavior. |
| 6. Participate in Board education, development, and strategic planning | Participate in **development and strategic planning** activities designed to support the work of the Board toward purpose, effectiveness, and health. Engage in the **recruitment, nominations, and nurturing** processes for future Board members. |
| 7. Serve as a resource to the Board and CEO | In general, **offer and utilize** personal and professional skills, relationships, and knowledge for the advancement of the organization. **Be accessible** for personal contact in between Board meetings. |
| 8. Comply with Conflict of Interest Policy | See the policy for details. At all times, act prudently and in good faith. |

I am aware that this board member position description is an expression of good faith and provides a common ground from which board members can operate. With the information provided in additional materials describing the organizational mission and board responsibilities, I have a comfortable level of understanding of what is expected of a Board member. With my signature below, I accept the nomination to the Board of Managers of ABC/WI, and if elected and upon joining the board, and annually thereafter, I shall take stock of my involvement, and re-commit to appropriate ongoing activities as a condition of continued board participation.

Nominee's Name Printed  Nominee's Signature  Date

# ABC WISCONSIN
# LEADERSHIP PROFILE FORM

*Please type or write legibly:*

| | | | |
|---|---|---|---|
| Your Name: | | Date: | / / |
| Position: | ELECTED: ☐ Board of Managers At-Large<br>☐ Nominating Committee | | |
| Full Mailing Address: | | | |
| Phone contact(s): | Home: | Work: | Mobile: |
| Email address: | | | |
| ABC/WI Church membership (inc. city): | | | |

*The answers to these next four questions help the nominating committee in its efforts to work toward inclusive representation of various groups within our regional family.*

| | |
|---|---|
| Racial/Ethnic Self-Identity: | Gender: |
| Age Group: | ☐ Teenager ☐ 18-35 ☐ 36-49 ☐ 50-65 ☐ Over 65 |
| Ministry Category: | ☐ Clergy/Vocational Minister ☐ Layperson |

*For the next 3 questions, use additional paper if needed and attach to this page.*

| | |
|---|---|
| Why are you interested in serving in this position? (assumes you are familiar with position description) | |
| What gifts, passion, experiences, etc. would you bring to this position? | |
| Are there any other considerations we should know that may strengthen or hinder your service to ABC/WI? | |

*ABC/WI values collaborative ministry among our clergy and laypersons. We encourage persons to share about their service within the ABC/WI region with their local faith community.*

For clergy: Does your congregation support you in this nomination? ☐ Yes ☐ No

For laypersons: Does your pastor support you in this nomination? ☐ Yes ☐ No

# AMERICAN BAPTIST CHURCHES OF WISCONSIN
# CONFLICT OF INTEREST POLICY

**POLICY:** It is the policy of American Baptist Churches of Wisconsin ("ABCW") that all Officers and members of the Board of Managers, Commissions, and Committees (collectively, including Officers, "Member") shall scrupulously avoid any conflict between their own respective individual interests and the interests of ABCW in any and all actions taken by them on behalf of ABCW. Such individuals shall not use their position of leadership to give enhanced, or unfair, advantage to business relationships, to further their own personal interests or that of any related interested individual or organization.

In particular Members shall avoid transactions with ABCW in which they have a personal direct or indirect financial interest or in which they are shareholders, members, partners, officers or directors of an entity contracting with ABCW.

In the event that any such Member or a member of such person's immediate family has such a potential conflict of interest, that person shall promptly disclose the material facts of such conflict or transaction to the Board of Managers as a matter of record.

When any such conflict of interest becomes relevant to any subject requiring action by the Board of Managers or any of its Commissions or Committees, such Member having a conflict shall not vote on the subject with respect to which the conflict of interest exists, shall not attempt to influence the vote of any other Member, and shall not be counted in determining the quorum for dealing with such subject. A Member who is excluded from voting because of such conflict of interest shall briefly state the nature of the conflict and answer pertinent questions of other Members when such Member's knowledge of the subject will assist the Board, Commission, or Committee.

After such disclosure is made and the Board, Commission, or committee has had the opportunity to ask pertinent questions, a vote should be taken with the action carried by a majority of disinterested Members, who must constitute a quorum. Minutes of the meeting shall reflect that such disclosure has been made, that such Member abstained from voting and that the Member was not counted in determining the quorum for addressing such subject.

**PURPOSE:** The purpose of this conflict of interest policy is to protect ABCW's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an individual in a decision-making capacity within ABCW. This policy is intended to supplement but not replace state laws governing conflicts of interest applicable to ABCW.

Printed Name:_____

Signature:_____ Date:_____

# ABC WISCONSIN – BACKGROUND CHECK RELEASE FORM

Serving on the Board of Managers for ABC Wisconsin (ABC/WI) is an honor and a responsibility, as outlined in the Bylaws. The ABC/WI Board of Managers, exercising due diligence in performing legal and fiduciary responsibilities, will conduct a background check for all persons the nominating committee places onto the Slate of Board nominees for election. This background check will be conducted with any law enforcement agency or judicial agency considered appropriate. The Board also reserves the right to conduct a "recheck" at the start of each subsequent term for Board members serving a second sequential term.

The information obtained in this check will be held in confidence. The Regional Executive Minister (REM) will review the report. Should the REM have any concerns from the report, those concerns will be shared with the nominee and Personnel Committee of the Board as appropriate.

Please note that written permission and release is required by the law enforcement agencies before any information is shared. Please complete, sign, and return this form after reviewing this information.

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|---|---|---|---|---|---|---|
| Legal Last Name | | | | | | |
| Legal First Name | | | | | | |
| Middle Name | | Aliases | | | | |
| Current Street Address | | | | | | |
| City | | State | | Zip Code | | |
| Email Address | | | | | | |
| Primary Phone # | | Alternate Phone # | | | | |
| Birthplace (City/State/Country) | | | | | | |
| Birthdate (mm/dd/yyyy) | | Social Security # | | | | |
| Driver's License # | | State | | Exp. Date | | |

Have you ever been convicted of a felony? Yes or No

Explanation, if Yes:

All information herein is accurate to the best of my knowledge. By signing below, I give consent for a background check to be conducted by ABC Wisconsin.

Signature _____ Date _____