

Policy Manual

MoArk
Association

Of

General Baptists



Policy Manual
MoArk Association of General Baptists

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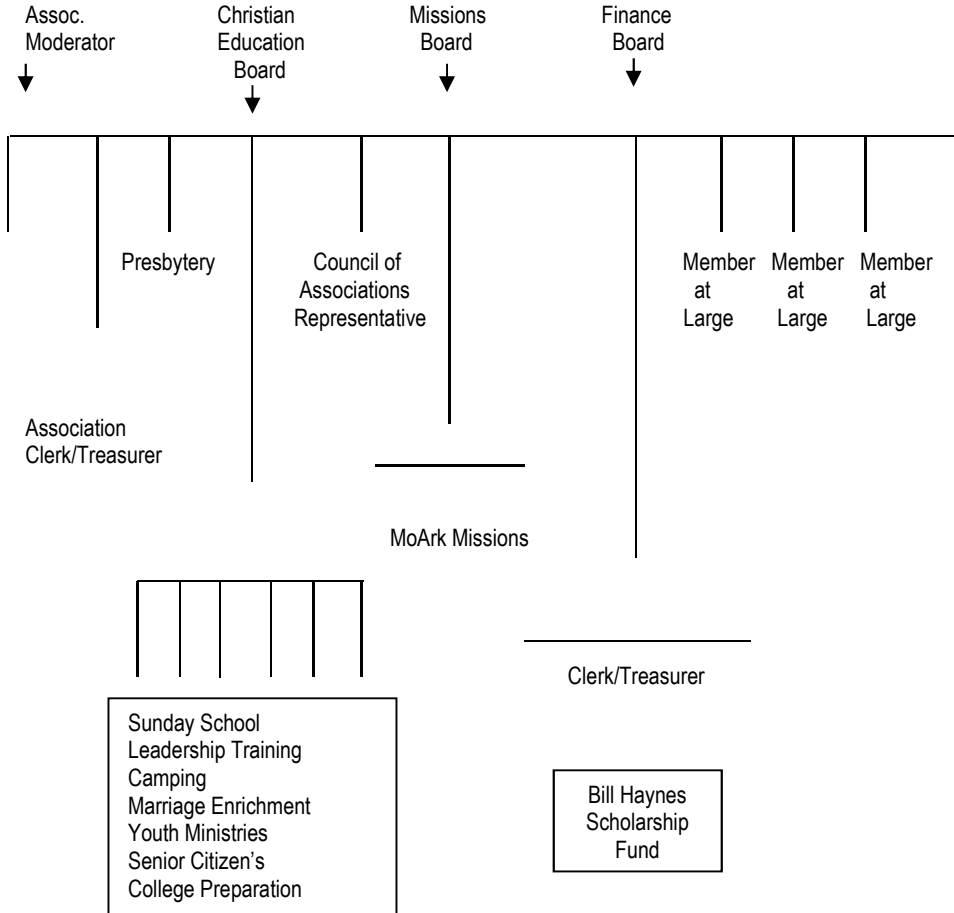
Executive Board
MoArk Association of General Baptists

Organization

The *Executive Board* will be composed of the following:

- Moderator of the Association
- Vice Moderator of the Association
- Clerk/Treasurer of the Association
- Presbytery Moderator
- Presbytery Clerk/Treasurer
- MoArk Youth Director
- Missions Board Representative
- Finance Board Representative
- Bill Haynes Scholarship Fund Treasurer
- Nominating Committee Representative
- Christian Education Board Representative
- Council of Associations Representative
- Three (3) Members at Large elected in the annual session

Executive Board Organizational Chart



Duties and Responsibilities of the MoArk Association Boards and Committees

Executive Board

Guidelines:

Organization:

The Executive Board of the MoArk Association of General Baptists shall be made up of the Moderators of the Association and the Presbytery; the Vice Moderator of the Association, the Clerk/Treasurer of Association, the Clerk/Treasurer of the Presbytery, the MoArk Youth Director, a representative of: the Christian Education Board, Council of Associations, Missions Board, Finance Board, Bill Haynes Scholarship Fund Treasurer, Nominating Committee, and three members at large elected by the Association.

The Executive Board shall be chaired by the Moderator of the MoArk Association of General Baptists.

Purpose:

To give continuity to the work of the Association and to insure an orderly transition of officers, committees and boards each year.

To operate in lieu of the Association, meeting quarterly to prepare for and usher in the annual setting of the Association.

To promote the purpose of the Association, i.e., to focus on the common mission of making disciples, training effective leaders, growing healthy churches, and developing productive ministries.

To apply and implement the policies of the Association in order to promote the welfare of its member churches.

To provide accountability of officers, boards, and committees of the Association.

Other Functions:

In keeping with this purpose and mission, the Executive Board shall appoint an Auditing Committee who shall do an accounting of all financial records of the Association and Presbytery on an annual basis.

The Executive Board will assume the duties of finding nominees who are qualified, willing, and available to be placed in positions of various boards and committees.

All Petitions and Requests shall be sent, in writing, to this board for the purpose of evaluation and any action that may be required.

All new Resolutions shall be presented in writing to the Executive Board for evaluation and appropriate action.

All committees and boards shall have their reports and paperwork submitted to the Executive Board no later than January 31.

MoArk Missions Ministry Board

Guidelines:

Organization:

The MoArk Missions Ministry Board shall consist of 5 members who shall serve for a period of five years with one member being replaced each year. NOTE: To initiate this process of rotating five-year terms, the reorganized Board shall be composed of one member serving 5 years, one member serving 4 years, one member serving 3 years, one member serving 2 years, and one member serving one year.

The MoArk Missions Ministry Board shall meet bi-annually or more to fulfill its purpose.

Purpose:

The MoArk Missions Ministry Board shall recruit and mobilize resources to faithfully implement the planting of new churches both as an individual body and in partnership with the Denominational Missions Board and/or other local mission boards.

Finance Board

Guidelines:

Organization:

The Finance Board of the MoArk Association of General Baptists shall be composed of the Clerk/Treasurer of the Association and the treasurers of all boards and committees of the Association and Presbytery.

The Finance Board shall be chaired by the Clerk/Treasurer of the MoArk Association of General Baptists.

The meeting of the Finance Board shall be called by its chairperson.

Purpose:

The Finance Board shall annually recommend to the MoArk Association of General Baptists a plan for the allocation of percentages of the annual dues received from the churches among the various committees, boards, and other entities of the Association. The recommendation of the Finance Board will be considered for approval at each annual session of the Association.

The Finance Board shall meet annually or more to formulate its recommendation to the Association to fulfill their purpose.

Christian Education Board

Guidelines:

Organization:

The Christian Education Board shall consist of six (6) members who are in good standing with member churches of the MoArk Association. Initially, they shall serve as follows: Two (2) three year terms; Two (2) two year terms and Two (2) one year terms, after which, two (2) new members shall be elected annually to three (3) year terms. The Association Youth Director will also be represented on this board as well.

The Christian Education Board shall meet quarterly or more to fulfill their purposes. The Officers shall include a Chairperson, Vice Chair, Secretary and Treasurer who will serve for one (1) year periods.

Purpose:

The Christian Education Board is to plan, promote and execute programs, or opportunities for the total enrichment of the churches.

Functions:

The Christian Education Board shall develop but not be limited to: Sunday School, Youth Ministry, Adult Retreats, Senior Citizens' Outreach, Marriage Enrichment, Leadership Training, Church Growth, etc.

The Christian Education Board will focus on the primary functions of the Church, i.e. Worship, Evangelism, Discipleship, Fellowship and Ministry.

Auditing Committee

Guidelines:

Organization:

The Auditing Committee of the MoArk Association of General Baptists shall be composed of three (3) persons and shall be appointed by the Executive Board, qualified to do an audit of the books of each treasurer who serves the MoArk Association and Presbytery of General Baptists. A report containing the findings of the Auditing Committee shall be made available at each annual session of the Association.

Members of the Auditing Committee will serve for a period of three years with one person being replaced each year. NOTE: To initiate this process of rotating three-year terms, the first committee will be composed of one member serving 3 years, one member serving 2 years, and one member serving one year.

Purpose:

Each Treasurer of the MoArk Association and Presbytery shall present to the Auditing Committee copies of all documents necessary to enable the Auditing Committee to do its work—including, but not limited to the following:

- The Annual Treasurer's Report to the MoArk Association of General Baptists
- All Bank Statements relative to any Checking Accounts, Savings Accounts, or Certificates of Deposit.
- Deposit Slips
- Withdrawal Slips
- Canceled Checks

To provide sufficient time for the Auditing Committee to do its work, each treasurer serving the MoArk Association and Presbytery shall present the annual treasurer's report and all supporting documentation to the Auditing Committee no later than January 30th.

The Auditing Committee shall provide a copy of its report to the Executive Board of the MoArk Association of General Baptists no later than March 1.

To provide consistency in reporting and to aid the Auditing Committee in its work, each treasurer of the MoArk Association and Presbytery shall operate on a calendar year.

Bill Haynes Scholarship Fund

Guidelines:

Organization:

The Bill Haynes Scholarship Fund shall be under the administration of the MoArk Executive Board.

Purpose:

The Bill Haynes Scholarship Fund shall serve to seek and support candidates for scholarship and provide scholarships to further the education of ministers and other church leaders to advance the ministries of General Baptist churches.

Functions:

Oakland City University shall be given priority over other educational institutions in the award of scholarships; however, the determining factor for the award of scholarships shall be financial need. Scholarship awards shall not exceed \$1,000 per year, per individual.

Also, the Bill Haynes Scholarship Fund will pay the registration fee for each applicant to the Lamp program as a requirement of ordination. The Bill Haynes Scholarship committee is authorized to grant monies to an applicant in the amount needed to cover the expenses required for each level of the LAMP program, \$150 for Level One, \$400 for Level Two, and \$650 for Level Three. These monies will be disbursed directly to the applicant upon presenting verification of completion of each level of the LAMP program to the Bill Haynes Scholarship Fund Committee. The LAMP awards shall not exceed \$1,500 per individual for completing all three levels of the LAMP program.

Youth Ministry Committee

Guidelines:

Organization:

The Youth Ministry Committee shall be chaired by the MoArk Association Youth Director who shall be elected annually by the delegates of the annually session of the MoArk Association of General Baptists. To be eligible for election to the position of Youth Director, candidates must be members in good standing of a church that is a member of the MoArk Association.

The MoArk Youth Ministry Committee shall be made up of a chairperson (MoArk Association Youth Director) and the youth leaders of the MoArk General Baptist Churches.

Purpose:

The Youth Ministry Committee of the MoArk Association is to develop and execute programs designed to equip the youth of the Association's churches to effectively engage in the five purposes of the church: worship, evangelism, discipleship, fellowship, and ministry.

Functions:

The Youth Ministry Committee shall work under the guidance and direction of the MoArk Association Christian Education Board and the MoArk Association Youth Director shall be a member of the Christian Education Board.

The MoArk Association Youth Committee may, if desired, enlist the assistance of any resources and/or personnel it deems necessary to fulfill its purpose.

Council of Association Representatives

Guidelines:**Organization:**

The Council of Associations Representatives for the MoArk Association shall serve a three-year term and shall serve no more than two terms consecutively. According to the formula set forth by the Constitution of the Council of Associations, the MoArk Association currently has three representatives to said body. The senior representative (the one having served the longest) of the three Council of Associations Representatives shall serve on the Executive Board.

Purpose:

The Council of Associations Representatives shall serve as representatives for the churches and members of the MoArk Association, as well as for the Association as a whole.

Functions:

The Council of Associations Representatives shall report all pertinent information concerning the ministries of General Baptists to the Association during its annual setting and to the Executive Board.

The Council of Associations Representatives shall be available for questions concerning the work of the Council of Associations and the Ministries of General Baptists.