



**Dover Baptist Association**  
*"a resource and ally for churches and their leaders"*

**11006 Lakeridge Parkway, Ashland, Virginia 23005**  
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**Steven K. Allsbrook, Executive Director of Missions**

April 15, 2009

To: Dover Council Members

From: Steve Allsbrook

Re: Annual Planning Retreat, May 21, 2009, at the Dover Conference Center

Please make sure you have marked **Thursday, May 21** on your calendar. Among other things, we will spend that morning sharing your committee or council's 2010 plans, negotiating calendar dates, and assembling our budget requests. Even if you don't have such requests, we would appreciate your participation. **We will gladly provide your breakfast if you will kindly call the Dover office to tell us you plan to attend. (It would really help if you could call by Thursday, May 14.) If you can not attend, will you please tell us who will attend from your committee or council?**

Please arrive at the conference center by 8:00 a.m. for breakfast. The retreat begins at 8:30 a.m. When we finish eating, we will begin our planning retreat and conclude when we have finished our work. If we get right to work, I believe we can conclude by 12:30.

The attached forms will help you know what we need from you. We have some basic tasks that we must cover. For example, we need to share the proposed budget and association calendar with the churches in time for them to respond to their 2010 planning. It will really help if you bring your calendar and budget requests to this retreat. Do you have other agenda items? If so, please contact the office so I may include them. Thanks!

Dover will work better in 2010 because you attend this retreat. Our interaction helps us work together to accomplish more than we would if our committees and councils act independently of each other. Our interaction stimulates new forms of cooperation. I value that cooperation and am sure you value it too. I look forward to learning how your committee or council may join forces with others to do new things.

By Thursday, May 14, please give the office your proposed calendar dates and anything else you want shared with other council members. That way we can prepare a draft calendar that will make our work go faster. Thank you very much!

## **Refocusing Dover Six Essential Functions of Dover Baptist Association**

Participating Dover leaders considered the history of the association. They reflected on God's work in Dover. As a result the participating Dover leaders affirmed that the association continues to derive its identity from Dover churches. God still calls Dover to help meet the needs of the churches and to help the churches take an active role in missions, cooperating for the sake of God's Kingdom.

Dover leaders noted six essential functions that should drive decisions for the next few years:

- In God's Kingdom, Dover Baptist Association functions to help educate people about missions. We do this to motivate them to pray for missionaries, give to support missions efforts, and get involved in missions. We believe the Bible tells us to do this and that it represents our Baptist heritage.
- In God's Kingdom, Dover Baptist Association functions to provide resources for ministry to the churches and their leaders and to set a biblical example in how we provide those resources.
- In God's Kingdom, Dover Baptist Association functions to encourage and facilitate outreach. Outreach includes evangelism, discipleship, and service. It involves helping people come to faith in Jesus Christ, helping them mature in their faith, and helping them fulfil roles in the service of Christ. This can take place in Dover churches, in the communities our churches serve, or elsewhere, even in other countries. It includes ministry to both physical and spiritual needs of people.
- In God's Kingdom, Dover Baptist Association functions to support, encourage, and equip church leaders. Whether pastor, staff ministers, support staff members, or volunteer leaders, Dover functions to strengthen them to lead our churches. Like friends or family, we relate to them and help them relate to each other. These relationships and the skills we help them develop provide more effective church leaders and yield more effective churches.
- In God's Kingdom, Dover Baptist Association functions to celebrate God's work. We tell the stories of what God does in a variety of ways to bring honor to God and to bless God's people.
- In God's Kingdom, Dover Baptist Association functions to cooperate with Baptists and other Kingdom partners. We do this as stewards of the resources and opportunities God has entrusted to us. Our cooperative efforts may use resources more effectively or more efficiently. Our cooperative efforts may also allow us to offer higher quality events (e.g., better training events or ministry efforts).

**Dover Baptist Association**  
**Annual Planning Retreat**

**2010 Plans**

Please use this format for reporting your plans and making your committee or council's budget and calendar requests. Use a separate page for each project or event. Requests are due in the Dover office by May 14. You may also bring them to the planning retreat on Thursday, May 21, 2008, 8:00 a.m. at Dover's Conference Center. Thank you.

Committee/Council/Team \_\_\_\_\_

Project or Event \_\_\_\_\_

Describe **what** you want to do and **why**. **Who** will do it? **When**? What **resources** will it take?

Now, evaluate this plan by prayerfully asking the following questions:

- Does this plan meet a real need in Dover?
- If so, could we meet the need by some other means?
- If we follow this plan, what would happen? Then what?
- Can we really do this? Do we want to?
- How do you feel about this plan? Do you believe God wants Dover to do this?
- Could we do something even better than this to serve God by helping Dover do its job?

Do your answers satisfy you that this project or event will help Dover as a family of Baptists, help us reveal Christ, and help us do missions together? Does it match our stated six essential functions? If so, please share it as an investment worthy of Dover Baptists' time, talents, and money.

Remember, if you want it to get equal consideration with other requests, give it to the Dover office before the planning retreat or bring it on May 21. *If you submit your requests after May 21, you risk not getting desired funds or calendar dates.*

**Dover Baptist Association  
2010 Budget Request**

Committee, Council, or Organization: \_\_\_\_\_

Total Request

\$
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Please describe what you want to do, when you want to do it, and what you expect it will cost, itemizing each project, event, etc.:

Please describe any other budget request that may come from a different part of Dover's budget (e.g., training funds), including what you want to do, when you want to do it, and what you expect it will cost:

Submitted by: \_\_\_\_\_

Date: \_\_\_\_\_

## Conference Center Regulations (a smoke-free facility)



1. **Availability:** The Conference Center is for the use of Dover Leaders, member churches, and ministry partners. A *Reservation Form* may be obtained from the Dover Office.
2. **Keys:** The Conference Center is open from 8:30 A.M. to 4:30 P.M. Monday through Friday, except holidays. Keys for after-hour conferences may be secured from the office. At the conclusion of your conference, leave the keys on the Conference Center's office desk, and be sure the door locks behind you.
3. **Capacity:** The large conference room (Conference Rooms A + B) seats 100 persons. Fifty-six persons may be seated at tables. The room may be divided into two rooms that can seat 24 people per room at tables. The small Conference Room C has a capacity of 10 around a centered table. The Resource Center can be used if needed. Three tables can be set up in this room. Total capacity is approximately 100 people.
4. **Set-up and Clean-up:** Upon scheduling your conference come by the Center and note the physical needs for your conference: room size, number of tables and chairs, equipment, and any special items needed.
  - a. You are responsible for **setting up** your room for your conference.
  - b. You may **leave the room as you have set it up** for your conference. However, you are **responsible for leaving the facility clean** for the next group.
    - i. As you remove the trash bags found in the trash containers in each room, you will find extra bags in the bottom of the trash containers.
    - ii. Take trash to the outside trash cans. The trash cans are outside the utility room door.
    - iii. For spills, etc., and for cleaning off tables you will find paper towels in the Conference Room A kitchen area and also in the staff kitchen.
    - iv. There is a small carpet sweeper (usually in the Conference Room A kitchen area off or in the storage room that serves Conference Rooms A & B) and another in the janitor's closet next to the staff kitchen.
5. **Food:** You are responsible for ordering, picking up, or having your food delivered. If arranged, Dover can provide cups, napkins, and drinks (found in the Conference Room A kitchen area and also in the staff kitchen). Coffee makers are available when requested in advance. Conference Room A has a kitchenette. You are responsible for providing items such as plates, utensils, and tablecloths. If you need suggestions for caterers, contact the Dover staff.
6. **Thermostats** are set at 72 degrees. Please see that they are set at 72 degrees when you leave.
7. **Walls:** Please do not write on the walls or paper attached to the walls. Please do not attach anything to the walls that can damage the finish. For example, blue or lavender painter's masking tape or "Post-It" brand poster sheets should not harm the walls for a one-day event.
8. **Audio/visual/sound equipment:** If you wish to use Dover equipment, please call the office to determine availability and to schedule a time to meet for instructions or help with setting up the equipment.
9. **Parking:** There are 35 spaces available in our parking lot (including two handicapped spaces). If more spaces are needed, plan to car-pool.
10. **Upon leaving** turn out all interior lights (may leave exterior lights burning), and see that all doors are securely locked. (Remember to leave the key on the Conference Center's office desk).
11. **After office hours,** you may find the office area locked. Enter through the Conference Center doors at the rear of the building.

# Dover Baptist Association

804-550-1980 11006 Lakeridge Parkway, Ashland, VA 23005 www.doverbaptist.org

## Conference Center Reservation Form

Dover Leaders, Member Churches, and Ministry Partners May Use This Facility  
*(This is a smoke-free facility)*

Name of Organization: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Date(s): \_\_\_\_\_ Name of Contact Person: \_\_\_\_\_

Contact's Phone #: \_\_\_\_\_ Contact's E-Mail: \_\_\_\_\_

Conference Room(s) Reserved:    Room A        Room B        A + B        Room C        Resource Ctr

Time for set-up: \_\_\_\_\_ Time for actual use: \_\_\_\_\_

Expected attendance: \_\_\_\_\_

Do you plan to serve food?        Yes        No

Will you need a key to the building?        Yes        No

What equipment will you need? (Circle all that apply and indicate quantity)

Screen        Audio-Visual Aids (please specify): \_\_\_\_\_

P. A. (Sound)        Lectern        Easel        Dry Erase Board        Extension Cord(s)

Internet connection        # of Tables        # of Chairs

Any other equipment or special needs: \_\_\_\_\_

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