

NOTE: The yellow portions are to be removed.
The red portions are to be added.
The Job Descriptions are to be approved by the Executive Committee.

COFFEE COUNTY BAPTIST ASSOCIATION JOB DESCRIPTIONS

General Statement

Each committee of **CCBA** ~~Coffee County Baptist Association~~ will have a chairperson nominated by the Nominating Committee.

According to BY-LAW X. The Executive Committee shall have the power to amend and alter the entries in the Associational Job Descriptions by a vote of a majority of those present, provided there is a quorum. This amendment does not require the approval of the Body of the Association, as this is purely administrative.

~~All trustees will be presented by the Nominating Committee.~~

~~Each committee member will be nominated by the Committee on Committees with the exception of the Associational Committee on Committee members.~~

~~This committee will have two members appointed at the Annual Meeting by the Moderator as stated in the constitution and bylaws. (NOTE: THIS IS NOT IN BYLAWS.)~~

~~The roster of chairpersons and committee members will be presented to the Executive Committee for approval.~~

~~The list of chairpersons should be approved at the July Executive Committee meeting.~~

~~The report of the Committee on Committee members should be approved at the September Executive Meeting.~~

Each committee or council will be on a rotating system based on a three (3) year term with each year running at the close of the annual meeting in October through the following year's annual meeting in October. Any new committee formed will be consistent with this rotating system. Each committee or council will consist of three (3) members unless otherwise specified. **Some committees are better served by more than three members and/or no rotation schedule or term limits.** Vacancies may be filled any time of the year by Executive Committee approval. Each committee or council will be responsible for giving a written report by Sept. 15 to the associational **secretary** **ministry assistant** so the report can be included in the Associational Book of Reports.



ASSOCIATIONAL MODERATOR

PRINCIPAL FUNCTION

To plan and preside over the annual meeting of the association-in-session and of the executive body, and to encourage fellowship and mutual care among the churches.

DUTIES

Moderator shall call the session to order and preside over the meeting of the annual sessions, and the Executive Committee. He shall direct the affairs of the Association in an orderly manner and in a Christian spirit.

Lead in preparing the agenda for meetings of the association-in-session and of the Executive Committee.

Preside over meetings of the association-in-session and of the Executive Committee. Appoint members of special committees authorized. Encourage the development of fellowship and mutual care among the churches and church leaders. Encourage among all the churches a vital commitment to working individually and together to fulfill their mission.

May serve as liaison between staff personnel and the association.

Serve as a representative of the association. Call special sessions of the Executive Committee as deemed necessary.

Relationships:

With the messengers-in-session

With the Executive Committee

With the committees

With the Associational Council

With the Associational Director of Missions

Possible Activities: Open the meeting at the designated time and call the meeting to order.

Announce the business before the assembly in the order in which it should come.

Receive and submit in proper manner all motions and propositions presented by the members.

Put to vote all questions which are regularly moved and seconded, or which necessarily arise in the course of the meeting and always announce the result.

Restrain the members when engaged in debate by using the rules of order.

Enforce, in every situation, the observance of order and decorum among members.

Receive all messages and communications and announce them to a group.

Sign all papers, orders, and proceedings of the group as required.

Make decisions and rule as to points of order when necessary.

Inform the body when necessary or when referred to for the purpose in a point of order or decision.

~~Name members which are to serve on committees, unless these are named by the Nominating Committee or the Committee on Committees.~~

Represent and stand for the will of the majority, and in all things carry out its directions and yet see that the minority rights are represented.

TERM

The moderator is elected for one year and serves no more than two consecutive years.

ASSOCIATIONAL VICE-MODERATOR

PRINCIPAL FUNCTION

To provide administrative support services to the Director of Missions and to the ~~CCBA Coffee Baptist Association.~~

ASSOCIATIONAL OFFICE SECRETARY—MINISTRY ASSISTANT

PRINCIPAL FUNCTION

To provide administrative support services to the Director of Missions and to the CCBA ~~Coffee Baptist Association~~.

DUTIES

Manage the associational office.

Organize the work of the associational office and establish work flow procedures with accepted office practices.

Maintain an efficient filing system for the associational office.

Receive and review correspondence – distribute materials to appropriate persons.

Serve as receptionist.

Enlist and supervise volunteers as needed.

Type and edit the associational newsletter and other materials produced by the associational office.

Maintain necessary mailing and address lists.

Maintain associational financial records (as authorized by the associational treasurer).

Schedule use of associational office and see equipment is in place for meetings.

Maintain adequate inventory of office supplies.

Prepare (or enlist volunteers help in preparing) all mailings in accordance with current postal regulations.

Coordinate, print, and distribute associational calendar.

Write checks and distribute funds, under authorization of associational treasurer.

Serve as personal secretary to the Director of Missions:

1. Make travel arrangements, set up appointments, prepare itineraries as needed.
2. Take and transcribe dictation as requested.

Serve Associational Council secretary; prepare materials for executive committee and associational council meetings.

Provide administrative support to associational officers, program directors, and committees.

Assist in preparing and printing annual minutes.

Provide specialized assistance to churches when possible.

1. Establish and maintain network with church secretaries.
2. Assist churches, as possible, to meet printing and duplicating needs.

Accept other responsibilities as assigned.

RELATIONSHIPS

Supervised by the Director of Missions.

Provide assistance to the associational moderator as requested.

Provide assistance to the associational council as requested.

Provide assistance to the associational clerk as requested.

Provide assistance to the associational ~~Stewardship~~ Finance Committee and Treasurer as requested.

Special Notes: Resumes/applications are accepted by the associational Personnel Committee. Potential associational office secretary is interviewed by the associational Personnel Committee, along with the Director of Missions. The hiring recommendation is presented by the Personnel Committee and voted on by the Executive Committee.

TRUSTEES

PRINCIPAL FUNCTION

To act as the legal agent of the association.

DUTIES

Serve as legal representative of the association. Act as directed by the association in handling legal matters.

Oversee the total insurance plan of the association.

RELATIONSHIPS

Report to the Executive Committee in writing. Work with Property and Maintenance Committee.

No trustee shall be eligible to succeed himself until after the lapse of one (1) year. No two shall be from the same church. One trustee shall be a lawyer.

POSSIBLE ACTIVITIES

Receive trusts and grants on behalf of the association. Purchase, receive, and hold title to real estate and other property.

SCHOLARSHIP COMMITTEE (for both scholarships)

A.L. STROZIER SCHOLARSHIP COMMITTEE

PRINCIPAL FUNCTION

Meet once a year to consider applications for scholarships. Meeting is called by associational secretary after all applications have been received. Deadline is May 1. CCBA publishes dates will be published in newsletter. and receives applications at office address. For more information, contact CCBA office. This scholarship is awarded by the CCBA.

DUTIES

To award scholarships to student(s) attending a Baptist college/university. in Alabama (Judson, University of Mobile, Samford). Student must be a resident of Coffee County, a member of a CCBA church, and planning a career in ministry or nursing.

RELATIONSHIP

Report to the Executive Committee the student(s) receiving the scholarship. Executive Committee will vote on the committee's recommendation.

BERNARD LEE SCHOLARSHIP

PRINCIPAL FUNCTION

To meet with Baptist Foundation representative once a year to discuss and vote on scholarships. Scholarship. deadline is April 30 of each year. The Baptist Foundation will schedule the meeting. Nominating Committee will select the representative to serve on the multi-associational committee. Information for this scholarship can be found at www.tbfa.org. This scholarship is awarded by The Baptist Foundation of Alabama.

ASSOCIATIONAL CLERK

PRINCIPAL FUNCTION

To record and keep in permanent form all transactions of the association-in-session and of the Executive Committee and to make this information available on request.

DUTIES

Serve as recorder for the association-in-session and the Executive Committee.
Work with the History Committee to preserve the official records of the association.
Train and assist church clerks.

RELATIONSHIPS

Provide minutes to the associational secretary.

SPECIAL NOTES

The clerk is nominated by the Nominating Committee and elected by the association. An associational office secretary may, if so designated, perform many of the clerk's functions. The clerk may be an ex officio member of the Associational History Committee.

MEN'S MINISTRIES COMMITTEE BROTHERHOOD COUNCIL (Men's Ministries)

PRINCIPAL FUNCTION

Lead in promoting and supporting missions, helping the association fulfill its mission, and educating in missions from a Brotherhood perspective.

DUTIES

Director will work with the Director of Missions and Moderator, as appropriate.
Consult with church leaders about Brotherhood Men's Ministries work.
Director will serve on the associational council.
Director will serve on the Missions Development Council.
Director will lead the associational Brotherhood Council Men's Ministries Committee.
Consult with other associational Brotherhood Men's Ministries officers, assist them in their work, and train or arrange training for them.

Director will preside at associational **Brotherhood Men's Ministries** activities and meetings.
Appoint sub-committees as needed and consult with them about their work.
Provide training for church **Brotherhood Men's Ministries** officers and leaders.
Director will conduct **Brotherhood Men's Ministries** portion of key leader conference.
Director will work with WMU Director to plan and conduct joint work of the two organizations.

RELATIONSHIPS

Report to the Executive Committee on status of **Brotherhood Men's Ministries** work.
Request funding from the **Stewardship/Finance** Committee.
Coordinate newsworthy items with the Public Relations Committee.

The committee will consist of a **Brotherhood Men's Ministries** Director, Baptist Men's Director, RA Director, Challenger Director, Disaster Relief Director, Correctional Minister Director, Sports Committee Chairman.

DISASTER RELIEF COORDINATOR

The Disaster Relief Coordinator (DRC) of the **CCBA Coffee County Baptist Association** is responsible for recruiting and equipping disaster relief workers. People who desire to volunteer for disaster relief must have a certain amount of training in order to be allowed into the target site. The state convention provides the needed training sessions (often at the request of the DRC).

The DRC can appoint co-workers and develop the organization as he sees fit. In the event of a local disaster, the DRC will make the call to put his workers in the place of service.

The DRC is a part of the Men's Ministries organization. The DRC will be a part of the **Men's Ministries Committee Brotherhood Council**.

The DRC will relate to the DOM, the Men's Ministries director, and the state convention disaster relief director. He will maintain communication with the county EMA director.

The DRC may promote the work through newsletter and communiques. He may report to the Executive Committee as he sees the need. He is encouraged to make direct contact with church pastors and lay leaders.

CHRISTIAN LIFE COMMITTEE

PRINCIPAL FUNCTION

The Christian Life Committee will address concerns such as family life, Christian citizenship, race relations, and special moral concerns such as hunger, peace with justice, pornography, Christian sexual expressions, alcohol and drug abuse, etc.

The Christian Life Committee is to be an effective instrument for developing awareness and channeling appropriate actions.

The committee is to sensitize and lead the entire association in applying the gospel of daily life.

DUTIES

Try to identify social and moral issues to which the association needs to respond.

Try to bring appropriate issues and concerns to the attention of the association. To try to involve churches in social and moral issues by making suggestions for individual and church responses.

Try to relate to the Christian Life Committee of the Southern Baptist Convention, helping to make literature, information, resources, and action plans available to the entire association.

RELATIONSHIPS

The director is to make regular reports to the Executive Committee, and if recommendations are to be made to the Executive Committee or to the Moderator, they should be entered in the minutes and presented in writing to the Director of Missions.

To represent Christian Life issues and concerns of the appropriate planning group in the association.

Work closely with the Director of Missions in matters of Christian Life concerns and issues.

Possible Activities: To make available in an associational library materials dealing with social/moral issues.

COMMITTEE ON COMMITTEES

PRINCIPAL FUNCTION

To nominate suitable members for all committees except this committee.

DUTIES

Meet before July 1 each calendar year and nominate suitable persons to replace members who will rotate off all committees at the close of the annual meeting in October.

Submit the nominations to the Executive Committee at its August meeting so that the Executive Committee may approve or disapprove the nominations at its September meeting.

Name persons to fill vacancies that may occur on committees during the associational year.

COMMITTEE

Will consist of six persons appointed for three (3) year terms as outlined in the General Statement. No two members will be from the same church and at least two members shall be women. The Director of Missions, the Moderator, and the chairperson of the Nominating Committee shall be ex officio members of this committee. At the annual meeting the associational Moderator will appoint the committee members and designate the chairperson.

SPECIAL NOTE

In selecting nominees, the committee's goal should be to reflect the cross sectional make up of the association— Gender, age and ethnic origin.

DIRECTOR OF MISSIONS

STATEMENT OF PURPOSE

The Director of Missions (DOM) is ultimately and permanently responsible to God who has called him to ministry and to this position of ministry in his life. He is secondarily responsible to the churches of the Coffee County Baptist Association (CCBA) and to the Executive Committee of the CCBA.

RESPONSIBILITY

The major work of the DOM within the CCBA is to provide and support training that will assist the church leaders to return to their individual churches and carry on the work for which they are responsible.

1. **EVANGELISM:** The DOM shall work with the Evangelism Committee and the churches to make God's #1 priority and the #1 priority of the CCBA, namely, leading individuals to a saving knowledge of Jesus Christ. He is to be sure that churches are aware of training that will help them accomplish their goal as it relates to the field of Evangelism.
2. **MISSIONS:** The DOM will work with the Missions Development Committee to discover ways the churches can promote and be involved in local, national and international, missions. He will, also, search out and work with churches to develop possibilities for new work (churches) within the CCBA.
3. **PROMOTION:** The DOM shall promote the work of the Southern Baptist Convention which shall include programs, events, associational activities, and the Alabama Baptist Convention events.
4. **ORGANIZATION:** The DOM shall be responsible to the Nominating Committee to staff the CCBA committees. He will then be responsible for training these committees to do their work outlined in the RESPONSIBILITY section.
5. **CALENDAR:** The DOM shall be responsible for working out a calendar of activities which correlates the activities of the CCBA in conjunction with the ABC and the SBC. He shall work with the committees each May to gather their calendar activities for the next year, and compile these by the end of September for distribution to the churches prior to the annual meeting.
6. **NEWSLETTER:** The DOM shall see that a monthly newsletter is produced for the churches concerning the activities of the CCBA, including the work within the churches.
7. **BUDGET:** The DOM shall help the Stewardship/Finance Committee work out the CCBA budget.
8. **INVENTORY:** The DOM shall work with the associational secretary and the Property and Maintenance Committee to produce and update an annual inventory of goods and equipment which belong to the association.
9. **REVIVALS/Mission Trips:** The DOM shall have four (4) weeks of revival/mission trips each year.
10. **LOCAL CHURCH WORK:** The DOM shall be available to help the churches locate those who can assist them in strengthening their programs such as: (1) Study Courses; (2) Enlargement Campaigns; (3) Vacation Bible Schools; (4) Leadership Training Clinics; (5) Revivals; (6) Pulpit Supply; (7) Interim work up to ninety (90) days and within CCBA. (When available and if it falls within the guidelines of the established policies, the DOM may do these himself. The churches should be prepared to provide honorariums when appropriate.)
11. **TENURE:** The DOM's tenure of service shall be as follows:
 - (1) In case of illness the Personnel Committee shall review with the DOM his ability to continue serving. It is understood that if the DOM has an extended illness and disability that he shall take disability retirement.
 - (2) The association will give the DOM a sixty (60) day notice except for moral or ethical reasons should it desire to discontinue his service.
 - (3) The DOM will give the association thirty (30) days notice before resigning his work.
12. **VACATIONS AND TIME OFF:** The DOM will be allowed three (3) Sundays for vacation and a total of fifteen (15) vacation days away from the field. He will be allowed one (1) week day off and will have Saturdays open for use at his discretion in accordance with activities which may have already been planned by the association.
13. **CAMP:** The DOM has the added responsibility of working with the Vineyard Committee to develop and update camp policies; to secure and supervise paid camp staff; to give direction for ways the indebtedness can be retired; and to help promote its utilization by the churches of the Coffee County Baptist Association.
14. **OFFICE HOURS:** The DOM will state hours when he will plan to be in the Association Office in order that the church leaders may contact him for assistance.

DISCIPLESHIP TRAINING COMMITTEE

PRINCIPAL FUNCTION:

Lead the total associational Discipleship Training program.

DUTIES:

Chair will serve on the associational council.

Lead in planning and conducting a program to help churches with their training programs.

Lead training conferences for pastors and Discipleship Training Directors as appropriate.

Lead in planning projects such as "M" Night and associational Bible drill. Encourage church leaders to strengthen existing Discipleship Training programs or to begin Discipleship Training programs in churches without such programs.

RELATIONSHIPS:

Report to the Executive Committee and prepare a written report for the annual director.

Request funding from the Stewardship/Finance Committee.

Coordinate newsworthy items with the Public Relations Committee.

EVANGELISM COMMITTEE

PRINCIPAL FUNCTION

Lead in promoting and supporting evangelism as the highest priority of associational work.

DUTIES:

Plan and promote the annual evangelism conference for the association. This includes providing the date, place, speaker, program, and applying for state funds.

Plan and promote training opportunities for churches and individuals for the association.

Assist the state evangelism director in promoting the annual state evangelism conference.

Provide and maintain a budget for the association in the area of evangelism.

Relationships: Keep evangelism before pastors and lay persons of the association.

Work closely with the associational Director of Missions and Secretary.

Report to the Executive Committee in writing.

Possible activities: Provide fliers, tracts, and other resources at the association office in the area of evangelism.

Promote prospect searches, revivals, witness equipping, etc., in the churches.

HISTORY COMMITTEE

PRINCIPAL FUNCTION

To gather, preserve, and interpret historical records of the association's life and work.

DUTIES

Work with the associational clerk and associational secretary ministry assistant in gathering and preserving all past associational records.

Assist in recording present-day activities.

Communicate and interpret the heritage of the association, associational leaders, and member churches.

Use historical facts and documents to challenge the association to accomplish its missions.

Encourage churches to gather and preserve their historical records and to write, communicate, and interpret their history.

To print annual reports of significant events for book of reports.

Relationships: Report to the Executive Committee in writing.

To work with the Public Relations Committee in publicizing notes of historical importance.

To give a written report to the association prior to annual meeting.

POSSIBLE ACTIVITIES:

Establish suitable historical records and memorabilia of the association. Include pictures of director of missions, moderator, special events, etc.

Encourage all churches to prepare their histories. On the 5th and 'multiples of five years' anniversaries, include a historical update of these churches in the associational annual. On special anniversaries such as 10th, 25th, 50th, and 25 year multiples thereafter, include a more comprehensive history of these churches.

Lead the association to celebrate significant anniversaries of its existence or achievements.

Report from associational meetings 5, 10, 25, 50, 100 years ago.

Provide a video cassette recorder and let churches know of its availability. Encourage them to purchase film and make a video record of historical events.

Update the association's files each year. Microfilm historical records. Prepare a special slide set/video for historical purposes. These can be taken or loaned to churches. Use historical presentations, and of the past with the present, to project future possibilities.

INTER-BAPTIST COMMITTEE

PRINCIPAL FUNCTION

Lead the association to extend its effective ministry by bridging barriers of racial prejudice and mistrust. Promote fraternal relationships among Baptists of all races.

DUTIES

Chair will serve on the Associational Council.

Provide leadership in the association for ministries of racial reconciliation.

Provide leadership for the associational Inter-Baptist Committee.

Assist churches in racially changing communities.

Plan activities to promote racial harmony (e.g., Race Relations Sunday).

Lead the association to carry out commitments related to cooperative interracial ministry.

RELATIONSHIPS

Report to the Executive Committee, as needed.

Request funding from the Stewardship/Finance Committee.

Coordinate newsworthy items with the Public Relations Committee.

Possible activities: Plan and carry out events or activities, ie. a banquet, that accomplish the objective of harmony among Baptists of all races.

STRATEGIC PLANNING COMMITTEE LONG-RANGE PLANNING COMMITTEE

PRINCIPAL FUNCTION

To assist the association in determining strategic objectives and staying on course in achieving them.

DUTIES:

Monitor church needs and opportunities and provide updated information to churches and associational programs annually.

Recommend annual planning guidelines for the association.

Review and make recommendations regarding the coordinated annual plan in reference to the association's planning guidelines.

Recommend modifications in the organizational structure as needed to facilitate the fulfilling of associational objectives.

Review the association's constitution and by-laws and recommend modifications as needed.

Lead the association to conduct strategic planning at regular intervals (about every five (5) years) and as otherwise needed.

RELATIONSHIPS

Report to the Executive Committee in writing.

File a copy of each meeting's minutes with the associational office.

Request funding from the Finance Committee.

POSSIBLE ACTIVITIES:

Study available resources from governments – national, state, county, city – and from large corporations, shopping centers, public utilities and others for information relevant to the association.

Discover trends of people moving in, out, and within the association, and make suggestions as to what should be done about it.

Recommend annual planning guidelines to keep the five-year plan fresh and up to date. Eliminate and add guidelines as necessary.

Work closely with the associational Missions Development program and with the missions survey director to avoid duplication and competition, and to provide the most valuable information.

Coordinate with the associational council and staff the monitoring of church and community needs.

COMMITTEE:

Will consist of ~~six (6)~~ **three (3)** persons elected for three year rotating terms under the guidelines set forth in the general statement. **The treasurer, vineyard manager, and hispanic missionary shall be ex-officio members of this committee.**

VINEYARD MANAGER, ~~COFFEE BAPTIST VINEYARD~~**PRINCIPAL FUNCTION**

As an employee of the **CCBA ~~Coffee Baptist Association,~~** he/she will work under the direct supervision of the Director of Missions.

QUALIFICATIONS:

Must be a Christian who demonstrates a close relationship with his Lord and who is or will become an active member of a local Southern Baptist Church.

Must have training and/or experience in camp management or a related activity.

DUTIES:

In charge of general management of the retreat/camp, including promotion, scheduling, and booking events; assuring the facilities are clean; supervising camp employees, office personnel and contractors; and securing, supervising, and dismissing kitchen cleaning staff.

Prepare menus, purchase supplies and oversee operation of gift shop.

Maintain office hours, five (5) days per week (8:00 am – 4:00 pm)

In charge of general maintenance of all facilities. Major maintenance and repairs will be referred to the Property and Maintenance Committee for disposition.

Responsible for the following:

Promote the use of the Vineyard by churches, associations, and other Christian groups.

Upkeep of buildings, grounds, lake, pool, and ball field within budgeted funds set by the Vineyard Committee.

Ex officio member of the Vineyard Committee

Other duties as necessary.

MEMORIAL COMMITTEE**PRINCIPAL FUNCTION:**

Acknowledge deceased members of churches from the previous church year. The ~~associational secretary~~ **ministry assistant**, a member of the committee, will compile the list from individual annual church profiles.

DUTIES:

A list of the deceased will be **presented** ~~read~~ at the annual meeting by a member of the committee or someone otherwise designated by the committee.

MISSIONS DEVELOPMENT COMMITTEE

PRINCIPAL FUNCTION:

Discover and promote ways that the churches can be involved in local, national, and international missions.

DUTIES:

Develop an ongoing awareness of missions needs and opportunities that can be available to all associational programs and to the churches.

Lead, plan, and execute association to be involve in at least one mission project each year.

RELATIONSHIPS:

Report to the Executive Committee in writing.

To work with Public Relations Committee in publicizing mission projects.

Request funding from ~~Stewardship~~ Finance Committee.

POSSIBLE ACTIVITIES:

Assist church to minister and witness to people of special needs, e.g.,

1. Literacy missions
2. Church community ministries
3. Criminal justice
4. Disaster ministries
5. Single ministries
6. Senior adult ministries
7. Baptist centers
8. Drugs and alcohol ministries
9. Migrants
10. Blind
11. Handicapped
12. Hunger
13. Youth and family services

CHAPLAINS

CHAPLAINCY COORDINATOR

DUTIES

Works with the DOM.

Encourage Chaplains.

Publicize their work.

Recruit chaplains for needed positions.

Provide training.

RACEWAY CHAPLAINS

PRINCIPAL FUNCTION:

Share the gospel in a cordial, inoffensive manner.

Be available for counseling in times of crisis.

Develop good relationships with racers, raceway workers, fans, and owners.

Represent the Lord and ~~CCBA~~ Coffee County Baptist Association.

Help promote a family atmosphere of the raceway experience.

Minister to the needs of those who race, those who work at the track, and spectators.

Take advantage of training to be better at your work.

MUSIC DIRECTOR

PRINCIPAL FUNCTION:

Guide the association in determining objectives, tasks, and goals for the music program.

DUTIES:

Provide musical opportunities and materials for church music programs. Lead music and/or secure musicians for associational functions.

NEW EQUIPMENT COMMITTEE

PRINCIPAL FUNCTION:

To assess the need for new equipment in the associational building and Vineyard by working with the Director of Missions.

DUTIES:

Purchase new equipment as the need arises. (If it costs above budget, the committee would refer the matter to the Stewardship/Finance Committee.)

NOMINATING COMMITTEE

PRINCIPAL FUNCTION:

~~To nominate chairpersons for each committee of Coffee Baptist Association and nominate trustees.~~

DUTIES:

~~Nominate chairpersons and trustees by July 1. Fill vacancies as they occur during the associational year.~~

1. Submit the list of nominated chairpersons, moderator, vice moderator, and trustees to the Executive Committee at the July meeting for approval.
2. Submit the list of nominated committee members and others to the Executive Committee at the September meeting for approval.
3. Name persons to fill vacancies that may occur on committees during the associational year.

COMMITTEE

Will consist of six persons appointed for three (3) year terms. No two members will be from the same church and at least two members shall be women. The Director of Missions and the Moderator shall be ex-officio members of this committee.

RELATIONSHIPS:

Work in close cooperation with the Director of Missions. Report to the Executive Committee in writing.

POSSIBLE ACTIVITIES:

Involve more churches and individuals in leadership roles.

Work with church nominating committees and others to identify potential leaders for the association.

Make sure each chairperson receives a copy of their job description.

NOTE:

In selecting nominees, the committee's goal should be to reflect the cross sectional make-up of the association by gender, age and ethnic origin.

PASTORAL MINISTRIES COMMITTEE

PRINCIPAL FUNCTION:

Minister to the personal and spiritual growth of pastors, church staff, and deacons; lead in planning, promoting, conducting, and evaluating pastoral ministries work.

DUTIES:

Chair will serve on the Associational Council.

Identify pastoral ministries needs; plan projects or events to meet these needs.

Provide services, resources, conferences/retreats for pastoral ministries persons.

Promote state, regional, and national conferences for pastoral ministries persons.

RELATIONSHIPS:

Work closely with the Men's Ministries Brotherhood Director who automatically serves on the committee.

Request funding from the Stewardship/Finance Committee, if necessary.

COMMITTEE:

Will consist of three (3) members, plus DOM, and Men's Ministries Brotherhood Director.

PERSONNEL COMMITTEE

PRINCIPAL FUNCTION:

Assist the association in selecting, supervising, and terminating associational staff and personnel.

DUTIES:

Recommend policies and procedures for selecting, supervising, and terminating associational staff and personnel.

Recruit, interview, and recommend new staff personnel to the association's Executive Committee.

Responsible for oversight of Director of Missions, who in turn, oversees other staff employees of the association.

Give attention to working conditions of staff members.

Meditate personnel relationships between DOM and the association.

Develop and recommend salaries and benefits for employed staff personnel. Study the prevailing salary and positions in relation to similar associations in the state. Make appropriate recommendations to ~~Stewardship and~~ Finance Committee at budget planning time.

Encourage continuing education, growth, and development for all employees. Provide annual evaluations of all personnel followed by commendation as well as suggestions for improvement. Employee input will be encouraged.

RELATIONSHIPS:

Report to the Executive Committee in writing.

Request funding through the ~~Stewardship and~~ Finance Committee.

Chairperson should make occasional contact with employees.

COMMITTEE:

Will consist of a minimum of one (1) pastor, and 5 additional committee members to include two (2) females, two (2) non clergy males, with the sixth (6th) committee member being a member at large. Two committee members shall be elected each year for a three (3) year term.

~~PETITIONARY LETTERS OR~~ CREDENTIALS COMMITTEE

PRINCIPAL FUNCTION:

To assist the association in determining when churches are of like faith and order, and when they can be properly accepted in the associational fellowship.

DUTIES:

Recommend and implement, as approved, guidelines for receiving churches into the association.

Counsel with churches considering seeking admission to the fellowship of the association.

Examine the credentials of churches seeking admission to the fellowship of the association (namely, their articles of faith or doctrinal positions, church covenant, polity – including constitution and by-laws – and their relationship to the denomination.)

Chair will receive reports from churches and report to the Coffee Baptist Association Executive Committee during the "watchcare period".

Recommend appropriate action to the association concerning churches' requests for admission of fellowship.

RELATIONSHIPS:

Report to the Executive Committee in writing.

Work in close cooperation with the Director of Missions and the Moderator.

Request funding from the ~~Stewardship/~~Finance Committee, if necessary.

PROPERTY AND MAINTENANCE COMMITTEE

PRINCIPAL FUNCTION

To assist the association in properties administration of ~~CCBA and the Vineyard. Coffee Baptist Center and grounds, and the Vineyard.~~

DUTIES:

Inspect in January and July and keep inventory of associational properties.

Develop and recommend a preventive maintenance program and administer needed repairs.

Request and administer maintenance, furniture, and equipment budgets.

Recommend to the association an adequate and protective insurance plan for ~~all CCBA properties. Coffee Baptist Center and DOM's residence every five years, beginning in 1995.~~

RELATIONSHIPS: Chair will report to the Executive Committee as needed.

PUBLIC RELATIONS COMMITTEE

PRINCIPAL FUNCTION:

To design, implement, and evaluate an effective program of communication for the association. The committee will seek to strengthen communication within the association and promote a healthy public image for CCBA.

DUTIES:

Emphasize strong points about the associational programs, personnel, churches, or stands on moral issues.
Maintain contact with associational leaders and committee chairpersons for newsworthy ideas.
Promote the programs of the association.

RELATIONSHIPS:

The chairperson is to make regular reports to the Executive Committee, and if recommendations are to be made to the Executive Committee or to the Moderator, they should be entered into the minutes and presented in writing to the director of missions.

Work with the Director of Missions for publicity needs.

Possible activities: make use of any media to publicize the fine work of our churches and association (e.g., television, radio, newspapers, Alabama Baptist, bulletin inserts, billboards, etc.)

Produce one (1) feature story a month and present it to the local newspapers.

Check with Director of Missions about priority items.

Make sure grammar and spelling is correct.

Provide pictures.

Advertise associational programs (free spots) in newspapers. (This will make up for lack of communication between associational entities and the churches, and involve more church people in hearing and studying God's word.)

RESOLUTION COMMITTEE

PRINCIPAL FUNCTION:

To assist the association in studying resolutions and in the wording of resolutions for adoption by the association or the Executive Committee.

DUTIES:

Receive, review, and recommend to the association proposed resolutions or public statements.

Initiate resolutions or statements for the association or the Executive Committee when desirable.

Relationships: Report all new resolutions or statements to the associational annual meeting in writing.

POSSIBLE ACTIVITIES:

Recommend a policy regarding circumstances that would prompt the association to adopt a resolution.

Work with the Public Relations Committee to determine when the association should make a public statement of position.

Maintain an updated record of associational resolutions.

SENIOR ADULT COMMITTEE

PRINCIPAL FUNCTION:

Represent the needs of senior adults in the association.

DUTIES:

Chair will serve on the associational council.

Create an awareness of the needs of senior adults and lead churches to examine their own programs to see if they meet those needs, and strengthen existing senior adult ministries.

RELATIONSHIPS:

Report to the Executive Committee.

Request funding in writing from the Stewardship/Finance Committee.

Coordinate newsworthy items with the Public Relations Committee.

Possible Activities: Provide training for senior adult leaders.

Conduct activities and programs designed to involve senior adults in all the churches.

Promote and support within the association those activities for senior adults planned by the State Convention senior adult program leaders.

Serve as a consultant or resource as needed.

SINGLE ADULT COMMITTEE

PRINCIPAL FUNCTION:

Represent the needs of single adults in the association.

DUTIES:

Chair will serve on the associational council.

Create an awareness of the needs of single adults and lead churches to examine their own programs to see if they meet those needs, and strengthen existing single adult ministries.

RELATIONSHIPS:

Report to the Executive Committee.

Request funding in writing from the **Stewardship**/Finance Committee.

Coordinate newsworthy items with the Public Relations Committee.

POSSIBLE ACTIVITIES:

Provide training for single adult leaders.

Conduct activities and programs designed to involve single adults in all the churches.

Promote and support within the association those activities for single adults planned by the State Convention single adult program leaders.

Serve as a consultant or resource as needed.

STEWARDSHIP & FINANCE COMMITTEE

PRINCIPAL FUNCTION:

To assist the association in securing, administering, and reporting its finances.

DUTIES:

Work with the DOM and the Associational Council's budget requests to develop and recommend an overall financial development plan.

Develop and recommend an associational budget based on plans of various programs and ministries.

Study and make recommendations concerning proposed expenditures not included in the budget.

Review expenditures periodically in terms of budget allocation; recommend budget adjustments if needed.

Develop and recommend financial policies and procedures, including provisions for auditing and bonding of persons who handle association funds.

Oversee the association's cash flow and manage associational financial resources and reserves in such a way that will benefit the associational programs and ministries.

Responsible for counting –(at least two (2) members of the committee)- and depositing of funds taken up at any general associational function such as M-Night, etc.

Report through the association through its newsletter and periodically to the Executive Committee. Establish dates regarding stewardship for the associational calendar.

RELATIONSHIPS:

Report to the Executive Committee in writing.

Work in close cooperation with the DOM.

POSSIBLE ACTIVITIES:

Work closely with the director of missions and the associational council in developing a budget based on specific plans for the future rather than on the past.

Work with the **Strategic Planning Committee** **Long Range Planning Committee** and associational council to project future financial needs and to recommend means for meeting those needs.

Encourage churches to give to the association on a percentage rather than fixed-dollar basis.

Through Planned Growth in Giving, or other means, encourage churches to increase their percentage each year up to a certain percentage (as recommended by the **S&F Finance** Committee to the Executive Committee for adoption).

Recommend policies and procedures for special funds, such as new work site funds and pastoral aid.

Recognize and express appreciation to churches for accomplishments such as: 1) adoption of percentage giving, 2) highest percentage of church budget gifts to the association, 3) percentage increases, 4) highest per capita gifts to the association, 5) amount given, etc.

SUNDAY SCHOOL COMMITTEE ASSIST TEAM

PRINCIPAL FUNCTION:

The Sunday School Committee ASSIST Team will help plan, promote, conduct, and evaluate associational Sunday School work.

DUTIES:

To promote resources and services to churches and Sunday School leaders.

Contact Sunday School directors and pastors to encourage training and development of church and associational leaders.

Attend available training opportunities.

~~Attend annual State ASSIST Team training conference.~~

POSSIBLE ACTIVITIES:

Develop a goal of assisting a certain number of churches each year.

Develop a plan of actions to reach the above goal and what emphasis is provided by the SBC in five (5) year segments.

Provide training seminars for individual churches and association-wide based on needs.

Assist in starting new Sunday Schools.

COMMITTEE:

~~Will consist of an ASSIST Team director, an outreach leader, an adult division director, a youth division director, a children's division director, and a preschool division director.~~

TIME, PLACE, PREACHER, PROGRAM COMMITTEE

PRINCIPAL FUNCTION:

To make recommendations concerning time, place, and preacher to the Annual Meeting, and to plan and organize the Annual Meeting program for each year.

DUTIES:

Receive requests from CCBA churches to host the Annual Meeting and recommend one to the Association plus the date and time for the following year's Annual Meeting.

Recommend to the Association the preacher and alternate for the ~~Doctrinal or Missionary~~ Sermon of the next Annual Meeting.

Prepare and present to the Executive Committee at least 30 days prior to the Annual Meeting the suggested program for that meeting.

Enlist personnel as required for the sessions of the Annual Meeting.

In cooperation with the moderator, the host church, and program personnel, arrange for all facilities needed for the sessions.

Arrange for and conduct proper registration of messengers and visitors at sessions.

Report registration as required.

Develop themes and enlist speakers at least six months in advance of the Annual Meeting.

After each Annual Meeting, evaluate carefully and make notes regarding improvements for the next Annual Meeting.

After consulting program participants, contact the host church regarding specific needs such as registration table, projector, TV monitor and video, etc.

POSSIBLE ACTIVITIES:

Review printed programs from previous years when developing future programs.

Urge pastors to encourage church members and messengers to attend the Annual Meeting.

Design and use a registration card for messengers and visitors. Pre-register as many messengers as possible to plan adequately for any fellowship meals.

Give attention to special anniversary years – fifth, tenth, twenty-fifth, fiftieth, etc.

RELATIONSHIPS:

Report to the Executive Committee in writing.

Work closely with the DOM and Moderator.

Request funding from the ~~Stewardship and~~ Finance Committee.

Work closely with the host church.

TREASURER

PRINCIPAL FUNCTION:

Assist in receiving, accounting, and disbursing all the association's monies.

DUTIES:

Serve as ex officio member on the association's Stewardship/Finance Committee.

Work with the Stewardship/Finance Committee to recommend and establish fiscal policies.

Maintain records of all monies received and disbursed. Post records of contributions to each participating church.

Pay all properly authorized bills.

Balance checkbook.

Make payroll checks.

Withhold and deposit Medicare, Social Security, and income taxes.

File appropriate forms with IRS and issue W-2 forms.

RELATIONSHIPS:

Report to the Stewardship/Finance Committee.

Provide written report to the Executive Committee at each monthly meeting.

Provide an annual written report to the association prior to the annual meeting.

Consult with the Director of Missions, as needed.

POSSIBLE ACTIVITIES:

Serve as a resource for helping church treasurers with good business form and procedure, and in knowing to what state or convention office the Cooperative Program and other monies should be directed.

VACATION BIBLE SCHOOL COMMITTEE

PRINCIPAL FUNCTION:

To lead and promote VBS in the association and local churches.

DUTIES:

Plan and conduct VBS clinics if needed.

Enlist and train a team of age-group VBS leaders to conduct the associational VBS clinic.

Attend state VBS clinic for age group VBS leaders before associational clinic(s). Provide information on mission VBS and backyard Bible clubs.

Report results of associational VBS clinics to the state Sunday School director.

RELATIONSHIPS:

To work with Sunday School Committee. ASSIST Team.

Request funding from the Stewardship/Finance Committee.

VINEYARD COMMITTEE

PRINCIPAL FUNCTION:

Charged with the overall responsibility of operating or seeing that the Vineyard Retreat facility is operating in an orderly, functional, economical, and Christian manner.

DUTIES:

Recommend to the Personnel Committee a camp **manager director**. The associational Personnel Committee will then make a recommendation to the Executive Committee.

Supervise the camp **manager director** who will operate and live at the facility.

Compile and present an annual budget for the Vineyard facility to the proper committee.

Organize and oversee the operation of the program of the Vineyard, conforming to the annual budget.

Provide for the maintenance and upkeep of the building, grounds, and equipment of the facility.

Recommend overall policy and programs for the facility to the Executive Committee for adoption.

Promote the Vineyard within the Association and State Convention.

Keep the Associational Executive Committee informed of operation of the Vineyard, including a quarterly financial report.

RELATIONSHIPS:

Work closely with the camp managers.

Request funding from the associational **Stewardship/**Finance Committee.

Coordinate newsworthy items with the Public Relations Committee.

Report to the Executive Committee and provide written report for the annual book of reports.

WOMAN'S MISSIONARY UNION COUNCIL

PRINCIPAL FUNCTION:

Lead in promoting and supporting missions, helping the association fulfill its mission, and educating in missions from a WMU perspective.

DUTIES:

Work with Director of Missions and Moderator, as appropriate.

Serve on the Associational Council.

Serve on the District 5 WMU council.

Promote District 5 activities and goals within the association.

Lead the associational WMU council.

Consult with other associational WMU officers, assist them in their work, and arrange for them to attend training conducted by the State WMU staff (Shocco).

Consult with church leaders to strengthen existing WMU work or start new work in churches without any WMU organization.

Preside at associational WMU activities and meetings.

Assist the WMU leadership committee in selection of WMU officers.

Appoint sub-committees as needed and consult with them about their work.

Provide training for church WMU officers and leaders.

Conduct WMU portion of Key Leader Conference.

Work with the **Men's Ministry Brotherhood** Director to plan and conduct joint work of the two organizations.

RELATIONSHIPS:

Report to the Executive Committee on status of WMU work.

Request funding from the **Stewardship/**Finance Committee.

Provide written annual report to the association prior to the annual meeting.

Coordinate newsworthy items with the Public Relations Committee.

COUNCIL:

WMU officers are selected at WMU annual meeting in April.

YOUTH COMMITTEE

PRINCIPAL FUNCTION:

Represent the needs of the youth in the association.

DUTIES:

Chair will serve on the associational council.

Create awareness of the needs of youth and lead churches to examine their own programs to see if they meet those needs, and strengthen existing youth ministries.

RELATIONSHIPS:

Report to the Executive Committee and provide written report for the annual book of reports.

Request funding from the ~~Stewardship~~/Finance Committee.

Coordinate newsworthy items with the Public Relations Committee.

POSSIBLE ACTIVITIES:

Provide training for youth leaders.

Conduct activities and programs designed to involve youth in all the churches.

Promote and support within the association those activities for youth planned by the State Convention youth program leaders.

Serve as a consultant or resource as needed.

END JOB DESCRIPTIONS HERE

PUBLIC RELATIONS REPRESENTATIVE

~~Rationale for update and change.~~

JOB TITLE:

- ~~• More representative of work.~~
- ~~• More appropriate for representing CCBA to media personnel.~~

JOB DESCRIPTION CHANGE:

- ~~• Circumstances and growth.~~
- ~~• Need for clearer guidelines of responsibilities.~~
- ~~• Open up possibilities for continued growth.~~
- ~~• Most of what Kaye does falls under the category of public relations.~~
- ~~• Kaye's gifts, abilities, and experience give her a special insight into relating to people for an organization.~~
- ~~• Help realize the Director of Mission's goals to make Baptist work better known and accepted.~~

PRINCIPAL FUNCTION:

~~To promote the work of the Lord and of CCBA within the association and in the larger public arena.~~

DUTIES:

~~Media related~~

- ~~• Help CCBA utilize the media resources in SE Alabama. Build and maintain relationships with media personnel so they will know of Coffee County Baptists and more readily respond to our needs.~~
- ~~• Explore new ways to build proclamation ministries, especially on radio and in newspapers.~~
- ~~• Enlist pastors to preach for the "From a Pastor's Heart" program.~~
 - ~~Record messages for pastors.~~
 - ~~Send messages to radio stations.~~
 - ~~Maintain file library of messages.~~
- ~~• Make maximum use of public service announcement opportunities.~~
- ~~• Promote media ministry awareness through various means within the association.~~
- ~~• Recognize church/individual accomplishments in CCBA. Try to promote churches with feature articles in newspaper. Aid churches as they seek to promote events in their churches.~~

DIRECTOR OF MISSIONS SUPPORT:

- Maintain an updated list of church leaders for Director of Mission's birthday/anniversary card effort.
- Help in selecting appropriate cards for Director of Missions.
- Address and mail cards and letters for Director of Missions. Assist with other correspondence.
- Aid in selecting/sending appropriate gifts to children of ministers.
- Maintain Director of Mission's calendar.
- Schedule Director of Missions to preach and visit in the churches.
- Confirm preaching appointments.
- Represent CCBA, at the Director of Mission's request, at certain events, community meetings, etc.

COFFEE COUNTY BAPTIST ASSOCIATION JOB DESCRIPTIONS

PUBLIC RELATIONS REPRESENTATIVE (continued)

OFFICE RELATED:

- Greet people who enter CCBA office.
- Answer phone and direct calls.
- Distribute and maintain resume file and do follow-up.
- Other duties as assigned by Director of Missions.

RELATIONSHIPS:

- Supervised by the Director of Missions.
- Work with association secretary.
- Provide assistance to association moderator and committees.
- Provide assistance to pastors and church leaders.