

**PROCEDURAL STANDARDS**  
**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. A letter expressing the desire of the church to join must be signed by the Pastor, Chair of Deacons, and Chair of Trustees. He/She will then request from the church a completed application form (see "Application for Membership in the Philadelphia Baptist Association Church Profile" form). This information will include but may not be exclusive of data related to church history, mission statement, vision of the church, mission outreach, statistics, leadership, and other pertinent material.

**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 and two officers of the church will be asked to meet with the Commission on the Ministry.

**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

Phone: 215-482-8222  
Fax: 215-482-8232  
Email: [contact@philadelphiabaptist.org](mailto:contact@philadelphiabaptist.org)



## GENERAL INFORMATION

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/THEOLOGICAL STATEMENT (Why your ministry exists)

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

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**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?**

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**Describe the style or otherwise characterize your worship experiences.**

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**Share some details about your music ministry.**

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

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**Which community groups use your building?**

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## 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 ABC/PBA Household	[ ]	[ ]
• 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 as well as Association membership (\$ 0.50 per member, per year)	[ ]	[ ]
e. Provide reports on the form supplied by the region (PBA or ABCUSA)	[ ]	[ ]



## 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.	_____	_____
Address:	_____	
3. Clerk/Rec. Sec.	_____	_____
Address:	_____	
4. Treasurer:	_____	_____
Address:	_____	
5. <b>PBA Contact</b> *	_____	_____
Address:	_____	
<small>* 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.</small>		
6. Education	_____	_____
Address:	_____	
7. Trustee Chr.	_____	_____
Address:	_____	
8. Men's Grp.	_____	_____
Address:	_____	
9. Women's Grp.	_____	_____
Address:	_____	
10. Youth Contact	_____	_____
Address:	_____	
11. Missions	_____	_____
Address:	_____	

## ATTACHMENT

Please include all of the following documents with this application.

**YES    NO    SENT PREV.    WILL SEND**

### DOCUMENTATION

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|-----|--|----|----|----|----|
| 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. | [] | [] | [] | [] |
| 2.  | A letter from the pastor indicating his/her support of the application and awareness of the criteria for membership  | [] | [] | [] | [] |
| 3.  | A copy of the Constitution and By-Laws of the church   | [] | [] | [] | [] |
| 4.  | A copy of the church covenant  | [] | [] | [] | [] |
| 5.  | Federal EIN# _____   | [] | [] | [] | [] |
|     | State EIN # _____  | [] | [] | [] | [] |
| 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 or communications pieces  | [] | [] | [] | [] |
| 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 \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

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 all attachments to:

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