

# **POLICY MANUAL**

***NECHES RIVER***

***BAPTIST***

***ASSOCIATION***

# Policy Manual Neches River Baptist Association

## Organizational Policies

The organizational policies of Neches River Baptist Association (NRBA) are established to augment the Constitution of the Association to provide more effective administration of the Association.

### SECTION 1. VALUES

The organizational policies and procedures of NRBA are to reflect certain core values:

1. **We value the *authority of God's Word*.** Therefore, we strive to ensure that all ministry responsibilities are fulfilled according to biblical principles and that all personal relationships are handled according to biblical principles.
2. **We value *prayer*.** Therefore, we seek God's wisdom and leadership in all decisions affecting the Association. We try to influence the leadership of the Association to be people of prayer.
3. **We value the *primacy and autonomy of the local church*.** Therefore, we do not do anything which disregards or displaces the responsibilities and privileges of the local church. We do not initiate ministries on behalf of the Association, but pro-actively work to inspire, resource, and strengthen local church ministries.
4. **We value *purposeful administration*.** Therefore, we organize the Association in a manner which effectively implements the strategy adopted by the Association. We implement the priorities of that strategy through our policies, our budget, and our ministries. In administering the Association, we use good processes, trusting that a good process always yields a good result. We avoid an "end justifies the means" mentality.
5. **We value *servant leadership*.** Therefore, our officers and teams lead the Association to act in a manner which under-girds the ministries of the local church. The Association staff views itself as an extension of the local church staff, always prepared to assist when possible and where permitted.
6. **We value *cooperation*.** Therefore, we strive to bring Association churches into cooperative partnerships in accomplishing their God-given ministries. From starting mission churches to conducting social-need ministries, we seek to form partnerships between two or more cooperating churches in order to accomplish such ministries.
7. **We value *accountability*.** Therefore, we hold Associational teams, officers, and staff accountable for assigned responsibilities. Reports are provided regularly in order to demonstrate integrity and effectiveness in the utilization of resources and the accomplishment of the task. In addition, cooperating churches are regularly reminded of the responsibilities they incur through fellowship in the Association.
8. **We value *fellowship*.** Therefore, we seek to promote unity in the midst of our methodological diversity. The leaders in the Association focus upon ministering

according to biblical principles and not according to programmatic similarities. We encourage innovation and creativity. At the same time, we celebrate traditional methods. We encourage churches and individuals to exhibit their uniqueness in ministry and trust their submission to the leadership of the Lord Jesus.

9. **We value peace.** Therefore, we seek consensus in the decisions we make. Our teams and officers do everything they can to avoid conflict between cooperating churches in the Association or between church members in the Association. When differences arise, we encourage individuals to demonstrate the love of God toward one another and to do everything possible to reach reconciliation.

## **SECTION 2. MISSION STATEMENT**

1. The Mission of the Neches River Baptist Association is to “Assist churches to Love God, Love Others, and Love the World.” We fulfill our mission by:
  - (1) **Strengthening Churches:** Promote evangelism and church growth through total church ministries. Provide needed helps to equip church leaders so they can be more effective in ministry. These include, but are not limited to: Leadership Training, Resources, Consulting Services, Seminars, Think Tanks, Continuing Education Events, Pre-Conflict Strategy, Staff Transitions, Church Transitions, Shepherding Ministries, and Pulpit Supply.
  - (2) **Promoting Missions:** Encourage missions’ commitment in cooperating churches by creating an awareness to mission opportunities and by assisting churches to effectively perform mission ministries. These include, but are not limited to: Church Starting, Great Commission Vision Casting, Demographics, Houston & Trinity County Strategy Planning, Missional Education, and Budgeting.
  - (3) **Developing Leadership:** Encourage and provide support for developing and improving church leaders in areas of administration, pastoral ministry, crises ministries, conflict management, leadership development, and supervision skills.
  - (4) **Nurturing fellowship:** Encourage church leaders to develop personal relationships. Provide networking opportunities. Provide opportunities for members of cooperating churches to fellowship with one another.

## **SECTION 3. POLITY AND RELATIONSHIPS**

1. Churches cooperate with the Association on a voluntary theocratic basis, maintaining their cooperative relationship through messengers elected to attend the annual meeting and to serve on the Executive Board.
2. When a church desiring to fellowship with the Association presents a petitionary letter to the Credentials Team, the Team shall meet with the leadership of the church in order to gain information about the church, its beliefs/practices, the cooperating attitude of the church, and the reasons the church desires to fellowship with the Association. Usually, there shall be **(1 or 2)** such meetings

- before recommendations are made concerning the disposition of the petition for fellowship with the Association: one before the recommendation to receive under watch-care, and one before the recommendation to receive the church into full fellowship.
3. In general, any petitioning church shall have been formed as a duly constituted Southern Baptist Church for one (1) year before being considered for fellowship in the Association. Prior to the time of its first full year of organization, the church may be received under watch-care of the Association. A church under watch-care shall enjoy all privileges of fellowship in the Association with the exception of voting privileges and team/trustee representation. A mission constituting into a fully constituted church shall be considered for fellowship in the Association, provided it has been a mission of a cooperating church for a period of at least one year.
  4. As an autonomous organization, the Association has the authority to refuse fellowship with any church deemed unsound in faith or practice, and to continue such refusal until the irregularities shall have been corrected. During the time a church is suspended, the messengers from that church shall not be seated and shall not be permitted to discuss or vote on any matter before the Association. When a charge of unsound faith or practice is brought to the Executive Board, the Moderator shall bring such report to the Credential's Team of the Association. The Credentials Team shall submit its report and recommendation to the Executive Board for action, as appropriate. The Executive Board shall then report its findings and recommendation to the Association in either its annual meeting or a special called meeting; at which time two-thirds majority of messengers present and voting shall be necessary to declare suspension of the offending church until such irregularities are corrected. The same procedure shall be followed for suspension to be lifted from an offending church.
  5. The Association will refuse fellowship with any church or mission that has a woman as senior pastor.
  6. Any cooperating church that wishes to withdraw from fellowship in the Association should send a letter to the Moderator indicating the action of the church.
  7. The Association seeks to work in cooperation with the Southern Baptist Convention, its boards/agencies/committees, and other entities which cooperate with the Southern Baptist Convention.
  8. The Association shall join with other Christians in reaffirming our loyalty to the teachings of Scripture as delineated in our statement of faith. This Association shall decline to enter into an alliance, partnership, or cooperative endeavor with any organization that jeopardizes the freedom and autonomy of the Association, or that minimizes the Biblical admonition to proclaim, propagate, and practice the Gospel of Jesus Christ among men of every nation, tribe, tongue and kindred.

#### **SECTION 4. STAFF RESPONSIBILITIES**

**Director of Missions:** The Neches River Baptist Association shall employ a Director of

Missions, recommended to the Executive Board, or the Annual Meeting, of the Association by a special team elected by the same.

He shall hold office as long as mutually agreeable.

The Director of Missions shall be responsible to the Executive Board of Neches River Baptist Association and to the Neches River Baptist Association when in session for planning, implementing, coordinating, and supervising all ministries and activities of Neches River Baptist Association. He is the chief administrator of the Neches River Baptist Association.

He will ensure that the procedures and guidelines prescribed by the Constitution of the Association and the Policy Manual of the Association are implemented.

### ***I. Over-all Objectives***

1. He is to work and assist the churches of the Neches River Baptist Association.
2. He will supervise the Associational staff and will work closely with the Moderator, Ministry Teams, and Directors of the Association in determining job descriptions, staff salaries, and personnel guidance.
3. He will serve as the chief financial officer of the Association to ensure that all monies are properly handled and that all receipts/disbursements are handled according to proper accounting practices.
4. He will oversee the preparation of the annual budget and present to the Administration Team anticipated program, ministry, building, equipment, operational, and personnel needs. He will encourage plans to promote the annual budget in order to increase contributions to the ministry of the Association.
5. He will ensure the effective operation of the Associational office.
6. Special emphasis shall be given to developing new areas of work within the association as need presents itself in areas such as missions, new churches, points of witness, and interpreting to the association the needs of people in the association's territory for such evangelistic and mission outreach.
7. He will serve as ex-officio on all Associational Ministry Teams and will assist them in their work.
8. He will oversee the use of Associational property and negotiate minor repairs as needed within budget restraints.
9. The working to develop closer fellowship between the churches of our association should be a goal of our Director of Missions.
10. He is to realize that accomplishment of his work must be done largely "out in the field" rather than inside the Associational Office.
11. He should help each church develop its unique programs and emphases and help provide the necessary resource information to do so.

12. Special emphasis shall be given to developing training programs for church and associational workers with the ultimate goal of training lay people and ministerial staff to be better equipped to minister in the local church.
13. The working to develop closer fellowship between the churches of our association should be a goal of our Director of Missions.
14. He will serve as liaison with cooperating denominational agencies to interpret, adapt, formulate, and initiate programs and ministries to meet the needs of the churches, and he will work to secure resources, as available, to help the churches conduct their specific ministries.

## II. ***Missions Objectives.***

1. Southern Baptist mission work through our local churches shall be the underlying purpose in all endeavors of the DOM.
2. He shall seek to inform, promote, and develop appreciation for Southern Baptist mission causes on all levels – associational, state, home and foreign.
3. He shall work closely with the Associational Missions Team to develop local and global mission opportunities for our Association.
4. He shall maintain the necessary resources to assist our churches in maintaining mission education ministries.
5. Special emphasis shall be given to developing new areas of work within the association as need presents itself in areas such as missions, new churches, points of witness, and interpreting to the association the needs of people in the association's territory for such evangelistic and mission outreach.

## III. ***Associational Objectives.***

1. The DOM shall help the officers of the Association in promoting their particular areas of responsibility.
2. The DOM shall assist in the planning of associational meetings and promote attendance at the Executive Board meetings.
3. The DOM shall report to the Executive Board at each association meeting.
4. The DOM shall be available to assist our local churches in times of crisis, search for staff, and particular needs arising in their ministries.
5. The DOM shall be a pastor to pastors and other staff members, assist in church/pastor conflicts, confer with pastors considering a move, orient new pastors, develop a pastoral support system, and develop training ministries for pastors and other staff members of our association.
6. The DOM shall make known to our churches the resources available in the associational office in terms of equipment, assist teams, information, and training opportunities.
7. The DOM shall make available to churches upon request guidelines for Pastor and Staff Search Committees. He shall assist pastor-less churches in

- whatever ways he is requested in such areas as background searches, recommendations, or other areas of need that may arise.
8. The DOM is to visit on a regular basis every church in our association. He is to visit when possible, churches in crisis, churches having ceremonial or functional occasions and shall attempt to visit every church in the association at least once a year.
  9. The DOM shall be responsible for maintaining the associational office and supervising any paid or volunteer help.
  10. The DOM is to publish "The Pine Torch" (Association Newsletter) and the annual minutes.
  11. The DOM is to be an ex-officio member of all boards and teams with power to make recommendations and enter into discussions of all matters.

#### IV. **Personal Privileges.**

1. **Vacation, Time Off.**
  - a. The DOM shall receive the following vacation time:
  - b. Two (2) weeks annually for 1-5 years of denominational service.
  - c. Three (3) weeks annually for 6-10 years of denominational service.
  - d. Four (4) weeks annually for 11+ years of denominational service.
  - e. The DOM is allowed two (2) days per week time off.
  - f. The vacation time & days off shall be left up to the discretion of the DOM.
2. **Revivals, Conferences.**
  - a. Leadership of revivals and conferences within the Neches River Baptist Association is not restricted.
  - b. Leadership of revivals and conferences outside the Neches River Baptist Association shall be restricted to two (3) per year.
  - c. All honorariums are to be kept by the DOM.
3. **Pulpit Supply.**
  - a. Pulpit supply within the Neches River Baptist Association shall not be restricted.
  - b. Pulpit supply outside the Neches River Baptist Association shall be restricted to three (3) Sundays per year.
  - c. All honorariums are to be kept by the DOM.
4. **Interim Pastorates.**
  - a. Interim pastorates are to be limited to churches within the Neches River Baptist Association unless otherwise approved by the Executive Board.
  - b. Major local church or area events are to take precedence over interim commitments.
5. **Conventions, Conferences, Assemblies.**
  - a. Adequate time shall be allowed for the DOM to attend those meetings he deems necessary for his work.
  - b. Expenses for these meetings are to be covered in the associational budget and shall not exceed the budget allowances for conventions and conferences.
  - c. Attendance at these conventions, conferences, or assemblies shall not be

considered as the DOM's personal vacation time.

**Administrative Assistant:** The Administrative Assistant shall be responsible to the Director of Missions (DOM) for the performance of administrative responsibilities related to the ministries of the Neches River Baptist Association.

**Responsibilities:**

**1. *Manage the Associational office.***

- 1) Ensure a warm, helpful, servant attitude is demonstrated by all Associational office personnel, including volunteers.
- 2) Organize the work of the Associational office to establish work-flow procedures according to accepted office practices.
- 3) Maintain an efficient filing system for the Associational office.
- 4) Oversee the operation of the computer system.
- 5) Ensure proper operation and maintenance of office equipment.
- 6) Receive and review correspondence; distribute materials, as appropriate.
- 7) Supervise the performance of office personnel, including volunteers.
- 8) Coordinate the production of all Associational publications to include planning, editing, and printing the newsletter.
- 9) Maintain necessary mailing and address lists.
- 10) Maintain Associational financial records and prepare financial reports.
- 11) Maintain an adequate inventory of office supplies.
- 12) Oversee the mailing procedures of the Association, ensuring compliance with postal directives.
- 13) Coordinate, print, and distribute the Associational calendar.
- 14) Write checks and distribute funds as authorized by the NRBA Treasurer or DOM.
- 15) Receive and deposit all incoming contributions.
- 16) Supervise/maintain an Associational resources center.

**1. *Serve as personal secretary to the DOM.***

- 1) Make travel arrangements, assist with appointments, and prepare itineraries as needed.
- 2) Prepare correspondence, as requested.
- 3) Provide secretarial assistance to the Executive Board.
- 4) Provide administrative support to Associational officers and Ministry Team Leaders as directed by the DOM.
- 5) Prepare and print the annual book of reports and annual minutes.
- 6) Provide specialized assistance to churches when possible.
- 7) Establish and maintain a network with church secretaries.
- 8) Assist churches, when possible, with administrative needs.
- 9) Implement and carry out special projects as directed by the DOM.
- 10) Participate in a program of continuing education to improve administrative

- skills, as authorized by the DOM
- 11) Provide refreshments for meetings at the Associational office.
  - 12) Accept other responsibilities as assigned by the DOM.

## **SECTION 5. MINISTRY TEAMS**

The Association may have as many ministry teams as necessary to expedite the work. The Moderator and the Director of Missions shall act in an advisory capacity to each of the teams. If for any reason teams do not carry out their assigned objective, the messengers to the Annual Meeting or the Executive Board by a majority vote shall perform the functions of such teams.

Team profiles and duties shall be maintained in the NRBA Associational Policy Manual.

The Director of Missions with assistance from the moderator and Vice Moderator will recommend the Team Leaders annually to the Administrative Leadership Team for approval. The team leader will serve for as long a period as he/she is effective and feels led to serve.

Resources for all Associational Teams will come from the value areas in the annual budget, and designated gifts from churches. Budget needs will be reported to the Administrative Leadership Team.

Each team leader may recruit volunteers to assist him/her on particular projects or for particular periods of time. These missions' volunteers will be reported to the Administrative Leadership Team.

The Director of Missions will be responsible for evaluating the effectiveness of team leaders in consultation with the Moderator and the Administrative Leadership Team.

## **TEAM LEADER PROFILES**

### **I. Administrative Leadership Team (ALT) Leader Profile**

#### **(1) Purpose**

The Administrative Leadership Team reports to the messengers at the Annual Meeting and to the Executive Board. The Administrative Team is responsible for compiling and managing the NRBA budget and calendar, for nominating the NRBA moderator, vice-moderator, treasurer, clerk, trustees, directors, and officers of the association; for recommending the Annual Preacher and Alternate Preacher and for assisting the Director of Missions, Moderator, and Vice Moderator in enlisting team leaders. In addition, the (ALT) will handle all Credential requests that come before the Association. A final task of the (ALT) is that they will assure that all

Neches River properties remain in good repair. The Administrative Team may propose adjustments to the organization as needed in order for the NRBA to fulfill its mission.

The Administrative Leadership Team will consist of the Moderator, Vice Moderator, Associational Treasurer, Clerk, Director of Missions, three (3) members-at-large, and a “team leader” from each NRBA Team. The members will include at least two lay people. The team cannot have two voting members from one congregation.

The three (3) members-at-large will serve a three-year term on rotating basis to prevent the entire team from changing every year. At the conclusion of the three years of service, the members rotating off a panel will be required to stay off one year before being approved to another three-year term. Persons serving as Moderator do not need to stay off a year before being approved for an initial three-year term as one of the three (3) members-at-large of the Administrative Leadership Team.

**(2) Task**

The Administrative Leadership Team will meet as necessary to do the work of the following administrative committees: Finance/Budget, Nominating, Calendar, Properties, Credentials, Annual Meeting Order of Business, and Annual Meeting Preacher.

They will prepare materials and make recommendations to the NRBA Annual Meeting and to the NRBA Executive Board between annual meetings in all of the above areas.

The Administrative Leadership Team Leader will be nominated by the Moderator, Vice Moderator, and Director of Missions.

All budgeting will be based on the core values chosen by the Association. Associational Staff will have the responsibility for receiving calendar dates.

**(3) Time Commitment**

The Administrative Leadership Team will meet as often as necessary to perform the tasks assigned to this team. Meetings for the next year’s budget and nominations for the upcoming year will begin in June.

**(4) Essential Duties and Responsibilities:**

**(a) Finance and Budgeting**

Prepare an annual budget to present to the NRBA Executive Board in July. They shall present the recommended budget to the

messengers at the annual meeting. Upon approval by the messengers it shall become the budget for the coming year.

**(b) Nominating**

- Prepare a slate of the following officers to recommend to the Messengers at the NRBA Annual Meeting or to the Executive Board between annual meetings. The nominations are to be for the following offices:
  - Association Moderator
  - Association Vice-Moderator
  - Association Treasurer
  - Association Clerk
  - Association Trustees
    - The Association shall have a minimum of three trustees and a maximum of nine at the discretion of the Executive Board. The Association shall elect one third of the body each year to serve for a period of three years. The members shall not succeed themselves for a period of one year. The trustee's responsibility shall be to sign all legal papers and look after other matters appertaining to their office in accordance with the articles of incorporation. The trustees, as other officers, are under the direction of the Association.
  - Approve 3 At-Large Administrative Team Members appointed by the DOM.
  - Appoint Ministry Team Leaders
  - Appoint Associational Directors
  - Appoint Trustees of Pineywoods Baptist Encampment
    - Each participating association shall be responsible for electing three persons as trustees.
      - Each Trustee shall serve a three-year term and be eligible to serve three consecutive terms. Trustees shall be eligible to begin a

new series of terms after rotating off for at least one year.

- A list of suggested Trustees shall be submitted to each association each year for their consideration.
- Alternates: Each participating association shall be requested to elect one person as an alternate trustee. The alternate shall be contacted by a trustee unable to attend a meeting. The alternate is encouraged to attend all meetings but may vote only in the absence of a regular trustee.
- Vacancies occurring during the year shall be filled at a regular meeting of the executive board of the association in which the vacancy occurs.
- Directors of Missions or a designated staff member of that association or area are ex-officio members of the trustees and are encouraged to attend and advise at all meetings with the privilege of one vote each. Directors of Missions are excluded from attendance requirements.
- New trustees elected by their association shall take office in the January Board Meeting.

**(c) Personnel**

- After careful study and approval, present for approval to the Messengers at the Annual Meeting or to the Executive Board between Annual Meetings any recommendations for new Association Staff or Employees as requested by the Director of Missions.

**(d) Calendar**

- With assistance from the DOM and the Association's Administrative Assistant, prepare and maintain the association's annual calendar. The Calendar shall be presented for approval by messengers at the annual meeting. The Calendar approved at the annual meeting shall become the Calendar for the coming year.

**(e) Properties**

- Shall be responsible for the maintenance of all property of the Neches River Baptist Association. When new items need to be purchased, they shall report such to the Association or Executive Board for action.
- Maintain inventory of all Association property and equipment, and related legal documents.
- Conduct an annual building and grounds inspection

**(f) Credentials**

The Administrative Leadership Team shall be responsible for receiving letters of petition for membership in the association, getting acquainted with the petitioning church and its leadership to determine whether its practices and beliefs are in harmony with those set forth in this constitution and practiced by our churches. Such letters of petition must be received by the Credentials Team no later than August 1, prior to the September Annual Meeting. The **ALT** shall recommend at the annual meeting, after receipt of the petitionary letter, acceptance or rejection of the request for membership. When churches cease to cooperate with, contribute to, or function, as a Southern Baptist Church they may recommend after every effort of reconciliation that the messengers from that church be denied membership in the Association. They shall meet as necessary.

**(g) Annual Meeting Order of Business**

- Recommend the Order of Business for the NRBA Annual Meeting.

**(h) Annual Meeting Preacher**

- Recommend the Preacher and Alternate Preacher for the NRBA Annual Meeting.

**(i) Resolutions**

- Shall be responsible for receiving all resolutions prepared by messengers to the annual meeting, and for presenting them and other resolutions they deem necessary for approval or rejection by the messengers, at the time designated on the Order of Business.

## II. Missions Ministry Team (MMT) Leader Profile

### (1) *Time Commitment*

Team members shall attend quarterly Team meetings for planning and coordination. Further time commitments will be based on the priorities determined by the leader.

### (2) *Summary*

The task of the Missions Ministry Team is to mobilize and resource an army of believers to strategically carry out the “Great Commission” in our communities, state, country, and the world. The purpose and value of missions and evangelism is to fulfill the God-given mission of the Neches River Baptist Association.

### (3) *Essential Duties and Responsibilities*

- Meet quarterly.
- Plan and coordinate at least one missions emphasis per year.
- Plan and coordinate a strategy for long range missions’ projects.
- The team will lead the association in developing and implementing an Associational Mission’s Strategy based on Acts 1:8. Establish and Develop Partnerships in the following areas whenever possible:

- 1. Jerusalem** (NRBA Churches)
- 2. Judea** (BGCT & SBTC) (TEXAS)
- 3. Samaria** (NAMB) (USA)
- 4. Ends of the Earth** (IMB) (INTERNATIONAL)

- Report progress to the Director of Missions
- Submit a brief written report for the Book of Reports by August 1 of each year.
- Recommend a budget by June 1 and submit calendar dates by June 1 for the following year.
- Strategize and implement an overall plan to engage Southern Baptists in strategic missions with a view toward fulfilling the God-given mission and vision of the Neches River Baptist Association.
- The Missions Ministry Team shall survey communities which appear to be in need of a new Baptist mission or church, enlist churches to

sponsor new work, give counsel and direction in procuring temporary and permanent sites for locating such work in accord with association policy, and make recommendations to the Association as to mission needs which might best be met through cooperative efforts. Assist in organizing new churches and advise with any church considering a new mission work with the Association. Any request for financial assistance must be recommended by this team and approved by the Executive Board of the Association. They shall meet when the chairman of the team calls them to meet. They shall plan and coordinate at least one major missions/strategy action per year.

### **III. Evangelism Ministry Team (EMT) Profile**

#### **(1) Time Commitment**

Team members shall attend quarterly Team meetings for planning and coordination. Further time commitments will be based on the priorities determined by the leader.

#### **(2) Summary**

The task of the Evangelism Ministry Team is to mobilize and resource an army of believers to strategically carry out the “Great Commission” in our communities, state, country, and the world. The purpose and value of evangelism is to fulfill the God-given mission of the Neches River Baptist Association.

#### **(3) Essential Duties and Responsibilities**

- Plan an Annual Association Evangelism Conference
- Meet quarterly.
- Plan and coordinate at least one evangelism emphasis per year
- Plan and coordinate a strategy for long range evangelism opportunities/projects.

### **IV. Church Strengthening Team (CST) Leader Profile**

#### **(1) Time Commitment**

Attend quarterly Team meetings for planning and coordination. The major time commitment will involve planning and coordinating thrusts in the following areas: Sunday School, Vacation Bible School, Discipleship Training, Worship, Women’s Ministry, Men’s Ministry, Senior Adult Ministry, Youth Ministry (Including Camps), Children’s Ministry (Including

Camps), Healthy Church Development, Leadership, etc. Further time commitments will be based on the priorities determined by the leader and the participating churches.

**(2) Summary**

The task of the Church Strengthening Team Leader will be to engage local Southern Baptists in ministry focused activity, particularly as it pertains to helping churches through training, events, and encouragement. The purpose and value of strengthening churches is to fulfill the God-given mission of the Neches River Baptist Association.

**(3) Essential Duties and Responsibilities**

- Meet quarterly.
- Plan and Coordinate events that would involve all churches in the following areas: Sunday School, Vacation Bible School, Discipleship Training, Worship, Women's Ministry, Men's Ministry, Senior Adult Ministry, Youth Ministry, Children's Ministry, Healthy Church Development, and Leadership.
- Report progress to the Director of Missions.
- Submit a brief written report for the Book of Reports by August 1 of each year.
- Recommend a budget by June 1 and submit calendar dates by June 1 for the following year.
- Strategize and implement an overall plan to engage Southern Baptists in strategic and healthy church development with a view toward fulfilling the God-given mission of the Neches River Baptist Association.

**V. Church Leadership Team (CLT) Leader Profile**

**(1) Time Commitment**

Attend quarterly Team meetings for planning and coordination. The major time commitment will involve planning and coordinating thrusts in the following areas: Pastors and Wives, Church Staff, Deacons, Seminary Extension, Pastoral Care (Crises or Needs), Assisting Bi-Vocational Ministers with their specific needs and training, Assisting churches in transition, etc. Further time commitments will be based on the priorities determined by the leader and the participating churches.

**(2) Summary**

The task of the Church Leadership Training Team Leader will be to engage local Southern Baptists in ministry focused activity, particularly as it pertains to helping churches through training, events, and encouragement. The purpose and value of strengthening churches is to fulfill the God-given mission of the Neches River Baptist Association.

**(3) Essential Duties and Responsibilities**

- Meet quarterly.
- Plan and Coordinate events that would involve all churches in the following areas: Support and Training for Pastors and Wives, Church Staff, Deacons, Seminary Extension, Pastoral Care (Crises & Needs), Bi-Vocational Ministers needs and training, and assisting churches in times of transition.
- Report progress to the Director of Missions.
- Submit a brief written report for the Book of Reports by August 1 of each year.
- Recommend a budget by June 1 and submit calendar dates by June 1 for the following year.
- Strategize and implement an overall plan to engage Southern Baptists in strategic church leader training with a view toward fulfilling the God-given mission of the Neches River Baptist Association.

**VI. Student Ministry Team (SMT) Profile**

**(1) Time Commitment**

- Attend quarterly Team meetings for planning and coordination. The major time commitment will involve developing and implementing strategies dealing with all areas of student ministry for ALL Neches River Baptist Association churches.

**(2) Summary**

- The task of the Student Ministry Team will be to study, define, and implement strategies for reaching young people with the gospel and for assisting NRBA churches to increase attendance in their churches in the areas of students.

**(3) Essential Duties and Responsibilities**

- Study and strategize new way of reaching youth and for keeping them actively involved in church attendance.

- Plan major associational wide youth events in the north and south regions of the association at least once each year.

## **SECTION 6. DIRECTORS**

The Association at its annual meeting shall elect upon nomination by the Administrative Leadership Team the following Directors as needed and as indicated:

**Vacation Bible School Director** – The VBS Director will serve on the Church Strengthening Team. The VBS Director will enlist assistants under the advisement of the Church Strengthening Team, who will help provide an opportunity each year for the finest training possible for the Vacation Bible School workers in our churches and to report to the Association and state on our Vacation Bible Schools.

**Men’s Ministry Director** – The Men’s Ministry Director will serve on the Church Strengthening Team. His duties will be to provide the finest kind of training for the Baptist Men in our churches, to provide times for inspiration, fellowship, and Christian growth for the men of our churches periodically during the year.

**His Heart Women’s Ministry Director** – The Women’s Ministry Director will serve on the Church Strengthening Team. Her duties will be to provide the finest kind of training for the women in our churches including but not limited to the work of the WMU. The Women’s Ministry Director shall moderate all Associational women’s meetings.

**Evangelism Director** – The Evangelism Director will serve on the Spiritual Life Team. The duties of the Evangelism Director will be to assist churches, when called upon, in their soul-winning and outreach efforts and to provide opportunities for the best kind of training for the members of our churches in the local churches, when invited. Training opportunities shall be offered for all in the areas of soul winning and outreach. He should encourage simultaneous revivals and large evangelistic crusades (mass evangelism) where several of our churches may wish to cooperate. The Evangelism Director may be called upon for assistance in planning evangelistic efforts by individual churches or groups of churches. He should attempt to cooperate with the state evangelistic program.

**Music Director** – The Music Director will serve on the Church Strengthening Team. His/Her duties will be to lead the singing and provide special music at all Associational meetings and assist churches in their music programs when possible. Opportunities for training of the music persons in our churches should be planned as needed. The Music Director will be responsible to enlist a **Pianist** to play the piano for each Associational meeting as she/he may be needed.

Other Directors may be elected as deemed necessary. All Directors shall provide any calendar dates for the association calendar.

## SECTION 6. NEW WORK

The purpose of establishing new work shall be to reach un-churched people groups. The primary responsibility for establishing new work rests with the cooperating churches. The responsibility of the Association is to identify areas which need new work; help the cooperating churches respond to the need; facilitate the necessary partnership of cooperating churches to sponsor the new work; identify, assess, and recommend potential church planters; and assist the partnering churches in their support of the new work.

1. **REQUEST FOR NEW WORK.** All requests for new work will be received and investigated.
  1. The Missions/Strategy Team, the Executive Board, and the Director of Missions shall have no jurisdiction over any local church and its plan. The procedure outlined in this policy is designed to help strengthen and unify our common missionary endeavors with the desire to increase our effectiveness in missions.
  2. The Missions/Strategy Team shall function as a catalyst to encourage, assist, and enable every Association church to extend its ministry through partnerships with other cooperating churches in starting new work.
  3. Should any church disagree with the findings of the Missions/Strategy Team, the Moderator will call a meeting of the Executive Board to decide the issue.
2. **NEW WORK COVENANT.** The Cooperating/Partnering entities shall enter into a New Work Covenant to define mutual responsibilities and expectations.
3. **STRATEGIC PLANNING TEAM.** The Strategic Planning Team, composed of representatives from the New Work and the Cooperating Entities, shall normally meet quarterly, as specified in the New Work Covenant. The Director of Missions, or his designated representative, shall be a member of all such Strategic Planning Teams.
4. **MISSION PASTOR/CHURCH PLANTER.** The most important decision regarding the potential success of new work is the selection of the Church Planter. Before the Association will agree to partner in the support of a new work start, the prospective Church Planter will participate in an approved assessment process to determine his skills, giftedness, and general aptitude for church planting. The selection of the Church Planter shall be a joint decision of the Strategic Planning Team.
5. **FUNDING**
  1. In general, the Strategic Planning Team shall develop an appropriate budget for the New Work and shall agree to mutual support of that budget. The Association's portion of funding for New Work will be approved by the

Missions/Strategy Team within the financial constraints of the annual Association budget.

2. The Strategic Planning Team shall help the Church Planter to develop a growth plan that includes the future funding needs for property and buildings.
3. The cooperating entities may send their financial support for the New Work through the Association office until the New Work has taken responsibility for conducting financial operation of the New Work.

## **SECTION 7: PERSONNEL POLICIES**

These personnel policies are management guidelines and are not to be interpreted as a contract between the Neches River Baptist Association (NRBA) and its employees.

The personnel policies of the NRBA are based on two assumptions. 1<sup>ST</sup>, all employees share a common commitment to Jesus Christ – His values, His purposes, and His standards. 2<sup>nd</sup>, all employees can be trusted – to make good decisions, to work toward common goals, and to trust each other.

These personnel policies rest on three core values:

1. **We value *servanthood*.** The NRBA is a response organization whose purpose is serving church leaders and members. Employees are expected to serve constituents and each other.
2. **We value *flexibility*.** The NRBA is empowered by the Holy Spirit. Therefore, our organization must be dynamic. Employees are expected to be flexible.
3. **We value *quality*.** The NRBA attempts to honor Jesus Christ with excellence. Employees are expected to strive for excellence.

The information regarding personnel policies contains the personnel policies adopted by the Executive Board of the NRBA.

The Executive Board of the NRBA reserves the right to change, modify, or delete any Executive Board Policy at any time.

For the purpose of these policies, “Board elected” staff are those professional ministerial staff persons who are elected to their position by the Executive Board of the Neches River Baptist Association. “Employed” staff are all non-ministerial persons employed by Neches River Baptist Association as recommended by the Director of Missions.

### **Executive Board Policy**

#### **1. Compensation**

The overall salary package for staff and employees, including benefits, shall be negotiated with the staff and employee at the time of employment.

The salary of the Director of Missions and other NRBA staff and employees is determined annually by the Administrative Leadership Team and by a vote at the annual

meeting of the NRBA.

## **2. Compensatory Time**

No provision is generally made for overtime pay. Employed staff and employees who are assigned to work more than their scheduled number of hours in a day shall be compensated by being allowed an equal amount of time off during the same pay period (month). When this is not possible (for example, when the extra time is worked very near the end of the pay period) the compensatory time should be taken as soon as possible. Hours will not be carried over longer than one month. Work schedules and hours worked will be monitored by the DOM.

## **3. Personal Leave**

The purpose of personal leave is to provide time for employed staff to take care of personal business that requires an employee to be away from the office during regular working hours. Employees shall be granted personal leave by the DOM, as appropriate.

## **4. Employment, Resignation, Termination**

The Executive Board shall employ, by election, the Professional Ministerial Staff and employees of the Association. Professional Ministerial Staff and Employees are selected by the following procedure. The Director of Missions will recommend a candidate to the Moderator and Administrative Leadership Team of the Association. The Moderator and (ALT) of the Association will consider the candidate and, if they concur with the recommendation of the DOM, the candidate will be recommended to the Executive Board. Board elected Professional Ministerial Staff and Employees must be elected by a vote of the Executive Board.

Board elected Professional Ministerial Staff and Employees shall resign by communicating their resignation in writing to the Director of Missions. He will then notify the Board.

Board elected Professional Ministerial Staff and Employees, while elected by the Board, serve under the supervision of the Director of Missions. A Board elected Staff member or Employee may be terminated by the Director of Missions, after consultation with the Moderator and (ALT) of the Association. When a Board elected Staff person is terminated, a report of that action will be given to the Moderator by the Director of Missions. The Director of Missions may suspend a Professional Ministerial Staff person or Employee until action is taken by the Executive Board.

Terminated Employees will normally receive two weeks salary as severance, in addition to compensation for any unused vacation. Terminated Staff will receive compensation as determined by the DOM and Moderator and approved by the Executive Board. The Executive Board may authorize additional severance provisions.

## **5. Equal Opportunity Employment**

The NRBA will provide equal employment, promotion, and assignment opportunities and will not discriminate because of race, color, national origin, gender, or age. As a religious organization, the NRBA reserves the right to establish employment criteria based on lifestyle, personal conduct, religious beliefs, religious affiliations, and church

membership.

#### **6. Holidays**

The NRBA will observe the following paid holidays each year: New Year's Eve and New Year's Day, Martin Luther King Day, President's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day and the day following, Christmas Eve AND Christmas Day. In addition, the office will be closed the entire week for Christmas.

When NRBA events require any employed Professional Ministerial Staff to work on a holiday, a compensatory day off will be given. The Director of Missions may also designate other days to be observed as staff holidays.

#### **7. Honoraria Policy**

Board elected Professional Ministerial Staff may keep all honorariums.

Board elected Professional Ministerial Staff may conduct revivals, seminars, conferences, and workshops, as approved by the Director of Missions.

#### **8. Interim Ministry**

Board elected Professional Ministerial Staff may serve as interims in NRBA churches upon the approval of the Director of Missions. Such interims should normally be limited to a period not exceeding 4 to 6 weeks.

#### **9. Leave of Absence**

Board elected Professional Ministerial Staff may request an unpaid leave of absence for up to 90 days. Only the Director of Missions can grant an unpaid leave of absence.

#### **10. Service Recognition**

The NRBA will recognize employees related to the NRBA for years of service as follows:

- Two years – plaque, one day's salary
- Five years – plaque, two days' salary
- Ten years – plaque, three days' salary
- Fifteen years – plaque, four days' salary
- Twenty years – plaque, five days' salary
- Twenty-five years – plaque, six days' salary

#### **12. Sick Leave**

Full time Employee's of the Association earn one day of sick leave for each full month of employment. Sick leave may not be used for vacation time. Up to 6 weeks of sick leave may be accumulated. Employees receive full salary for absences covered by sick leave. Sick leave may be used in half day increments. No compensation will be given for unused sick leave upon resignation, retirement, or termination. Sick leave usage will be monitored by the Director of Missions. Abuse of sick leave can be cause for termination.

Accumulated sick leave may be used for paid maternity leave. The maternity leave may be taken both prior to and following the delivery. Additional unpaid maternity leave may be given with the approval of the Director of Missions and the Executive Board.

Sick leave is provided for employees for the following purposes:

- Personal illness, physical incapacity, and visits to physicians;
- Illness, incapacity, and visits to physicians by a dependent child, spouse, or parent;
- Death of an employee's or employee's spouse's family members;
- Routine health care visits to medical professionals (dental, optical, counseling, etc.);
- Maternity or paternity leave before or after delivery.

Exceptions to the above stated policy for sick leave and maternity leave may be given upon the approval of the Director of Missions.

### **13. Vacation Time**

Board elected staff shall receive paid vacation as negotiated upon employment.

*Employee's* will be eligible to take vacation after six full month's employment. Employee's will receive vacation according to the following schedule based on years of employment by the NRBA:

0-5 years with the NRBA – two weeks;

6+ years with the NRBA – three weeks.

A "week" is defined as five regularly scheduled working days. Vacation may be taken in one day increments as approved by the Director of Missions.

For Professional Ministerial Staff and Employee's, a maximum of one week of unused vacation time may accumulate and carried over to the following year. Any unused vacation time will be paid upon leaving the employment of the NRBA.

### **14. Drug and Alcohol Abuse**

The Neches River Baptist Association is a drug and alcohol-free workplace.

1. The manufacture, distribution, dispensing, possession, sale, purchase or use of a controlled substance on Association property is prohibited.
2. Being under the influence of alcohol, inhalants, or illegal drugs on Association property is prohibited. The unauthorized use or possession of prescription drugs or over-the-counter drugs on Association property is prohibited.
3. Any employee who violates this policy is subject to appropriate disciplinary action, including termination.
4. Any of the following actions constitutes a violation of this policy:
  - (1) Using, selling, purchasing, transferring, possessing, manufacturing, or storing an illegal drug or drug paraphernalia, or attempting or assisting another to do so, while in the course of employment or engaged in an Association sponsored activity, on premises, in owned, leased, or rented property or vehicles, or while conducting Association business.
  - (2) Working or reporting to work, conducting Association business or being on Association premises or in an Association owned, leased, or rented vehicle while under the influence of an illegal drug, inhalant, or alcohol.

## **15. Miscellaneous**

1. Employee Harassment – Any type of harassment by or among NRBA employees will not be tolerated. Any incident, of any type, should be reported immediately to the Director of Missions.
2. Housing Allowance – Employees who are eligible for a housing allowance must submit their request to the Director of Missions annually. Housing allowances shall be approved by the Administrative Leadership team.
3. Jury Duty – NRBA employees are encouraged to accept jury duty. No charge against vacation time, sick leave, compensatory time, etc. will be made for such service.

### **Miscellaneous Administrative Personnel Policies**

#### **1. Bereavement Response**

The NRBA will acknowledge the death of any employee, or the death of any member of an employee's immediate family, with flowers and a memorial gift of \$50. The Association will similarly acknowledge the death of any Associational church pastor/pastoral staff or their immediate family. This policy will also extend to retired staff related to the NRBA.

#### **2. Dress Code**

Employees should dress appropriately to represent Jesus Christ and the NRBA. Since employees are engaged in a wide range of functions and in a wide variety of settings, they are expected to dress appropriately for each setting and function. The Neches River Baptist Association Office Building is a professional building through which ministry is provided to a diverse constituency. Employee dress should reflect sensitivity to the constituency.

#### **3. Personal Conduct**

The personal lifestyles of Professional Ministerial Staff and Employees are subject to greater scrutiny than employees of non-religious organization. If the personal lifestyle of an employee causes embarrassment to Neches River Baptist Association, or if in the judgment of the Director of Missions the employee's effectiveness is impacted, it can result in the Professional Ministerial Staff or Employee's termination.

#### **4. Inclement Weather**

Generally, when weather conditions make travel on streets hazardous, Neches River Baptist Association will follow the policy of the Crockett Independent School District. In such cases, employed staff will receive full pay for time missed with no charge to vacation time. When the decision has been made that employees can travel safely on the streets, employees should continue their normal work routine. Failure to do so will result in missed time being charged to the employee's personal vacation time.

#### **5. Scheduling**

Board elected Professional Ministerial Staff who may need to work away from their offices have the privilege of shaping their own work schedule based on travel demands, field service responsibilities, and family needs, as approved by the Director of Missions.

Employed Professional Ministerial Staff will have their work schedule negotiated and established by the Director of Missions. The regular hours of operation for the NRBA office are Monday through Thursday, 8:30 am – 4:30 pm and Friday, 8:30 am - 12:30 pm.

## **6. Travel**

The overall salary package of Board elected Professional Ministerial Staff shall include travel funds to facilitate their work. Travel funds may be expended at the discretion of the Staff members to provide for all reasonable expenses associated with professional business travel, including daily phone contact with the Staff member's family. Professional Ministerial Staff are expected to account for all travel expenditures in a manner that will satisfy the requirements of the Internal Revenue Service.

Employed Professional Ministerial Staff will be reimbursed at the prevailing mileage rate for *business use* of their personal automobile. When required to travel as support personnel for NRBA ministry, their travel expense will be paid as part of the project budget that they are supporting.

## **7. Professional Expenses**

The overall salary package of Board elected Professional Ministerial Staff shall include a professional expense fund to facilitate their work. Professional expenses funds may be expended at the discretion of the employee for all reasonable expense associated with providing meals and services to NRBA church pastors/leaders, or for purchasing ministry-related books, magazines, and equipment.

Board elected Professional Ministerial Staff may use program budget funds to cover travel expenses in ministering to NRBA churches, and to churches outside the NRBA when they are representing the NRBA, within the limits of budgeted figures.

## **8. Workspace**

Employees will be assigned workspace in the NRBA Office Building, as available. Employees should remember that workspace does not belong to them, but instead belongs to Neches River Baptist Association. Employees are challenged to take seriously the stewardship of this space and keep it clean, orderly, and presentable. Personal items in office spaces should be appropriate and tasteful.

## **9. Salary Administration Plan:**

The following salary administration plan will guide the salary administration process for the Neches River Baptist Association full time Professional Ministerial Staff. Part time staff, 30 hours per week or less, will be considered on an individual basis. *This plan is dependent on available financial resources and is not a guarantee of future compensation.*

1. Evaluation: Each year, each staff person will be evaluated by the Director of Missions (or his designated representative) and graded 1, 2, 3, or 4 (1 = unsatisfactory, 2 = satisfactory, 3 = good, 4 = outstanding). The grading process will take into consideration an employee's personal evaluation and the

evaluation by the Director of Missions. An evaluation tool will be developed annually.

2. Merit Increases: Each year, each staff person will receive a merit increase based on their numerical evaluation according to the following formula: 1=no increase, 2=1% of salary\*, 3=2% of salary\*, 4=3% of salary\*. (\* – not including benefits)
3. Cost of Living Increases: Each year, a cost of living increase will be determined for all staff which will be based on current compensation prior to any merit increase. Any cost of living percentage increase will be the same for all staff persons.
4. Base Compensation: An employee's base level of compensation is determined at the time of employment and shall reflect the employee's responsibility in the organization, level of accountability, and prior experience.

### **AMENDMENTS**

Unlike a Constitution that should seldom change, Policy Manuals constantly need to be updated and changed. For this reason, this Policy Manual of Neches River Baptist Association may be changed at any NRBA Meeting or any session of the Association during its annual meeting. A majority vote of the Executive Board or of the messenger's present (If at the Annual Meeting) shall be required to approve any changes.