

PROCEDURAL STANDARDS APPENDIX FOUR

PROCEDURE FOR EXAMINATION OF CHURCHES DESIRING MEMBERSHIP

SECTION 1

The Executive Minister will acquaint the church with its privileges and responsibilities as a member of the Association. Member churches are expected to participate in the total program of the Philadelphia Baptist Association and to contribute regularly to the United Mission Program of the American Baptist Churches, USA. Because this is an important step in the life of a congregation, sufficient time needs to be allowed for the membership application process.

SECTION 2

The church will then vote on the question of whether or not it wished to join the Association. If the vote is affirmative, written application for membership shall be made through the Executive Minister. He will then request from the church the following documents:

- A. Letter from the church clerk giving the official statement of the church of its desire to join the Association and listing the reasons why the church wishes to join the Association, including its willingness to make regular financial commitment to PBA dues and ABCUSA missions,
- B. A brief history of the church, giving its age and stating its affiliation with any other organizations; written evidence of incorporation and a copy of the church Constitution and By-Laws,
- C. A record of the active membership of the church and Sunday Church School, and average attendance of the church services and church school sessions for the previous church year,
- D. The financial report of the church for the previous church year, including assets and liabilities,
- E. Completion of the American Baptist Personnel Services Information form by the pastor, to be forwarded to the American Baptist Churches, USA, Valley Forge, PA.

SECTION 3

When this information is received, the Executive Minister will consult with the chairperson of the **Commission on the Ministry** and discuss the advisability of meeting with the church representatives.

SECTION 4

If found advisable, the pastor will be asked to meet with the **Commission on the Ministry** and to bring the chairpersons of the boards of deacons and trustees.

SECTION 5

The name of the church, upon approval of the **Commission on the Ministry**, will be recommended to the Board of Directors for acceptance of the church into the Association.

SECTION 6

It is suggested that a service of recognition be planned by the Executive Minister and the pastor of the church to be held in the church. At this time, the church should again be reminded of its privileges and responsibilities as a member of the Association.

Application for Membership in the PHILADELPHIA BAPTIST ASSOCIATION Church Profile Form

Philadelphia Baptist Association
8711 Ridge Avenue
Philadelphia., PA 19128-2023

215-482-8222
FAX: 215-482-8232
EMAIL: contact@philadelphiabaptist.org

GENERAL INFORMATION

Corporate Name of Congregation _____ Date of Incorporation _____

Address _____

City, State _____ Zip Code _____

Phone _____ Fax _____ E-Mail _____

Pastor's Full Name (include middle initial) _____

Address _____

City, State _____ Zip Code _____

Phone _____ Date of Hire _____

Previous Pastor _____ Date Departed _____

MISSION STATEMENT (Theology for why your ministry exists)

VISION STATEMENT (What your ministry hopes to become in 5-10 years)

COMMON LIFE

General Statistics

Total church membership _____ Worship Attendance (Average) _____

Educational/Discipling Events(Average) _____ Youth Ministry Numbers _____

What are the special gifts and strengths of your church?

Describe your style and indicate the characteristics of worship experiences.

Share some details about your music ministry.

Indicate something of your celebrations as a faith community (communion style, anniversaries, fellowship with other churches, memberships, etc.).

Which community groups use your building?

MISSION & OUTREACH

Describe specific mission projects in which your church engages.

Local Mission Project	# of Volunteers Involved	Church Financial Contribution
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

WIDER MISSION

As a participating member congregation of the Philadelphia Baptist Association, which of the following mission and ministry activities will be encouraged?

	YES	NO
• Pray regularly for your brother sister congregations	[]	[]
• Encourage your pastor to lift up our ABCUSA relationship	[]	[]
• Recruit persons to participate on boards and committees of the PBA	[]	[]
• Provide volunteers for special mission projects locally, regionally, and nationally	[]	[]
• Cooperate with other faith groups in your area	[]	[]
• Agree to the American Baptist common criteria:		
a. Accept and publicize the purpose statement of the American Baptist Churches, USA and the Philadelphia Baptist Association	[]	[]
b. Participate regularly in the programs and ministries of ABCUSA at both the national and regional levels	[]	[]
c. Utilize American Baptist resources appropriate to the congregations needs	[]	[]
d. Support the mission of American Baptists by contributing a fair share of the Congregation's income to American Baptist Mission Support and your Region (PBA) with a monthly regional offering of \$100 to \$1,000 per month.	[]	[]
e. Provide reports on the form supplied by the region (PBA or ABCUSA)	[]	[]

GOALS & NEEDS

What are the five (5) main goals towards which your congregation needs to move during the next eight years?

1. _____
2. _____
3. _____
4. _____
5. _____

What are the major needs in your church?

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

What resources would help in your ministry?

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

LOCAL CHURCH LEADERSHIP

CHURCH: _____ Fax: # _____ Phone: _____

Email: _____ Web Site: _____

List the officers and leaders of your church family below.

OFFICE	NAME	Phone:
1. Moderator	_____	_____
Address:	_____	
2. Deacon Chr.	_____	Phone: _____
Address:	_____	
3. Clerk/Rec. Sec.	_____	Phone: _____
Address:	_____	
4. Treasurer:	_____	Phone: _____
Address:	_____	
5. PBA Contact *	_____	Phone: _____
Address:	_____	
* The PBA Contact of your church should be someone who knows your church and its members, who is able to pass along information to the correct person, and who will act as a conduit for PBA information.		
6. Christian Ed.	_____	Phone: _____
Address:	_____	
7. Trustee Chr.	_____	Phone: _____
Address:	_____	
8. Men's Grp.	_____	Phone: _____
Address:	_____	
9. Women's Grp.	_____	Phone: _____
Address:	_____	
10. Youth Contact	_____	Phone: _____
Address:	_____	
11. Missions	_____	Phone: _____
Address:	_____	

ATTACHMENT

** Please include all of the following documents with this application (it is not complete unless all of the following are enclosed.)

	YES	NO	SENT PREV.	WILL SEND
DOCUMENTATION				
1. A letter from the church clerk indicating that by vote of the congregation, the church is applying for membership in the Philadelphia Baptist Association and is aware of the criteria outlined (presently available from the PBA office)	☐	☐	☐	☐
2. A letter from the pastor indicating his/her support of the application and awareness of the criteria and biographical information indicated on the pastoral personnel information supplementary form (see page 8)	☐	☐	☐	☐
3. A copy of the Constitution and By-Laws of the church	☐	☐	☐	☐
4. A copy of the church covenant	☐	☐	☐	☐
5. Federal EIN # _____ State Account # _____				
6. A completed "Professional Church Leader Information Form" from each ministerial personnel	☐	☐	☐	☐
7. The annual statistical summary and list of officers (Page 5)	☐	☐	☐	☐
8. Sample bulletins or copies of orders of worship	☐	☐	☐	☐
9. Sample newsletters, if such of published by your church	☐	☐	☐	☐
10. A copy of American Baptist Personnel Profile of pastor (may be sent separately)	☐	☐	☐	☐

Name and title of person completing this form:

Name _____ Title _____

Address _____ Zip Code _____

Phone _____ Email _____

Signature _____ Date _____

It is understood that any information provided on this form will be used by the Region only and treated confidentially and not meant for public use.

When complete, please return this form and attachments to:

Philadelphia Baptist Association
8711 Ridge Avenue
Philadelphia, PA 19128-2023