



Responding Together

Guidance Manual for Coordinated Baptist Disaster Response

Version	Date	Description	Reviewer
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1.1			
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The document will be reviewed regularly as part of BFAD-Coordinated Response learning procedures, with minor revisions documented and numbered. A major revision (significant changes that affect understanding or usage of the document and require a full or partial re-read) may be initiated by the BFAD Advisory Group.

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1. Getting Started with Responding Together

“He has told you, O man, what is good; and what does the Lord require of you but to do justice, and to love kindness, and to walk humbly with your God?” Micah 6:8

About this Manual

What is this manual?

Responding Together is a guide to help Baptists work together in times of crisis. It explains the main steps for how Baptist churches and organisations can support each other through a coordinated response.

Why is it necessary?

Disasters are happening more often and lasting longer. In some places, multiple disasters happen at the same time. This manual makes it easier for the global Baptist Body of Christ to respond together in a clear and effective way.

Who is it for?

Responding Together is mainly written for use by members of the BWA Forum for Aid and Development (BFAD). But it is also available to anyone in the Baptist family or beyond who wants to understand and join in the process during a time of crisis. It's designed to support anyone from a Baptist organisation involved in disaster response.

Who wrote this manual?

Responding Together was created through a joint effort by the BFAD network. Over 60 people from 20 countries took part in shaping this manual through consultation and shared design. It builds on years of earlier Baptist cooperation.

About BFAD

Who is BFAD?

The Baptist World Alliance Forum for Aid and Development (BFAD) is a Network of the Baptist World Alliance (BWA), bringing together Baptist organisations that participate in global relief and development.

What does BFAD do?

BFAD helps coordinate Baptist disaster responses in large or serious crises when local Baptist groups or governments request support, provided it is feasible and appropriate. BFAD also helps Baptists connect and grow stronger by offering opportunities to learn from one another and build skills at every stage of disaster work — from getting ready, to responding, to recovering, and reducing future risks.

BFAD Values

The work of BFAD is informed by four key values: Collaboration, Coordination, Competency and Care. In disaster responses, BFAD prioritises bringing together national Baptist Conventions/Unions or their aid organisations, where these agencies have the desire and capacity to respond. A preference is given to Baptist World Alliance Member Partners.

2. Key Terms

BFAD-Coordinated Response	A response where three or more Baptist organisations agree to work together in a disaster by following the shared principles and steps in the <i>Responding Together</i> guidance manual.
BFAD Facilitator	The person appointed by the Baptist World Alliance to represent the BFAD Network. As part of the BFAD Support Team, they help coordinate and guide BFAD-Coordinated Responses.
BFAD Support Team	A small group of people within Baptist World Aid who give day-to-day support to the BFAD Network. They share updates, connect organisations, support learning, and encourage prayer.
Functional Areas of Responsibility	Important areas of work assigned to organisations during the response. These include: Response Coordination, Operations Coordination, Funding & Finance Management, Monitoring, Evaluation & Learning (MEL), Communications & Donor Engagement, and Advocacy & Policy Engagement
High-Compliance Funding	Funding that comes with strict conditions. For example, detailed reporting, audits, procurement rules, data protection, and documented risk management.
Implementing Organisation	A Baptist Convention, Union, or organisation that opts in and directly helps affected communities. This may include doing assessments, running programs, or working alongside local churches and communities.
Opting in	When a Baptist organisation chooses to join a BFAD-Coordinated Response, it commits to working together in a shared, values-driven way. This includes collaboration, shared standards, joint planning, learning, and accountability.
Response Coordination Organisation	An organisation assigned during Step 4 to help all other organisations work well together. They run regular meetings, support shared planning, and help keep the response organised. Any Implementing or Supporting Organisation can take on this role.
Response Coordination Team	People from organisations who have taken on Functional Areas of Responsibility. They support day-to-day coordination and keep the response moving forward. This team is led by the Response Coordination Organisation.
Strategic Guidance Team	A small group of experienced leaders convened by the BFAD Facilitator to support complex responses. They help make sure all parts of the response fit together well and support major decisions. They work with the Response Coordination Organisation, not instead of them.
Supporting Organisation	A Baptist Convention, Union or organisation that opts in and provides support such as funding, personnel, technical advice, or other resources.

3. Our Foundations

“Let us not love with words or speech but with actions and in truth.” 1 John 3:18

Local churches are often the first to respond when disasters happen, showing the body of Christ in action by caring with compassion for the poor and vulnerable. This faithful response is part of our shared calling to live out Micah 6:8.

Churches often talk about disaster response—helping when something bad happens, like a flood, earthquake, or storm. It's about giving urgent help like food, water, shelter, or rebuilding homes.

In wider church networks and humanitarian groups, this is called humanitarian action. It includes disaster response, but also covers other crises, such as war, displacement, pandemics, or long-term hunger. It means helping people in need, protecting their dignity, and doing so fairly and with care.

Using the word humanitarian helps churches talk and work with other groups who are also helping people in need. It builds common understanding while still showing we are motivated by our faith to love and serve others.

Organisational Commitments When We Respond Together

At the heart of Christian mission is Jesus' call to care for people who are vulnerable, left out, or in need. We are called to protect others, treat them with dignity, and show respect and love to everyone, including those who are hard to love. Churches are encouraged to pray, listen to God, and take action with compassion.

The Humanitarian Principles and the Core Humanitarian Standard (CHS) reflect these same values of love, dignity, and justice. They give us a shared understanding of what good, fair, and accountable disaster response should look like.

Any organisation that chooses to take part in a BFAD-Coordinated Response - whether offering direct help or supporting others - commits to doing their best to follow these principles and standards. These can be adapted to fit each organisation's local context and capacity. This shared commitment helps ensure our actions reflect both our faith and our responsibility to care for people in crisis.

The Humanitarian Principles

The four humanitarian principles are¹:

- Humanity - human suffering must be addressed wherever it is found, with particular attention to the most vulnerable.
- Impartiality - humanitarian action must be provided solely on the basis of need, without discrimination.
- Neutrality - humanitarian action should not favour any side in an armed conflict or other dispute.
- Independence - the autonomy of humanitarian actors from political, economic, military or other objectives.

These humanitarian principles align with the Christian call to love and serve all people, no matter who they are, where they are from, or what they believe. We are not called to choose favourites or expect anything in return. In every context, Baptist churches and agencies can reflect on how these principles can be lived out in ways that make sense locally, while still showing care, fairness, and respect for all.

The Core Humanitarian Standard

The Core Humanitarian Standard² (CHS) explains what a good humanitarian response looks like. It sets out nine key commitments that help churches and organisations care for people in crisis in ways

¹ For more information, see <https://emergency.unhcr.org/protection/protection-principles/humanitarian-principles>

² CHS Alliance, Groupe URD and Sphere. 2024. Core Humanitarian Standard on Quality and Accountability 2024 Edition. www.corehumanitarianstandard.org

that are respectful, fair, and accountable. Churches can use the CHS to check and improve how they plan, deliver, and learn from their humanitarian response efforts.

Like the Humanitarian Principles, the CHS can be adapted to fit different cultures and local ways of working. These commitments describe what people affected by a crisis should expect from those responding to their needs.

People and communities in situations of crisis and vulnerability:

1. Can exercise their rights and participate in actions and decisions that affect them.
2. Access timely and effective support in accordance with their specific needs and priorities.
3. Are better prepared and more resilient to potential crises.
4. Access support that does not cause harm to people or the environment.
5. Can safely report concerns and complaints and get them addressed.
6. Access coordinated and complementary support.
7. Access support that is continually adapted and improved based on feedback and learning.
8. Interact with staff and volunteers who are respectful, competent and well-managed.
9. Can expect that resources are managed ethically and responsibly.

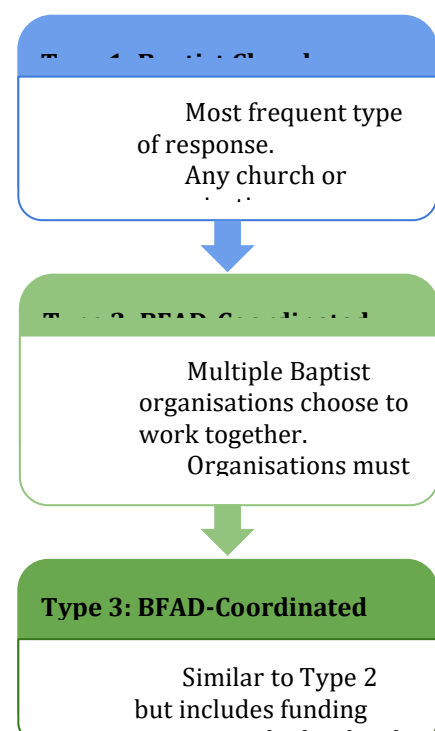
Three Types of Baptist Response

BFAD helps bring Baptist organisations together to respond to large or serious disasters—when local churches or governments ask for support, and when it is possible and appropriate to do so. To help explain when BFAD gets involved, we describe three types of Baptist responses.

‘Type 1’ is a Baptist Church Response. This is the most common kind of response, where any church or organisation chooses to respond. BFAD does not coordinate the response.

‘Type 2’ and ‘Type 3’ are responses where multiple Baptist organisations choose to work together. To join these responses, each organisation makes a clear decision to **opt in**³ and follow the coordination steps outlined in this manual. Some responses (Type 3) also involve funding that comes with extra requirements.

This guidance manual focuses on ‘Type 2’ and ‘Type 3’ responses. You can find more details in Section 7, Step 4.



³ For an explanation of what it means to ‘opt-in’, see next page.

What It Means to ‘Opt In’

When a Baptist organisation chooses to be part of a BFAD-Coordinated Response, it’s more than just providing help—it’s about choosing to work in a shared way, with shared values. BFAD exists to help simplify and strengthen global Baptist responses, reducing the burden on those closest to the crisis and supporting coordinated, effective action.

This means working together in a spirit of:

- **Mutual care and respect** – recognising that each person is created in God’s image, deeply loved, and worthy of honour.
- **Humility and understanding** – seeking to listen and value the unique context, strengths, and challenges of each organisation.
- **Shared commitment** – aligning with BFAD’s faith-rooted values, humanitarian principles and standards that guide how we respond.
- **Generosity and collaboration** – being open to sharing information, resources, ideas, and learning for the sake of a stronger, united response.
- **Trust and accountability** – being transparent about decisions, actions, and challenges, and encouraging others to do the same.

In practice, organisations that opt in to a BFAD-Coordinated Response commit to:

- Prioritise collaboration within the BFAD network when planning or adjusting their response.
- Support or work through national Baptist conventions, local churches, or their aid organisations wherever feasible.
- Seek to streamline support efforts—reducing duplication, lightening the load on Implementing Organisations, and working toward shared approaches where possible.
- Work towards meeting the ‘Organisation Commitments When We Respond Together’ outlined above
- Participate in regular coordination calls, joint planning or learning activities.
- Share key information on their planned activities, funding, and any changes during the response.
- Meet agreed reporting requirements—including updates, financial reporting, or other shared accountability measures—as determined through the coordination process.
- Take part in joint learning or reflection at the end of the response.

Participation can look different depending on capacity, but opting in means being part of something shared—serving others together in a way that reflects the love of Christ.

4. Who Does What When We Coordinate

Responding Together works best when everyone understands their role and how to work well with others. This section explains who does what at different points in a BFAD-Coordinated Response and how responsibilities are shared.

It covers: i) the role of the BFAD Support Team, ii) how responsibilities are shared during a response, and iii) the role of the Strategic Guidance Team in complex responses.

Throughout all parts of the response, we continue to pray, encourage one another, and seek God's guidance in everything we do. Our goal is to respond in a way that shows care, unity, and faith - serving affected communities with compassion and humility.

What the BFAD Support Team Does

The BFAD Support Team walks alongside the response from beginning to end. Their role is to help organisations work together, stay coordinated, and remain aligned to BFAD's values.

Initial Coordination

Responding together begins with preparation. Conventions/Unions and organisations start listening, learning, and planning how to respond. Some may already be taking action. During this time, they begin shaping their response and decide how they want to be involved in the coordination. This can include:

- Raising an alert,
- Sharing early information, and
- Joining early coordination online meetings.

The BFAD Support Team supports this preparation by:

- Sharing the alert with the BFAD Network,
- Bringing people together for early coordination and online meetings, and
- Helping organisations share information and prepare to respond together.

Ongoing Accompaniment

As the response continues, organisations that have opted in take action, or keep doing what they've already started. They take on coordination responsibilities, meet community needs, share resources, and encourage each other.

The BFAD Support Team accompanies the response by convening the Reassessment and Learning online meetings and providing support in the following areas:

Support Area	What it means
Alignment & Spiritual Support	Keeping the response grounded in BFAD's values—like compassion and local leadership—and facilitating times for shared prayer and spiritual encouragement.
Accountability	Supporting honest, transparent, and responsible ways of working, without repeating what others are doing.
Adapting Roles & Coordination	Helping organisations clarify their roles and adjust how they work together as the situation changes.
Learning & Closure	Facilitating structured reflection to share lessons and agree when and how to bring the response to an end.

Sharing Responsibilities During a Response

In BFAD-Coordinated Responses, different Organisations take on key areas of work to help the response stay coordinated and effective. These are called **Functional Areas of Responsibility**. They include:

- Response Coordination
- Operations Coordination
- Funding and Finance Management
- Monitoring, Evaluation and Learning (MEL)
- Communications and Donor Engagement
- Advocacy and Policy Engagement

Each functional area focuses on a different part of the response. Some responses will need all functional areas; others may only need a few. It depends on what's happening, what's needed, and what organisations are involved in the response.

Any Implementing or Supporting Organisation can take on one or more Functional Areas of Responsibility. These roles are confirmed together during *Step 3: Confirm Response Type and Coordination Needs* (ideally within 5–6 days of raising an alert).

These functional areas are explained in more detail in Section 7, Step 3 of this manual.

When a Response is Complex: Strategic Guidance Team

When a response is large or involves many organisations, the BFAD Facilitator may form a **Strategic Guidance Team**. This team includes a few trusted and experienced leaders from the BFAD Network and Baptist World Alliance who bring wisdom, big-picture thinking, and support.

The team's main roles are:

- **Big-Picture Oversight:** Helping guide the overall direction of the response so that it stays true to BFAD's values and goals.
- **Keeping Things Connected:** Making sure the different parts of the response—like multiple implementing and supporting organisations, advocacy, and spiritual care—are working well together and not overlapping or missing key pieces.
- **Troubleshooting and Advice:** Helping Organisations stay united, naming tough decisions when they come up (like funding or public messaging), and offering advice on the best way forward.
- **Supporting the Response Coordination Organisation:** Acting as a helpful sounding board for the Response Coordination Organisation—sharing the burden and offering support when needed.

The Strategic Guidance Team does **not** manage the response on a day-to-day basis or replace the Response Coordination Organisation. Instead, they provide high-level guidance to help the whole response stay strong and connected.

5. Building Skills During a Response

When churches and organisations respond together, there are often opportunities to help each other grow. This might include sharing tools, teaching new skills, or improving how we work in areas such as managing money, working with communities, how we coordinate, or working towards agreed-upon standards.

All organisations involved in the response can help build skills. For example:

- An organisation taking on the Funding and Finance Management area of responsibility might show others how to use a shared budget tool or reporting form.
- An organisation responsible for Communications & Donor Engagement might support others to gather stories in safe, respectful ways and gain informed consent.

Two groups have a specific part to play in supporting learning and growth:

- The **Response Coordination Organisation** helps keep the big picture in mind. They can notice when extra support is needed, encourage peer learning, and bring up training needs in group meetings.
- The **BFAD Support Team** supports the whole network. They can share useful tools from other responses, connect people with experience, and make sure good ideas are passed on.

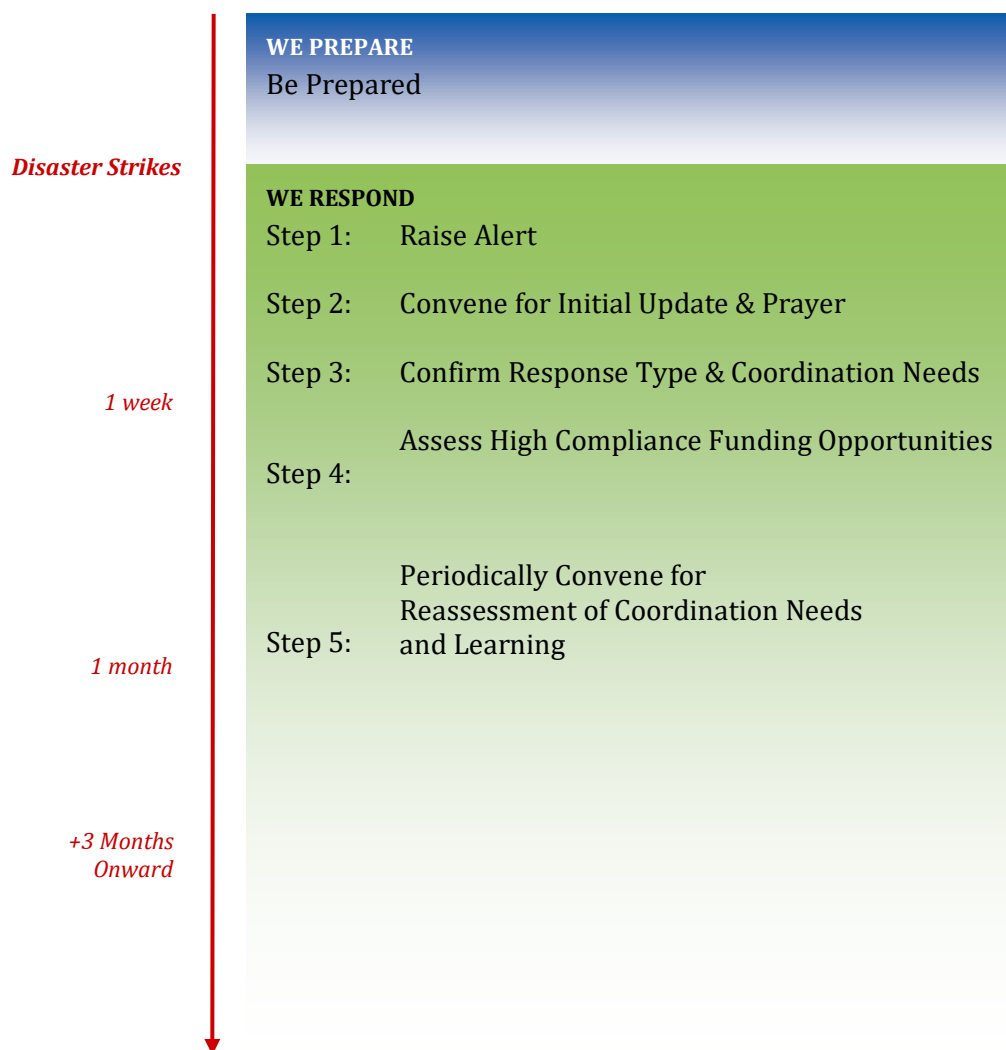
By responding together and helping one another grow, we will build stronger responses now and even better ones in the future.

6. Visual Overview of Coordination Steps

The diagram below shows the main steps of the *Responding Together* process. Before a disaster, we can be prepared. After a disaster, Baptist organisations can raise an alert, come together in prayer, and begin planning a coordinated response.

As the response continues, BFAD supports ongoing coordination, shared learning, and adaptation as the situation develops and needs change.

Prayer is a fundamental part of everything Baptist organisations do and every step taken to coordinate. It is highlighted in the title of *Step 2*, as this is the first time we come together as a global Body of Christ to hear from and pray for affected people, churches, Conventions/Unions and organisations.



7. Step-by-Step Coordination Guide

This section outlines each step of the *Responding Together* process, providing practical guidance on who is involved, what needs to happen, and when.

Meeting templates have been developed to guide key coordination steps and promote consistency across BFAD-Coordinated Responses. Where a template is available, a blue (Google Doc) or green (Google Sheet) icon appears alongside the relevant section in this manual. Templates are not included here but will be provided by the BFAD Support Team during a response. While the templates offer a common structure, they can be adapted to suit the specific needs and context of each response.



Together, these steps help Baptist organisations move from alert to action to learning in a clear, collaborative and prayerful way.

Be Prepared

Why (Purpose)

Some disasters come with early warnings (like a severe storm), or they may develop slowly over time (such as droughts or food crises). In these situations, Baptist Organisations - potential BFAD Implementing and Supporting Organisations - may want to share information or take early action before a formal BFAD Alert is raised.

When

Before a disaster happens.

Actions (Who)

Potential Implementing Organisations

Baptist Conventions/Unions, NGOs, or INGOs in the potentially affected area may want to:

- Share early warning information with BFAD
- Discuss possible needs and early response plans
- Explore pre-positioning supplies or mobilising local networks
- Connect with known Supporting Organisations to discuss collaboration

Potential Supporting Organisations

Baptist organisations based outside the affected area may want to:

- Reach out to known organisations in the area to check in and offer support
- Start early conversations about how they could help if a response is needed
- Begin preparing resources or internal systems in case funding or technical help is required

BFAD Support Team

Even before a disaster is officially declared, the BFAD Support Team can help organisations connect and prepare together.

Possible actions include:

- Sharing early warning updates from trusted sources
- Hosting informal check-in calls for prayer and connection
- Encouraging coordination between potential Implementing and Supporting Organisations
- Supporting early planning or readiness discussions

Step 1 - Raise an Alert

Why (Purpose)

Inform the BFAD Network that a disaster has occurred

Request the start of the *Responding Together* coordination processes.

Who (By)

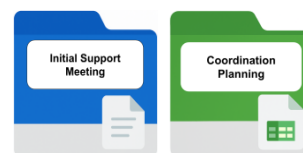
1. Any Baptist representative with the mandate to communicate on behalf of their organisation.
2. BFAD Facilitator and BFAD Support Team

When

Ideally, within 2 days of a rapid onset disaster, or at any time in a slow onset or unfolding disaster.

How (Actions)

1. The Baptist representative notifies the BFAD Support Team of a disaster event that may require BFAD Coordination by email and by phone.
 - The BFAD Support Team WhatsApp #: +1-703-935-9074
 - The BFAD Support Team email: bfad@baptistworld.org
 - The notification email should include:
 - Type of disaster
 - Affected location(s)
 - Estimated number of people affected
 - Estimated number of Baptist churches and organisations impacted
 - A brief summary of the situation
 - Name and title of the person raising the alert
2. At the discretion of the BFAD Facilitator, the BFAD Support Team creates an Alert and shares it with the 'BFAD Alerts Contacts List'.
 - To support initial awareness, a link to a trusted external source, such as an OCHA SitRep⁴ or ACAPS briefing⁵, may be included if available.
3. The BFAD Support Team follows up with known BFAD contacts via email and, if needed, via WhatsApp, especially on weekends or holidays.
4. The BFAD Support Team organises the response documents for *Step 2 - Convene for Initial Update and Prayer*. They:
 - Prepare the *Initial Support Meeting* Google Doc for sharing
 - Prepare the *Coordination Planning* Google Sheet for sharing



Description

- Where possible, the crisis name assigned by UNOCHA (if available) will be used to name the Alert. This helps ensure clearer communication with other humanitarian actors and makes it easier to locate relevant information online.

⁴ OCHA: United Nations Office for the Coordination of Humanitarian Affairs - <https://www.unocha.org/>

⁵ ACAPS: Assessment Capacities Project - <https://www.acaps.org/>

Step 2 - Convene for Initial Update and Prayer

Why (Purpose)

Bring together affected and interested organisations to:

- Hear initial updates and pray with and for those affected by the disaster
- Begin early coordination discussions.

Who (By)

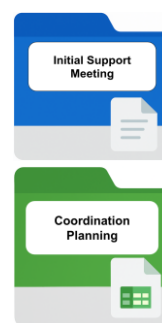
Any Baptist organisation wanting to stand in prayerful solidarity or considering joining the response.

When

Ideally, within one week of a rapid-onset disaster, or as appropriate for slower or evolving disasters.

How (Actions)

1. The BFAD Support Team sends a Google Calendar invite with the Zoom link and links to: i) *Initial Support Meeting* Google Doc, and ii) *Coordination Planning* Google Sheet
2. Affected Conventions/Unions can use the guide on the next page to prepare their update: “*What to Prepare When Sharing a Disaster Update with BFAD*”.
3. Organisations already responding or considering involvement can fill in the *Coordination Planning* Sheet:
 - a. Interested Implementing Organisations use the “Implementing Organisation Plan” tab
 - b. Interested Supporting Organisations use the “Supporting Organisation Plan” tab
 - c. If an Organisation is doing both, they fill in both tabs.
4. During the call:
 - a. Affected Conventions/Unions give an update on the disaster’s impact
 - b. Interested Organisations share early plans
 - c. A substantial time is set aside for prayer
 - d. Any early coordination decisions or updates are noted in the meeting minutes.



Call details:

Chaired by: BFAD Facilitator

Estimated call length: 90 minutes

Invitees: Affected Conventions or Unions, potential Implementing/Supporting Organisations, and others in the BFAD Network

Attendance: Confirmed by accepting the Google Calendar invite

Minutes: Taken using the template and shared afterward.

Description

- This is the first opportunity for Baptist organisations across the Network to gather in response to the crisis. It builds shared understanding and lays the groundwork for planning in *Step 3*.
- An experienced BFAD Network member may help affected Conventions/Unions in preparing to become an Implementing Organisation and help complete the coordination planning tab.
- Where possible, the idea of taking on a Functional Area of Responsibility will also be discussed so organisations can begin thinking about how they might contribute.

- It's normal for many things to still be unknown at this stage! The most important thing is to come together as a Baptist family—praying, listening, and supporting one another.

What to Prepare When Sharing a Disaster Update with BFAD

1. Basic Information

- Name of the church / convention / organisation
- Location(s) affected
- Date and type of disaster (e.g. flood, earthquake, conflict)

2. Situation Overview

- What happened? (brief description of the disaster)
- How has it impacted your church, members, and the wider community?
- Are there urgent needs right now?

3. Church and Community Response

- Has the church already taken any action? (e.g. distributing food, sheltering people)
- Are local church members or leaders involved in helping?

4. Needs and Priorities

- What are the most urgent needs?
- Are there gaps the church cannot meet alone?
- Is support needed in the short or long term?

5. Coordination

- Is the church working with any local groups, government, or NGOs?
- Is anyone else already responding in your area?

6. Contact and Communication

- Who should BFAD contact for more information?
- Is there a preferred way to share updates (e.g. phone, WhatsApp, email)?

Step 3 - Confirm Response Type and Coordination Needs

Why (Purpose)

Confirm if the response will be a Type 1, Type 2, or Type 3 Baptist Response.

If a Type 2 or 3 BFAD-Coordinated Response:

- Confirm which organisations are opting in.
- Discuss the overall approach and opportunities for coordination.
- Agree on which Functional Areas of Responsibility are needed (see Section 4), and which organisation (Implementing or Supporting Organisation) will take responsibility.
- If needed, agree on the details for *Step 4: Assess High Compliance Funding Opportunities*

Who (By)

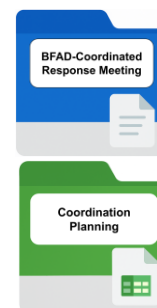
All organisations likely to participate in the BFAD-Coordinated Response.

When

Ideally within 1 week of the initial alert, or as soon as possible after *Step 2*.

How (Actions)

1. The BFAD Support Team sends a Google Calendar invite with the Zoom link and links to: i) *BFAD-Coordinated Response Meeting* Google Doc, and ii) *Coordination Planning* Google Sheet
2. Participants prepare by reviewing and updating the *Responding Together: Coordination Planning Template* Google Sheet in advance.
3. Attendees come ready to share updates, prayer needs, and indicate functional areas they could take responsibility for in the coordinated response.
4. During the call:
 - a. The group confirms the response type (Type 1, 2, or 3)
 - b. A guided discussion follows on the overall response approach, including coordination opportunities and potential gaps
 - c. Required Functional Areas of responsibility are confirmed and assigned
 - d. If a Type 3 response is confirmed, the group agrees on details for *Step 4*.



Call details:

Chaired by: BFAD Facilitator

Estimated call length: 90 minutes

Invitees: All Baptist organisations that indicated their interest during Step 2 and who are willing to follow the shared principles and processes outlined in the *Responding Together* guidance manual.

Attendance: Confirmed by accepting the Google Calendar invite

Minutes: Taken using the template and shared afterward.

Description

- This call is an important decision point in the BFAD-Coordinated Response. It confirms the Response Type and agrees on who will take on the Functional Areas of Responsibility. The group works toward a collaborative, shared approach and clearly records decisions.
- If the response is a Type 3, the group will also plan a follow-up meeting (Step 4) to work through more detailed requirements and coordination.

- After this step, only those Organisations that have opted into the response will be involved in ongoing planning and coordination. The assigned Response Coordination Organisation organises future response coordination calls and keeps track of progress.
- At this stage, a Response Coordination Team may also begin to form, bringing together staff from Organisations who have taken on functional areas of responsibility to support regular coordination.
- Wider BFAD and BWA support, prayer and reflection will continue through *Step 5 - Periodically Convene for Reassessment of Coordination Needs and Learning (at 1, 3, 6, and 12 months)*.

The Baptist Response Types

Response Type & Title	Conditions
Type 1 - A Baptist Church Response.	• There are acute, unmet and immediate needs that a Baptist organisation (Church, Convention, or NGO) has the capacity to meet. • A Baptist organisation is located in or near the impacted area and feels called to respond to the needs of the affected people. • A Baptist organisation from outside the affected area may feel led to support the local Baptist organisation in its response. <i>This is the most frequent type of disaster response for Baptist Churches globally. BFAD Coordination is not involved.</i>
Type 2 - A BFAD-Coordinated Response.	All of the above conditions for a Type 1 response, plus: • There is a Baptist organisation(s) present, or who plan to be present, in the affected country(ies). • There is more than one Baptist organisation feeling called to support the humanitarian response. • Both the Implementing organisation(s) and the Supporting organisations opt in, following the <i>Responding Together</i> process.
Type 3 - A BFAD-Coordinated Response with High-Compliance Funds.	All of the above conditions for a Type 2 response, plus: • There are Supporting Organisations interested in responding to the disaster with high-compliance donor support. (See section of the manual: Guidance for High-Compliance Funding for more information on requirements) • There are Implementing Organisations that can meet the additional requirements for high-compliance funding

The Functional Areas of Responsibility

Each functional area focuses on a different part of the response. Some responses will need all six areas; others may only need a few. Any Implementing or Supporting Organisation can be responsible for one or more functional areas.

Functional Area	What it means	Key responsibilities
Response Coordination	Keeps the whole response on track — chairing meetings, supporting shared planning, and helping agencies work well together.	• Call and chair regular coordination meetings • Build and maintain a shared response plan • Support joint decision-making based on mapping and assessments • Encourage real-time learning and reflection • Help identify accompaniment or technical support needs • Share reporting expectations
Operations Coordination	Coordinates field-level work and ensures activities are delivered safely and effectively through churches and local networks.	• Work with local churches and networks • Coordinate needs assessments and local planning • Support safe, accountable delivery of aid and services • Track who is doing what, where, and how • Engage with national coordination forums (if needed) • Use appropriate branding and report updates regularly
Funding & Finance Management	Oversees shared funding—making sure money is used well, reporting is clear, and local responses are supported fairly.	• Set up pooled or co-financing agreements • Disburse funds fairly and on time • Manage grant reporting and donor communication • Ensure financial accountability and compliance
Monitoring, Evaluation & Learning (MEL)	Helps the response stay accountable and learn as it goes - through tracking, reflection, and sharing lessons.	• Develop a basic monitoring plan • Gather feedback from communities • Coordinate mid-response and after-action reviews • Share findings across the network
Communications & Donor Engagement	Supports ethical, timely communication about the response. Helps share updates and engage prayer, learning, and donor support.	• Ensure stories protect people's dignity • Support organisations to obtain informed consent for stories • Collect and share stories, photos, and updates • Help prepare donor-friendly materials • Coordinate public messaging and appeals if needed
Advocacy and Policy Engagement	Supports shared advocacy during a response, especially when government policy, access issues, or public attention are affecting communities.	• Develop a shared advocacy strategy • Identify key issues and audiences • Coordinate messages with response organisations • Join faith-based policy talks or public advocacy

Step 4 - Assess High-Compliance Funding Opportunities

Why (Purpose)

Discuss what high-compliance funding is becoming available

Clarify what would be expected of Organisations and BFAD-coordination structures

Confirm whether to pursue this funding as part of the response

Who (By)

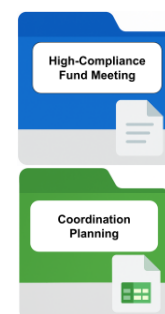
1. **Must attend:** All Implementing and Supporting Organisations who want use high-compliance funding as part of the response, and (if formed) members of the Strategic Guidance Team.
2. **Optional:** Any other Organisation that has opted in to the response.

When

Held after *Step 3*, as necessary. This step may happen more than once as new funding becomes available.

How (Actions)

1. The meeting facilitator sends a Google Calendar invite with the Zoom link and links to: i) *High-Compliance Fund Meeting* Google Doc, and ii) *Coordination Planning* Google Sheet, if still in use
2. Any known donor and/or organisation capacity requirements are also shared with participants by email before the meeting
3. Participants are encouraged to bring questions about the donor and what might be required
4. During the call:
 - a. Participants share high-compliance funding opportunities they know about
 - b. The group discusses what the donor(s) expect and what organisations need to do
 - c. The group talks about what this means for accompaniment, coordination and reporting
 - d. The group decides whether or not to go ahead with high-compliance funding for this response



Call details:

Chaired by: BFAD Facilitator or Response Coordination Organisation representative

Estimated call length: 60 minutes

Invitees: All 'must attend' organisations described above, and any optional attendees.

Attendance: Confirmed by accepting the Google Calendar invite

Minutes: Taken using the template and shared afterward

Description

- This call is for Organisations that want to use high-compliance funding.
- The group talks about any additional support, reporting, or coordination that will be needed.
- Organisations are encouraged to think about what skills and systems they need, like finance, safeguarding, or monitoring.
- Organisation Capacity Assessments may need to be conducted after the call for specific high-compliance donors.
- The aim is to make sure high-compliance funds support and enhance the whole Baptist response, rather than create confusion or extra work.

Step 5 - Periodically Convene for Reassessment of Coordination Needs and Learning

Why (Purpose)

Bring together all BFAD-Coordinated Response Organisations and other interested persons from the Baptist World Alliance for prayer, shared reflection, learning, and confirmation of the way forward in the response.

Who (By)

1. **Must attend:** All organisations that have opted in, and (if formed) members of the Strategic Guidance Team.
2. **Optional:** Members of the BFAD Advisory Group, national or regional BWA Representatives

When

Held at the 1- 3-, 6-, and 12-month points of the response (or as agreed for longer responses)

How (Actions)

1. The BFAD Support Team sends a Google Calendar invite with the Zoom link and a link to: *Reassessment and Learning Meeting* Google Doc.
2. Organisations are invited to prepare brief updates, prayer points or reflections in advance
3. During the call:
 - a. Participants pray together for the response and for one another
 - b. Organisations share progress updates and reflect on how coordination is going
 - c. Functional Areas may be reassigned if needed
 - d. Learning discussions are held using participatory tools with a focus on coordination and implementation



Call details:

Chaired by: BFAD Facilitator

Estimated call length: 60 - 90 minutes

Invitees: All 'must attend' organisations described above, and any optional attendees.

Attendance: Confirmed by accepting the Google Calendar invite

Minutes: Taken using the template and shared afterward.

Description

- These calls provide a space to pause, pray, reflect, and reconnect as a Network, offering encouragement, identifying what's working (and what isn't), and making adjustments to keep the response strong and focused. It helps build shared ownership, improve coordination, and keeps prayer and learning at the heart of the response.
- The structure of Step 5 meetings remains consistent, but small adjustments will be made over time to reflect how the response is evolving - particularly in the depth of coordination and reflection discussions and the learning tools used.

8. Guidance for High-Compliance Funding

High-compliance funding can be very helpful, but it comes with extra responsibilities for participating Organisations and for response coordination. These requirements can be different depending on the donor and the type of response, so it's important to understand them early.

What Organisations May Need to Do

If an organisation wants to use high-compliance funding they may need to meet some extra requirements, including:

- Being able to demonstrate and document complete application of the Core Humanitarian Standard (CHS), which includes:
 - Having strong safeguarding and protection policies and systems in place
 - Involving affected communities in planning and decision-making
 - Being accountable to affected communities (sharing information, receiving feedback, and making changes)
 - Ensuring inclusion of women, people with disabilities, and other marginalised groups
 - Applying Do No Harm (making sure our actions don't cause unintentional harm or increase tensions) and conflict sensitivity
- Using SPHERE Standards in how programs are planned and delivered
- Following communications and visibility guidelines from the donor
- Providing additional documents and reports, such as:
 - Written and regularly reviewed risk assessments
 - Quarterly financial and narrative reports
 - Financial audits, either for the organisation or across the response
 - Strong monitoring systems and external real-time and impact evaluations
- Protecting personal data and information
- Having clear anti-fraud and anti-corruption policies and practices
- Reducing negative impacts on the environment
- Taking part in capacity checks and receiving technical support where needed

Depending on the donor, not all of these will be required - but it's helpful to be prepared.

What This Means for Response Coordination

Using high compliance funding can also mean extra work for the BFAD Support Team and the Response Coordination Organisation, such as:

- Doing more detailed organisation capacity and risk checks
- Making sure the response meets what the donor expects
- Supporting organisations to manage risks and follow donor rules
- Finding extra technical help or people to support the response
- Helping organisations coordinate budgets, reports, or evaluations
- Keeping good communication and shared decision-making across the group
- Being a main contact for the donor, if needed, and supporting donor visits, reporting, or audits

Early discussions about these requirements and what they mean for Organisations and BFAD coordination take place during Step 4 - Assess High-Compliance Funding Opportunities.

9. How information is stored and shared

This section outlines how BFAD-Coordinated Responses will use shared tools and platforms to support collaboration, access to documents, and clear communication.

BFAD Meeting Platform

- Meetings will be scheduled using **Google Calendar** and held via **Zoom**.
- **Live collaboration** is encouraged—documents may be shared via screen or edited live during calls. Participants may be asked to provide input, modify content, or confirm updates in real time.
- Participants should join from a device that allows them to hear, speak, and see shared content, and from an environment that enables them to **fully participate**.
- For security, a Zoom waiting room may be used. Please **ensure** your Zoom name is recognisable so the facilitator can admit you promptly.

BFAD File Sharing Platform

- **Google Drive** will be used to store and share response documents and guidance materials.
- Key documents—such as the *Responding Together* guidance, tools for each step, and templates—will be shared in accessible formats for Organisations to use and reference.
- **File access paths and available topics** will be confirmed and updated as needed

Response-specific folders

The BFAD Support Team will create two protected Google folders for each response. These will be **managed by the Response Coordination Organisation**, with access granted as appropriate.

Folder Name	Contents
Operations Files	Assessments, proposals, reports, and other operational documents
Communications Materials	Images, stories, and other materials for safe communication sharing

Folders will be **password-protected** to ensure the safe sharing of resources and information.

Organisations can request access through the Response Coordination Organisation or the BFAD Support Team.

WhatsApp Groups (for informal communication)

WhatsApp groups may be created to support coordination and collaboration. To avoid duplication or confusion, groups should follow the coordination and functional area structure:

Group	Created/Managed by	Members
Response Coordination Team	Response Coordination Organisation	Personnel of organisations responsible for functional areas or accompaniment
Functional Area Groups	Response Coordination Organisation	Implementing/Supporting Organisation staff involved in specific functions (e.g. Finance, Communications, Learning)
Strategic Guidance Team	BFAD Support Team/Facilitator	Response Coordination/Operations Coordination staff + Strategic Guidance Team (as needed)