

# *East Cedar Grove Missionary Baptist Association, Inc.*

## **A Protocol and Guidelines for Officers and Nominating Procedures**

### **I. What is East Cedar Grove Missionary Baptist Association of N.C., Inc.?**

East Cedar Grove Missionary Baptist Association is an organization of Missionary Baptist churches with a mission to: 1) teach Christianity based on the Holy Bible, 2) preach inspirational sermons for living, 3) encourage wholesome family values, 4) provide leadership training for members and 5) support local and foreign missions. The Association's vision statement is: *"Salvation for all people; education for youth; peace on earth in every community."* The Association operates by its Constitution and By-laws that provide guidance and continuity through a moderator, the president of auxiliaries, an executive board, and support staff. "Officers are elected for a term of four years without succession of themselves by delegates at the business and worship sessions, held annually in January and July." The headquarters of the Association are at the Smith-Thomas Convention Center in Creedmoor, North Carolina on Brassfield Road, Creedmoor, North Carolina in Granville County. The Association's motto is *"Christian Diversity with Unity in Christ."* Its member churches historically have come from Durham, Granville, Orange, Person and Wake Counties.

### **II. Why Become An Officer?**

- The Call to Serve (Matthew 28:19-20)
- The Desire to Work and Obedience to God (Isaiah 6:8)
- The Ability and Desire to Share God Given Talents and Abilities (Luke 6:38)
- To Grow Spiritually (Hebrews 10:24)
- The Association needs you to meet its mission, goals and objectives that are grounded in the Great Commission (Matthew 28:19-20, Philippians 4:13, John 3:16)

### **III. What are the Expectations of Officers?**

- To embrace the [mission, goals]and objectives of the Association that include: 1) developing and encouraging spiritual fellowship, 2) providing spiritual assistance to the member churches, congregations and auxiliaries, 3) enhancing the quality of life in the community, 4) supporting the general Baptist State Convention of North Carolina Inc. and its objective,; 5) providing support to the Ordaining Council and 6) supporting the Lott Carey Baptist Foreign Mission Convention and National Conventions.

- To embrace the principles of the Association that are grounded in Missionary Baptist polices and doctrines.
- To commit time, talent, and resources, including financial resources, to support the Association.
- **To perform the duties and responsibilities of the office professionally and with missionary zeal.**
- To work in harmony with others as a faithful team member.
- To possess Christian character, including integrity, honesty, humility, love and respect.
- To positively promote the Association to member churches and other publics.

#### **IV. What is the Nomination Procedure?**

The Nominating Committee shall send a letter to churches requesting the name and qualifications of persons willing to be considered for offices becoming vacant within the Association, review qualifications and interview potential candidates as needed, make recommendations to the executive Board and present the name of persons approved by the Board who have agreed to serve in an office of the Association, for voting. (ECGMBA Constitution Article IV, Sec. K)

The Nomination Committee adheres to the ECGMBA Constitution Articles VI, VII and XIV for its operating procedures that follow below:

#### **Article VI: Officers**

- A. The officers of the Association are: Moderator, Vice-Moderator, 2<sup>nd</sup> Vice Moderator, Recording Secretary, Assistant Recording Secretary, Corresponding Secretary, Treasurer, Financial Secretary, Chairperson of the Executive Board and Presidents of Auxiliaries.
- B. All officers of the Association shall be elected at the Annual Session of the Association or at the last meeting of the Auxiliary prior to the Annual Session. All officers shall then be installed on the last business day of the Annual Session.
- C. The Parliamentarian will be appointed by the Executive Board.
- D. The Statistician shall be appointed by the Executive Board.

#### **Article VII: Election of Officers**

- A. Officers shall be elected by the Delegates and the Pastors of the Association, and Delegates must have ID badges and name tags to identify the voting Delegates.
- B. Officers shall be elected for a term of four (4) years in the Association and no successor. Auxiliary officers will be elected for a term of four (4) years and may succeed themselves. The Treasurer, Financial Secretary

and Recording Secretary may serve continually in office at the discretion of the Association.

- C. The Moderator of the Association **shall be a Pastor, [or] former Pastor of a church in the Association\*** practicing sound Missionary Baptist doctrine, and fulfilling financial obligations.
- D. The Chairman of the Executive Board **shall be a Pastor within the Association\*** practicing the sound Missionary Baptist doctrine, and fulfilling financial obligations.
- E. Auxiliaries shall elect their officers and report same to the Association.

*\*Language of proposed constitutional change to receive final vote at Mid-Year 2013 Session of ECGMBA*

#### **Article XIV: Officer's Duties and Responsibilities**

The duties and responsibilities of the Association officers, presidents, and committees are as follows:

- A. **The Moderator** shall be the administrator and leader of the Association by presiding at meeting, providing oversight information, making recommendations, informing churches of procedures and operations, advising auxiliaries, giving annual reports, and maintaining spiritual, financial and organizational integrity.
- B. **The First-Vice Moderator** shall give full support and assistance to the Moderator by performing required duties, accepting special assignments, and providing advice for the good of the Association and churches.
- C. **The Second-Vice Moderator** shall also give full support and assistance to the Moderator and First-ice Moderator by performing required duties, accepting special Moderator and first Vice Moderator by performing required duties, accepting special assignments, and providing advice for the good of the Association and churches.
- D. **The Recording Secretary** shall write accurate and concise minutes of meetings, read the minutes upon request of presiding officers, provide copies and minutes or section thereof to the Moderator and delegates as needed and compile and prepare an annual report of the proceedings of the Association and its Auxiliaries.
- E. **The Corresponding Secretary** shall distribute approved letters and announcements to designated churches, organizations and persons, draft letters and announcements for approval and signature of the Moderator, receive and distribute mail, and maintain a current mailing list of officers, presidents, pastors, and churches of the Association.
- F. **The Treasurer** shall receive monies for the Association and its Auxiliaries, deposit monies in the account established in the name of and

by the Association, keep an accurate and current record of monies received and disbursed, provide documentation for audit, provide written and oral reports for the Mid-Year and Annual Sessions of the Association, disburse monies only for vouchers and valid receipts approved by the Moderator or designee.

- G. **The Financial Secretary** shall keep an accurate and current record of funds received and disbursed by the Association and its Auxiliaries, prepare a quarterly report of funds, assist the Treasurer in preparing reports and documentation for audit status of funds [and] assist the Treasurer in preparing reports and documentation for audits.
- H. **The Chairperson of the Executive Board** shall share in the administrative and leadership of the Association by presiding at special meetings, providing counsel to pastors and churches, helping to maintain spiritual, financial and organizational integrity, and promoting and supporting the Association in Conventions and other religious organizations.
- I. **The Presidents of Auxiliaries** shall be guided by established guidelines approved by the Association to accomplish the mission of the Association.

# East Cedar Grove Missionary Baptist Association Inc.

## The Nomination Form

Name of the Candidate \_\_\_\_\_

Mailing Address \_\_\_\_\_

Telephone/E-Mail Address \_\_\_\_\_

Which Office is the Nominee Seeking? \_\_\_\_\_

Please check the appropriate box of the position you are seeking as an officer in the East Cedar Grove Missionary Baptist Association in Section A and respond to Sections B through E and return your application to the Nominating Committee Chairperson at the following address **Sister Judy S. Jacobs, 1744 Coleman Loop Road, Hillsborough, NC 27278** .

**You may attach additional pages as needed.**

### Section A: Positions

**Moderator**

- Administrator and leader of the Association
- Presides at meeting
- Provides oversight information
- Makes recommendations
- Informs churches of procedures and operations
- Advises auxiliaries
- Gives annual reports
- Maintains spiritual, financial, and organizational integrity

**The First-Vice Moderator**

- Gives full support and assistance to the Moderator by performing required duties
- Accepts special assignments and provides advice for the good of the Association and churches.

**The Second-Vice Moderator**

- Gives full support and assistance to the Moderator and First Vice Moderator by performing required duties
- Accepts special assignments
- Provides advice for the good of the Association and churches.

### **The Recording Secretary**

- Writes accurate and concise minutes of meetings
- Reads the minutes upon request of presiding officers
- Provide copies and minutes or section thereof to the Moderator and delegates as needed
- Compiles and prepares an annual report of the proceedings of the Association and its Auxiliaries.

### **The Corresponding Secretary**

- Distributes approved letters and announcements to designated churches, organizations, and persons
- Drafts letters and announcements for approval and signature of the Moderator Receive and distribute mail
- Maintains a current mailing list of officers, presidents, pastors, and churches of the Association.

### **The Treasurer**

- Receives monies for the Association and its Auxiliaries
- Deposits monies in the account established in the name of and by the Association
- Keep an accurate and current record of monies received and disbursed
- Provides documentation for audit, provide written and oral reports for the Mid-Year and Annual Sessions of the Association
- Disburses monies only for vouchers and valid receipts approved by the Moderator or designee.

### **The Financial Secretary**

- Keeps an accurate and current record of funds received and disbursed by the Association and its Auxiliaries
- Prepares a quarterly report of funds
- Assists the Treasurer in preparing reports and documentation for audit status of funds
- Assists the Treasurer in preparing reports and documentation for audits.

### **The Chairperson of the Executive Board**

- Shares in the administrative and leadership of the Association by presiding at special meetings
- Provides counsel to pastors and churches
- Helps to maintain spiritual, financial, and organizational integrity
- Promotes and support the Association in Conventions and other religious organizations.

### **The Director of Christian Education**

- Be an advocate within the Association for Christian Education
- Evaluate, recommend, and unify all areas of the Association's educational ministries.
- Develop and implement a comprehensive educational program for all ages consistent with Baptist doctrine.
- Work closely with all Auxiliaries of the Association to develop all aspects of the Christian Education ministry of the Association.
- Encourage people to explore and use their spiritual gifts, equipping leaders, volunteers and teams through training and support.
- Assist the Association in providing leadership development training for church leaders.
- Work with the Congress of Christian Education to implement Year-Round programs for Christian Education.
- Assist in curriculum development that benefits church development and church growth.
- Assist the Moderator and the Executive Board in preparing status reports at the One-Day and Annual Sessions of the Association.
- Assume other responsibilities as assigned by the Moderator in keeping with the scope of this job description.

**Section B: Experience** (List your experiences)

**Section C: Service to the Association** (List services and dates)

**Section D: Professional Services or Services to Other Organizations (List Services)**

**Section E: Strengths of the Candidate for the Office (List strengths)**

Signature of Candidate \_\_\_\_\_ Date \_\_\_\_\_

Signature of Church Pastor/Chair Deacon Board/  
Church Clerk \_\_\_\_\_ Date \_\_\_\_\_



*A Leadership Statement  
Gospel Song*

*Serving the Lord Will Pay Off*

*Serving the Lord,  
Will pay off, after while*

*Serving God  
It will pay off, after while,  
Oh, Yes*

*Just keep working, everyday  
Whatever is right?  
God said he'd paid*

*Serving the Lord, Oh  
I know it'll pay off  
After while*

*I've got to keep on working,  
Yes I have,  
Because I want my starry crown,  
I know my way,  
My way will get brighter  
Even though my friends  
Sometimes let me down  
And Oh, What a time  
It will be, when, my Savior,  
My Savior's Face, I will see*

*Serving the Lord  
Oh, I know it'll pay off  
After while*