

POLICY MANUAL

**World Relief Committee
Board of General Ministries
American Baptist Churches, USA**

**Adopted June 16, 1990
Last revised June 5, 2019**

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1.0 PURPOSE AND FUNCTIONS

1.1 PURPOSE. The purpose of the World Relief Committee of the Board of General Ministries of the American Baptist Churches, USA, is to support, enable and encourage

- (a) emergency relief and disaster rehabilitation,
- (b) ministry to displaced persons, and
- (c) development assistance

in the name of Jesus Christ, on behalf of the American Baptist Churches, USA, around the world and here in the United States.

The means which the Committee has at its disposal to achieve this purpose are the undesignated receipts from the American Baptist Churches, USA's annual One Great Hour of Sharing offering.

1.2 FUNCTIONS. *14.7.2 Functions*, of the Standing Rules establish the specific functions of the World Relief Committee (WRC).

14.7.2 Functions. The functions of the World Relief Committee shall include:

- (a) establishing policy, subject to the approval of the Board of General Ministries, with respect to the distribution of funds received from the One Great Hour of Sharing Offering, including the funding of the World Relief Office subject to budgetary provisions voted by the Board of General Ministries;
- (b) determining the allocations to be sent to cooperative bodies such as Church World Service and Baptist World Aid; and
- (c) granting to National Program Boards and to Region Boards the administration of funds within the policies adopted by the Committee and approved by the Board of General Ministries.

2.0 COMPOSITION OF THE COMMITTEE

2.1 MEMBERSHIP *14.7.1* of the Standing Rules establishes the membership of the World

Relief Committee.

14.7.1 Membership. There shall; be a World Relief Committee consisting of ten (10) members including:

- (a) seven (7) voting members to be elected by the Board of General Ministries:**
 - (1) two (2) persons nominated by the Board of Directors of ABFMS from among its membership;**
 - (2) two (2) persons nominated by the Board of Directors of ABHMS from among its membership;**
 - (3) two (2) persons nominated by the ABCUSA President from among Board of General Ministries membership, with one of those persons to be appointed chair of the Committee by the ABCUSA President; and**
 - (4) one (1) person nominated from the American Baptist Women's Ministries Executive Committee from among that Committee's membership.**
- (b) three (3) non-voting members, one (1) each from the staffs of ABCUSA, ABFMS and ABHMS appointed by the General Secretary in consultation with the appropriate respective ABCUSA National Secretary from ABFMS and ABHMS.**
- (c) The World Relief Officer shall staff the Committee.**
- (d) Any vacancy shall be filled by nomination and election or appointment as aforesaid.**

11.1.4.3 As provided in Articles XV, Sections 2 and 3 of the Bylaws, the President and Vice-President, ex officio, shall be members of all committees ... of the Board of General Ministries.

2.2 COMMITTEE CHAIR - Standing Rule 14.1.1 establishes the process of appointing the Chair of the Committee:

Except where otherwise provided by the Bylaws or these Standing Rules, the chairperson of each committee or group of the ABCUSA shall be appointed from the membership of the Board of General Ministries serving on the respective committee or group by the President in consultation with the General Secretary and shall serve until the expiration of the term of the appointing President. When the

chairperson is not present, the committee shall elect an acting chairperson for that meeting to serve until the chairperson arrives.

Note: In spite of its small size, the WRC desires that its membership be as representative as possible of the ABC/USA's gender, ethnic and geographical make-up.

3.0 MEETINGS OF THE COMMITTEE

3.1 MEETINGS

The Committee shall meet face-to-face two times each year---once in the Summer and once in the Fall. Generally the Summer meeting of the Committee will, on a rotating basis, be held in conjunction with the Mission Summit or the meeting of the International Ministries' ("IM") Board or the American Baptist Home Mission Societies ("ABHMS") Board, respectively. The Fall meeting of the Committee shall be held in conjunction with the Board of General Ministries' meeting, if at all possible. Additional face-to-face meetings may be held at such other times as the Chair, in consultation with the General Secretary, shall determine. It is preferred that members attend the two annual face-to-face meetings in person.

The Committee may also conduct business via conference calls or other electronic means in between its regular meeting schedule. Members may participate in any meeting by means of conference telephone or similar equipment by means of which all persons participating in the meeting can hear each other at the same time, and such participation shall constitute presence in person at the meeting.

3.2 ACTION WITHOUT A MEETING

Any action required or permitted to be taken may be taken without a meeting if all members of the committee consent in writing to the adoption of a resolution authorizing the action. The resolution and the written consents thereto shall be filed with the minutes of the proceedings.

4.0 THE WORLD RELIEF OFFICE (WRO)

4.1 FUNCTIONS: The functions of the World Relief Office will include staff support to the World Relief Committee.

4.2 ADMINISTRATIVE EXPENSE: The cost of the administrative expense of the World Relief Office will be considered legitimate charges upon the One Great Hour of Sharing offering receipts. Up to 5% (five percent) of the average One Great Hour of Sharing funds for the three preceding years may be authorized by the World Relief Committee for the budget of the World Relief Office.

The administrative expense of the World Relief Office budget funded by One Great Hour of Sharing will be approved by the World Relief Committee at the Fall meeting held prior to the beginning of the coming calendar year.

FOR INFORMATION ONLY:

The American Baptist World Relief Office is assigned to the Board of International Ministries.

International Ministries will cover travel, routine office expenses and twenty percent (20%) of personnel costs [of the World Relief Office].

General Board Document 1202.18:6/88

5.0 PROMOTION OF THE ONE GREAT HOUR OF SHARING ANNUAL OFFERING

5.1 RESPONSIBILITY FOR PROMOTION. The ABC World Relief Office is responsible for the promotion of the One Great Hour of Sharing offering. It will provide promotional resources, information and written reports to American Baptist congregations and to regional staff responsible for mission support who promote the One Great Hour of Sharing offering in their respective regional congregations.

5.2 PROMOTION EXPENSES. The cost of the promotion of the One Great Hour of Sharing offering, including the production of necessary materials, will be considered legitimate expenses paid from the One Great Hour of Sharing offering receipts.

FOR INFORMATION ONLY: The maximum percentage of OGHS receipts which can go toward promoting the OGHS annual offering is 8%.

6.0 BASIC FUNDING GUIDELINES. The World Relief Committee will set, and as needed adjust, the annual funding budget for undesignated OGHS funds. The budget will consider the inclusion of funding for ministries and channels outlined below.

6.1 GOAL OF MEETING HUMAN NEED. One Great Hour of Sharing funds will be used to meet human needs irrespective of where they occur, limited only by the amount of resources available.

6.2 PRIORITY OF ASSISTING BAPTISTS. One Great Hour of Sharing funds will be used to meet human needs irrespective of where they occur. When there are limited funds available, areas and communities related to the American Baptist Churches family will be given first consideration for receiving assistance.

6.3 DEFINITION OF EMERGENCY RELIEF, MINISTRY TO DISPLACED PERSONS AND DEVELOPMENT. Emergency relief, ministry to displaced persons and

development will have claim on the One Great Hour of Sharing funds.

6.3.1 Emergency Relief, or relief, is understood to mean two phases of response. The first phase is the initial response to urgent and acute needs brought about by natural disasters--such as earthquakes, floods, extreme drought, fires, tornadoes, hurricanes, pestilence, etc.--or by disasters of human origin--such as war, civil strife, riots, etc. The second phase is the response which encompasses efforts to aid persons who have suffered from disaster to re-establish themselves and their communities over an extended period beyond the initial relief phase.

6.3.2 Ministry to displaced persons consists of holistic ministry to immigrants, refugees, migrants, and overstayed and undocumented persons in Immigration and Naturalization Service detention facilities and refugee camps in the United States and in local communities. In addition, it covers programs for the resettlement of refugees and immigrants. Ministry to displaced persons is actually one form of emergency relief, but it is such an important ministry within the ABC that it requires an explicit reference and definition.

6.3.3 Development is outreach directed at meeting chronic human need by enabling individuals and groups to establish, maintain, and enjoy a more adequate quality of life. Development can be accomplished through a wide spectrum of programs such as agriculture, nutrition, education, water supply and irrigation programs, health care, sanitation projects, vaccination and immunization programs, cooperatives, orphanages, work with individuals with disabilities, drug rehabilitation, support of leadership training programs and educational outreach where opportunity for schooling has been limited, and education to and advocacy for relief and development issues. Development projects can be implemented anywhere in the world, i.e., both internationally and domestically.

6.4 REQUIREMENT FOR ALL GRANT REQUESTS. All projects submitted to the WRC for consideration must explicitly benefit a group or community, as opposed to being limited to an individual.

6.5 PRINCIPLE CHANNELS. The principle channels for programmatic work of "supporting, enabling and encouraging emergency relief, ministry to displaced persons, and development assistance," are:

- **the Board of International Ministries (IM);**
- **the Board of National Ministries (d.b.a. as "American Baptist Home Mission Societies"(ABHMS));**
- **the ABC/USA Regions;**
- **Baptist World Aid (BWAid);**
- **Church World Service (CWS); and**
- **the World Council of Churches (WCC).**

In addition, the General Secretary of ABCUSA is a principal channel for pastoral support

in response to times of crisis brought about by natural or human made disasters.

In using the ecumenical channels (BWAid, CWS and the WCC), while the World Relief Committee is committed to working with these ecumenical partners, it does so only in accordance with the philosophy and practice of mission of IM, ABHMS or ABCUSA. If, for any given project, there are competing philosophies or practices of mission, then the philosophy and practice of mission that takes precedence is that of either IM, the ABHMS or ABCUSA, whichever is responsible for the geographical location or area where the project will be implemented.

- 6.6 RESTRICTION ON WRC GRANTS.** Funds disbursed by the World Relief Committee are restricted to the purposes for which they are allocated by the Committee. Recipients are to return unused monies, freeing them for application to new situations of human need.
- 6.7 EQUALIZATION OF RECEIPTS IS PROHIBITED.** OGHS funds are to be treated as specific contributions and, therefore, cannot be used to satisfy any Budget Covenant formula.
- 6.8 DEFICIT FUNDING IS PROHIBITED.** Under no condition will the World Relief Committee authorize deficit funding of grants. All projects to receive a grant or grants under the auspices of the Committee, whether WRC approved or WRC staff approved, can only obtain it once OGHS funds have been received by the Office of the General Secretary's Treasurer's Office to cover those grants. The WRC's approval for a grant for any project, either directly or by its staff, is only an indication of its intention to act if funds are available. If funds are inadequate in any given year to meet all approved projects, the WRC, if possible, will carry forward into the next year any unmet grants from that year. Under no conditions, however, is deficit funding authorized.
- 6.9 FUNDING AMERICAN BAPTIST DENOMINATIONAL SALARIES IS PROHIBITED.** The proceeds of the OGHS offering will not be used for American Baptist denominational salaries, except for those of the World Relief Office.
- 6.10 FUNDING DENOMINATIONAL PROGRAMS IS PROHIBITED.** The proceeds of the OGHS offering will not be used for programs that are, or should be, normally included in the operating budget of any denominational agency.

7.0 EMERGENCY FUNDS AND GRANTS

7.1 EMERGENCY GRANTS. An emergency grant is any release of funds for a project when that specific grant has not been reviewed and approved by the WRC. The World Relief Officer is authorized to make an emergency grant for any emergency relief, as long as it meets the policy guidelines of the WRC and is endorsed by the appropriate staff representative. The World Relief Officer can make an emergency grant for any ministry to displaced persons or development project which must receive the funds before the project can be considered by the WRC, as long as the project meets the policy guidelines of the WRC and is endorsed by appropriate staff representative.

In the absence of the World Relief Officer, the chair of the World Relief Committee, in consultation with available WRC staff representatives, may verbally authorize an emergency grant, only if it is in accordance with WRC policies. In the absence of both the World Relief Officer and the chair, the BIM and ABHMS staff representatives to the WRC, if in agreement with each other, may authorize an emergency grant.

7.2 LIMITS ON EMERGENCY GRANTS. The World Relief Officer is authorized to make grants of up to \$25,000 for any emergency need. Such grants will only be made after consultation with the appropriate staff person in International Ministries or the American Baptist Home Mission Societies.

7.3 ANNUAL PROJECT BLOCK GRANT: EMERGENCY FOOD AND SHELTER PROGRAM. This program provides a limited amount of One Great Hour of Sharing funds for emergency food and shelter grants in the United States as expeditiously as possible. The amount of OGHS funds available for the Emergency Food and Shelter Program for any year will be set by the World Relief Committee.

- **Criteria for Requests for Emergency Food and Shelter funds:** These grants are limited to emergency food or emergency housing needs. In addition, these grants can be used to address emergency food or emergency housing needs by expanding an existing project, initiating a new project, or initiating new work by an existing project.
- **Approval Procedure:** The ABHMS staff representative is given the authority to make decisions on these grants year-round, and reports all such grants to the committee annually at the Summer meeting.

7.4 SPECIAL INDIVIDUAL MEDICAL NEEDS. When deemed appropriate by staff and in accordance with existing WRC policy, OGHS funds may be given to an organization—i.e. a local church, an ABC region, or Baptist convention in partnership with IM—which will use those funds to assist an individual with a medical need. In no case, however, shall individual grants of this type exceed

\$5,000, with the total maximum per year being \$10,000.

8.0 CRITERIA FOR FUNDING MINISTRY TO DISPLACED PERSONS AND DEVELOPMENT

8.1 CRITERIA FOR MINISTRY TO DISPLACED PERSONS GRANT REQUESTS. The sole criterion for ministry to displaced persons is the endorsement of the appropriate ABC/USA program board or boards. This criterion assumes that program boards' endorsement will be consistent with ABC Policy Statements and Resolutions on ministry to displaced persons.

8.2 CRITERIA FOR DEVELOPMENT GRANT REQUESTS. The WRC will fund projects which can obtain evident results in development with limited funds and/or within a rather limited time span. A project must meet one or more of the following criteria to be eligible for consideration by the World Relief Committee:

- Meet a one-time need;
- Have an achievable short-term goal;
- Need only start-up funding;
- Replicate existing successful work at a new location; or
- Provide ongoing benefits.

9.0 MULTI-YEAR GRANTS

9.1 MULTI-YEAR GRANTS. A grant application may request funding for more than one year.

9.1.1 THREE YEAR LIMIT ON MULTI-YEAR GRANTS. Grants will not be made to any one project for longer than three years, except under special conditions.

9.1.2 SPECIAL CONDITIONS OF 9.1.1. Examples of special conditions of Section 9.1.1 are that the project needs one to two more years to become self-sufficient or that the project needs one to two more years to achieve its goal(s).

9.1.3 WRC PROCESSING OF EXCEPTIONS. Prior to considering a request to extend beyond the normal three-year funding limitation of a project, the WRC must approve a motion to waive the three year limitation. An affirmative vote of a motion to waive the three-year requirement does not imply or require approval of the request to extend. That request for additional year(s) is a separate issue which is taken up by another separate vote.

9.1.4 MAXIMUM FUNDING PERIOD. Under no conditions can a specific project receive funding for more than 6 years. However, if the scope of the project has expanded in terms of the areas or people served, the expansion can be considered as a new project.

9.2 ANNUAL PROJECTS. An annual project is any project which receives repeated annual funding from the WRC, in exception to 9.1 above. Annual projects are specifically classified as such by a vote of the WRC. Likewise, an annual project loses that status by a specific vote of the WRC. Each annual project must also be approved for funding each year. The current annual projects are listed in Appendix 14.0.

10.0 PROCESSING DEVELOPMENT GRANT REQUESTS

10.1 DEADLINE FOR RECEIVING GRANT REQUESTS. The World Relief Committee considers development grant requests at both its Summer and Fall meetings. In order for the committee members to have adequate time to review the grant applications, all applications to be considered at an upcoming meeting are to be mailed and/or sent by electronic means to the World Relief Committee members 30 days prior to the date of the upcoming meeting. In special circumstances an exception can be made to this policy, but the intention will be to provide 30 days notice on all grant applications to be considered for approval.

10.2 PROCESSING PROJECT REQUESTS. All development grant applications will be received by and come to the committee for consideration from either ABHMS (for projects to be undertaken domestically) or IM (for projects to be undertaken outside of the US/PR). The responsible staff within ABHMS and IM will ensure that project applications are completed in accordance with the guidelines established by the WRC. Completed grant applications will be provided to the World Relief Officer for submission to the WRC.

10.3 PROJECT REPORTING. All development grant recipients will be required to complete a project update form. The form will be sent one year after they received the funding with a request to return the completed form within 60 days. Failure to submit an update on the project will result in a suspension of further funding until the update has been received.

11.0 FINANCIAL PROCEDURES

11.1 RECEIPT OF FUNDS. All undesignated One Great Hour of Sharing offerings should be sent through normal American Baptist Mission giving channels. Those funds are received by the Office of the General Secretary's Treasurer's Office and

held in an account there. **Exception:** When there is a disaster of special concern to either IM or ABHMS, the relevant Board will be permitted to have funds designated for that specific disaster relief sent directly to them, as long as those funds are recorded as OGHS when received. When there is a disaster within a specific Region, the Region is permitted to receipt and retain funds designated for that specific disaster that come from churches/individuals within their Region. The funds must be recorded as OGSH when received.

11.2 DISBURSEMENT OF FUNDS. The World Relief Officer is the World Relief Committee staff person authorized to disburse OGHS funds. The World Relief Officer may only disburse OGHS funds on the basis of a specific action of the WRC and/or in accordance with policies set by the WRC. When IM, ABHMS or a Region receives funds directly for a specific disaster as stated in 11.1 above, they are authorized to use those funds only for the specific disaster relief they were given.

11.3 MINIMUM OGHS FUND BALANCE. The World Relief Officer cannot end the fiscal year with less than \$100,000 of OGHS funds on hand unless specifically authorized by the WRC to do so.

11.4 SPECIFIC DESIGNATIONS

11.4.1 The World Relief Committee will allow the One Great Hour of Sharing offering to serve as a channel for specific gifts for relief and development, even where a project is not a part of the World Relief Committee commitment listing, provided that the particular project falls within the Basic Funding Guidelines (see section 6.0)

11.4.2 Money received for a designated purpose will be allocated to meet that need.

11.4.3 Money designated for purposes within the US/Puerto Rico will be distributed to the ABHMS. Monies designated for international purposes will be distributed to IM. On an annual basis, ABHMS and IM will submit to the WRO an accounting as to the use of all funds distributed to them.

12.0 UNUSED FUNDS

12.1 FUNDS RETAINED BY OTHERS: National Boards and Regions that are allowed to retain OGHS funds must report to the World Relief Committee what funds were expended and for what purposes. In addition, fund can be retained for up to 5 years. After that, the receiving entity must either return unused funds to the Office of the General Secretary's Treasurer's Office for the World Relief Committee to repurpose or provide a written request to the World Relief Committee to retain funds for additional recurring two-year cycles. The request will stipulate how the retaining agency intends to use funds, honoring the original purpose for the funds.

13.0 REPORTING TO THE BOARD OF GENERAL MINISTRIES

- 13.1 ANNUAL REPORT TO THE BOARD OF GENERAL MINISTRIES.** The World Relief Officer and Chair of the World Relief Committee shall report to the Board of General Ministries the activities of the World Relief Committee and distribution of OGHS monies by the June board meeting each year.

APPENDIX 14.0

List of Annual Projects

PROPOSED LIST OF ANNUAL PROJECTS

Revised June 18, 2018

Appendix 14.0 List of Annual Projects

The current list of annual projects was last revised on June 18, 2018 and is given below.

AMERICAN BAPTIST HOME MISSION SOCIETIES:

Emergency Food and Shelter Program

Refugee Ministries

National Voluntary Organizations Active in Disaster (Annual Membership Dues and Fees)

INTERNATIONAL MINISTRIES:

WRO Hunger Program

WORLD COUNCIL OF CHURCHES:

Refugee and Migration (refugee work)

Regional Relations (development)

ACTION BY CHURCHES TOGETHER (ACT)

Disaster Response

CHURCH WORLD SERVICE:

Office of the President

Immigration & Refugee Program (IRP)

Development and Humanitarian Assistance Program (DHA)

IMA WORLD HEALTH

Worldwide Medical Ministries

APPENDIX 14.1

A Brief History of the World Relief Committee

On May 21, 1942, the American Baptist Convention, at its annual meeting in Wichita, Kansas, approved the General Council action (of April 4, 1941) to establish a World Relief Committee (WRC).

That same convention meeting instituted the World Emergency Fund. In 1942, some of the first receipts for the World Emergency Fund (WEF) were allocated to the WRC for alleviation of human need. In 1943, the WRC again received funds from the WEF; and in 1944, from the re-named World Emergency Forward Fund.

Beginning in 1945, and continuing for more than 30 years, the WRC received funds from the denominational budget for distribution. The WRC's major focus initially was Europe, and her reconstruction after the devastation of World War II.

In the late 1960s, after the Alaskan earthquake, famine in India, and other major disasters, the need to generate more adequate funds to address the vast needs became clear. So in 1970 the WRC requested that an annual appeal be established "for specific gifts to meet the yearly relief needs of mankind. ...The annual appeal would be at a season that would not conflict with other annual offerings and would be started in 1971." That request led to the decision to begin receiving the One Great Hour of Sharing offering, an offering for relief and development, which several Protestant denominations had been taking for two decades. Continuing the World Relief Committee's historical responsibility for relief and development for American Baptist Churches, the General Board entrusted the WRC with establishing policy for the distribution of OGHS funds and determining the allocations to be made through the various channels available.

In 1973, American Baptists began taking the One Great Hour of Sharing (OGHS) offering on an annual basis, giving \$82,045 that year. From then on, WRC's funds from the denominational budget were decreased each year until in the early 1980s it was totally funded by the OGHS.

The 1970s saw American Baptist churches increase their support for this type of outreach so that in 1979 annual receipts began to exceed \$1.0 million. In 1984, American Baptist care and concern was aroused by the hunger crisis in Ethiopia and other countries of Africa. That year the OGHS offering reached \$2,093,240, and in 1985, \$2,818,725.

It was also in 1984 that the total OGHS funds received over the years surpassed \$10,000,000. In 1988, that total passed \$20,000,000. Since its inception, the One Great Hour of Sharing has lived up to the task set before it. It has allowed American Baptists to respond more adequately to emergency needs around the world and at home within hours and to support longer term developmental needs in a reasoned manner.

APPENDIX 14.2

Articles XV & XIV, ABC/USA Bylaws

The following portions of Articles XV and XIV of the By-laws of the Board of General Ministries, effective January 1, 2012, apply to the World Relief Committee as a standing committee of the General Board.

Bylaws Article XV, Section 2. President. The President shall be an ex-officio member of all committees and commissions of ABCUSA and of the Board of General Ministries and shall also, subject to the approval and control of the Board of General Ministries:

Bylaws Article XV, Section 3. Vice President. If the President is absent or unable to serve, the Vice President shall serve as the Acting President and, when so serving, shall perform the duties of the President. The Vice President shall be an ex-officio member of all committees and commissions of ABCUSA and of the Board of General Ministries, shall chair any Reference Committee, and shall have such other duties as may be assigned by the President or the Board of General Ministries.

Bylaws Article XIV COMMITTEES AND GROUPS OF THE ABCUSA

Section 1. Committees, Commissions, and Councils. Committees, commissions, and councils of ABCUSA may be established in such manner and with such members, powers, and functions as shall be stated in these Bylaws or in the Standing Rules.

Section 7. World Relief Committee. There shall be a World Relief Committee which shall be constituted and shall have such numbers, powers and functions as shall be stated in the Standing Rules. Members of this Committee from the Board of General Ministries shall be nominated by the President and elected by the Board of General Ministries.

APPENDIX 14.3
Standing Rule 14 Regarding World Relief Committee

The following portions of Rule 14 of the Standing Rules of the Board of General Ministries apply to the World Relief Committee.

Standing Rule 14 COMMITTEES AND GROUPS OF THE ABCUSA

Rule 14.1 Committees, Commissions, and Councils

14.1.1 Chair. Except where otherwise provided by the Bylaws or these
Standing

Rules, the chairperson of each committee or group of the ABCUSA shall be appointed from the membership of the Board of General Ministries serving on the respective committee or group by the President in consultation with the General Secretary and shall serve until the expiration of the term of the appointing President. When the chairperson is not present, the committee shall elect an acting chairperson for that meeting to serve until the chairperson arrives.

Rule 14.7 World Relief Committee

14.7.1 Membership. There shall be a World Relief Committee consisting of ten (10) members including:

- (a) seven (7) voting members to be elected by the Board of General Ministries:
 - (1) two (2) persons nominated by the Board of Directors of ABFMS from among its membership;
 - (2) two (2) persons nominated by the Board of Directors of ABHMS from among its membership;
 - (3) two (2) persons nominated by the ABCUSA President from among Board of General Ministries membership, with one of those person to be appointed chair of the Committee by the ABCUSA President; and
 - (4) one (1) person nominated from the American Baptist Women Executive Committee from among that

Committee's membership.

(b) three (3) non-voting members, one (1) each from the staffs of ABCUSA, ABFMS and ABHMS appointed by the General Secretary in consultation with the appropriate respective ABCUSA National Secretary from ABFMS and ABHMS.

(c) The World Relief Officer shall staff the Committee.

(d) Any vacancy shall be filled by nomination and election or appointment as aforesaid.

14.7.2 Functions. The functions of the World Relief Committee shall include:

(a) establishing policy, subject to the approval of the Board of General Ministries, with respect to the distribution of funds received from the One Great Hour of Sharing Offering, including the funding of the World Relief Office subject to budgetary provisions voted by the Board of General Ministries;

(b) determining the allocations to be sent to cooperative bodies such as Church World Service and Baptist World Aid; and

(c) granting to National Program Boards and to Region Boards the administration of funds within the policies adopted by the Committee and approved by the Board of General Ministries.

APPENDIX 14.4 The Creation of the World Relief Office

The World Relief Office was created by an action of the General Board Executive Committee at its June 1988 meeting. Below is the proposal in its entirety.

1202.18:6/88

An American Baptist World Relief Office A Proposal of the Interim General Secretary to the General Board Executive Committee June, 1988

Summary

It is proposed that an American Baptist World Relief Office be established. This office would combine the Director of World Relief (in OGS) and of the ABC Hunger Office (in BIM). Funding of the office would be provided primarily from One Great Hour of Sharing funds. The World Relief Office would be lodged in BIM and the World Relief Officer would report directly to the Executive Director of BIM.

This proposal has been prepared in cooperation with the National Executive Council and is endorsed by that body.

Rationale

1. The impending retirement of the Director of World Relief, who has been serving on a part-time, semi-volunteer basis, requires consideration of how best to provide this function in the future.
2. There is need for increased denominational emphasis on hunger concerns. In the mid 1970's, ABC had a very effective program; ABC Attack on Hunger, funded by substantial grants from the Uncommitted Fund. In December 1977, Hunger was assigned to the Board of International Ministries with the statement: "Funding will be determined later" (GB 509). No funding was provided. BIM could not absorb the cost and could only provide limited staff resources, with predicted losses of emphasis. This has occurred during a period of increasing sensitivity to the reality of domestic hunger, as well as time of repeated famine disasters, especially in Africa, and of growing chronic hunger in many parts of the world. Dramatic increases in One Great Hour of Sharing in response to these crises reflect a high level of commitment to hunger concerns in the ABC constituency. However, it has not been possible to provide continuity of information to create and sustain the understanding that hunger must be addressed as a long-term problem, rather than as short-term crisis. This proposal will give opportunity for significantly greater staff commitment to hunger concerns.
3. The OGHS has increased from \$820,649 in 1977, to a peak of \$2,818,725 during the African hunger crisis in 1985, and then declined to \$1,747,715 in 1987. Despite the substantially increased responsibility associated with disbursement of these funds, there

has been no significant increase in staff support of the World Relief Committee. The functions associated with the present Director of World Relief will be expanded to include development of criteria for planning and evaluation of projects funded by the WRC, thus strengthening stewardship of these funds.

4. The two offices which are to be combined include many common concerns, constituencies and networks. Combining the offices will result in simplification and increased efficiency in both functions
5. The proposed office will implement a significant denominational program. It is therefore appropriate that it be assigned to a program board. Each program board has certain functions it carries out on behalf of the whole ABC. Since the major part of WRC grants are for overseas projects (70% through BIM, Church World Service or Baptist World Aid in 1987), and since the Hunger Office is already assigned to BIM, it is logical that the proposed office be lodged in BIM.

Position Description of World Relief Officer.

1. Staff the World Relief Committee of the General Board.
2. Receive, evaluate and respond to appeals for emergency assistance.
3. Develop and implement criteria for planning and evaluation of projects funded by the WRC.
4. Oversee processing of WRC grants; maintain appropriation and disbursement records.
5. Serve on the ecumenical One Great Hour of Sharing Committee
6. Assist World Mission Support with creation of promotional materials for the OGHS offering.
7. Develop or identify resources for use in ABC churches for education and action with regard to hunger, relief and development.
8. Publicize relief and hunger-related events, national observances and approved projects and programs.
9. Develop networks with appropriate individuals of the ABC constituency, regional offices, program boards and educational institutions to address issues of hunger, relief and development. In particular, establish and maintain an interboard working group with representatives from BEM, BIM and BNM for coordination and planning related to hunger concerns.
10. Represent the ABC on the Church World Service Committee and the Baptist World Aid Committee.
11. Represent the ABC or provide for such representation in collations and interfaith groups on education and advocacy with regard to hunger, relief and development.

Budget

The portion of the World Relief Office budget funded by OGHS would be approved by the World Relief Committee each June for the following year. The maximum amount which could be approved for this purpose would be limited to 5% of the average OGHS receipts for the three years preceding the year in which approval is granted.

BIM would cover travel, routine office expense and 20% of personnel costs.

A budget for 1989, based on the proposed guidelines is attached. Total cost in OGHS funds in \$70,800 or 3.24% of average OGHS receipts for the three preceding years. Under present guidelines, the comparable budget figure for 1987 was \$33,700, which included \$17,700 for administration and \$16,000 for the ABC Hunger Office program.

World Relief Office
Proposed Budget for 1989

		<u>BIM</u>	<u>WRC</u>
Personnel	\$57,150	\$11,450	\$45,800
Travel	5,000	5,000	-0-
Office Expense	2,860	2,860	
Program	<u>25,000</u>	<u>-0-</u>	<u>25,000</u>
	90,110	19,310	70,800*

*Limit at 5% of the OGHS average for 1985, 1986 and 1987 = \$109,308

Implementation

In order to maintain continuity, it is proposed that the plan be implemented on August 1, 1988. The ABC Hunger Office has already been funded at \$16,000 for 1988. An additional grant of \$22,900 for personnel costs for the remainder of 1988 would be required.

Full implementation would require revision of Standing Rule 11.10. It is proposed that:

- (1) The World Relief Officer be named staff to the World Relief Committee.
- (2) World Mission Support staff representation on the World Relief Committee be dropped.
- (3) In addition to the World Relief Officer, BIM and ABHMS each retain a non-voting staff representative on the World Relief Committee.

Proposed Action:

- (1) That an American Baptist World Relief Office be assigned to the Board of International Ministries.
- (2) That the functions assigned include staff support to the World Relief Committee and responsibility for education and advocacy with regard to domestic and overseas hunger concerns.
- (3) That up to 5% of the average One Great Hour of Sharing funds for the three preceding years may be authorized by the World Relief Committee for the budget of the World Relief Office.
- (4) That the Standing Rules Committee be asked to propose to the Executive Committee in December 1988, appropriate revision of Standing Rule 11.10 to implement this proposal.
- (5) That immediate authorization be given for the administrative actions necessary for implementation.

June, 1988

APPENDIX 14.5

One Great Hour of Sharing Promotion Guidelines

1. The One Great Hour of Sharing offering (OGHS) shall be coordinated by the World Relief Officer of American Baptist Churches.
2. The World Relief Officer of American Baptist Churches shall be responsible for:
 - Promotion:
 - a. Serving as official spokesperson for the One Great Hour of Sharing offering.
 - b. Developing a promotional schedule for OGHS that conforms to the master calendar of the ABC/USA for its annual offerings. (OGHS currently is allotted the months of May and June. However, materials are permitted to be shipped to churches in April.)
 - c. Selecting a theme and developing ecumenical materials in cooperation with the One Great Hour of Sharing Ecumenical Committee.
 - d. Developing ABC-specific OGHS resources for distribution to ABC churches.
 - e. Ordering adequate quantities of resources, coordinating the distribution of those resources to ABC churches, and managing inventory and customer service.
 - f. Providing to regional staff responsible for mission support, who promote the One Great Hour of Sharing offering in their respective regional congregations, promotional resources, information and written reports.
 - g. Updating OGHS website with new resources.
 - h. Collating results of resource evaluations.
 - Budgets:
 - i. Establishing the OGHS promotional budget within the limits set by the Budget Covenant.
 - j. Recommending, upon request, the annual OGHS goal to the ABC treasurer for approval by the General Executive Council/World Mission Support Council (GEC/WMSC).
 - Reports:
 - k. Reporting to the World Relief Committee on promotional plans for OGHS.
 - l. Reporting on OGHS income, receipts and other matters, when requested, to the GEC/WMS Council.
3. Each Region shall be responsible for promoting the OGHS offering within its Region.
4. World Mission Support shall be responsible for:
 - a. Promoting the OGHS offering, especially through regional ministers of mission support.
 - b. Maintaining the mailing list of churches that receive offering resources, ordering mailing labels from ABCIS according to the promotion schedule, and providing appropriate data to the World Relief Office to enable the ordering of adequate quantities of resources.
5. The General Executive Council/World Mission Support Council shall be responsible for:
 - a. Receiving reports from the World Relief Officer.
 - b. Handling any OGHS offering matters than are covered by the Budget Covenant.

APPENDIX 14.6

"Unto the Least of These..."

Board of American Baptist Home Mission Societies' ("ABHMS") Immigration and Refugee Services

Mandate

1. In 1958, the ABC World Relief Committee voted "to maintain sufficient staff to...keep connection with the operation of refugee work through Church World Service...continue such refugee resettlement work as is possible under our laws and be in a position to function when emergencies arise in connection with refugees."
2. In 1981, the Governing Board of the National Council of the Churches of Christ adopted the policy guideline that the "NCCC shall continue and strengthen its ministry to immigrants, refugees, and migrants in cooperation with and through its member communions, church agencies and local congregations as well as other ecumenical, religious and secular bodies, both international and national."
3. In 1982, the ABC General Board adopted the policy that ABC/USA "shall continue our historical role as an advocate of human rights for immigrants, refugees and migrants; continue our historical role in resettlement of refugees and immigrants; continue to cooperate with Church World Service...in the servicing and resettlement of refugees; [and] engage in holistic ministry to immigrants, refugees, migrants, and overstayed and undocumented persons."

Operational Principles

1. A resettlement program shall be conducted in the USA and Puerto Rico for refugees without alternate options which enables church congregations to encounter immigration, refugee, migration and asylum issues; to identify causal factors; and to become advocates, change agents, service providers and protectors of human rights.
2. At least once a year, every American Baptist congregation is to be invited to host (sponsor) a refugee individual or refugee family. Where interest and will exist to enter into a refugee resettlement project but local means are lacking, the denomination stands ready to draw on emergency funds provided by the World Relief Committee and One Great Hour of Sharing to enable sponsorship to occur.
3. The purpose of the WRC is "to support, enable and encourage (a)emergency relief, (b)refugee work, (c)disaster rehabilitation, and (d)development assistance." The sole criterion for refugee work grant requests is the endorsement of the appropriate ABC/USA program board. "This criteria assumes that program boards' endorsement will be consonant with ABC Policy Statements and Resolutions on refugee work."
Ecumenical Refugee Resettlement and Sponsorship Services
4. In regions where Ecumenical Refugee Resettlement and Sponsorship Services ("ERRSS") are heavily engaged in ABC refugee resettlement ministries and where local American Baptist congregations are unable to provide sufficient funding for an ERRSS project, the ABC Regional Office is entitled to request the WRC of the denomination to supply supplementary funding for the ERRSS project.
5. Resettlement opportunities shall eventually be extended to persons in the U.S. and Puerto

Rico displaced by disasters (of human and natural origin), civil disorders, and economic deprivation when deemed necessary.

6. For American Baptists, the only humane and sustainable immigration and refugee policy for the U.S. must be one that reflects humanitarian values and responds to the needs of people within and outside of our own nation alike. A primary concern is the enablement of the foreign born newcomer to the U.S. to become a functioning and contributing member of society as well as to enjoy and preserve his or her cultural heritage.

7. The biblical base for direct services with immigrants, refugees and migrants is:

Stop doing wrong, learn to do right!

Seek justice, encourage the oppressed.

Isaiah 1:17 (NIV)

