

Greetings, RACAP Members

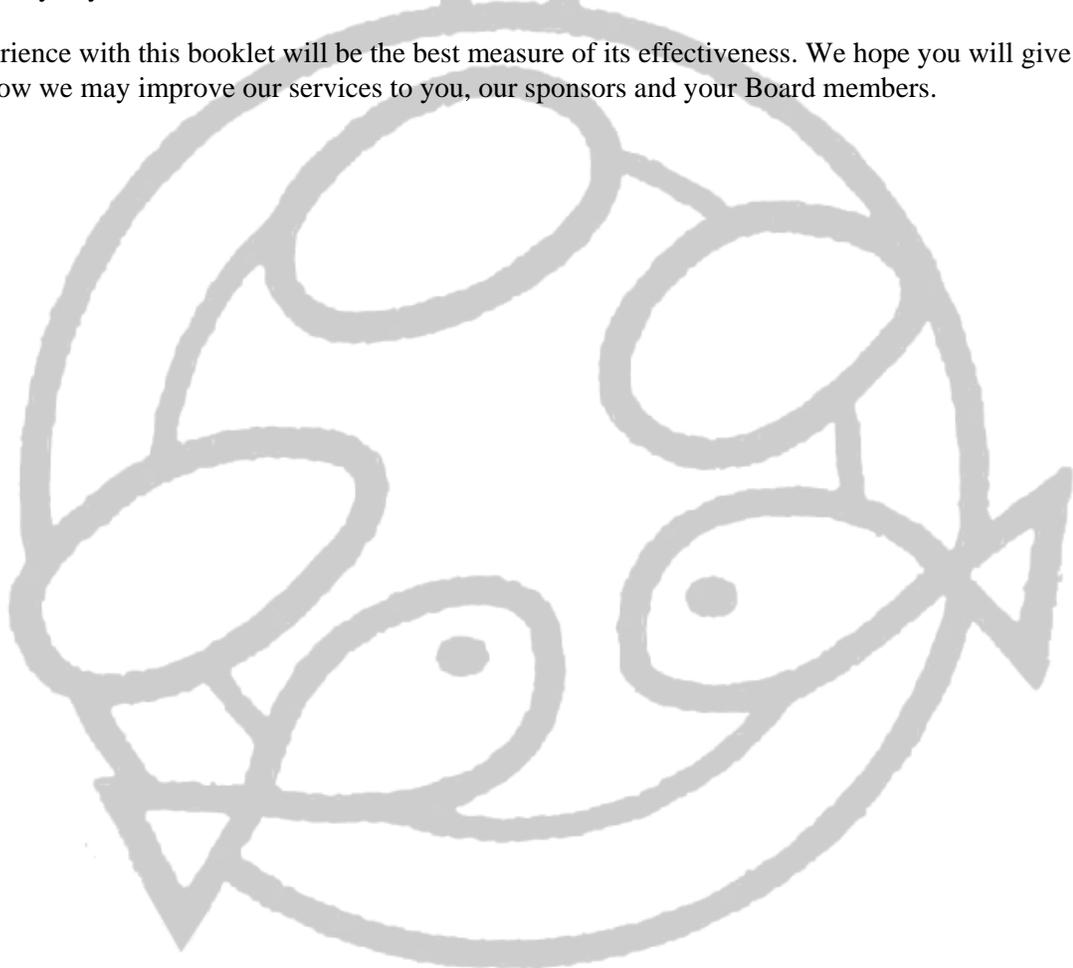
We are pleased to present to you a booklet explaining the origin, mission, structure and other facets of the Randolph Area Christian Assistance Program (RACAP). We hope to assist you in informing the members of your congregations who seek information regarding RACAP. We have attempted to cover essential information but realize you may have questions we have not covered. If this happens, please call our Program Director for the answers you need.

We welcome guests, so encourage your members who are interested to make a couple of visits to RACAP to observe our actual operation. We also encourage visits by youth groups or Sunday School Classes. Call our Program Director schedule such a visit.

Our suggestion is that you look upon RACAP as your servant; an instrument providing a method for your congregation to do the Lord's bidding to love our neighbor as ourself, to be our brother's keeper; and, to Feed His Sheep.

RACAP has continued to be a viable instrument in the Metrocom because of the continued support of its sponsoring churches, individuals, and businesses. We appreciate the fact so many members of the Metrocom care so much. Please ensure every member of your congregation knows how grateful the RACAP team is each and every day.

Your experience with this booklet will be the best measure of its effectiveness. We hope you will give us input on how we may improve our services to you, our sponsors and your Board members.



HISTORY AND PURPOSE

Of

THE RANDOLPH AREA CHRISTIAN ASSISTANCE PROGRAM (RACAP)

(Revised 7/12/10)

In 1983 a group of greater Randolph Area clergy and businessmen saw the need for a program to afford crisis assistance to families and individuals in the area. They envisioned a nondenominational, cooperative ministry, without government funding, to provide direct assistance and counseling. Referral services would be provided to those clients needing long-term assistance from other agencies.

The Randolph Area Christian Assistance Program (RACAP) was incorporated on October 5, 1983, in the State of Texas as a nonprofit organization established for the purpose of maintaining a cooperative ministry of assistance to those in a crisis situation in the Randolph Metrocom communities of Bexar, Guadalupe, and Comal Counties, Texas. RACAP's tax exempt status was again reviewed and approved by the State of Texas in April 2007. The original Board of Directors signing the Charter were: The Reverend Robert E. Creasy, Mr. Dillon D. Morrow, and Mr. Steve Simonson.

The first full year of operation (1984) saw RACAP providing assistance to approximately 350 families or approximately 1,200 people. In 2009 this figure had grown to 1367 families or approximately 4297 family members. RACAP services expanded in scope as client needs changed. A close liaison has developed over the years with the many governmental agencies in the Metrocom who offer a variety of assistance programs.

The special programs of RACAP continue to grow. The Thanksgiving and Christmas Basket Programs provided 280 holiday meals in 2009. The Back-To-School Program that provides children with new shoes assisted 148 families with 329 children in 2009. RACAP solicits sponsors from local civic organizations, churches, businesses and other groups. These sponsors are then provided the names of families with children to provide Christmas presents and food for them. The clothing function has been given to the Greater Randolph Area Services Program (GRASP) with RACAP having referral privileges for its clients. Hard work, the dedication of volunteer service as RACAP officers, and the RACAP pantry volunteers, have enabled RACAP's capability to provide client assistance to grow in quality and quantity.

The original goal of RACAP has never wavered throughout the growth period. RACAP continues to serve those in need in our service area. It provides the Greater Randolph Area a cooperative ministry of assistance by:

- *servicing as an extension of the ministry of the sponsoring congregations;*
- giving direct assistance (food, utility, prescriptions, auto gasoline), counseling, referral assistance to clients so they move toward independence;
- serving as a source of referral to other public and private agencies;
- facilitating the involvement of volunteers;
- providing a source of public information about human needs in the community;
- maintaining client records to reduce duplicate aid.

RACAP is an ever growing asset to the community due to the continual involvement of many volunteers, assistance of local civic organizations, businesses, private individuals, and the member church congregations.

WHAT IS RACAP AND WHAT DOES IT DO?

The Randolph Area Christian Assistance Program (RACAP) is a coalition of churches located in the Randolph Metrocom. The congregations form a single Christian Ministry providing a service to the needy in the service area. RACAP's mission is to give emergency assistance. It is not our Charter, nor is it within our means, to provide on-going assistance.

Food and money collected by our member churches are RACAP's principal resource. Individuals, organizations, and businesses in the area support RACAP's work also. Cash donations enable RACAP to augment food supplies and provide assistance to our clients with:

- Utility Bills
- Prescription Medications
- Gas Coupons
- Rent Assistance
- Food Pantry Assistance

Referrals to:

- Health Clinics
- Child Welfare Agencies
- Human Resource Offices
- Temporary Lodging
- Employment Resources

RACAP cooperates fully with local, county, and state agencies.

RACAP SERVICE AREA

RACAP's service area is set by the Zip Code of its sponsoring churches. As of November 2000, clients from the following zip codes may contact RACAP for assistance:

78108	78109	78124	78132	78148
78154	78233-Live Oak Only	78247	78266	

RACAP networks with other local assistance groups to solve problems when the client's needs exceed the resources of any one group. Many times what one agency can not do alone, with each agency doing a bit, the need can be met. Agencies RACAP works with include the Greater Randolph Area Service Program (GRASP), Catholic Charities-St. Vincent de Paul organizations in the Metrocom, and the Community Council of South Central Texas (CCSCT) and several local churches.

Prior to the formation of RACAP "professional beggars" would get whatever was available at the individual churches. RACAP provides a focal point where client needs can be assessed and met with pooled resources. Records provide a safeguard against misuses of the assistance provided in the Metrocom.

RACAP is guided by a Board of Directors comprised of one to three appointed members of the congregation of each member church. It operates in accordance with comprehensive by-laws, under the guidance of an Executive Committee which is elected each year by the Board. Board members are not compensated for their services.

RACAP operations are conducted by volunteers under the supervision of a Director and an Assistant Director who are the only paid employees. The Director works 22.5 hours per week and the Assistant Director works 8 hours per week.

LOCATION OF RACAP

RACAP is located at 307 Pfeil Street, Schertz, in a facility provided at no cost to RACAP by the Schertz Housing Authority. The hours of operation are 1 to 3 PM, Monday through Friday. Volunteers work many additional hours behind the scenes to accomplish essential support work.

RACAP VOLUNTEERS

Volunteers' names are not listed in order to ensure the privacy of people who deal with RACAP clients face-to-face.

Volunteers are the backbone of **RACAP** and without them nothing of value would transpire. They are members of the churches that support RACAP. *Through them the sponsoring churches respond to our Lord's admonition, "Feed My Sheep."*

Should the Lord prompt you to volunteer, contact the Program Director for an application. RACAP will be glad to have your services. Volunteers are provided with a Volunteer Handbook outlining the operations and guidelines of their responsibilities.

RACAP INTERNAL COMMUNICATIONS

Channels of communication from the top down, and from the bottom up have been established at RACAP to promote smooth, efficient operation. They are:

Written notices displayed in the work area. Volunteer workers are shown where to look for these. They are encouraged to check them when ever they work, to stay informed on current matters affecting their work.

Written Procedures. These are available in the work area. They help volunteers learn how to conduct their work. Many questions encountered can be resolved by referencing them. On-the-job training is the primary means of preparing people to do their job.

Meetings. Meetings are held quarterly to exchange information and ideas. Some meetings, such as coffees and luncheons, are held to enjoy the company of our fellow volunteers and afford special recognition, where due. Meetings are not held so frequently as to become a nuisance.

Newsletters. A monthly newsletter conveys information regarding volunteers, RACAP activities, upcoming events, business conducted by the Board of Directors, and the activity at RACAP during the prior month. The volunteer work schedule for the coming month is included in the RACAP Newsletter. The newsletter is mailed to pastors, board members, and volunteers. Anyone may submit items for inclusion in the newsletter.

Work Schedule. The work schedule communicates to all concerned the names of the volunteers who will work each day RACAP is open. It also details actions volunteers should take if unable to work as scheduled.

Communication is a two-way activity. It is most effective when each person does his part to make it work.

GENERAL INFORMATION

Some information in this **General Section is informative**; the specific responsibility for action in response to a given situation lies with the Program Director. The information has been included to enable others to act when the Director is not available.

ACCIDENTS, SUDDEN ILLNESS OR AN EMERGENCY

Should an accident, sudden physical illness or an emergency occur while you are at RACAP, remain calm, give assistance as required, and report the problem to the Program Director on duty.

FIRE DEPARTMENT AND EMS (SAFES) PHONE NUMBERS ARE POSTED

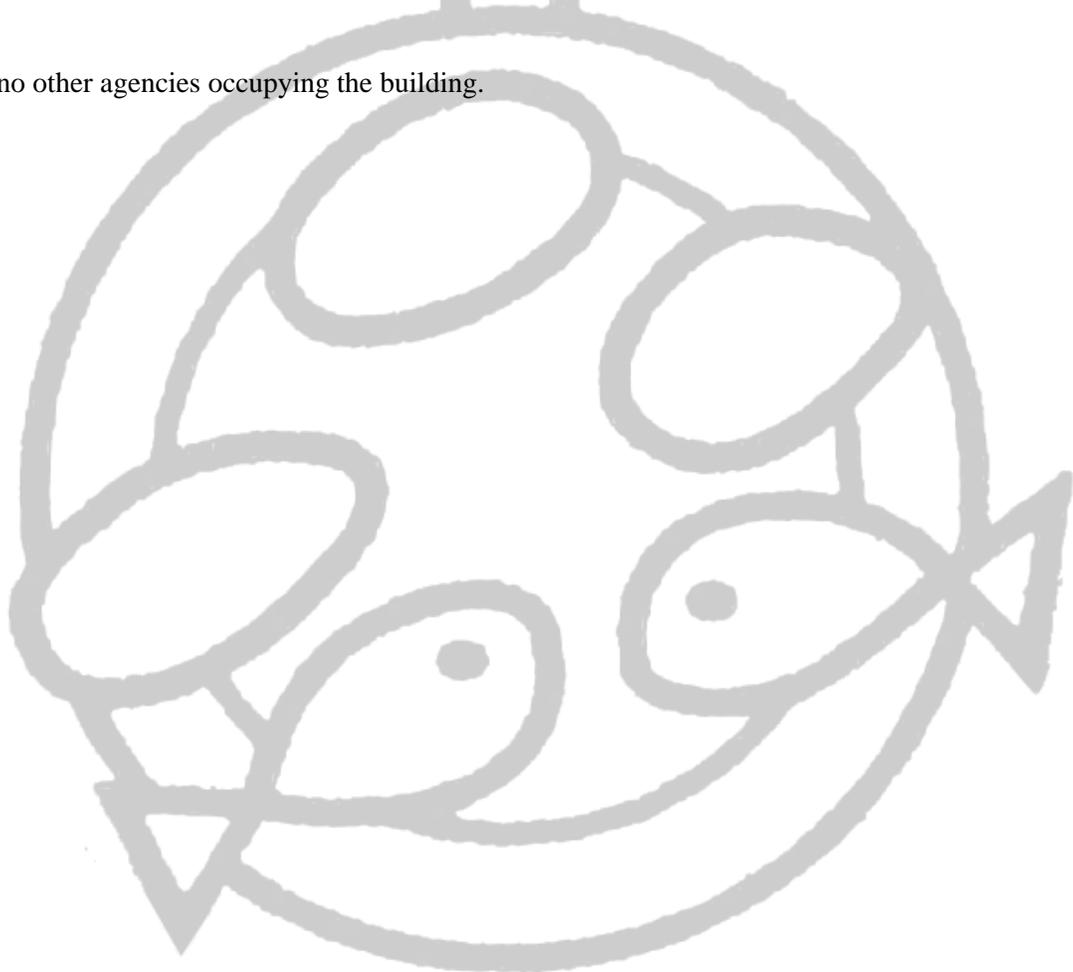
If call to emergency help is needed, place call and provide address slowly, state problem simply.

EVACUATION OF THE BUILDING

If evacuation of the building is necessary, check pantry, kitchen area, and bathrooms to ensure no persons are unaware of the emergency.

OTHER BUILDING OCCUPANTS

There are no other agencies occupying the building.



BY-LAWS
Of
RANDOLPH AREA CHRISTIAN ASSISTANCE PROGRAM (RACAP)
A NONPROFIT CORPORATION

ARTICLE I

Offices

1.01 Principal Office. The Principal Office of the Corporation in the State of Texas shall be located in the City of Schertz, County of Guadalupe. The Corporation may have such other offices, either within or without the State of Texas, as the Board of Directors may determine or as the affairs of the Corporation may require from time to time.

1.02 Registered Office and Registered Agent. The Corporation shall have and continuously maintain in the State of Texas a Registered Office, and a Registered Agent whose office is identical with such registered office, as required by the Texas Non-Profit Corporation Act. The registered office may be, but need not be; identical with the Principal Office of the Corporation in the State of Texas, and the address of the Registered Office may be changed from time to time by the Board of Directors.

ARTICLE II

Members

2.01 Class of Members. The Corporation shall have one class of Members. Only organizations exempt under 501 (c) (3) of the Internal Revenue Code of 1954 may be Members.

2.02 Election of Members. An affirmative vote of 2/3 of the Directors present, when a quorum exists, shall be required for election.

2.03 Rights and Responsibilities: Each Member acting through its senior clergy or selected leadership, shall have the following rights & responsibilities: 1) to appoint from one to three persons to represent their church to the Board of Directors immediately upon becoming a RACAP member; and 2) to re-designate the representatives to the RACAP Board of Directors by written notification to the Secretary of RACAP. Members will normally make their annual appointments to RACAP Board of Directors effective with the January meeting. Member churches also have a responsibility to provide funds to the ministry, food donations for the pantry and volunteers to serve at the pantry.

2.04 Termination of Membership. The Board of Directors, by affirmative vote of 2/3 of the Directors present, when a quorum exists, may terminate the membership of a Member for cause at any regularly constituted meeting.

2.04.1 Cause for Termination of Membership. Causes for termination of membership shall be: 1) nonparticipation of the member church, and/or 2) any act or philosophy by member church in conflict with the Bylaws.

2.04.2 Termination of the Membership. Termination of the membership of a Member shall automatically terminate that Member's representation on the Board of Directors.

2.05 Resignation. Any Member may resign by filing a written resignation with the Secretary. Resignation by a Member shall automatically terminate that Member's representation on the Board of Directors.

ARTICLE III

Board of Directors

3.01 General Powers. The affairs of the Corporation shall be managed by its Board of Directors.

3.02 Number and Tenure. The number of Directors shall not be less than the number of Members, nor greater than the number of Members multiplied by three. Each Director shall hold office until his or her successor shall have been appointed and written notice thereof shall have been given to the Secretary.

3.03 Annual Meeting. An annual meeting of the RACAP Board of Directors shall be held at the January meeting of each year. Business transacted will include the recognition of the newly appointed Directors, the presentation and approval of the next year's budget, the election of Executive Officers, and the appointment of chairpersons for the following committees: Finance, Personnel and Nominating Note: The Vice-President is automatically the chairperson of the Nominating Committee.

3.04 Regular Meetings. Regular Director's meetings shall normally be held monthly at a date and time determined by the Board of Directors.

3.05 Special Meetings. Special meetings of the RACAP Board of Directors may be called by or at the request of any six (6) Directors. The persons authorized to call special meetings of the Board may fix any place, Bexar, Guadalupe or Comal Counties as the place for holding any special meetings of the Board called by them.

3.06 Notice. Notice of any annual, regular or special meeting of the Board of Directors shall be given not less than ten (10) nor more than thirty (30) days before the date of the meeting by written notice delivered personally or sent by mail or telegram to each Director at his or her address shown by the records of the Corporation. If mailed, such notice shall be deemed to be delivered when deposited in the United States mail so addressed with postage thereon prepaid. If notice be given by telegram, such notice shall be deemed to be delivered when the telegram is delivered to the telegram company. Any Director may waive notice of any meeting, except where a Director attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened. Neither the business to be transacted at, nor the purpose of, any regular or special meeting of the Board need be specified in the notice or waiver of notice of such meeting, unless specifically required by law or by these bylaws.

3.07 Quorum. Quorum shall be established as no less than (5) Directors present to include a minimum of two (2) Officers.

Directors are represented at said meeting; a simple majority of those Directors present may adjourn the meeting from time to time without further notice.

3.08 Manner of Acting. The act of a majority of the Directors present at a meeting at which a quorum is present shall be the act of the Board of Directors, unless the act of a greater number is required by law or these bylaws.

3.09 Informal Action by Directors. Any action required by law to be taken at a meeting of Directors, or any action which may be taken at a meeting of Directors, may be taken without a meeting if a consent in writing setting forth the action so taken shall be signed by all of the Directors.

3.10 Proxy. At any meeting of the Board of Directors, a Director entitled to vote may vote by proxy executed in writing by the Director or by his or her duly authorized attorney-in-fact. No proxy shall be valid after eleven (11) months from the date of its execution unless otherwise provided in the proxy.

ARTICLE IV

Officers

4.01 Officers. The Officers of the Corporation shall be a President, Vice-President, Secretary, and Treasurer, with no more than one officer being elected from the Directors appointed by any one Member.

4.02 Election and Term of Office. The Officers of the Corporation shall be elected annually by the Board of Directors at the regular annual meeting of the Board of Directors. If the election of officers is not held at such meeting, such election shall be held as soon thereafter as may be convenient. New offices may be created and filled at any meeting of the Board of Directors. Each officer shall normally serve for a one-year term and shall hold office until his successor shall have been duly elected and shall have qualified. No Director shall serve in any office for more than two years in succession, unless otherwise authorized or directed by the Board of Directors.

4.03 Removal. Any officer elected or appointed by the Board of Directors, may be removed by the Board of Directors, whenever in its judgment the best interests of the Corporation would be served thereby, but such removal shall be without prejudice to the contrary rights, if any, of the officer so removed.

4.04 Vacancies. A vacancy in any office because of death, resignation, disqualification or otherwise, may be filled by the Board of Directors for the unexpired portion of the term.

4.05 President. The President shall be the Principal Executive Officer of the Corporation and shall in general supervise and control all of the business and affairs of the Corporation. He or she shall preside at all meetings of the Board of Directors. He or she may sign, with the Secretary or any other proper officer of the Corporation authorized by the Board of Directors, any deeds, mortgages, bonds, contracts, or other instruments, all of which the Board of Directors shall have authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated by the Board of Directors or by these bylaws or by statute to some other officer, or agent of the Corporation; and, in general he or she shall perform all duties incident to the office of President and such other duties as may be prescribed by the Board of Directors from time to time.

4.06 Vice-President. In the absence of the President or in the event of his or her inability or refusal to act, the Vice-President shall perform the duties of the President, and when so acting shall have all the powers of and be subject to all the restrictions upon the President. The Vice President shall act as the Chairman of the Program Development Committee and shall assist the Program Director as necessary in an advisory capacity. The Vice-President shall also perform such other duties as from time to time may be assigned to him or her by the President or Board of Directors.

4.07 Treasurer. If required by the Board of Directors, the Treasurer shall give a bond for the faithful discharge of his or her duties in such sum and with such surety or sureties as the Board of Directors shall determine. He or she shall have charge and custody of and be responsible for all funds and securities of the Corporation; receive and give receipts for moneys due and pay able to the Corporation from any source whatsoever, and deposit all such moneys in the name of the Corporation in such banks, trust companies or other depositories as shall be selected in accordance with these by laws; and, in general perform all the duties incident to the office of Treasurer and such other duties as from time-to-time may be assigned to him or her by the Board of Directors. In addition he or she shall serve as an ex-officio member of the Finance Committee.

4.08 Secretary. The Secretary shall keep the minutes of the meetings of the Board of Directors in one or more books provided for that purpose; give all notices in accordance with the provisions of these by laws or as required by law; be custodian of the Corporate records, and of the seal of the Corporation; and, affix the seal of the Corporation to all documents, the execution of which on behalf of the Corporation under its seal is duly authorized in accordance with the provisions of these bylaws; keep a register of the post office address of each director; and, in general, perform all duties incident to the office of Secretary and such other duties as from time to time may be assigned to him or her by the Board of Directors.

4.09 Program Director. The Board of Directors may employ or appoint a Program Director who shall have executive responsibility for the work of the organization and shall have authority to appoint employees to fill staff positions created by the Board of Directors and to dismiss employees when their services are no longer needed or become unsatisfactory after review and concurrence by the Personnel Committee. He or she shall submit to the Finance Committee prior to the November meeting a proposed annual budget and shall make regular reports to the Board upon the work of the organization, indicating the relationship of the work to the budget, as well as needs which call for additional expenditure. In addition, he or she will be responsible for maintaining the Corporation's food supply at a level appropriate for optimum effectiveness. He or she shall be an ex-officio member of the Board of Directors, Executive Committee, and all other committees. He or she shall serve as the registered agent and it shall be his or her responsibility to see the current filing of such designation is made.

ARTICLE V

Committees

5.01 Executive Committee. An Executive Committee shall be formed each year at the annual meeting of the Board of Directors and shall consist of the four corporate officers and the chairperson of the three following committees: Finance, Personnel and Nominating. Such committee may act on behalf of the Corporation in any manner at times when the full board may not be conveniently convened. All action of said committee shall be reported to the full board at its next regular or special meeting for ratification by the Board.

Meetings may be called by the Chairperson or by three (3) committee members. The President of the Corporation shall be the chairperson of the Committee. A simple majority of the members of the committee shall constitute a quorum for the transaction of business.

5.02 The Program Development. The Program Director shall be responsible for the procurement, collection, storage, and distribution of food and any other non-pecuniary commodities the Corporation gives to clients. To accomplish this task, Sub-Committees may be established as needed:

5.02.1 The Shoe Network Sub-Committee. The Shoe Network Sub-Committee will be responsible for coordinating the contributions with potential recipient as identified by the Program Director.

5.02 Personnel Committee. The Personnel Committee shall be responsible for the recruiting, training, scheduling, evaluating, and motivating of the professional and volunteer staff of the Corporation. The Chairperson of the Personnel Committee shall call its members into session from time to time when a need to meet exists.

5.03 Finance Committee. The Finance Committee shall be responsible for the development and oversight of the yearly budget for the Corporation. Chairperson shall call a meeting from time to time as need exists.

5.03.1 Finance Committee is responsible for preparation of each yearly budget for adoption by the Executive Board prior to the December meeting.

5.04 Nominating Committee is responsible for recruiting and presenting an executive board and committee

chairpersons for consideration at the December meeting. The new nominees will be voted on at the Annual meeting in January.

5.05 All committees must meet within 30 days after committee's appointment; and be prepared to give a formal report at the annual meeting.

5.06 Chairman of the committee may use e-mail or telephone to obtain other committee members votes when expedience is necessary. If committee votes reflect dissension, a meeting of the committee must be substituted for the alternate communication to clarify views of all members. Note: All action taken by alternate communication must be ratified by the Board at Large at the next scheduled meeting.

ARTICLE VI

Contracts, Checks, Deposits, and Funds

6.1 Contracts. The Board of Directors may authorize any officer or officers, agent or agents of the Corporation, in addition to the officers so authorized by these by laws, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Corporation. Such authority may be general or confined to specific instances.

6.1.1 The treasurer shall issue a check to the Pantry Fund in the amount of Seventeen Hundred Dollars (\$1,700.00) Per Month. (\$3,300 as of January 1, 2010.)

6.02 Deposits. All funds of the Corporation shall be deposited within ten (10) days to the credit of the Corporation in such banks, trust companies, or other depositories as the Board of Directors may select.

6.03 Gifts. The Board of Directors may accept on behalf of the Corporation any contribution, gift, bequest, or devise for the general purposes or for any special purpose of the Corporation. Members may conduct food drives, fund raisers, or virtually any other program to generate support for RACAP. Fund raising efforts conducted by private citizens or organizations should be approved by the Board of Directors prior to the event.

6.04 Checks and Drafts. All checks, drafts, or orders for the payment of money, notes, or other evidences of indebtedness issued in the name of the Corporation shall be signed by such officer or officers, agent or agents of the Corporation and in such manner as shall from time to time be determined by resolution of the Board of Directors. In the absence of such determination by the Board of Directors, such instruments shall be signed by the Treasurer and countersigned by the President or Vice-President of the Corporation.

ARTICLE VII

Books and Records

7.01 The Corporation shall keep correct and complete books and records of account and shall also keep minutes of the proceedings of its Board of Directors. All books and records of the Corporation may be inspected by any Director or officer, or his agent, or attorney, for any proper purpose at any reasonable time.

ARTICLE VIII

Fiscal Year

8.01 The fiscal year of the Corporation shall begin on the first day of January and end on the last day of December in each year.

ARTICLE IX

Waiver of Notice

9.01 Whenever any notice is required to be given under the provisions of the Texas Non-profit Corporation Act or under the provisions of the articles of incorporation or the by laws of the Corporation, a waiver thereof in writing signed by the person entitled to such notice, whether before or after the time stated therein, shall be deemed equivalent to the giving of such notice.

ARTICLE X

Amendments to Bylaws

10.01 These bylaws may be altered, amended, or repealed and new bylaws may be adopted by the vote of two-thirds (2/3) of the Directors present, when a quorum exists at any regular meeting, or at any special meeting, if at least ten (10) days written notice is given of any intention to alter, amend or repeal, with a copy of proposed changes, these bylaws or to adopt new bylaws at such meeting.

ARTICLE XI

Dissolution

Upon the dissolution of the Corporation, dispose of all the Assets of the Corporation exclusively for the purposes of the Corporation in such manner, or to such organization or organizations organized and operated exclusively for charitable, educational, religious or scientific purposes as shall at the time qualify as an exempt organization or organizations under Section 501 (c) (3) of the Internal Revenue Code of 1954 for the corresponding provisions of any future United States Internal Revenue Law as the Board of Directors shall determine.

These Bylaws were approved and adopted by the Board of Directors at a regular meeting duly called, held and convened on the 20th day of August, 2002.

ATTEST:

Secretary:

RACAP Bylaws Amended/Revised 08/17/2004 & 01/27/09. Revised relevant figures 7/12/2010. JF