# USERS GUIDE

**TO THE**

# ABC LEADERSHIP REGISTRY



**A Users Guide for Understanding ABC Leadership**

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1. **Purpose and Function of the *ABC Leadership Registry* – All Leaders**

**Purpose**. The purpose of the ABC Leadership Registry (ALR) is to display and conserve for the American Baptist ministry those individuals who provide and/or have provided staff leadership for the Church’s mission to the world.

**Function**. More specifically, the ABC Leadership Registry functions as the repository of the many individuals who currently serve and/or have served in some leadership capacity in an American Baptist- related ministry. This includes both ordained and commissioned persons as well as lay ministers. In its entirety, the registry intends to be a comprehensive list of these individuals, particularly clergy, thereby preserving the credentials and job history of ABC leadership.

**Information**. The ABC Leadership Registry requires a basic amount of information concerning everyone, i.e., name and contact details (see page 3 and 4 for details). This information may be used for mailings as well as for statistics, historical church and organizational leadership lists, and denominational directories.

1. ***ABC Leadership Registry* Subdivisions**

The ABC Leadership Registry is divided into two sub registries:

* Ordained/Commissioned Registry (OCR) – This list includes ordained and commissioned leaders who currently minister or have ministered in ABC churches and/or at the ABC national and partnering organizations. Persons in the OCR can be designated as:
	+ *Active OCR* – Those who CURRENTLY minister
	+ *Inactive OCR* – Those who USED to minister – kept for historical and statistical purposes
* The categories and number codes associated with the OCR include:
	+ ABC Ordination (7)
	+ Ordination recognized by an ABC region (6)
	+ Ordained by Association Standards (5)
	+ Ordained by Region Standards (5)
	+ Ordained by Local Church Standards (5)
	+ Other Denominational Ordination (4)
	+ Commissioned (3)
* Lay Ministry Registry (LMR) – This list includes lay leaders who currently work or have worked in the churches and/or at the other ABC organizations. Persons in the LMR can be designated as:
	+ *Active LMR* – Those who CURRENTLY minister
	+ *Inactive LMR* – Those who USED to minister – may be kept for historical and statistical purposes
* The categories and number codes associated with the LMR include:
	+ Certified Lay Minister (2)
	+ Licensed (1)
	+ Lay Leader (0)

An explanation of the categories is included below:

* 1. **Leadership Status Codes and Their Descriptions**

**7 - ABC Standard Ordination**

OCR - Persons ordained within ABC who met the education prerequisite for ordination (A.B. and M.Div. Degrees or standard equivalents). The seminary must be accredited by the Association of Theological Schools.

### 6 - Non-ABC Ordination Recognized by ABC

OCR - Persons ordained by a denomination other than ABC but whose previous ordination has been recognized by a Regional administrative unit of the ABC.

### 5 - Other ABC Ordination

LMR - Persons ordained by a local ABC congregation according to region, association, or local church standards who perhaps meet track three requirements, but do not meet the track one requirements.

### 4 - Non-ABC Ordination Not Presently Recognized by ABC

LMR - Persons ordained by a denomination other than ABC who have not had their ordinations recognized by any administrative unit of ABC.

### 3 - Commissioned

OCR - Persons commissioned by a national board or a regional board.

### 2 - Certified Lay Minister

LMR - Persons who have completed the certified lay ministers’ program and have been certified by an ABC region, but have not been ordained.

### 1 - Licensed

LMR - Persons licensed by an ABC congregation as a preliminary step towards ordination, who are now employed by a church or agency of ABC, or who are applicants for professional employment with ABC.

### 0 - Lay Leader

LMR - Persons employed professionally (or applicants for employment) by a church or agency of the ABC, or who are applicants for professional employment with ABC.

1. **Obtaining a Profile in the MinistrElife Platform in ABHMS**

All ministry professionals can have a basic profile on the MinistrELife platform in ABHMS. Ministry professionals can choose one of the following profiles once a basic profile is approved:

1. ABPS Profile
2. Chaplain/Specialized Minister Profile

Validation is given by one of the following:

1. Region in which the person’s local church American Baptist membership is located
2. Employing national unit
3. Region where one is attending seminary (in-person)
4. Region where the individual resides attending seminary remotely
5. Local ABC church

Validation form can be signed by the following:

1. Regional Executive Minister or designee. (The region should notify ABPS of all desginees)
2. National Denominational Unit Executive Director
3. Local church where one holds American Baptist Church membership, to be signed by the local church pastor, moderator, or person in charge of the review process.

If Validation is given by local church clergy where the person holds their membership MinistrElife staff will inform the region where the church is located.

**4. The Criteria for Inclusion in the *Ordained/Commissioned Registry* (OCR)**

**Qualifications.** To qualify for entry into the Ordained/Commissioned Registry, a leader must:

• Meet the recommended national standards of ordination and/or commissioning as determined by a

 region.

• Be a member of an American Baptist church.

• Serve in an American Baptist-related ministry. Each new person entered into the Ordained/Commissioned Registry must be currently serving in a position defined by the Leadership Job Codes available from their region and/or office, or from the American Baptist Churches information Systems (ABCIS). These job codes are a separate categorization from the status codes and are used to describe the nature of the position regardless of status.

**The following DEFINITION is from the *Recommended Procedures for Ordination, Commissioning, and***

***Recognition for the Christian Ministry in the ABC*, 1994, page 14:**

## 4A. Additional Information Required for Ordained/Commissioned Registry (OCR)

Besides the name and contact details, the specific information required for OCR leaders is as follows:

* Primary Record Holder – The name of the region or national ABC organization which manages this record.
* Leadership Status – The appropriate status is selected from the Leadership Status list.
* Job History – This detail should be entered for each job the leader has. The system can track both ABC positions and non-ABC positions.
* Ordination Date and/or Ordination Recognized Date OR Commissioned and Commissioned Date.
* New fields added to the New ABCIS (while not required, they are very much recommended):
	+ Name of local ordaining church.
	+ Name of region in which local church is a member.
	+ Regional recognition by (name of region).
1. **The Criteria for Inclusion in the *Lay Ministry Registry*(LMR)**

**Qualifications.** Anyone who is not ordained/commissioned, but also employed professionally by a church, board, or agency of the ABC, or involved in a ministry endorsed by the ABC, is eligible for inclusion and may be placed on the Lay Ministry Registry.

* Each new person entered into the Lay Ministry Registry must be currently serving in a position defined by the Leadership Job Codes available from their region and/or office, or from the American Baptist Churches information Systems (ABCIS). These job codes are a separate categorization from the status codes and are used to describe the nature of the position regardless of status.
* Seminarians may also be included on this list.

## 5A. Additional Information Required for Lay Ministry Registry (LMR)

Besides the name and contact details, the specific information required for LMR leaders is as follows:

* Primary Record Holder – The name of the region or ABC organization which manages this record.
* Leadership Status – Select the appropriate status from the Leadership Status list.
* Job History – This detail should be entered for each job the leader has. The system can track both ABC positions and non-ABC positions.

## Working with the ABC Leadership Registry

**File Requirements.** Everyone on the registry must have on file a current address and a Leadership Status Code. Whenever possible, there should also be at least one employment record with an appropriate Leadership Job Code.

**Duplicates*.*** One should never enter a new record into the registry without first checking to see if the

person’s record already exists; this practice will help reduce the number of *duplicate* records introduced into the registry. New to a region or ABC organization does not always mean new to the registry.

* Duplicate records are the only records in the system that are NOT USED in any way.
* When a duplicate leader is found, the Primary Record Holder should use the merge feature to create one record.

**Deceased*.*** Those who have died are flagged as *deceased* in the leadership record. If the date of death is known, it too should be entered into the registry. The leader’s record is then automatically flagged as *deleted*, but the record remains in the system for historical purposes.

**Retired*.*** There are two primary ways a leader may be flagged as *partially retired* or *fully retired*:

* On the job position for the job from which he/she is retiring. This is considered *partial* retirement. The job position end date is the date of retirement. Flagging retirement in this manner assumes the leader plans to continue working elsewhere in the future, keeping his/her record active in the system.
* On the main leadership record. This is considered *full* retirement.
* In both cases, if the date of retirement is known, it too should be entered into the registry. Again, the record remains in the system for historical purposes; it may also be included for mailings to upcoming events.

**Inactive*.*** Leaders may be flagged as *temporarily inactive* or *fully inactive*. Like retirees, there are multiple ways to flag a leader as inactive:

* Entering a job position with one of the inactive leadership job codes; this is considered temporary deactivation. Leaders that have the following leadership job codes are considered inactive, but may be

reactivated at a future time:

o Inactive (IN)

o Temporarily serving another denomination (TA)

o Possessing a recognized ordination by another denomination and temporarily serving in ABC

ministry (TO)

o Temporarily unemployed by seeking placement (TU)

* On the main leadership record. This is considered full deactivation.
* In both cases, if the date of deactivation is known, it too should be entered into the registry. Again, the record remains in the system for historical purposes; it may also be included for mailings to upcoming events. Once their new job position is posted under an active job code, they are again considered active.

**Deleted*.*** Leaders who have left ABC all together, as flagged by one of the *Deleted from Nat Dir* options, are considered fully deleted from the directory. It should be noted that once entered, no leadership record is ever physically deleted from the database. Instead, each record is flagged with the appropriate details needed to describe their situation. These details determine if they are considered active or not; inactive records are often used for historical and statistical purposes, such as listing all leaders who have served at a specific church.


## Leadership Job Codes

The leadership job codes on this page represent those generally used by the OCR (Code Indicator = 1). The Group No is used to keep similar codes together, such as 1 = Those serving churches in pastoral roles.

**Leadership Job Codes *Continued***

The leadership job codes on this page represent those generally used by the LMR (Code Indicator

= 0). The Group No is used to keep similar codes together, such as 40 = Lay leadership presidents, board members and chairpersons. The BTR stands alone for it is used in the Church Profile reports and Church Mission Ministry remittance forms.


## Painting a Complete Picture

**Meaningful Information.** The combination of a leader’s contact information, leadership status and leadership job codes on their job history records paints a picture of where the leader has served, for how long, and in what capacities. Such information is key to creating meaningful directories, reports, and statistics for the denomination.

##  Miscellaneous or “Special Circumstance” Information

**Primary Record Holder (PRH).** The primary record holder for a person in ABCIS can either be the region in which church membership is currently held or the region in which the clergy person is currently serving a local church or institution. Such a decision can be made on a case-by-case basis in terms of which scenario makes more sense regarding the clergy person in question. In matters of dispute or uncertainty related to the primary record holder, the default shall be the region in which local church membership is held by the clergy person.

**Chaplains.** The codes IC, PC or MC (Institutional Chaplains, Pastoral Counselors, or Military Chaplains) may not be used unless they are assigned and endorsed by the CHAPLAINCY OFFICE of ABHMS in Valley Forge. If a person is no longer endorsed by the Chaplaincy Office and they have no other directory code than the IC, PC, or MC, the region that holds that person’s church membership will be contacted for an alternate directory code if the region wants that person to remain on the registry.

**Missionaries.** For missionaries that hold their church membership in a specific region, the region should be their Primary Record Holder. Otherwise, their Primary Record Holder will be listed as BIM (Board of International Ministries) and IM will be responsible for maintaining their status with the OCR.

## Leadership Misconduct History (MH)

Sometimes a leader behaves in a way that is in VIOLATION of ministerial codes of conduct as recommended by the ABC Ministers Council. The Misconduct History feature in ABCIS should be used to track these leaders and the details of each incident, providing a CENTRALIZED PLACE in which to store such critical information.

It is important to note that only KEY PEOPLE within the ABC denomination have ACCESS to this sensitive data: The General Secretary, the Regional Executives, and the senior executive of each of the partnering ABC organizations.

*The General Secretary has specifically requested that these key people refrain from giving any of their colleagues and/or employees access to the MH module. This is to ensure that the details within remain private and confidential.*

## Three Tracks to Ordination. The Recommended Procedures for Ordination from the Professional Ministries Team include three tracks to ordination as named below.

Track I is considered to be the track most candidates will pursue in the American Baptist Churches and includes a bachelor’s degree and a Master of Divinity degree. Track II is the “equivalency track,” in which an equivalent degree or years of experience may be substituted for up to three years of higher education. Track III is known as the “Regional Training” track in which candidates provide evidence of satisfactory completion of a lay pastor program from a U.S. or international Seminary or an ABC Region as well as three years of satisfactory professional growth and ministerial performance. Most regions also require a functional knowledge of American Baptist history and polity, a professional ethics course, and candidacy assessment prior to ordination.

A full description of this document is available on the ABCUSA website or from you region.