

## ***BEECH RIVER BAPTIST ASSOCIATION DISASTER RELIEF ORGANIZATION AND POLICIES***

### **PURPOSE:**

Beech River Disaster Relief is a cooperative, volunteer ministry of the Beech River Baptist and its affiliated churches. It is totally dependent upon volunteers who give of their time, energy, talents and finances to assist others in a time of disaster. The ministry is led by the Disaster Relief Director, Leadership Team, and Disaster Relief Council. The primary purpose of the ministry is to share the love of Christ to those who have been impacted by a disaster. Beech River Baptist Builders is an arm of Beech River Disaster Relief.

### **AUTHORITY:**

Beech River Disaster Relief is a ministry of the Beech River Baptist Association. The Disaster Relief Leadership Team administers and operates the ministry following policies approved by the Association. In accordance with the Constitution and Bylaws of the Beech River Baptist Association, the Association itself, both in annual session and through its Executive Board, has responsibility and accountability for all ministries of the Association.

### **ORGANIZATION:**

#### **Officers:**

The Association shall annually elect, at the recommendation of the Nominating Committee, a Disaster Relief Director and an Assistant Disaster Relief Director (in consultation with the Disaster Relief Director).

**The Disaster Relief Director** shall oversee the Disaster Relief Ministry. He shall have authority to administer the Disaster Relief Funds as Associational policy allows. He shall also administer the Disaster Relief Ministry. This shall include but not be limited to matters of deployment, training, fund-raising, promotion, and record-keeping.

This individual should have Blue Cap training and basic chaplaincy training or receive it as soon as possible.

**The Disaster Relief Assistant Director** shall serve in the absence of the Director and provide assistance to the Director as requested. This individual should have sufficient training and experience to assist the Director.

### **Disaster Relief Leadership Team:**

The Disaster Relief Leadership Team shall consist of 9 members. The Leadership Team shall be chaired by the Disaster Relief Director and the Assistant Director shall serve as vice-chairman. The Director shall appoint four (4) members of the Leadership Team. These four appointments should reflect the various segments of Disaster Relief and Baptist Builders Ministry. The Associational Moderator, The Associational Vice-Moderator, and the Director of Missions shall be members by virtue of their office.

The Leadership Team shall assist the Director in matters of deployment, training, fund-raising, promotion, and record-keeping.

### **Disaster Relief Council:**

The Leadership Team, at the recommendation of the Disaster Relief Director, shall appoint a Disaster Relief Council representative of the churches involved in Disaster Relief/Baptist Builders.

### **LEADERSHIP TEAM RESPONSIBILITIES:**

1. Provide administrative leadership for associational Disaster Relief and Baptist Builders ministries.
2. Recruit and train volunteers for Disaster Relief and Baptist Builder's ministries.
3. Work with the Director of Missions and associational churches to insure that proper insurance and liability protection is provided for the ministry.
4. Report quarterly to the Executive Board and annually to the Associational Meeting on the work of Disaster Relief and Baptist Builder's Ministries. This should include a financial report
5. Provide speakers to the Association and affiliated churches as requested to share the story of Disaster Relief and Baptist Builders.
6. Serve as the finance committee for funds raised by or donated to Disaster Relief and Baptist Builder's ministries.
7. Maintain any equipment owned by the association.
8. Work with the Disaster Relief Council in its fulfillment of its duties.
9. Work with the Tennessee Baptist Convention's Disaster Relief and Baptist Builder ministries and, as applicable, follow guidelines and policies in place by state and national bodies.

### **DISASTER RELIEF COUNCIL RESPONSIBILITIES:**

1. Serve as a liaison to the local church.
2. Promote Disaster Relief and Baptist Builder ministries in the local church and encourage members of local church to participate in the ministries.
3. Provide information to local church members concerning training requirements and opportunities.

4. Communicate with members of local churches in the event of a Disaster Relief or Baptist Builder response or event.
5. Advise the Leadership Team of the specific needs of local church units.
6. Advise the Leadership Team on Disaster Relief and Baptist Builder policies and procedures.
7. Insure that local units are following standardized uniform, tool identification, and trailer lettering policies adopted by BRBA, TBC, and the SBC.
8. Assist with fund raising activities by promotion in the local church and encouraging church members to assist in fund raising events.
9. Fulfill other duties as requested by the DR Director and Leadership Team.

### **FINANCIAL STRUCTURE AND POLICIES:**

1. The Disaster Relief and Baptist Builder's ministries have the authority to raise funding to support their ministries. These funds will be held in the Disaster Relief and Baptist Builders General Fund.
2. Baptist Builders is considered an arm of BRBA Disaster Relief and non-designated funds may be used for either ministry.
3. Fund raising activities should be planned in coordination with the Director of Missions to insure that no conflicts exist with other associational activities.
4. The Association may, at its discretion, include these ministries in the annual association budget. (At the request of the Disaster Relief Team, their ministries are not currently included in the associational budget).
5. It is the responsibility of the Leadership Team and Leadership Council to plan, promote, and conduct fund raising events to support the ministries.
6. The Leadership Team will serve as the Finance Committee. The Disaster Relief Director assisted by the leadership team will administer all funds raised by or donated to the Disaster Relief or Baptist Builder's ministries, adhering to IRS regulations and policies adopted by the Association.
7. The Disaster Relief Director assisted by the Leadership Team will prepare a financial report for the Executive Board quarterly and the Association annually at their planned meetings.
8. The Leadership Team does not have the authority to borrow money or in any manner put the Association into indebtedness without the approval of the Association in annual session or through action of the Executive Board.
9. The Disaster Relief Director assisted by the Leadership Team shall insure that all funds are used according to policies adopted by the Association and that designated gifts are used according to IRS regulations for the purposes for which they were given.

10. Donations from the BRBA Disaster Relief and Baptist Builder General Fund to state, national, or international Disaster Relief causes not directly related to a Beech River Response must be approved by the Leadership Team and shall not include funds designated for other purposes.
11. Disability insurance for volunteers on a response shall be paid by Disaster Relief and Baptist Builder funds.
12. A gift may be made to a church that hosts our volunteers during a response.
13. Advanced training for leadership will be paid by Disaster Relief and Baptist Builder funds.
14. The Disaster Relief Director assisted by the Leadership Team, may provide monetary assistance for an associational church sponsoring a DR trailer.
15. DR funds will be used for operation expenses for all vehicles pulling equipment on a response for either Disaster Relief or Baptist Builders.
16. DR funds may be used for a fellowship meal for volunteers during a response.
17. The Leadership Team has the authority to assist a DR trained volunteer go on a international response by providing up to ten percent of the cost of the mission trip.
18. Administer the Disaster Relief Gift Policy.

### **Disaster Relief Gift Policy:**

Consistent with the Constitution and Bylaws of the Beech River Baptist Association, Inc. and IRS Policy, designated gifts for Disaster Relief and Baptist Builders must be consistent with the mission, beliefs, policies, and purposes of this ministry and will be used as instructed by the donor.

The following guidelines are intended to clarify how funds designated for general disaster relief and Baptist Builder ministries will be used.

#### **Beech River Disaster Relief and Baptist Builders General Fund**

Gifts given to the Disaster Relief and Baptist Builders General Fund that are not designated for a specific purpose will be administered by the Disaster Relief Director assisted by The Leadership Team for disaster response, equipment purchase and maintenance, insurance expenses, local church disaster support, victim relief, material purchases, mission assistance, on-site team expenses, advanced training for leadership, and other purposes outlined in the policies adopted by the Beech River Baptist Association. The administration of all gifts to the General Fund will comply with IRS guidelines and any policies adopted by the Beech River Baptist Association, Inc.

#### **DISASTERS WHERE THERE IS NO DIRECT BRBA RESPONSE**

All funds designated for a specific disaster or ministry item will be forwarded to the appropriate state convention or SBC agency responding to the Disaster with designation.

### **DISASTERS WHERE THERE IS A DIRECT BRBA RESPONSE**

**Victim Relief** –When a disaster is in Tennessee, or when BRBA team responds outside our state, the Disaster Relief Director or his designee will administer the funds for the response. As funds allow, direct relief may include groceries, repair materials or services, clothing or physical materials, or other services provided directly to individual victims of disasters.

**Specific Disaster Response** – Funds designated to a specific disaster will be used to meet expenses of responding to that disaster. These expenses may include but are not limited the following:

1. Transportation of equipment or personnel to disaster site. Transportation costs may include provision for recovering costs of vehicle operations, insurance, maintenance, tires, etc.
2. Purchase of food.
3. Purchase of supplies or equipment consumed during response.
4. Repair or replacement of equipment needed during the response.
5. Repair or rebuilding of homes and churches damaged or destroyed by disaster.
6. Victim Relief as defined above.
7. Any unused monies will be used to cover similar expenses for further Disaster Relief and Baptist Builders work.

### **ADDITIONAL POLICIES:**

1. All lettering of equipment must meet BRBA regulations and be approved by the Director).
2. All tool trailers and equipment are the responsibility of the sponsoring church.
3. All insurance for trailers and equipment of a sponsoring church is the responsibility of the sponsoring church.
4. All maintenance of trailers and equipment of a sponsoring church is the responsibility of the sponsoring church.
5. Heavy equipment and trailers will be bought, maintained, and insured with Associational Disaster Relief funds.
6. All equipment and tools will be made available to every church in BRBA. All tools must be color coded. The specific color for each unit must be approved by the DR Director.