

**KDBA Leadership Meeting\***  
**March 2, 2013, 9:00 a.m.**  
**New Hope Missionary Baptist Church**

**I. Opening**

**II. Scripture/Prayer**

The meeting began at 9:05 a.m. with scripture reading (Matthew 28:18-20) by Elder/Moderator Joe B. Maddox and prayer by Rev. Dr. Keith Elliott

**III. Approval of Proposed Agenda**

**IV. Necessary Introductions and Purpose of Gathering** (no introductions were necessary)

**V. Minutes From November Board Meeting (2012)**

Elder Maddox stated that he has looked over the minutes from the November Board meeting and, in the interest of time, he is going to forego the reading of those minutes, but they will be read at our March Board meeting. He stated that he would like to use these leadership meetings to finalize the program for the upcoming Board Meeting.

**VI. Unfinished Business** – there was no unfinished business

Sis. Thelma Baxter stated there should be a correction to the location of the Usher's Fashion Show. It will be held at New Friendship.

**A. KDBA Directory status**

Sis. Thelma Baxter stated that a letter was sent out to all the churches and they were asking for those back by March 1<sup>st</sup>. Several of the Pastors there stated that they had received the form and some had sent them back. Sis. Baxter stated that the directory will probably not be ready by the March Board. She will talk to Sis. Henrietta Caldwell and let us know. Rev. Richard Brown, Jr. asked if it could also be available in digital form. Rev. Elliott asked who would receive the copies. Elder Maddox stated that a hard copy would be given to District Pastors and Officers. Further discussion was held regarding access via our website.

**B. District Headquarters status**

Elder Christopher Battle stated that there have not been any advances on the organizing of the paper work at the headquarters' office. It is not as overwhelming as they thought. Sis. LaDalia Logan is making copies of the Headquarter keys for Elder Battle. Elder Maddox asked that the copies of the keys be done by next week and that the archiving of the files be done by our Annual Session. Sis. Aleda Douglas asked if we still need shelves. It was decided that we do. Elder Maddox stated that he has some wire shelving at his house. He asked Rev. Elliott to assist him with getting them to the headquarters. Rev. Brown asked what kind of machine will be used to archive the items. Elder Battle thought maybe Rev. Brown could be added to the Committee. Elder Maddox stated that that decision is up to Elder Battle. Elder Maddox requested that Bro. Dan Mason and the

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\* Post meeting responsibilities and expectations can be found on the pages 5 and 6

Laymen’s Ministry be responsible for relocating the shelves. Bro. Mason agreed to do so. Elder Maddox stated that Sis. Whitmore will be responsible for the placement of the shelves. It was decided that this task should be done before the end of April.

**C. Incorporation Status**

Elder Maddox stated that we had to pay some fees to renew our incorporation status and announced that the form was sent back in on February 5<sup>th</sup>, but we have not heard from Nashville yet. Elder Battle asked if the District was 501c3 status. Elder Maddox stated that we were not, but it would be good if we were. Elder Battle stated that we can get with Sis. Tomma Mims to discuss accomplishing that task.

**VII. Finalization of March Board Meeting Program**

A draft program was read by Elder Battle. See “Order of Service” below:

**ORDER OF SERVICE**

Presiding .....Elder Tommie Mims  
 Devotion.....District Laymen  
 Welcome.....Bethel Baptist Church  
 Devotional Message .....Rev. Richard Brown  
 Offering ..... Finance Ministry  
     Annual Session/Congress Information  
     ➤ Congress Classes .....Elder Tommie Mims  
     ➤ Registration (Constant Contact) ..... Elder Christopher Battle  
 Questions & Answer Period..... Elder Christopher Battle

**Business Session**

*Moderator Joe B. Maddox, Presiding*

Acceptance of Proposed Agenda

Minutes From November Board Meeting ..... Sis. Joyce Echols

Finance Report ..... Finance Ministry

Old/New Business

Education Committee Report..... Rev. Keith Elliott

Upcoming District Activities and Other Announcements

Remarks and Benediction

Distribution of Official Minute Books To Pastors/Officers

*Lunch is provided by Bethel Baptist Church.*

*We would like to express to them our appreciation.*

Classes proposed by Elder Tommie Mims were read by Elder Battle. There are as follows:

- *Jonah’s Wale – The Power to Reconnect Congregations for Effective Ministries* (Instructor: Pastor Christopher Battle??)
- *Prepared by the Gospel To Become a Fruit-Bearing Disciple* (Instructor: Pastor T. L. Mims??)
- *Ministry of Deacons* (Instructor: Pastor Darris Waters??)
- *The HOLE in our Gospel – Fixing Ourselves for Effective Ministries* (Instructor: Pastor Valentino McNeal??)
- BIBLE CLASSES:
  - *The Book of Galatians or 1 John* (Instructor: Pastor \_\_\_\_\_)
  - *The Gospel of Matthew* (Instructor: Pastor \_\_\_\_\_)
- *An Effective Music Ministry in a Missionary Baptist Church* (Instructor: \_\_\_\_\_)

Elder Battle stated that the children and youth will have their sessions at Bethel Baptist Church at the same time as the adults at St. John. They will also have their own worship services on Monday through Wednesday and will meet with us at St. John (Alcoa) on Sunday and Thursday evenings. Elder Battle met with the youth and the youth themselves requested that they have their own worship experience. Elder Maddox agreed that they could do that, but that they use District preachers. Elder Maddox did not want us to be like separate bodies, but since we are in a process of change, he thinks it is a good idea. Elder Battle stated that the children and youth met separately last year, as well. He feels it is a great opportunity to grow our youth ministry. Elder Maddox stated that we need to make sure that our youth and young people are there since we made such strides to change the date to include them. Elder Battle stated that they are planning to use various church vans to bring youth from various areas in Knoxville to Alcoa. They plan to have a central place to load the children up. This will have to be well coordinated between leaders and parents. The question was asked how many children attended last year. Those numbers were not available at that meeting.

Elder Maddox requested that Elder Battle work out the coordinating of children/youth. Elder Battle stated that he would speak with Rev. Melvin Wright to work on that.

#### **IX. Upcoming Events**

- A. **March Board Meeting, March 16, 2013, 10:00 a.m.**, Bethel Baptist Church (Alcoa, TN)
  - a. The youth are meeting at Bethel at 9 a.m.
  - b. The Laymen are meeting at Bethel at 8 a.m.
  - c. Elder Maddox stated that he would like Rev. Elliott to prepare a report from the Education Committee. Our only two reports will be from The Education Committee and the Finance Ministry.
- B. **Scholarship Night, March 17, 2013, 6:00 p.m.**, Bethany Baptist Church
  - a. The program for the Scholarship has been sent and will be done today. Elder Maddox stated that we still want the responsible people to coordinate District Programs through their Vice Moderator. Elder Maddox stated that Sis. Joyce Echols needs to have a copy of the program to compile the District Minute Book.
- C. **District In Black, March 31, 2013, 6:00 p.m.**, True Light Baptist Church  
Elder Maddox stated that he is aware that this is on Easter Sunday, but that it is important that we support this event.
- D. **Usher's Fashion Show/Salad Hour, April 13, 2013, 1:00 p.m.**, ~~Rest Haven (Alcoa, TN),~~  
New Friendship Missionary Baptist Church (Knoxville, TN)  
The General Secretary stated that Bro. Jimmie McCrae stated that this project is going well. Usher Presidents from various churches are selling tickets and will turn in monies to Sis. Logan.
- D. **KDBA Leadership Meeting, April 27, 2013, ~~10:00 a.m.~~**, New Hope Baptist Church  
This meeting is intended to help us prepare for our May Board meeting. He would like to change the time to **9 a.m.**
- E. **May Board Meeting, May 18, 2013, 10:00 a.m.**, St. Mary's Baptist Church

#### **X. Other Concerns/Areas of Discussion**

Elder Maddox asked Sis. Angela McMullen who was working out the details for the children for the

Annual Session. She stated that she will work on it, now that she knows that other classes.

Dr. Reginald Butler stated that he had mail for the District that came to his church. It is assumed that this happened because they only had that address. Elder Maddox opened the mail and the correspondence stated that “your business entity is delinquent in filing one or more annual reports so we cannot process the enclosed until all pass due annual reports have been filed. Enclosed please find forms for all pass due reports.” Elder Maddox stated that we need to change the address. The correspondence was given to Sis. Logan to complete the necessary information.

Sis. Joyce Echols stated that she has an update on the directory. She stated that she still has some Pastors without photographs. Sis. Echols showed the attendees a copy of a draft of the directory. Each church will have one 8 ½ x 11 page with their pertinent information. The book will be spiral-bound. She stated that she will have the General Secretary to send an email to the churches/Pastors where she does not have a picture. Sis. Echols has received forms back from: Foster Chapel, Rogers Memorial, Sentertown, and Fern Street. Sis. Baxter stated that some of the forms may have been sent back to Sis. Sandy Burum who originally sent out the form. It was commented that the book looks nice. In regard to making the directory available online, she stated that it should be available when you click your link on the KDBA website. Elder Maddox stated that we should be able to click on a button on the website to access the whole directory. He also asked that we pass the word along to Pastors who are not here, because this will be a valuable document for us. Elder Battle asked if we had an official photographer. That way we can document other events, as well. Sis. Baxter stated that she can talk to Bro. Charlie Pride regarding taking photos for the District. Rev. Elliott suggested that the District purchase a camera. Elder Maddox stated that even if we purchase one, we need to have someone responsible for taking the pictures. Sis. Echols asked if the District has an archivist. Elder Maddox stated that we do not, but Elder Battle is working on that. Rev. Brown stated that we had a church at our November Board Meeting that wanted to realign themselves with the District. Elder Maddox stated that he has talked to them. There is another church (Peace and Goodwill) that places to rejoin the District at our November Board meeting.

Sis. Baxter stated that out of the 38 churches in the District 34 have registered—only four have not: Bazeltown, Mother Love, New Salem, and Pilgrim Temple. Elder Maddox asked that Sis. Baxter send him an email with their contact information and he will contact them personally.

Elder Maddox asked for any final questions or comments. There were none. Elder Maddox asked that another email be sent to the churches that have not sent in their information and tell them that we are finishing the book and that they need to send in their information if they want to be included. If they do not send their information, Elder Maddox asked that he be given their information and he will contact them personally. We need to leave them in the book, but the information may or may not be updated.

## **XI. Closing**

The meeting was closed at 10:15 with prayer by Rev. Richard S. Brown, Jr.

Minutes submitted by: Robin McGhee Whitmore, KDBA General Secretary

## POST MEETING RESPONSIBILITIES/EXPECTATIONS:

- Finalize program, Congress classes, and presentations for March Board meeting
  - Person responsible: **Elder Christopher Battle/Elder Tommie Mims**
  - Date Due: March 13, 2013
  - Comments: Send final program information to Sis. Robin Whitmore
- Transport shelving units from Elder Maddox's house to KDBA Headquarters
  - Person responsible: **Bro. Dan Mason/KDBA Laymen's Ministry**
  - Date Due: Before the end of April 2013
  - Comments: Elder Christopher Battle is responsible for opening the door for the Laymen; Sis. Robin Whitmore is responsible for the placement of the shelves
- Discussing 501c3 status with Min. Tomma Battle
  - Person responsible: **Moderator Joe Maddox**
  - Date Due: Before the May Board meeting
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- Ensure that the youth/children use KDBA Pastors/Preachers for their worship services
  - Person(s) responsible: **Elder Christopher Battle**
  - Date Due: Before the May Board meeting
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- Coordinate the transportation of children/youth from Knoxville to Alcoa for our Annual Session
  - Person(s) responsible: **Elder Christopher Battle/Rev. Melvin Wright**
  - Date Due: Before the May Board meeting
  - Comments:
- Education Committee Report prepared for the March Board Meeting
  - Person responsible: **Rev. Keith Elliott**
  - Date Due: March 16, 2013
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- Finalize Scholarship Program bulletin
  - Person responsible: **Sis. Robin Whitmore**
  - Date Due: ASAP
  - Comments: Program sent to Sis. Whitmore on Feb. 26, 2013; first draft sent to Julia McGlown on March 6<sup>th</sup>; final revisions sent to Sis. Whitmore on March 6<sup>th</sup>; corrections completed and sent to Rev. Fredrick Brabson, Elder Christopher Snow, Moderator Joe Maddox and a copy to Sis. Joyce Echols on March 10, 2013
- Work on classes for children during our Annual Session
  - Person(s) responsible: **Sis. Angela McMullen/Sis. Henrietta Caldwell**
  - Date Due: Before the May Board meeting
  - Comments:
- Complete necessary forms to finalize the District's incorporation status
  - Person(s) responsible: **Sis. LaDalia Logan**
  - Date Due: Before the May Board meeting
  - Comments: Rejection correspondence was sent to New Mt. Calvary (Rev. Butler); we need to ensure that the address is changed; copies of these form should be submitted to the General Secretary for filing purposes

- Contact Pastors that we do not have photos of for our District Directory
  - Person(s) responsible: **Sis. Joyce Echols/Sis. Robin Whitmore**
  - Date Due: March 13, 2013
  - Comments: Sis. Joyce will send a list of Pastors for which she needs photos to Sis. Whitmore who will email them asking for a photo
- Coordinate the transportation of children/youth from Knoxville to Alcoa for our Annual Session
  - Person(s) responsible: **Elder Christopher Battle/Rev. Melvin Wright**
  - Date Due: Before the May Board meeting
  - Comments:
- Contact Bro. Charlie Pride regarding taking pictures for our District
  - Person(s) responsible: **Sis. Thelma Baxter**
  - Date Due: May 15, 2013
  - Comments:
- Send email to Moderator Maddox with names and contact information for churches that DID NOT register at last year's annual session
  - Person(s) responsible: **Sis. Thelma Baxter/Moderator Maddox**
  - Date Due: Before the March Board meeting
  - Comments: Sis. Baxter will send email to Moderator Maddox who will, in turn, contact those churches personally for their status
- Send email to churches that have not returned their form for the KDBA Directory
  - Person(s) responsible: **Sis. Joyce Echols/Sis. Robin Whitmore**
  - Date Due: Before the March Board meeting
  - Comments: Sis. Echols will send email of non-responsive churches to Sis. Whitmore who will send an email regarding finalizing our Directory and their updated information