Operations Manual for Gasconade Valley Baptist Association

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OPERATIONS MANUAL

FOR

GASCONADE VALLEY BAPTIST ASSOCIATION

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GASCONADE VALLEY BAPTIST ASSOCIATION

MANUAL OF PROCEDURES

This policy manual is presented as the mutually agreed upon manner in which the Gasconade Valley Baptist Association (GVBA) shall operate. It seeks to describe and/or define the function(s) and responsibility(ies) of the officers, program directors and committees of the Association, all of whom shall be active members of a church affiliated with the Association. All (paid) Associational staff job descriptions, benefits, policies, and lines of supervision appear in the Staff Manual.

PROCEDURAL GUIDELINES

1. Nominating Committee designates chairpersons unless otherwise stated.

2. All officers, program directors, and committees are requested to file reports of each meeting in the Associational office, so that this information will be available at the next Executive Board meeting.

3. At the discretion of the committee/program chairperson, any member who does not attend at least 60 percent of their committee or program responsibilities may be replaced by the Nominating Committee.

4. The Director of Missions (DOM) serves as a non-voting ex-officio member of all committees and programs.

5. Each committee, council, or program director shall have the authority to spend the funds budgeted for that committee or program provided that funds are available.

6. Ex-officio membership in the Association shall mean membership of a board, committee, or council by virtue of the elected office held, and shall have the right and responsibility of voting. The DOM serves as an ex-officio member of boards, committees, and councils and shall be a non-voting member.

7. The boards, committees, and programs in the Association shall strive to have membership representative of the churches.

8. Exception to any and all policies of the Association shall originate with the appropriate committee or council and shall receive approval from the Executive Board as appropriate.

REVISION OR AMENDMENT OF MANUAL OF PROCEDURES

All changes in the Manual of Procedures must be considered by the Constitution and Bylaws Committee and recommendations presented in writing at an Executive Board meeting. Executive Board members shall be notified of the proposed changes two weeks in advance. All changes must be approved by a two-thirds majority vote of members present.

SUPERVISION

For the purpose of this document, supervision, as related to Associational volunteers, is understood to mean guidance in determining goals, plans, programs, operations, calendar engagements, and budget expenditures. In addition, for paid staff it involves evaluation of performance, meeting of established goals, and consultation regarding any matters that are deemed important.

SCHEDULING WORK THROUGH ASSOCIATIONAL OFFICE

The Associational office is designed to serve the functional needs of the staff and the programs of work directed by staff and volunteer workers. Because of the broad nature of the work of the Association and the large number of volunteer leadership, the following guidelines are suggested.

1. Work to be done in the Associational office must be processed and scheduled through the DOM.

2. Work to be done by the various program organizations should have the consent of the program organization director.

3. Letters or other material to be handled should be submitted by email whenever possible.

4. All work scheduled to be done in the Association's office will be prioritized by the DOM.

FINANCE POLICIES AND PROCEDURES

For the purpose of this document, "Annual Budget" means funds appropriated for use during the current Associational year. "Designated Accounts" are funds given for a specific purpose and cannot be used except for the purpose for which it was given. "General Funds" are excess funds that require appropriation by the executive board or Association.

1. These policies shall be the responsibility of the Budget Committee and the DOM.

2. Expenditures from the Annual Budget, General Fund, and designated accounts shall be authorized in writing by the appropriate program director/committee chairman and the DOM.

3. Each expenditure should be documented with appropriate sales receipts, bills, or invoices. Then, an authorization form should also be completed except for recurring items included in the budget.

4. In the development of the budget each year, the salary, housing, annuity and benefits of ministerial employees shall be listed as remuneration, and travel, car, and convention expenses shall be treated under a reimbursement policy.

5. At the end of the year, all budget account balances are to be transferred into the General Fund.

6. All general funds and designated accounts are to be invested in a bank or a banking institution to obtain the greatest interest yield available. The interest earned on each designated account is to be credited to that account, unless otherwise determined by the Budget Committee.

7. Persons traveling or hosting a meeting on Associational business shall provide receipts for expenses incurred while traveling, entertaining, etc.

8. Budget and designated account guidelines are as follows:

(1) Documentation of Account Profile - The major financial activity of the Association, in terms of receipts, involves undesignated contributions from churches and other funds provided for in the annual operating budget. When funds are received for special purposes not provided for in the budget, a special designated account should be established and a profile sheet should be completed with respect to that account. The profile sheet shall list the source of the funds; the purpose for which they are designated; and the name of the person or persons authorized to approve the expenditure of the funds. A copy of the profile sheet should be kept by the treasurer.

(2) Establishing Authority for the Disbursement of Funds - Each budget and designated account should indicate the level of approval required for disbursement of funds. In some cases, the approval of more than one group may be required, but essentially the final approval to be required should be designated as one of the following:

a) Gasconade Valley Baptist Association
b) Executive Board
c) Standing Committees such as Administrative, Budget, Missions, Properties, etc.
d) Designated Officers of the Association
e) DOM
f) Others

(3) Restrictions Related to Amount of Expenditures - Some budget accounts may be administered by a Standing Committee or program director of the Association. In such cases, where special circumstances do not require to the contrary, the Standing Committee or program director may be authorized to expend monies for a given project not to exceed a specified amount. Requests in excess of the specified amount may need to be referred to another committee or the Executive Board for final approval. Association officers, staff members, and lay workers may also receive authority to expend project monies for amounts not to exceed a specified sum. In like manner, where project costs would exceed the specified amount, additional authorization would need to be obtained.

(4) Orientation and Education Process - Each Associational officer, staff member, committee chairman, or lay worker should be given opportunity to be fully aware of the responsibilities involved in receiving authorization with respect to the expenditure of budget and designated accounts.

(5) Review of Accounts - The Budget Committee should review, on a quarterly or as needed basis, the balances and activities in budget accounts. The committee shall make recommendations regarding changes in accounts as needed to the Executive Board.

(6) In the event of a low cash balance the Budget Committee and the Administrative Committee shall meet together to set priorities on the use of budget accounts.

(7) Flow-Through Accounts - Occasionally, special funds represent designated contributions from other sources which are to be distributed by the Association to the designated organization. In such cases, the procedures and handling would adhere to the account profile requirements, but would usually require only the approval of the DOM and treasurer.

9. The financial records and accounts of the Association shall be reviewed by the Audit Committee annually and/or at the change of a treasurer.

10. The fiscal year of the Association shall be October 1 through September 30.

11. All proposals and projects not previously provided for either in the approved budget or through designated accounts should be submitted to the Budget Committee prior to presentation to the Executive Board if such proposals or projects require formulation of financing arrangements.

12. The DOM can authorize purchases for budgeted items under guidelines established without approval as long as budget income is sufficient to cover such.

13. All persons handling funds or persons authorized to disburse funds shall be bonded by insurance carrier.

14. Associational employee Christmas bonuses are established by the Budget Committee and the amount to be included in the annual budget.

15. The treasurer shall be authorized to sign checks for the Gasconade Valley Baptist Association. In the absence of the treasurer, the moderator and/or assistant moderator are authorized to sign checks.

SECTION III

STAFF MANUAL AND POSITION DESCRIPTIONS

SECTION 3

STAFF MANUAL AND POSITION DESCRIPTIONS

STAFF MANUAL

1. Relationships

(1) Churches: Since staff positions reflect direct needs in the local churches, the work of the Associational staff should relate to and benefit directly or indirectly the churches comprising the Association.

(2) The Association: The DOM is employed to serve and be a resource person for the Association's Executive Board committees and program organizations.

(3) The Missouri and Southern Baptist Convention:

(a) Knowledge of and cooperation with convention programs and activities related to each work or program is expected.

(b) Attendance at such retreats, conferences, and conventions as pertain to the work shall be encouraged and permitted as schedule and finances permit.

2. Staff Supervision

(1) The Association maintains an Administrative Committee whose responsibilities include recommending staff policies, salary and benefit schedules, and developing job descriptions.

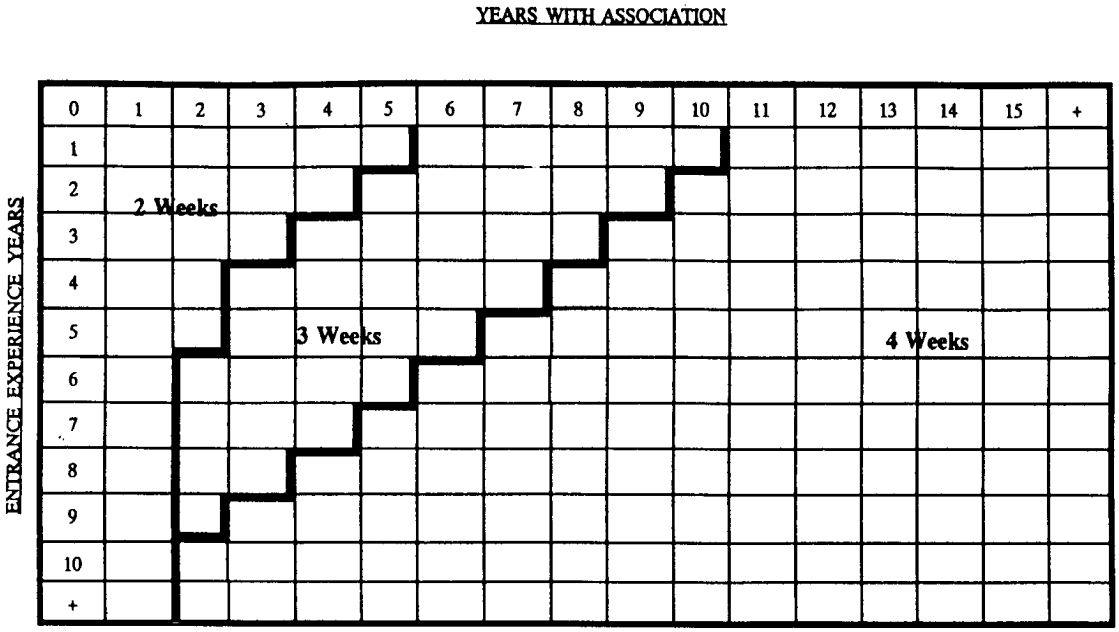
(2) All employed staff are to be supervised in their work by the DOM.

3. Employment

The Association's Staff are employees of the Association. The DOM is called by the Association's Executive Board and is supervised in his work by the Administrative Committee.

4. Vacation

(1) Vacation is for full-time salaried personnel. Entrance experience for the DOM will be determined by the Association upon recommendation of the Administrative Committee and is based upon previous relevant work experience. The weeks of vacation will be determined by using the following chart.



(2) Vacation may not be accumulated for a subsequent year, except under unusual circumstances. It shall be taken in consultation with the Administrative Committee.

5. Termination

The Gasconade Valley Baptist Association anticipates that staff persons will have a happy and successful tenure as part of the Association. Every effort possible will be made to assure that a staff person is satisfied with his position. Through frequent conferences, counseling, and evaluations, staff persons are assisted in their personal development to achieve maximum results from their gifts, skills, and talents. It is recognized that there will develop those situations and circumstances wherein employees terminate their work at their own initiative, or termination is initiated by appropriate staff and/or committee.

(1) Termination at the Employee's Initiative

The employee will be expected to submit written notice to his supervisor, making clear his reasons for leaving, and the effective date of leaving. Maximum notice is desired. At least two weeks is required. Unused vacation/personal leave cannot be considered as part of the two-week notice. The employee will be paid for any unused vacation earned.

(2) Termination of Employment by the Association

Termination of an employee will occur only after every effort possible has been made to encourage the employee to achieve an acceptable standard of performance in his position, through counseling, close supervision, and personal improvement opportunities. Recognizing that there are cases where the termination of an employee's services becomes necessary, the following is a list of reasons for a decision of this nature.

a. A continual demonstration of incompetence and inability to handle the job.

b. Disruptive influence on work processes, unresolved interpersonal relations or public relations.

c. Conduct and behavior incongruous with principles and stated objectives of the Association.

d. Violation of the Association's policies or procedures.

e. Unwillingness to personally improve skills and/or a desire to accomplish tasks.

Normally, the terminated employee will be given two weeks notice. The person may take unused prorated vacation during that period.

(3) EXCEPTIONS:

DIRECTOR OF MISSIONS: The DOM may be terminated only if Executive Board members receive written notification from the Administrative Committee 14 days in advance of the meeting at which termination discussions will be held. The Executive Board shall establish the severance provisions.

6. Office Management Policy

The Association office policies are established by the Administrative Committee and the DOM.

(1) Office Hours

a. The Association office is open according to a schedule adopted and announced by the DOM in consultation with the Administrative Committee.

b. Certain holidays prescribed herein are exceptions to these hours.

c. The office will be closed an appropriate amount of time on days of Association meetings (Annual).

(2) Holidays

The Association office will observe the following holidays: New Year's, Easter (Good Friday), Memorial Day, Independence Day, Labor Day, Thanksgiving and the day following, Christmas Eve, and Christmas. Specific arrangements are made by the Administrative Committee, and other holidays may be declared by this committee.

(3) Sick Leave

One day per month may be accumulated to a maximum of ninety (90) days for illness. (This provision is to meet genuine need and shall not be understood as additional vacation time.) In the event illness exceeds leave time, it will be referred to the Administrative Committee. Upon termination of employment, no monetary reimbursement will be given for unused leave.

(4) Personal Leave

The DOM may have a total of two weeks of personal engagement time for revivals and Bible conferences. He is permitted to attend job related denominational activities sponsored by the state and SBC conventions/conferences, etc.

(5) Weddings

Under no circumstances shall the GVBA DOM or other paid ministerial staff, officiate, participate in, or endorse any wedding ceremony that violates the statement of faith of this Association (See Articles II and IV of the GVBA Constitution).

(6) Other Employment

The DOM shall not have other business operations while employed by the Association.

7. Benefit Schedule

(1) Salary

The salary for the DOM is recommended by the Administrative Committee to the Budget Committee and approved by the Executive Board and/or the Association in annual session.

(2) Retirement

The Association shall fund a minimum of l0 percent of the annual base salary and housing for a retirement program for each full time Executive Board called employee. The retirement plan will be that provided by the Southern Baptist Convention Annuity Board.

(3) Hospitalization

A major medical hospital insurance plan is provided by the Association for full-time personnel. Dependent coverage may be provided for the DOM.

(4) Disability Insurance

Disability insurance is provided on each full-time employee.

(5) Workman's Compensation

Workman's Compensation is provided in a plan covering all Associational employees.

(6) Social Security

Social Security taxes will be paid for unordained employees as required by Federal law.

DIRECTOR OF MISSIONS POSITION DESCRIPTION

Title: Director of Missions

Recruited by: The Personnel Committee of the Association (The Administrative Committee)

Employed by: Executive Board

Supervisor: Administrative Committee

Principal Function: The DOM is responsible for providing administrative leadership for the Association, its Executive Board, its programs, staff, committees, and facilities.

Responsibilities:

1. Plan, conduct, evaluate, research, and study projects to discover and meet needs within the Association and update Associational programs in keeping with needs.

2. Assist churches in planning and accomplishing their objectives.

3. Assist pastors and churches in need of counsel and guidance.

4. Work with churches as needed and requested in their search for a pastor or other staff members.

5. Lead in planning and coordinating a calendar and budget for the Association.

6. Provide leadership in locating and developing new work in areas of need as well as mission and ministry needs.

7. Serve as Associational and denominational communication/contact agent.

8. Provide assistance to Nominating Committee in the enlistment of leaders for program organizations, committees, and officers, etc.

9. Inform the people of the work of the Association; publish an Associational newsletter.

10. Provide an orientation session on the Association for new church staff members and their wives.

11. Work with the Annual Meeting Program Planning Committee to develop, publicize, and coordinate annual meetings programs.

12. Serve as chairperson of the Associational Council and non-voting ex-officio member of all committees.

13. Shall be responsible for employment and dismissal of office personnel in consultation with the Administrative Committee.

14. Work with appropriate committees, trustees, directors of camp programs, and in the care of facilities for the Associational camp.

15. Assist churches as pulpit supply is requested and schedule allows. Shall not serve as interim pastor.

16. Perform any other duties necessary to the smooth and efficient operation of the Association.

Relationships and Qualifications:

1. Responsible to work with the staff and agencies of the Missouri Baptist Convention and the Southern Baptist Convention.

2. Should be a committed Christian with a call to missions and evangelism.

3. Should have experience in and knowledge of the Southern Baptist Convention churches, doctrine, programs, and relationships.

4. Education should be adequate to function at a high level of efficiency and capable of dealing with the constituency of the Association.

5. Have experience and demonstrate involvement in Associational work and an ability to plan, conduct, and evaluate the work of an Association.

SECTION IV

TASK DESCRIPTIONS OF OFFICERS AND GENERAL COMMITTEES

TASK DESCRIPTION FOR THE MODERATOR

1. Election

   The moderator shall be nominated by the Nominating Committee for presentation and election to the Association and shall take office at the closing session of the Annual Meeting. The moderator is elected for a one-year term and may succeed himself/herself for a second one-year term.

2. Qualifications

   The moderator:

   (1) Should be a person of outstanding spiritual maturity and commitment.

   (2) Should be cooperative and supportive of the work of the Association and the denomination as a whole.

   (3) Should be familiar with the structure of the Association and have a working knowledge of parliamentary procedures.

3. Responsibilities

   The moderator:

   (1) Shall support, promote, and give leadership to the ministries of the Association by whatever appropriate means are available to him/her.

   (2) Shall preside over meetings of the Association and Executive Board.

   (3) Shall use the latest edition of "Robert's Rules of Order" as his guide in presiding over meetings.

   (4) Shall be ex-officio member of all committees and the Associational Council.

   (5) Shall appoint two members to the Nominating Committee for a three-year term. He shall appoint the chairperson for the ensuing year from among the members having served at least one year. He shall appoint replacements to fill any vacancies on the Nominating Committee occurring during his term of service.

   (6) Shall appoint the Memorial, Resolutions, and Time, Place, and Preacher Committees as well as other committees that the Association or Executive Board deem necessary.

   (7) Shall serve as chairman of the Administrative Committee.

TASK DESCRIPTION FOR THE ASSISTANT MODERATOR

1. Election

   The assistant moderator shall be nominated by the Nominating Committee and elected by the Association in the annual meeting. The assistant moderator shall take office at the closing session of the Annual Meeting. The assistant moderator is elected for a one-year term and may succeed himself for a second one-year term.

2. Qualifications

   The assistant moderator:

   (1) Should be a person of outstanding spiritual maturity and commitment.

   (2) Should be cooperative and supportive of the work of the Association and the denomination as a whole.

   (3) Should be familiar with the structure of the Association and have a working knowledge of parliamentary procedure.

3. Responsibilities

   The assistant moderator:

   (1) Shall support and promote the ministries of the Association by whatever appropriate means are available to him.

   (2) Shall perform all the duties in the absence of or on request of the moderator and be ready to assume the responsibilities of moderator as may be required.

   (3) Shall serve on the Annual Meetings Program Planning Committee, the Administrative Committee, and the Associational Council.

TASK DESCRIPTION FOR THE CLERK

1. Election

   The clerk shall be nominated by the Nominating Committee and elected by the Association in the annual meeting. The clerk shall take office at the closing session of the Annual Meeting with the right of succession.

2. Qualifications

   The clerk:

   (1) Should be a person of outstanding spiritual maturity and commitment.

   (2) Should have an aptitude for keeping and preserving records.

   (3) Should have a cooperative and supportive spirit concerning the work of the Association and denomination.

3. Responsibilities:

   The clerk:

   (1) Shall support and promote the ministries of the Association by whatever appropriate means are available.

   (2) Shall record and preserve all transactions of the Association and the Executive Board.

   (3) Shall notify the proper persons of needed actions or considerations relating to actions taken by the Association or Executive Board.

   (4) Shall distribute Annual Church Profile forms and request reports from the member churches, committees, and program councils to be used in compiling statistical records and reports.

   (5) Shall supervise the preparation, publication, and distribution of the annual minutes. This includes sending copies to the Missouri Baptist Historical Commission and the Southern Baptist Convention.

   (6) Shall supervise the registration of messengers for the Annual and Mid-Year Meetings and member attendance of the Executive Board.

   (7) Shall serve as a member and secretary of the Associational Council and Administrative Committee.

   (8) Shall have the authority to appoint an assistant clerk to assist in his/her duties.

TASK DESCRIPTION FOR THE TREASURER

1. Election

   The treasurer shall be nominated by the Nominating Committee and elected by the Association in the annual meeting. The treasurer shall take office at the closing session of the Annual Meeting with the right of succession.

2. Qualifications

   The treasurer:

   (1) Should be a person of outstanding spiritual maturity and commitment.

   (2) Shall possess competence in basic good business practices, accounting procedures, and skills.

   (3) Should have a cooperative and supportive spirit concerning the work of the Association and denomination.

3. Responsibilities:

   The treasurer:

   (1) Shall support and promote the ministries of the Association by whatever appropriate means are available to him/her.

   (2) Shall be responsible to have all funds received, deposited and disbursed, keeping accurate records of such transactions.

   (3) Shall sign necessary legal documents as Treasurer of the Corporation.

   (4) Shall serve as one of the persons authorized to sign checks and withdrawals in the name of the Association.

   (5) Shall serve as ex-officio member of the Budget Committee.

   (6) Shall serve as a member of the Associational Council.

   (7) Shall cooperate with the Audit Committee in the annual or special audit of financial records and procedures.

TASK DESCRIPTION OF THE ADMINISTRATIVE COMMITTEE

1. Membership

   This committee shall be composed each year of the moderator, assistant moderator, clerk, the chairpersons of the following committees: budget, trustees, and three persons nominated by the Nominating Committee from the Executive Board. The three Executive Board members shall be placed in nomination by the Nominating Committee for a three-year rotating term with one-third rotating off each year. The clerk shall serve as secretary.

2. Duties

   The Administrative Committee of the Executive Board:

   (1) Shall act in emergency situations for and on behalf of the Executive Board between meetings of the Executive Board, and when meeting in an emergency situation at the call of the moderator, shall be required to have a quorum of at least five members present of which three members shall be other than the moderator and assistant moderator; however, the moderator or assistant moderator must be present.

   (2) Shall serve as the Personnel Committee of the Association, and as such shall:

      a. Recommend for employment and dismissal of the DOM following guidelines outlined in the staff manual, latest revision.

      b. Serve as Advisory Committee to the DOM in the employment and dismissal of other staff.

      c. Recommend to the Executive Board any additional staff, personnel policies, salary, benefit schedules, job descriptions, etc.

   (3) Shall consider and recommend to the Executive Board all new programs of work for the Association.

   (4) Shall consider and recommend to the Executive Board all non-budget expenditures.

3. Meetings, Records, and Reports

   (1) Shall meet at the call of the moderator in emergency situations as specified in paragraph 2. Duties.

   (2) Shall meet at such other times as it is necessary to perform duties in paragraph 2. Duties, 2) - 4).

   (3) Shall report to the Executive Board and when meeting in an emergency situation shall give a detailed explanatory report at the next Executive Board meeting after taking action normally reserved for the Executive Board.

TASK DESCRIPTION OF THE ANNUAL MEETINGS PROGRAM PLANNING COMMITTEE

1. Membership

   The Annual Meetings Program Planning Committee shall be composed of the moderator, assistant moderator, music director, DOM, and pastor(s) of host churches where meetings are to be held. The moderator shall serve as chairperson.

2. Duties

   The Annual Meetings Program Planning Committee:

   (1) Shall in consultation with the officers, leaders, and staff of the Association plan the program and order of business for the annual and mid-year sessions of the Association and shall make the program available to the churches in advance of the meetings.

   (2) Shall provide opportunity for needed reports from officers and committees, and when time allows, representatives of other denominational agencies shall be included.

   (3) Shall plan sessions to allow time for business, needed reports, mission emphasis, inspiration, and expressions of appreciation for those making outstanding contributions to the program and work of the Association.

3. Meetings, Records, and Reports

   The Annual Meetings Program Planning Committee:

   (1) Shall meet to initiate plans for the Annual and Mid-Year Associational Meetings.

   (2) Shall keep records of all proceedings.

   (3) Shall send a copy of the program to the Associational Clerk.

TASK DESCRIPTION OF THE ASSOCIATIONAL COUNCIL

1. Membership

The council shall consist of the DOM, the moderator, assistant moderator, clerk, treasurer, trustee chairman, all church assistance program directors, Associational Missions Development director, camp directors, and other committee chairpersons as invited. The DOM shall serve as chairman of the council.

2. Duties

The Associational Council:

(1) Shall plan the annual Association calendar of events and do so in such a way as to insure at least a five-day interval between events impacting the same target group.

(2) Shall provide communication between Associational officers, organizations, and committees.

(3) Shall work with the Budget Committee in the development of the annual budget.

(4) Shall study church needs in the Association, with particular attention to a review of ten-year profiles on each church.

(5) Shall prepare and recommend plans for involving organizations and committees in attaining goals.

(6) Shall review and coordinate plans made by the program organizations and committees as they relate to the attainment of Association goals.

(7) Shall correlate all program activities of the Association.

(8) Shall schedule Associational meetings in a "round robin" style with churches, i.e., not concentrate in one geographical part of the Association.

(9) Shall do an annual calendar analysis as part of calendar development to see if certain types of meetings are too dominant, limiting the variety.

(10) Shall offer customized conferences to individual churches based on an annual study of church profiles.

3. Meetings, Records, and Reports

(1) Shall meet twice a year unless special called meetings are necessary.

(2) Shall keep a written record of all meetings, studies, and actions.

(3) Shall make a written report as needed to each regular meeting of the Executive Board.

TASK DESCRIPTION FOR THE AUDIT COMMITTEE

1. Membership

   The Audit Committee shall consist of three members who shall serve three-year rotating terms with one-third rotating off each year at the end of the Annual Meeting. They shall be nominated by the Nominating Committee and the Nominating Committee shall name the chairman.

2. Duties: The Audit Committee:

   1) Shall conduct an annual audit of Associational books and financial procedures. The Audit Committee is to meet following the close of the fiscal year and bring a report at the quarterly meeting of the Executive Board.

   2) Shall conduct an audit at the change of Treasurer.

TASK DESCRIPTION FOR FRIENDS OF THE BSU REPRESENTATIVES

1. Membership

   The Friends of the BSU is a board separate from GVBA. Its purpose is to promote the Baptist Student Union at Missouri S&T in Rolla and to raise funds to pay the BSU Director's salary. GVBA is allowed two seats on the board. Our DOM fills an additional seat. The Nominating Committee will designate two representatives from GVBA to serve on the Friends of the BSU Board.

2. Meetings and Reports

   (1) Shall attend Friends of the BSU meetings quarterly.

   (2) Shall report to the Executive Board and at the Annual and Mid-Year Meetings.

TASK DESCRIPTION OF THE BUDGET COMMITTEE

1. Membership

   The Budget Committee shall consist of three (3) members to include pastors/staff members and other persons knowledgeable of budgeting, finances, accounting, and fund raising. They shall be placed in nomination by the Nominating Committee for a three-year rotating term with one-third rotating off each year. The Nominating Committee shall designate a chairperson from those having served at least one prior year. The treasurer shall serve as an ex-officio member.

2. Duties

   The Budget Committee:

   (1) Shall consult with the staff and program leaders in the preparation of a proposed unified budget for the next fiscal year which shall be presented to the Executive Board for consideration in the fourth quarter meeting and to the Association for adoption during the annual session.

   (2) Shall have the authority in case of an emergency to make changes and/or adjustments of any item in the annual budget and present such changes to the Executive Board for approval.

   (3) Shall communicate with the churches in an effort to encourage their support of the budget.

   (4) Shall determine that the bookkeeping, accounting, auditing, and reporting procedures are adequate to inform the committee that the assets of the Association are being utilized in compliance with the budget.

   (5) Shall make reallocations as it deems wise, with the approval of the Executive Board.

   (6) Shall be the only designated fund raising committee/program for the Association unless other specific designation or approval is given by the Executive Board.

   (7) Shall serve as consultant of fiscal responsibility to committees/programs on proposed actions regarding property, buildings, and capital improvements requiring expenditures in excess of current budget allotments or that require increased future budget spending.

3. Meetings, Records, and Reports

   The committee shall meet as necessary, keep its own minutes, and report to the Executive Board and at the Annual Associational Meeting.

TASK DESCRIPTION OF THE CREDENTIALS COMMITTEE

1. Membership

   The Credentials Committee shall be composed of three persons nominated by the Nominating Committee. They are to serve a three-year rotating term with one-third rotating off each year. The Nominating Committee will designate a chairperson from those having served at least one prior year.

2. Duties

   The Credentials Committee:

   1. Shall receive and study the credentials of churches requesting affiliation with the Association.

   2. Shall recommend to the Association new churches on the basis of requirements set forth in the constitution.

   3. Shall recommend to the Association removal of churches from the membership roll.

   4. Shall counsel with the pastor and leadership of each church requesting affiliation, making visits to the church during regular services, and use the following guidelines in evaluating churches approved to come under the watch care of the Association.

      (1) Members of the committee should visit the church during different services during the year of watch care.

      (2) Representatives of the committee and staff should meet with the congregation and explain what being a Southern Baptist involves, presenting materials which introduce the Association, Missouri Baptist Convention, and Southern Baptist Convention. Ample time is to be provided for the pastor and congregation to question them and to share their concerns.

      (3) The committee should offer to assist the church in study sessions utilizing Associational resources, i.e., personnel, helping to secure books, study aids, etc. If needed, the committee should assist the pastor in stewardship training for the church.

      (4) The committee should encourage the pastor and people to attend Associational functions, i.e., training clinics, rallies, conferences, ministers' conferences, etc.

      (5) The committee chairman should keep the DOM informed through written reports regularly of the process. The DOM should be requested to give close attention to the church under watch care and provide special help where needed.

5. Meetings, Records, and Reports

   The committee shall meet as necessary, keep its own records, and report to the Executive Board and at the Annual Associational Meeting.

TASK DESCRIPTION OF THE CONSTITUTION AND BYLAWS COMMITTEE

1. Membership

   The Constitution and Bylaws Committee shall be composed of three members each of whom shall serve for a three-year term with one-third rotating off each year. They shall be placed in nomination by the Nominating Committee at the annual meeting. The chairperson shall be named by the Nominating Committee.

2. Duties

   The Constitution and Bylaws Committee:

   (1) Shall make a review as needed of the Constitution, Bylaws, and Operations Manual. This review is to be made in the light of the programs, strategies, and needs of the Association, and make such recommendations as is deemed wise.

   (2) Shall study all requests for changes regarding the Constitution, Bylaws, and the Operations Manual and make recommendations for changes to the Executive Board or Association as appropriate.

3. Meetings, Records, Reports

   (1) Shall meet as often as necessary to fulfill its work.

   (2) Shall make reports and recommendations for changes to Executive Board and/or messengers to annual Associational meetings.

   (3) Shall see that approved changes are updated as needed in the Constitution, Bylaws, and Operations Manual.

TASK DESCRIPTION FOR EXECUTIVE BOARD MEMBERS

1. Election

   Each Executive Board member shall be elected by his/her local church and seated by the Association at the Annual Meeting. The board will include: (a) the elected officers of the Association; (b) the chairperson of the Association's standing committees and department directors; (c) the pastor and a lay member from each member church, and mission church pastors; (d) the DOM; (e) a representative of the Board of Trustees.

2. Qualifications

   An Executive Board member shall be:

   (1) An active member of a church affiliated with the Association.

   (2) Selected by the local church that person represents.

   (3) Committed to and supportive of the Association and its work.

   (4) Willing to attend meetings of the Executive Board.

3. Responsibilities

   (1) Attend at least 60 percent of the meetings of the Executive Board.

   (2) Be willing to support the programs, plans, and activities of the Association.

   (3) Serve on any committee as requested.

   (4) Become familiar with the work of the Association.

   (5) Report the activities, programs, and plans of the Association to the church that the member belongs to.

4. Meetings, Records, Reports

   (1) The Associational Executive Board shall meet quarterly and at other times as it deems necessary. The moderator may call special meetings of the Executive Board with the concurrence of the Administrative Committee.

   (2) Detailed records of the meetings of the Executive Board members shall be kept in the Associational office.

   (3) A summary of action taken by the Executive Board shall be reported at the Annual Associational Meeting.

TASK DESCRIPTION FOR THE MEMORIAL COMMITTEE

1. Membership

   The Memorial Committee shall be composed of three persons appointed by the moderator at the fourth quarter Executive Board meeting. The moderator will designate the chairperson. The committee shall serve for the annual Associational meeting for which they are appointed and are dissolved at the close of the Annual Meeting.

2. Duties

   (1) Shall secure names from churches of members who have deceased since the last annual Associational meeting.

   (2) Shall prepare a written list by churches of members deceased making note of persons such as deacons and ministers, etc., who have made a significant contribution to the church and Kingdom in their lifetime.

   (3) Shall lead messengers in an appropriate memorial observance of the deceased during the annual Associational meeting.

3. Meetings, Records, and Reports

   The committee shall meet as needed prior to and/or in connection with the annual Associational meeting, make its report to messengers through an appropriate memorial observance of the deceased and present its report in writing to the clerk at the Annual Meeting.

TASK DESCRIPTION OF THE NOMINATING COMMITTEE

1. Membership

   The Nominating Committee shall consist of six members named by the moderator and approved by messengers at the Annual Meeting and shall serve for a three-year term with one-third rotating off each year. The chairperson shall be named by the moderator. The moderator shall appoint replacements to fill any vacancies occurring on the Nominating Committee during the year. Each person on the Nominating Committee shall be from a different church. New appointees are to be from churches other than those of the people they are replacing. The moderator should attempt to ensure that the Nominating Committee represents the geographical expanse of the Association.

2. Duties

   The Nominating Committee:

   (1) Shall seek to nominate qualified persons with expertise in the particular area in which they shall be serving.

   (2) Shall make nominations at the Annual Meeting of the Association of all officers, directors, and members to serve on the Administrative Committee.

   (3) Shall make nominations to the Executive Board to fill any vacancies which may occur. However, such vacancies shall not be filled which occur with three months or less remaining in terms of service unless such vacancy creates a crisis in leadership in the Association.

   (4) Shall do an annual analysis of positions to determine the extent of church representation. This analysis should be done before and after the committee prepares its nominations.

3. Meetings, Records, and Reports

   The Nominating Committee:

   (1) Shall meet as often as necessary to perform its duties.

   (2) Shall keep written records of all its meetings.

   (3) Shall report its nominations to the Executive Board at the Annual Meeting.

TASK DESCRIPTION OF THE RESOLUTION COMMITTEE

1. Membership

   The Resolution Committee shall be composed of three members each of whom shall serve for a three-year term with one-third rotating off each year. The new member shall be appointed by the moderator at the Annual Meeting. The chairperson shall be named by the moderator from those who have served at least one prior year.

2. Duties

   The Resolution Committee:

   (1) Shall receive, prepare, and submit to the annual session and/or Executive Board all resolutions which it deems appropriate for adoption and report on all matters submitted to it, with or without recommendation or amendments.

   (2) Shall prepare resolutions on expressions of appreciation for churches hosting the annual sessions and may prepare commendations for persons who have served the Association in an exceptional manner.

   (3) As far as possible, the committee will provide copies of all resolutions to the meeting in which they shall be presented.

3. Meetings, Records, and Reports

   (1) Shall meet when necessary to carry out their functions.

   (2) Shall provide copies of resolutions to the clerk for records.

TASK DESCRIPTION OF THE TRUSTEES

1. Membership

   The Trustees shall consist of six members placed in nomination by the Nominating Committee. They are to serve a three-year rotating term with one-third rotating off each year. The Nominating Committee will designate a chairperson from those having served at least one prior year.

2. Duties

   The Trustees:

   1. Shall be responsible for the oversight, improvement, and upkeep of all property owned by the Association.

   2. Shall be responsible for the insuring of all Association owned property.

   3. Shall make biannual inspections of all Association owned property and shall make recommendations as to improvements in upkeep, repairs, etc.

   4. Shall supervise the receiving and letting of bids and contracts.

   5. Shall serve as the Board of Directors for the corporation of the Association and work with the DOM to see that the Articles of Incorporation are current and updates are filed annually or as required by law with the Secretary of State and shall study all requests for changes to the Articles of Incorporation and Operations.

   6. Shall interpret the Articles of Incorporation as to whether proposed legal commitments are in line.

   7. Shall not sell any Association land or incur any debt without the approval of the Executive Board.

3. Meetings, Records, and Reports

   The Trustees:

   1. Shall meet as it deems necessary to perform its work.

   2. Shall keep written records of all meetings.

   3. Shall report to the Executive Board and at the Annual and Mid-Year Meetings.

TASK DESCRIPTION FOR TIME, PLACE, AND PREACHER COMMITTEE

1. Membership

   The Time, Place, and Preacher Committee shall be composed of three persons appointed by the moderator at the fourth quarter Executive Board meeting. The committee shall serve for the annual Associational meeting for which they are appointed and are dissolved at the close of the Annual Meeting. The moderator will designate the chairperson.

2. Duties

   (1) Shall review the constitution and/or other policy manuals, minutes, etc., as needed for guidelines relating to the date and time set for annual and mid-year Associational meetings.

   (2) Shall review minutes of past Annual Meetings to secure the record of persons who preached the annual sermon in prior years and shall recommend the preacher and an alternate preacher to bring the annual sermon for the next year's Annual Meeting.

   (3) Shall review where Annual Meetings have been held in recent years and use this information to decide where the next Annual Meeting is to be held.

   (4) Shall present the report in writing to the clerk to be included in the printed annual.

3. Meetings, Records, and Reports

   The committee shall meet prior to the Annual Meeting, keep its own records, and make its report to messengers at the Annual Meeting and in writing to the clerk at the Annual Meeting.

SECTION V

TASK DESCRIPTIONS FOR DEPARTMENT OFFICERS/DIRECTORS/COUNCILS

TASK DESCRIPTION FOR THE ASSOCIATIONAL MISSIONS DEVELOPMENT PROGRAM

1. Membership

   The Associational Missions Development Program shall consist of a director and appropriate component program members sufficient to carry out the mission program of the Association. The director shall be placed in nomination by the Nominating Committee at the annual meeting. The Men's Ministry and WMU and Women's Ministry Directors shall serve as ex-officio members. Upon election, the director shall immediately become a part of the Associational Council to assist in calendar and budget planning of the following association fiscal year.

2. Duties

   The Associational Missions Development Program:

   (1) Shall study the overall mission needs of the Association's area. The priorities and goals of the entire program take precedence over the priorities of any individual or particular area of work.

   (2) Shall develop the mission strategy for the Association and work with the DOM in development of such programs and activities that are needed.

   (3) Shall assist the churches in enlisting, training, and wise use of local church missions committees.

   (4) Shall help churches commit themselves to the missions program of the Association.

   (5) Shall counsel with churches considering relocation, disbanding, and sponsorship of new missions and ministry projects.

   (6) Shall present its budget requests to the Budget Committee in developing budget support for the missions program.

3. Meetings, Records, and Reports

   The Associational Missions Development Program:

   Shall meet as necessary, keep a written record of its work, and report to the Associational Council, the Executive Board, and at the Annual and Mid-Year Meetings.

TASK DESCRIPTION FOR THE SUNDAY SCHOOL PROGRAM

1. Membership

   The Sunday School Director shall be placed in nomination by the Nominating Committee at the annual meeting. The Director shall immediately become a part of the Associational Council to assist in calendar and budget planning for the following association fiscal year.

2. Duties

   The Sunday School Director:

   (1) Shall present budget requests to the Budget Committee.

   (2) Shall plan and execute such programs of training and teaching as he/she deems wise and useful to the member churches of the Association.

   (3) Shall respond to member churches' requests for assistance.

3. Meetings, Records, and Reports

   The Sunday School Director:

   (1) Shall keep written records of plans and projections.

   (2) Shall report to the Executive Board and at the Annual and Mid-Year Meetings.

TASK DESCRIPTION FOR MEN'S MINISTRY

1. Membership

   The Men's Ministry Director shall be placed in nomination by the Nominating Committee at the annual meeting. The Men's Ministry Director shall immediately become a part of the Associational Council to assist in calendar and budget planning for the following association fiscal year.

2. Duties

   Men's Ministry Director:

   (1) Shall present budget requests to the Budget Committee.

   (2) Shall respond to member churches' requests for assistance in men and boys' work.

   (3) Shall assist in the proper organization of new work for men and boys in the local church.

   (4) Shall work with the Missions Development Program in involving men and boys in mission and ministry projects.

3. Meetings, Records, and Reports

   Men's Ministry Director:

   (1) Shall meet as often as necessary for planning and reporting activities.

   (2) Shall keep the Associational office advised as to plans and projections.

   (3) Shall report to the Executive Board and at the Annual and Mid-Year Meetings.

TASK DESCRIPTION FOR THE MUSIC PROGRAM

1. Membership

   The Music Program shall be directed by an Associational Music director. The Music director shall be placed in nomination by the Nominating Committee at the annual meeting. The director shall immediately become a part of the Associational Council to assist in calendar and budget planning for the following church and fiscal year. The Associational Music director shall also serve on the Annual Meetings Program Planning Committee.

2. Duties

   The Music Director:

   (1) Shall present budget requests to the Budget Committee.

   (2) Shall guide in determining objectives, tasks and goals of the music program.

   (3) Shall lead in providing music personnel for the Annual Meetings of the Association and other general types of Associational meetings.

   (4) Shall lead in a program of fellowship among and through church musicians.

   (5) Shall provide inspiration, training, and information to assist church leaders in planning, conducting, enlarging, and improving their music programs.

3. Meeting, Records, and Reports

   The Music Director:

   (1) Shall keep the Associational Council advised of plans and projections.

   (2) Shall report to the Executive Board and at the Annual and Mid-Year Meetings.

TASK DESCRIPTION FOR THE CHURCH REVITALIZATION PROGRAM

1. Membership

   The Church Revitalization Director shall be placed in nomination by the Nominating Committee at the annual meeting. The Director shall immediately become a part of the Associational Council to assist in calendar and budget planning for the following association fiscal year.

2. Duties

   Church Revitalization Director:

   (1) Shall present budget requests to the Budget Committee.

   (2) Shall plan and execute such programs of training and teaching as he/she deems wise and useful to the member churches of the Association.

   (3) Shall respond to member churches' requests for assistance and provide appropriate resources.

   (4) Shall assist churches in assessment of current church health and devise a plan for growth and revitalization.

   (5) The Director is encouraged to attend the state leadership Resound Network training.

3. Meetings, Records, and Reports

   Church Revitalization Director:

   (1) Shall keep written records of plans and projections.

   (2) Shall report to the Executive Board and at the Annual and Mid-Year Meetings.

TASK DESCRIPTION FOR THE EVANGELISM PROGRAM

1. Membership

   The Evangelism Program shall be led by a director who shall be placed in nomination by the Nominating Committee at the annual meeting. Upon election, the Evangelism Program director shall immediately become a part of the Associational Council to assist in the calendar and budget planning for the following association fiscal year.

2. Duties

   Evangelism Program Director:

   (1) Shall develop and promote a continuing program of evangelism among the member churches by providing training and inspirational opportunities for staff and lay persons.

   (2) Shall promote cooperative efforts in mass evangelism.

   (3) Shall evaluate and implement various denominational programs of evangelism when and as they are appropriate for use in the Association.

   (4) Shall assist churches in evangelism programs when requested by the local church.

   (5) Shall present its budget requests to the Budget Committee.

3. Meetings, Records, and Reports

   Evangelism Program Director:

   (1) Shall keep the Associational Council advised as to plans and projections.

   (2) Shall report to the Executive Board and at the Annual and Mid-Year Meetings.

TASK DESCRIPTION FOR THE PASTORAL MINISTRIES PROGRAM

1. Membership

   The Pastoral Ministries Program shall consist of an Associational Pastoral Ministries director. The Pastoral Ministries director shall be placed in nomination by the Nominating Committee at the annual meeting. The Pastoral Ministries director shall immediately become part of the Associational Council to assist in calendar and budget planning for the following association fiscal year. The director shall also assist the Nominating Committee in securing the other officers who shall be nominated in the Annual Meeting.

2. Duties

   The Pastoral Ministries Director:

   (1) The Pastoral Ministries director shall present his budget requests to the Budget Committee.

   (2) The director shall plan and execute such programs of training and teaching as it deems wise and useful in assisting churches in the development of Pastoral Ministries, Deacon Ministries, Vocational Guidance, Church Administrative Services, and Christian Weekday Education.

   (3) The director shall minister to the distinctive needs of pastors, deacons, church staff members, Church Council, church officers and committee members, church vocations, and Weekday Early Education staff.

   (4) The director shall respond to member churches' requests for assistance in task areas.

3. Meetings, Records, and Reports

   The Pastoral Ministries Director:

   (1) Shall keep the Associational Council informed of plans and projections.

   (2) Shall report to the Executive Board and at the Annual and Mid-Year Meetings.

TASK DESCRIPTION FOR THE STEWARDSHIP EDUCATION PROGRAM

1. Membership

   The Stewardship Education director shall be placed in nomination by the Nominating Committee at the annual meeting. Upon election, the Stewardship chairman shall immediately become a part of the Associational Council to assist in the calendar and budget planning for the following association fiscal year.

2. Duties

   The Stewardship Education Director:

   (1) Shall present his budget requests to the Budget Committee.

   (2) Shall assist member churches in equipping their congregations to develop an understanding of and commitment to the biblical concepts of individual and corporate stewardship.

   (3) Shall assist member churches in equipping congregations in their understanding of and commitment to mission support of the Association and world mission ministries through the Cooperative Program.

   (4) Shall respond to member church requests for assistance in their area of expertise.

3. Meetings, Records, and Reports

   The Stewardship Education Director:

   (1) Shall keep the Associational Council informed of plans and projections.

   (2) Shall report to the Executive Board and at the Annual and Mid-Year Meetings.

TASK DESCRIPTION FOR THE WMU AND WOMEN'S MINISTRY DIRECTOR

1. Membership

   The WMU and Women's Ministry Director shall be placed in nomination by the Nominating Committee at the annual meeting. The director shall immediately become a part of the Associational Council to assist in calendar and budget planning for the following association fiscal year. The director shall recruit other missions leaders from GVBA churches to serve on the WMU and Women's Ministry Council.

2. Duties

   WMU and Women's Ministry Director:

   1) Shall present its budget requests to the Budget Committee.

   2) Shall plan and execute such programs of training, teaching, and inspiration as it deems wise and useful to member churches.

   3) Shall respond to member churches' requests for assistance in its area of expertise.

   4) Shall work with the Missions Development Council in involving women and girls in mission and ministry projects.

   5) The director is encouraged to attend the state leadership training conference for Associational program directors.

3. Meetings, Records, and Reports

   WMU and Women's Ministry Director:

   (1) Shall meet as often as necessary.

   (2) Shall keep written records of plans and projections.

   (3) Shall report to the Executive Board and the Annual and Mid-Year Meetings.

TASK DESCRIPTION FOR THE YOUTH PROGRAM

1. Membership

   The Youth Program shall have a director who shall be placed in nomination by the Nominating Committee at the annual meeting. Upon election, the director shall immediately become a part of the Associational Council to assist in calendar and budget planning of the following association fiscal year.

2. Duties

   The Youth Program Director:

   (1) Shall provide special activities for the youth in the churches of the Association in areas of fellowship, witness, career planning, etc.

   (2) Shall seek to encourage the churches in developing active youth programs.

   (3) Shall promote activities for youth which will strengthen their relationship with their local church.

   (4) Shall present budget requests to the Budget Committee.

3. Meetings, Records, and Reports

   The Youth Program Director:

   1) Shall keep the Associational Council informed of plans and projections.

   2) Shall report to the Executive Board and at the Annual and Mid-Year Meetings.

TASK DESCRIPTION FOR THE CAMP PROGRAM

1. Membership

   The Camp Program shall be directed by age group camp directors (Children's Camp director or directors, Youth Camp director or directors, etc.]. The directors shall be placed in nomination by the Nominating Committee at the annual meeting. They shall immediately become a part of the Associational Council to assist in calendar and budget planning for the following association fiscal year.

2. Duties

   The camp directors:

   (1) Shall plan, promote, and conduct the Associational camps.

   (2) Shall promote the Camp Program for spiritual purposes.

   (3) Shall evaluate the camp programs

   (4) Shall enlist the staff for their camps.

   (5) Shall develop camp themes and promotional plans.

   (6) Shall help develop camp guidelines and principles.

   (7) Shall present budget requests to the Budget Committee.

   (8) Shall help determine the amount to be set for camper fees.

   (9) Shall make recommendations to the Trustees.

3. Meetings, Records, and Reports

   The camp directors shall meet as necessary, keep written records of their work, and report to the Associational Council, the Executive Board, and at the Annual and Mid-Year Meetings.

TASK DESCRIPTION FOR THE PRAYER PROGRAM

1. Membership

   The Prayer director shall be placed in nomination by the Nominating Committee at the annual meeting. The director shall immediately become a part of the Associational Council to assist in calendar and budget planning for the following association fiscal year.

2. Duties

   The Prayer Director:

   (1) Shall present its budget requests to the Budget Committee.

   (2) Shall guide in determining objectives, tasks and goals of the prayer program.

   (3) Shall plan and promote association wide prayer events.

   (4) Shall provide inspiration, training, and information to assist church leaders in planning, conducting, enlarging, and improving their prayer programs.

3. Meeting, Records, and Reports

   The Prayer Director:

   (1) Shall keep the Associational Council advised of plans and projections.

   (2) Shall report to the Executive Board and at the Annual and Mid-Year Meetings.