

CONSTITUTION & BY-LAWS OF THE JEFFERSON COUNTY BAPTIST ASSOCIATION

ARTICLE I: COMPOSITION

1. This body shall be known as the Jefferson County Baptist Association, Inc. It shall be composed of messengers elected from cooperating Southern Baptist churches which are, in their doctrine, policy and practice, in conformity with the purpose of the Association, and which have given evidence of support of the Association, the Tennessee Baptist Convention, and the Southern Baptist Convention.
2. Churches not in friendly cooperation with the Jefferson County Baptist Association are churches that act to affirm, endorse, or approve homosexual behavior. These churches will cease to be members of the association.
3. Each church may send three (3) duly elected messengers and one (1) additional messenger for every fifty (50) members or fraction thereof after the first one hundred (100) up to a maximum of ten (10) messengers.

ARTICLE II: PURPOSE/MISSION STATEMENT

The Association shall promote the evangelistic, educational, missionary, benevolent, and other interest of Jefferson County Baptists and cooperate in promoting such objectives fostered by Baptists through the Tennessee Baptist Convention and the Southern Baptist Convention, as it deems proper.

ARTICLE III: STATEMENT OF FAITH

The Holy Bible is the inspired word of God and is the basis for any statement of faith. This Association adopts and subscribes to the doctrinal statement and preamble of the "Baptist Faith and Message" as adopted by the Southern Baptist Convention.

ARTICLE IV: ORDINATION

Knowing that women are gifted to serve God, this association recognizes only those of the male gender as proper candidates for ordination. Based upon the principles found in 1st Timothy 3:2 & 12, and Acts 6:1-4, churches deviating from this practice will cease to be a member of the Jefferson County Baptist Association.

ARTICLE V: OFFICERS

The officers of the association shall be:

1. President: The Associational Missionary by virtue of the position held, will be the president of the Corporation and the registered agent, and shall serve for an indefinite period of time as outlined by the working agreement between the Associational Missionary and the association.
2. Moderator: who is elected annually by nomination from the floor at the annual meeting.
3. Assistant Moderator: who is elected annually by nomination from the floor at the annual meeting.
4. Clerk: The clerk shall be the Jefferson County Baptist Association Ministry Assistant and shall serve for an indefinite period of time as outlined in the working agreement between the clerk and the association.
5. Assistant Clerk
6. Treasurer
7. Assistant Treasurer

ARTICLE VI: DUTIES OF OFFICERS

1. The Moderator shall preside over the meetings of the body, preserve decorum, decide points of order, and appoint committees not otherwise provided.
2. The Assistant Moderator shall aid the Moderator, and at the directive or absence of the Moderator, shall take his place.
3. The Clerk shall keep full and accurate records of all proceedings of the Association, prepare tables and statistics, have minutes printed and distributed, and perform any other such duty as the body may require.
4. The Assistant Clerk shall aid the Clerk, and at the directive or absence of the Clerk, shall take this place.
5. The Treasurer shall receive and disburse funds as directed by the Association or the Executive Board. A written report of all receipts and expenditures shall be made at each quarterly Executive Board meeting and annually to the Association.
6. The Assistant Treasurer shall aid the Treasurer, and at the directive or absence of the Treasurer, shall take this place.
7. The Council/Directors shall act under the direction of the Association, meeting in Annual Session or of the Executive Board in Quarterly Meeting or Special Called meetings in relation to titles of property and the securing of loans for the Association. They shall hold titles to all properties of the Association; negotiate the transfer of titles in case of purchase or sale of real estate or other property by the Association; and recommend and carry out actions to properly maintain the property of the Association.

ARTICLE VII: CHURCH PROFILES

Each church will be expected to send the church profile as soon as possible following the last Sunday in the associational year to the clerk of the association.

ARTICLE VIII: ANNUAL MEETING

1. The annual meeting of the Association shall be held on Thursday following the third Sunday in October unless otherwise determined by the Executive Board.
2. When in session the Association may receive any church petitions for membership under the constitution, (See Article IX-4-C)
3. The Association shall fix the time and place for the next Annual meeting.
4. The Associational Council shall have the authority to call special sessions of the Jefferson County Baptist Association as needed.

ARTICLE IX: THE EXECUTIVE BOARD

1. The Associational Executive Board shall act ad-interim for the Association between annual meetings.
2. The Executive Board of the Association shall be composed of: The Associational Missionary, Moderator, Assistant Moderator, Clerk, Assistant Clerk, Treasurer, Assistant Treasurer, and the elected Associational Department Heads plus the pastor and one lay person from each church. The Moderator and the clerk for the association shall be the Moderator and the clerk for the Executive Board.
3. The Executive Board shall meet on Monday evening after the second Sunday of each quarter or as close thereto as circumstances may indicate.
4. The business of the Executive Board at the regular meetings shall be conducted by the members present. At special called meetings, the quorum shall be those present after proper notice has been given to each member at least (3) days in advance by letter or phone call.
5. In case the office of Moderator becomes vacant, the Assistant Moderator automatically becomes Moderator and the Executive Board shall elect a new Assistant Moderator.
6. In case the office of the Associational Missionary becomes vacant, the Associational Council minus the sitting Associational Missionary shall become the Search Committee. The Moderator shall be responsible to activate the Search Committee as soon as practical. The Executive Board shall act on the recommendation of the Search Committee. The Jefferson County Baptist Association shall act on the recommendation of the Executive Board at the Annual meeting or special called session.

ARTICLE X: THE ASSOCIATIONAL COUNCIL

1. The Council shall constitute the Corporate Board of Directors.
2. The membership is composed of the Associational Missionary, Moderator, Assistant Moderator, Clerk, Treasurer, Department of Sunday School, Discipleship Training, WMU, Baptist Men's Ministry, Evangelism Director, RA Director, and Chairman of the Budget/Finance Committee.
3. The Moderator shall be the Chairman of the Associational Council.
4. The duties of the Associational Council are:
 - a. Plan and coordinate the program of Associational work.
 - b. Prepare and submit a calendar of activities for the coming year to be approved at the Annual Associational meeting.
 - c. Consider letters of application for membership into the Association. To make recommendations regarding these to the Annual meeting through the Executive Board. The letters of application must be submitted by the second Executive Board meeting of the current year to allow the Council to adequately prepare recommendations in time for the last meeting of the Executive Board before the Annual Associational meeting. The church will be placed under the watch care of the association for one year, after which with the approval of the association, the newly added church will have all the rights and privileges of membership in the Jefferson County Baptist Association.
 - d. If any questions of doctrine and/or practice of any church in the Jefferson County Baptist Association arises, the Council shall research the matter and shall bring the matter to the Executive Board, then if necessary to the association in a regular or called meeting.
 - e. Act in an advisory capacity to any church requesting assistance in the development of any phase of ministry.
 - f. Locate places where there are possibilities for missions and/or churches.
 - g. Enlist and advise churches who wish to sponsor a mission.
 - h. Act in an advisory capacity to the Associational Missionary and be responsible for all employed personnel.
 - i. Survey the need for additional Associational staff positions.
 - j. Prepare and update as necessary, position descriptions for all employed personnel, with the exception of the Associational Missionary.
 - k. Prepare and maintain an organizational manual relating to prospective personnel.
 - l. Recruit, interview, and hire prospective personnel.
 - m. Develop policies and procedures of employed personnel.
 - n. Review, on an annual basis, the activities of the association.

ARTICLE XI: STANDING COMMITTEES

1. The following shall be the standing committees of the Jefferson County Baptist Association: Arrangements Committee, Audit Committee, Budget/Finance Committee, Evangelism Committee, Long Range Planning Committee, Media Library/Education Committee, Nominating Committee, Missions Development Committee, Resolutions Committee, Stewardship, Cooperative Program/Communications Committee, and Youth Committee.
2. These committees are to work in cooperation with the Associational Missionary. The Moderator of the Association and the Associational Missionary shall be ex-officio members of all committees.
3. Each standing committee shall be composed of rotating members (except the Audit Committee, the Nominating Committee which will also include the Department Directors for the coming year and the Long-Range Planning Committee.) One third of the members of each committee shall be elected annually.
4. Vacancies occurring on a committee during an associational year caused by death, resignation or moving from the association may be filled by the Executive Board of the Association upon the recommendation of the Nominating Committee.

ARTICLE XII: DUTIES OF STANDING COMMITTEES

1. ARRANGEMENTS COMMITTEE

Composed of three (3) members

Duties:

1. Prepare the agenda for the annual meeting
2. Arrange for the speakers and special events of the program
3. Recommend to the association the preacher and the alternate preacher for the succeeding annual meeting.
4. Recommend to the association the time and place of the succeeding annual meeting.
5. Recommend a parliamentarian.

2. AUDIT COMMITTEE

Composed of three (3) members

Duties:

1. Review the financial records of the association at the end of the associational year.
2. Present a written report of their findings to the association during the annual meeting.
3. Offer suggestions for improvements in bookkeeping to the Treasurer and Financial Secretary.

3. BUDGET/FINANCE COMMITTEE

Composed of five (5) members

Chairman will be elected annually by committee

Duties:

1. Assist the Associational Missionary and the Associational Treasurer as needed in the disbursements of funds
2. Prepare and recommend an annual budget to be presented to the Executive Committee of the Association and approved at the annual meeting of the association.
3. Cooperate with the heads of the departments in receiving requests and distribution of available funds.
4. Develop and recommend salaries and benefits for employed personnel.

4. CONSTITUTION & BY-LAWS COMMITTEE

Composed of five (5) members

Duties:

1. Evaluate and recommend any changes that need to be made to the Constitution & By-Laws
2. Submit any proposed changes in writing by the July meeting of the Executive Board.
3. Any proposed changes by any member must be submitted in writing to the Constitution & By-Laws Committee by the April Executive Board Meeting.

5. EVANGELISM COMMITTEE

Composed of three (3) members

Duties:

1. Stimulate commitment to evangelism efforts throughout the association
2. Work with the Associational Missionary to promote simultaneous and other Associational Revivals and other Evangelistic events.
3. Work with the Associational Missionary to arrange and promote the annual Evangelism Conference of the association.
4. Work with the Associational Missionary to coordinate the associational evangelism program with that of the Tennessee Baptist Convention and the Southern Baptist Convention.

6. LONG RANGE PLANNING COMMITTEE

Composed of nine (9) members

The Long -Range Planning Committee will be working with the Association Council and the Executive Board as well as collecting data from the community in order to provide an analysis of needs.

Duties:

1. Develop an analysis of long-range Association and community needs.
2. Recommend long-range visionary goals to the Association.
3. Recommend long-range action plans to the Association.
4. Evaluate the long-range effectiveness of the Association's programs
5. Develop specific recommendations for implementation.
6. Establish and maintain close working relationships with the Associational Missionary Associational Council, Associational Executive Board and other appropriate Associational units.
7. Interpret long-range goals and action plans to appropriate groups to facilitate detailed annual planning and implementation

7. MEDIA/LIBRARY/EDUCATION COMMITTEE

Composed of three (3) members

Duties:

1. Recommend the purchase of Media Library equipment and supplies
2. Evaluate, maintain, and assist churches. (combined 2,3, & 4)
3. Urge churches to support and participate in Christian Education.
4. Promote participation in Carson-Newman Ministerial Education Day annually.
5. Promote observance of Baptist Seminaries, College, and School Day in the churches.
6. Scholarships

8. MISSIONS DEVELOPMENT

Composed of three (3) members

Duties:

1. Work with Grainger County Baptist Association, East Tennessee Baptist Association, Nolachucky Baptist Association and Sevier County Baptist Association, and the area coordinator to promote missions' projects in our sister state of conventions and any foreign nation sponsored by the Tennessee Baptist Convention.
2. Encourage churches and individuals to participate in partnering missions' projects.
3. Promote awareness of ministry needs among Hispanics in the county, and assist churches in responding to these needs.
4. Serve on the Hispanic Advisory Board of the associations cooperating together for this ministry.

9. NOMINATING COMMITTEE

Composed of three (3) members

Duties:

1. Nominate all standing committees of the Association and fill any vacancies which occur during the year.
2. Nominate the following officers of the Association: Assistant Clerk, Treasurer, Assistant Treasurer, Directors, and Heads of the various organizations.
3. The heads of various organizations are to be recommended to and elected by the Executive Board at the April meeting.

10. RESOLUTIONS COMMITTEE

Composed of three (3) members

Duties:

1. Receive written resolutions no later than the first day of the annual meeting.
2. Review, comment on, draft, and recommend to the association any resolutions it may deem wise from among those referred to it by the association

11. STEWARDSHIP, COOPERATIVE PROGRAM, AND COMMUNICATIONS CMT

Composed of three (3) members

Duties:

1. Promote stewardship and Cooperative Program participation.
2. Lead churches to provide support for Associational Missions through giving.
3. Plan for and promote Stewardship Conferences and activities in the association.

12. YOUTH COMMITTEE

Composed of three (3) members and Associational Evangelism Director

Duties:

1. Plan and promote associational-wide activities for youth of churches in the association.
2. Assist the churches in developing programs to aid young Christian's growth and to witness to the unsaved youth in the community.

ARTICLE XIII: AMENDMENTS

This constitution may be altered and amended by two thirds vote of the messengers present at the annual meeting and voting. Amendments must be presented to the Constitution & By-Laws Committee in writing by the April Executive Board Meeting.

ARTICLE XIV: SPECIAL COMMITTEES

Special committees may be created by the Association, Executive Board, Associational Missionary or the Moderator, to provide for any need not met by a standing committee.

ARTICLE XV: BY LAWS

This Association shall be governed by the Roberts Rules of Order, eleventh (11th) edition.

BY LAWS

1. The term of service for the new Moderator shall begin at the close of the Annual Meeting of the Association.
2. The moderator shall preside over the deliberations of the body and see that order is preserved, calling to order if necessary, and reminding members of their Christian responsibility.
3. Any member wishing to address the Association shall rise in place, state his name and church, and address the moderator. If more than one addresses the chair at one time, the moderator shall name the member to occupy the floor.
4. The moderator shall decide points of order, subject to an appeal of his decision to the Association. He shall have the preference to speak or explain when an appeal is made concerning his decision.
5. Any member may call for a point of order, and the one so called shall take his or her seat until the one making the call shall have time to make his or her point. It shall then be open for debate and explanation. No person shall speak more than once to any point of order except by consent of the association.
6. The moderator may name any member to fill the chair, but substitution shall not extend beyond adjournment.
7. A motion may be withdrawn at any time, by the mover, before it has been amended or voted upon.
8. Every messenger is urged to attend every session of the Association if possible.
9. The order of business of the Association shall be such as shall be submitted by the Arrangements Committee, and shall be subject to amendment by the association.