

LAKE OF THE OZARKS BAPTIST ASSOCIATION

POLICY MANUAL

ADOPTED

APRIL 8, 2014

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PURPOSE & OBJECTIVES

This Policies and Procedures Manual is prepared for use by the Lake of the Ozarks Baptist Association.

The mission of God as accomplished through individuals, churches, associations, and conventions deserves our best. These policies are to make it possible to do God's will through His people in this organization as completely and efficiently as possible.

This manual is designed to give guidelines for all foreseen contingencies and yet be flexible when necessary. It is also the purpose of this Policy Manual to provide guidance for the practical application of the Constitution and By-Laws of the Lake of the Ozarks Baptist Association. Policies provided for in this manual shall not be in conflict with the Constitution and By-Laws, and if found to be so, the Constitution and By-Laws shall prevail.

This Policy Manual shall be developed and maintained by the Associational Council and the Council shall determine necessary changes from time to time. Interpretation will be done in consultation with the proper person or committee, though final interpretation rests with the Associational Council.

CORE VALUES

1. The Bible is the inerrant Word of God and is the final authority, in all decision making.
2. Our Doctrine shall be consistent with the Baptist Faith and Message of 2000.
3. We believe that we are all members of one body with Christ as the head. As such we recognize the responsibility of each to guard the oneness of fellowship.

PERSONNEL POLICIES

CLASSIFICATIONS:

There shall be two classifications of staff: ministerial staff and support staff. The Associational Director of Missions, and other staff the association may from time to time determine, shall be ministerial staff. The Associational Secretary, and other staff the association may from time to time determine, shall be support staff.

Each position, whether ministerial or support, will be classified as full-time or part-time according to job description and salary at the time that position is filled. It may be re-classified by mutual consent of the staff member and the Executive Board.

CREATING AND FILLING:

Whenever there is a vacancy in an existing staff position, the Personnel Committee is to review and, if necessary, update the job description for that position before that position can be filled.

Should the association determine that additional staff is necessary, the Personnel Committee, in cooperation with the Director of Missions, shall create a job description for the staff position and make a recommendation to the associational council for budget allocations.

The filling of various staff positions will be filled in the following manner:

Ministerial staff:

Director of Missions: The filling of a vacancy in the position of Director of Missions shall be in accord with the Constitution and By-Laws of the Lake of the Ozarks Baptist Association.

Other Ministerial Staff: The selection of other ministerial staff as the association may from time to time determine shall be by the same process as for the Director of Missions, with the following exceptions:

1. The Director of Missions may submit a candidate directly to the Executive Board for approval.
2. The Director of Missions may veto any candidate selected by the committee, provided he does so prior to the recommendation coming before the Executive Board.

Support Staff:

The secretary shall be hired at the discretion of the Director of Missions, in consultation with the Personnel Committee, and in accordance with the job description and budget allocations.

ORIENTATION:

Ministerial Staff: There will be no trial period for ministerial staff.

In specific and severe instances, to be enumerated later (page x) the staff member may be dismissed immediately with no probation. In such cases the staff member shall be compensated for any vacation time accumulated.

Support Staff: The trial period for support staff will be ninety (90) days. During the trial period the staff member's supervisor shall periodically evaluate the job performance of the new staff member using the criteria of the job description. Where job performance is acceptable the staff member should be commended and encouraged. When job performance is not acceptable the supervisor should be careful to review and explain the job description and expectations, offering appropriate instruction and guidance when necessary. If all such attempts fail to improve job performance to an acceptable level the staff member may be dismissed by the supervisor without obligation.

Should job performance of a support staff member decline to an unacceptable level, or should they violate any of the general or specific qualifications for staff, the staff member shall be put on probation for a period of time commensurate with the offense, but not to exceed six months. During such probationary time the staff member will be subject to immediate dismissal should other infractions occur.

In specific and severe instances, to be enumerated later (page 9) the staff member may be dismissed immediately with no probation.

SALARY ADMINISTRATION:

Starting Pay:

Ministerial staff shall be paid a package of salary and benefits mutually agreed upon by them and the association when they are called. Such package shall also be commensurate with the job description for their position and similar positions in other associations, so far as is practical.

Support staff may be paid a salary or an hourly wage. Those being paid an hourly wage shall begin at least at minimum wage, unless prior approval for more is granted by the personnel committee. Support staff, that are paid a salary, shall have a starting salary equal to at least minimum wage for the average hours worked in a pay period, unless prior approval for more is granted by the personnel committee.

Overtime:

Overtime shall be defined as time worked over the normally scheduled time for each respective position.

Salaried staff (all ministerial and some support staff) shall be expected to get their work done in a timely manner and will not be paid for overtime. At the same time, however, if the work load permits they may also take some additional leave time.

Staff being paid an hourly wage will be paid the same amount for overtime as for their regular hours. It is the supervisor's responsibility to verify whether the association's budget can accommodate the additional expense of overtime hours. By mutual agreement of the staff member and the supervisor, the staff member may take "comp time" rather than additional pay. Such "comp time" will be at the rate of 1.25 hours for every hour of overtime. When this option is chosen it must be used within six months of the time earned.

Evaluations and Raises:

All staff shall be evaluated annually by their supervisor. The basis of such evaluation shall be the job description for that position. The supervisor shall then make a recommendation to the Personnel Committee for salary and/or benefit increases. (Consideration shall also be given for length of tenure, continuing education, and personal/family needs, as well as the association's budget constraints or excesses.

Since the Director of Missions has no "supervisor" the Personnel Committee as a whole shall conduct the evaluation and make their recommendation directly to the associational council.

MEMBERSHIP AND PARTICIPATION:

All ministerial staff are expected to be a member of a church within the Lake of the Ozarks Baptist Association.

All support staff are expected to be active members of a local, evangelical church. This association reserves the right to verify this at any time.

OFFICE HOURS:

Office hours shall generally be 8:30am to 5:00pm, Monday through Friday, though specific hours will be determined from time to time by consent of the Director of Missions and the Personnel Committee. This is so that:

1. Calls or visits to the associational office can be done in a timely manner without interfering with the staff's family life, and
2. To have evenings available for special events and meetings.

When a ministerial staff member is out of town for more than one day he must leave information about where he can be reached with the secretary, and/or the personnel committee. This applies even during vacation time.

VACATIONS AND OTHER ABSENCES:

Vacations: Since all staff are currently part-time, there is no need for a schedule of vacation time. However, ministerial staff and salaried support staff may take time off for vacations as long as it does not interfere with the fulfilling of their responsibilities. Hourly support staff may take time off with the approval of their supervisor. Hourly support staff will not be paid for time not worked.

Holidays:

The office will be closed on the following holidays:

New Year's Day	Independence Day	Christmas Eve - 1/2 day
Good Friday	Labor Day	Christmas Day
Memorial Day	Thanksgiving Day	

In addition to the above, all staff may take their wedding anniversary as a holiday. If a staff member is not married they may take their birthday as a holiday. Hourly staff may have the above mentioned holidays as time off, but will not be paid for time not worked.

Sick Leave.

All ministerial (and salaried support) staff will receive 1/2 day of sick leave for every month worked. Hourly staff will receive 1 hour of sick leave for every forty hours worked.

A staff member must notify their supervisor as soon as possible when they will be taking sick leave. A supervisor has the right to demand verification any time a staff member takes more than two consecutive sick days.

Sick leave will be cumulative from year to year, up to a maximum of 45 days. No employee will be compensated for unused sick leave when employment is terminated.

Personal Days:

All staff may take 2 personal leave days per year, with pay. Prior approval must be obtained from the employee's supervisor.

Bereavement:

All staff may have two days for bereavement of in case of an extended family member's death (grandparent, grandchild, sibling). In the case of death of an immediate family member (parent, spouse, child) a staff member may have four days for bereavement. Bereavement time for the death of a spouse's family member shall also be granted according to the above guidelines.

Staff members shall be fully compensated for bereavement time used.

Outside Speaking Engagements:

Each ministerial staff member is allowed fourteen days per year for speaking engagements or leading in other ministry opportunities outside of the association. Events sponsored by the association shall not be considered "outside" regardless of where they are held. Staff members may prepare for such engagements and opportunities during their normal working hours, so long as such preparation does not interfere with their primary responsibilities to the association. The Personnel Committee shall have the right to grant extra time in this regard, if they deem it appropriate.

The Director of Missions is free to do supply preaching within the association as his schedule permits. He shall also be allowed to serve as interim pastor with any church in the association for a period not to exceed 3 months, consecutive. The Executive Board may approve additional time.

Leave of Absence:

A leave of absence may be granted in times of personal crisis which may affect the staff member's ability to effectively carry out their work. Such crises may include, but are not limited to: mental illness, physical illness beyond sick leave accumulated, criminal allegations, or allegations of moral lapse.

The staff member's supervisor and the personnel committee must approve a leave of absence. Other staff members and/or volunteers are expected to carry the load for their brother/sister in such times of crisis.

During a leave of absence all salary is suspended. All benefits are also suspended except that the association shall pay one half of the medical insurance premium, for a period not to exceed six months, for such staff as the association is already providing insurance for.

A leave of absence shall not exceed six months without a thorough evaluation, and in no case shall it exceed one year. A leave of absence shall not be granted until all accumulated sick leave is exhausted.

PAY SCHEDULE AND ADVANCES:

The Personnel Committee, after studying needs shall make recommendations regarding compensation of all staff to the Associational Council as a part of the proposed budget for the association.

All staff will be paid their salaries (and housing allowance, if applicable) weekly, biweekly, or monthly, by mutual agreement of the associational treasurer with each respective staff member.

Ministry expenses shall be reimbursed within one week of receipt. A staff member shall not be compensated for ministry expenses not reported within 60 days of when the expense was incurred. Each staff member must use the form provided by their supervisor for reporting ministry expenses.

Salary advances of up to two weeks may be allowed provided that:

1. The staff member's supervisor grants approval,
2. The employee is not on probation, and,
3. The associational budget (cash flow) is fluid enough to allow such

HONORARIUMS:

Honorariums received from such ministries as revivals, supply preaching, etc., are considered personal property of the Director of Missions and retained for his own use.

TERMINATION OF EMPLOYMENT:

Staff Initiated:

When a ministerial staff member voluntarily resigns (or retires) he/she shall give the association a minimum two week notice, though 30 days is preferred. Such notice shall be in writing to their immediate supervisor and the personnel committee, with a copy provided to the associational clerk. All accumulated sick leave, and personal days are forfeited at the time employment is terminated.

Support staff shall give a 2 week notice of voluntary resignation/retirement with all other conditions outlined above for ministerial staff being applicable.

Association and/or Supervisor Initiated: (see also the section above on "Orientation")

Ministerial staff- The Director of Missions shall not have his ministry terminated or be forced to resign except according to those conditions outlined in the Constitution and By-Laws of the Lake of the Ozarks Baptist Association.

Other ministerial staff may be terminated by action of the association under the same guidelines as those for the Director of Missions, outlined in the Constitution and By-Laws of the Association. Any staff member, other than the Director of Missions, may also be terminated by their supervisor or the Director of Missions for gross misconduct as follows:

1. Failure to correct a matter which caused probationary status
2. Sexual immorality
3. Embezzlement of funds

4. Teaching or promoting heresy, or doctrines contrary to the Baptist Faith and Message of 2000.
5. Conviction of any felony crime
6. The use of alcohol, tobacco, or other nonprescription mind-altering drugs.

LAKE OF THE OZARKS BAPTIST ASSOCIATION
Job Description for
DIRECTOR of MISSIONS

The Director of Missions shall lead in planning, coordinating, and promoting the work of the Association among the churches. The Director of Missions is to be considered as ministerial staff.

BASIC QUALIFICATIONS

1. Ordained into the gospel ministry by a Southern Baptist Church, or of such character that they could be ordained.
2. Meet other qualifications of a minister as outlined in I Timothy 3 and Titus 1.
3. Hold at least a Bachelor's degree, though a seminary degree is preferred.
4. Possess a knowledge of Baptist denominational life, a willingness to learn, demonstrated leadership ability in planning, conducting, and evaluating the work of the association.
5. Must have associational or other missions experience. Associational experience should be as a Director of Missions, associational staff member, or officer of an association. Other missions experience may be involvement in the missions outreach in a mission, church, or associational setting.
6. Abstain from all use of alcohol, tobacco, and other non-prescription drugs which may be mind-altering or addictive.
7. Abstain from even the appearance of sexual promiscuity.
8. Believe in and practice tithing.
9. Generally conduct one's life in a manner consistent with accepted Christian values.

SUPERVISION AND AUTHORITY:

Though employed by the association, the Director of Missions is supervised by the Personnel Committee, under the guidance of the Executive Board. .

RESPONSIBILITIES:

1. Lead in planning, evaluating, and implementing the total program of the association.
2. Lead in planning and disbursing of associational budget.
3. Lead in planning a coordinated calendar of activities in consultation with other associational leaders.
4. Assist the nominating committee in the selection and enlistment of all associational leadership.
5. Serve as chairman of Associational Council, and as ex-officio member of all other committees.
6. Lead in the promotion of all associational meetings and ministries.
7. Supervise and coordinate the work of all associational staff and volunteers. Work with the Personnel Committee in the employment of support staff.
8. Work with the Personnel Committee in the employment of ministerial staff to be recommended to the Executive Board.
9. As requested, give counsel and guidance to the churches of the association.

10. Keep informed about the condition and direction of the ministries of the churches.
11. Work with and assist the churches in fulfilling their mission to be the best they can be, including but not limited to: visiting the churches for routine, crisis, ceremonial, or functional visits, and working with pastor search committees when requested.
12. Work with and assist pastors by: being a pastor to the pastors, assisting in pastor/church conflicts, conferring with pastors considering a move, orienting new pastors to the association, developing pastoral support systems, and assisting with growth opportunities for pastors. This shall also apply to other church ministerial staff.
13. Keep the trustees informed of care and maintenance needs of the office, parsonage, and other properties.
14. Interpret and relate the program of our state and national conventions to our association and its churches.

LAKE OF THE OZARKS BAPTIST ASSOCIATION
Job Description for
ASSOCIATIONAL SECRETARY

To be generally responsible for the Associational Office, meet the needs of the churches, and exemplify a Christian attitude toward those who call or visit the Lake of the Ozarks Baptist Association office. The secretary is to be considered as support staff.

BASIC QUALIFICATIONS:

1. Proficiency in MS Word, Excel, PowerPoint, Publisher, Outlook, and other common office applications.
2. Shall have time management skills and the ability to multi-task.
3. Abstain from all use of alcohol, tobacco, and other non-prescription drugs which may be mind-altering or addictive.
4. Abstain from even the appearance of sexual promiscuity.
5. Believe in and practice tithing.
6. Generally conduct one's life in a manner consistent with accepted Christian values.

SUPERVISION AND AUTHORITY:

Though employed by the association, the Secretary is supervised by and responsible to the Director of Missions. In the absence of the Director, she is responsible to the Personnel Committee of the Association.

SPECIFIC DUTIES:

1. Shall have the responsibility of managing the office, including, but not limited to, greeting visitors, answering the phone, sorting mail, maintaining inventory of supplies, etc.
2. Shall treat all members and guests with professional courtesy.
3. Shall keep the office stocked of supplies and postage, and make sure routine maintenance is done on office equipment.
4. Shall prepare and/or respond to written correspondence as requested, including but not limited to, maintaining accurate directories of mailing addresses, email addresses, and phone numbers.
5. Prepare Associational newsletter on a regular basis.
6. Shall maintain the website, including current editions of the newsletter and a calendar of activities within the association.
7. Prepare the Annual Book of Reports / Annual Minutes.
8. Shall do the recruiting and training of volunteers to whom certain tasks may be delegated.
9. Coordinate arrangements with churches hosting associational events, and coordinate reservations for facilities and equipment.
10. Maintain cleanliness of all offices, bathroom, and kitchenette.
11. Shall do other duties as assigned by the Director of Missions.

LAKE OF THE OZARKS BAPTIST ASSOCIATION
Job Description for
SUMMER MISSIONARY

The Summer Missionary shall serve in the association to conduct resort missions and ministries, assist in camps and Vacation Bible Schools, and minister in other ways as needed or requested.

BASIC QUALIFICATIONS

1. Must be a maturing follower of Christ, and an active member of a Southern Baptist congregation.
2. Must provide a letter of recommendation from the pastor of the church they are a member of.
3. Must provide a written testimony of the salvation experience and why they feel called to serve in summer / resort missions.
4. Must have a servant's heart and willingness to minister in a variety of ways for the furtherance of the gospel of Christ.
5. Must be willing and able to bring ideas and giftedness to the table, while at the same time understanding they are serving under the auspices of the association.
6. Must be at least 18 years old and possess a valid driver's license
7. Abstain from all use of alcohol, tobacco, and other non-prescription drugs which may be mind-altering or addictive.
8. Abstain from even the appearance of sexual promiscuity.
9. Generally conduct one's life in a manner consistent with accepted Christian values.

SUPERVISION AND AUTHORITY:

Though employed by the association, the Summer Missionary is supervised by the Director of Missions in cooperation with the Missions Committee of the Association.

RESPONSIBILITIES:

1. Conduct Backyard Bible Clubs, Big A Clubs, Mission VBS or similar activities in area campgrounds and other resort settings.
2. Conduct or assist in Sunday worship services at area campgrounds and resorts.
3. Serve as a liaison between such campgrounds and resorts, to represent Christ and the Association in a positive manner.
4. Assist churches in Vacation Bible Schools and other outreach events as needed.
5. Assist in camps as needed
6. Assist in distribution at the Food Pantry as opportunity may allow
7. As schedule permits, visit churches of the association to promote the work of the association in general and the summer missions / resort ministries in particular
8. Keep the missionary residence clean and inform the trustees of any necessary repairs or other matters that may need their attention.

SCHEDULE AND COMPENSATION

1. The summer missionary must agree to serve 12 weeks, roughly from June 1 through the middle of August, though the exact dates are a bit flexible.
2. The summer missionary is expected to serve a minimum of 30 hours per week, though many weeks may require much more (such as serving as a camp counselor).
3. The summer missionary will have at least one day per week off, and at least one three day break sometime during the summer, to be negotiated at time of call.
4. The Association will provide a three bedroom, furnished home with paid utilities (except for cable TV) for the summer missionary.
5. The Association shall also pay the summer missionary \$300 per week for the 12 weeks.
6. The Association shall also re-imburse the summer missionary for travel during their time service. Such re-imbursement shall be at the rate of \$.50 / mile, not to exceed \$900 for the 12 week term of service.

JOB DESCRIPTIONS FOR OFFICERS AND COMMITTEES

CONSTITUTION COMMITTEE

Purpose of the committee:

- I. To prepare and recommend to the association a constitution and any revisions thereof as the committee deems necessary to guide the association in the conduct of its business.

The committee should also recommend any changes to the constitution that would make it easier to understand within the stated content and intent of the constitution eliminating any unnecessary repetition.

- II. The committee, upon request of the association, may be given the task of revising or rewriting the constitution which would then be presented to the association for adoption as rewritten or revised, in part or in whole, by the manner as the constitution, which is then in affect, prescribes.
- III. Furthermore, the committee should make certain that copies of the constitution are made available, both in hard copy and online [website], to all interested churches and church members of the association.
- IV. The committee should be prepared, at anytime, to answer any questions or make any recommendations it deems necessary, when questions are raised or suggestions are made by association churches, their members, or their representatives.

The constitution of the Lake of the Ozarks Baptist Association is a legally binding document intended to guide the business of the Lake of the Ozarks Baptist Association in an orderly fashion as the association attempts to carry out God's commission as revealed to the association.

FINANCE COMMITTEE

The purpose of the finance committee is to . . .

Provide counsel for the wise management of financial assets of the association, including the choice of financial institutions

Conduct an internal audit of the books annually and arrange for an outside audit every three years

TRUSTEES

It shall be the duty of the trustees to handle all legal matters of the Association, and to care for all properties.

1. The trustees shall oversee the care of all real properties and equipment owned by the Association.
2. The trustees, along with the clerk and treasurer of the association, shall serve as officers of the corporation board. The chairman of the trustees shall hold the title of President of the corporation and another trustee the title of Vice President of the corporation.
3. The trustees shall act as associational representatives in all matters relating to the associational properties.
4. The trustees have authority to sell associational properties, valued up to \$500 without authorization of the association.
5. The trustees have authority to spend up to \$500 for unexpected and/or emergency situations, out of contingency funds. Expenditures for more than \$500 must be approved by two-thirds of the officers of the association.

VBS TEAM LEADER (DIRECTOR)

VBS Director is responsible to the Associational Director of Missions.

1. Director and all Team Memvers need to work in a local church VBS that uses Lifeway's VBS curriculum.
2. Enlists and train an Associational VBS Team to assist other churches.
3. Attend State Associational VBS Director Advanced Training.
4. Attend with Team members Associational VBS Team Training Institute.
5. Be familiar with Lifeway's VBS curriculum and Backyard Kids Club resources.
6. Notify each church of Associational VBS material available.
7. Plan and conduct VBS Clinic using Lifeway's current VBS material.
8. Notify each church of Clinic date, time and location.
9. Promote VBS training in every church.
10. Keep mission VBS & Backyard opportunities before churches and their leaders.
11. Keep accurate VBS records. (financial, clinic attendance, church Pastors & VBS Directors)
12. Report results of the Associational VBS Clinics to the State VBS Office.
13. Lead churches in reporting their churches VBS results for the current year to the Associational and State offices.
14. Contact each church who has not turned in a VBS report.

15. Encourage church leaders to follow up on outreach, educational, and evangelistic opportunities of VBS. VBS IS NOT OVER UNTIL THE FOLLOW UP IS COMPLETED.
16. Write a final VBS report for the Associational Annual Meeting; including total VBS attendance and decisions made for the Lord.
17. Following the State VBS Director's Advanced Training, order VBS material for the next year and begin preparing for the next VBS Clinic.
18. Pray for each Team Member, Associational Clinic, Churches, workers and children who will be attending VBS.

POLICIES

CAMP POLICIES

1. As outlined in the Association's Constitution and By-Laws, the camp committee shall consist of 4 members from LOBA churches, 2 elected each year for 2 year terms.

2. The LOBA Camp Committee is responsible for developing and carrying out the policies related to the camp ministry of Lake of the Ozarks Baptist Association. However, all such policies shall be in cooperation with the broader work of the association and Camp P-82 (or other facilities that may be used from time to time).

3. Volunteers

A. Camp volunteers shall be exempt from all fees for camp except they will be responsible for the cost of the T-shirt if they choose to purchase one. Camp fees for the volunteers shall be paid on their behalf by the association.

B. General Qualifications:

1. All volunteers must be an active member of a Southern Baptist Church, and provide a recommendation from their pastor
2. at least 18 years of age, unless serving as a Junior Group Leader
3. must complete a volunteer application and pass a background check
4. agree with and sign the child protection policy
5. volunteers must attend orientation immediately preceding camp; and must stay at camp for the duration unless specific permission to leave is granted by the Camp Director.

C. Camp Director

1. meet all qualifications in B above
2. Work with camp committee and DOM to develop themes and programs for camp
3. Work with camp committee and DOM to recruit other workers / volunteers
4. Ensure that all camp policies are followed

D. Group Leaders

1. meet all qualifications of B, above
2. are required to stay with their group. A group of campers will consist of no more than 10 children of the same gender
3. are expected to be present and on time for all worship services and activities, model active participation in worship and other activities.
4. encourage and monitor proper dress
5. enforce curfew and lights out. Lead in cabin devotions each night.
6. supervise room / cabin clean-up at the end of the week. Report any damage to room or cabin the camp director

E. Junior Group Leaders

1. an active member of a Church within the Lake of the Ozarks Baptist Association
2. provide a letter of recommendation from their pastor
3. to serve in younger children's camp, they must have completed at least the 6th grade; to serve in older children's camp they must have completed at least the 10th grade.

F . Camp Nurse

1. meet all qualification in B, above
2. current CPR certification is mandatory; First aid certification / EMT or greater is preferred

4. Age Groups for Camps

A. Younger Children's Camp will be for those who have completed Kindergarten through completed 3rd grade.

B. Older Children's Camp is for those who have completed 3rd grade through completed 6th grade

C. Yes, that means children will have the summer after third grade to attend both camps if they (and their parents) so choose.

FACILITIES AND EQUIPMENT POLICIES

BUILDING

The primary use of the Lake of the Ozarks Baptist Association office is for regularly scheduled events, programs, ministries, and special functions of the Lake of the Ozarks Baptist Association.

The churches of the Lake of the Ozarks Baptist Association can use the office, provided that the dates needed are not in conflict with the scheduled events of the Association, or the personal schedule of the Director of Missions. The church using the facilities will be responsible for any damage to the building, equipment, or furnishings.

Use of the facilities is to be scheduled through the LOBA office. When reserving the building the following information is to be given:

- Name of church
- Name of person responsible
- Date building is needed
- Type of function

AND FURNISHINGS

Office Equipment

Office equipment (computers, copiers, software, etc.) owned by the association are only to be operated by the employees of the Lake of the Ozarks Baptist Association. The Director of Missions must approve any other use. Office equipment is not to be taken out of the office.

Furnishings:

Furnishings (chairs, tables, etc.) in the Lake of the Ozarks Baptist Association office are not to be removed from the office, except when used by the churches for special functions of the association, and must be approved by the Director of Missions. All furnishings are to be returned following their use as soon as possible.

Ministry Equipment:

Ministry equipment (AV, block party items, etc.) belonging to the Lake of the Ozarks Baptist Association may be borrowed and used only by the churches of the Association. Ministries and programs directly related to the association may also use ministry equipment.

Ministry equipment is to be reserved through the Lake of the Ozarks Baptist Association Office. Reservations shall state:

- Name of church, ministry, or program
- Name of person responsible
- Date equipment will be picked up and returned

Reservations shall be on a “first come, first served basis”. In cases where the equipment is needed by more than one church or ministry on the same date (or even dates in close proximity) those using the equipment are to arrange passing the equipment on to the next church or ministry. Churches will be responsible for any abuse to the equipment.

FINANCIAL POLICIES

BUDGET MANAGEMENT

Employees, Association Officers, Program Directors, and Committee Chairmen, are authorized to spend their approved budgets (those budgets that relate to their work) without additional approval of the Association, provided that there are adequate funds in the Association’s bank account. Any ministry leader who overspends their budget category without prior approval may be held personally responsible for those expenses.

The association, at Executive Board or Annual Meeting, must approve spending of funds that are not budgeted (with exception for the trustees, see _____)

Receipts of purchases, and vouchers, must be attached to check requests and bills and turned in to the Lake of the Ozarks Baptist Association office for payment or reimbursement within 30 days.

Only authorized people may charge any item to the Lake of the Ozarks Baptist Association. Charge tickets must be turned in to the Lake of the Ozarks Baptist Association office.

Checks for over \$1,000 shall require two signatures.

ON MEMORIALS:

All gifts, including memorials, are to be received without obligation. The association may consider recommendations of the donors, but reserves the right to use any and all gifts in such a way as to maximize their effectiveness in reaching the association’s objectives.

LEGAL AND OTHER OFFICIAL PAPERS

Legal and official papers are to be kept in a lock box at a local bank. Only the Director of Missions and officers of the corporation board of the association are to have access to the lock box.

Financial records and other official papers that are kept at the Lake of the Ozarks Baptist Office are not to be removed from the building without the permission of the Director of Missions and the Moderator.

INSURANCE

The trustees and the associational staff are to see that adequate insurance, at replacement value, is kept at all times on the facilities, equipment, and furnishings.

Insurance is also to be provided as needed for summer missionaries, camps, youth activities, etc.

MISSIONS POLICIES

1. Those participating in association sponsored mission trips or activities must meet the following criteria:

A. Must be a follower of Christ, and member in good standing of a Southern Baptist Church; children who are accompanying their parents may be exempt from this requirement.

B. Unless specifically identified as a “youth trip”, participants must be at least 18 years old and must pass a background check. Persons under the age of 18 may only participate if accompanied by a parent or guardian.

C. Abstain from all use of alcohol, tobacco, and other non-prescription drugs which may be mind-altering or addictive; Abstain from even the appearance of sexual promiscuity; and generally conduct one’s life in a manner consistent with accepted Christian values.

SCHOLARSHIP POLICIES

A. The scholarship shall be funded by gifts and not from the associational budget

B. Funds shall be invested through the Missouri Baptist Foundation

C. The scholarship recipients shall be chosen based on the following criteria:

a) recipient must be a member of a church within the association

b) priority will be given to students pursuing a ministerial or church related vocation

- c) recipient must be attending a college or university affiliated with a Baptist state convention or the SBC – priority will be given to students attending such affiliated with the Missouri Baptist Convention (Hannibal LaGrange University; Southwest Baptist University; or Missouri Baptist University)

YOUTH POLICIES

1. For the purpose of activities and events, the term youth applies to individuals in seventh through twelfth grade.