

**New Work Cooperative Agreement – \_\_\_\_\_**  
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The following parties hereby enter into this Cooperative Agreement as indicated by signature and date inscribed on the last page of this document.

1. CNYBA Church Planting Team
2. Mission Pastor:
3. New Work
4. Sponsoring Church:

**MANAGEMENT**

**Details**

1. In accordance with the policies of CNYBA, two task forces will be recognized by all parties involved in this project. These two task forces shall assume responsibilities as outlined in this document.
  - A. A Project Advisory Team – consisting of the CNYBA Director of Missions, a representative of CNYBA, the BCNY Church Planting Missionary assigned to CNYBA, all sponsoring Pastors, at least one lay person from each sponsoring church, the Mission Pastor, and (as soon as possible) one lay person from the new mission.
  - B. A Mission Pastor Supervision Team – consisting of the CNYBA Director of Missions, CNYBA Church Starter Strategist, and all sponsoring Pastors.
2. For the purpose of this document, Mission Pastor refers to the person leading the new work – whether in the Bible study phase or mission status phase.
3. This new work shall have a budget from the very beginning, even when the Mission Pastor's tithes and offerings are the only source of income beyond Congregational Assistance from outside sources.
4. As long as CNYBA is involved, the budget of this mission shall include contributions of a percentage of undesignated local receipts to the Cooperative Program of the Southern Baptist Convention and to Central New York Baptist Association. These gifts should be remitted monthly. Additional gifts may be given to other causes with the consent of the Project Advisory Team.
5. The Mission Pastor shall educate members of the mission about the importance of, and promote giving to, the Annie Armstrong North American Mission Offering, the Lottie Moon International Mission Offering, the Paul James Baptist Convention of New York Mission Offering, and the Knapton Central New York Baptist Association Mission Offering.
6. All recommendations made to the Association or sponsoring church relative to the mission shall be made through and by the Project Advisory Team.
7. The mission may have conferences or business meetings at regular intervals to discuss the work of the mission. The mission pastor shall moderate these meetings.

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8. The Mission Pastor will function under guidelines spelled out in the Mission Pastor Job Description section of this document. Failure to do so will result in withdrawal of CNYBA funding and/or approval for continued NAMB/BCNY funding.
9. Withdrawal from the SBC by this mission, or resulting church, at any time within ten years from the date this mission first has worship services, will be viewed as a breach of good faith. Should this occur, and the value of all SBC related funds and help invested in this project will be considered a loan, repayable within a reasonable length of time.
10. Southern Baptist literature should be used by this mission in teaching the Bible study. Materials designed by the Mission Pastor for use in teaching must be available for review by the sponsoring church pastors. All other literature must be approved by the sponsoring church pastors prior to use.
11. This Cooperative Agreement shall remain in force until this mission constitutes as a church.
12. The constitution and by-laws of \_\_\_\_\_ Church shall serve this mission in all matters until this mission constitutes as a church.
13. This mission congregation shall acquire it's own liability and workman's compensation insurance as soon as possible.
14. All parties involved in this project agree that the rules for the Mission Pastor's vacation, time off, holidays, etc. shall be the same as outlined in the CNYBA Operation Manual personnel policies.
15. Changes to this Cooperative Agreement may be made only with unanimous approval of all parties to this Cooperative Agreement.
16. A quorum for voting in the Project Advisory Team meetings will consist of a representative from the mission and the sponsoring church.
17. This mission congregation will be involved in starting another mission congregation within 3 years.

### **Duties**

1. The Project Advisory Team shall met at least quarterly
2. The Project Advisory Team shall function to provide assistance and support to this mission.
3. The Project Advisory Team will be responsible for directing the preparation of an annual budget for this mission (with appropriate consultation and input from all parties to this cooperative agreement) and the training of leaders in the budget preparation process.
4. The Project Advisory Team shall assist this mission in outlining plans and setting goals which will result in this mission becoming an organized, incorporated church as soon as practical.

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5. The Project Advisory Team shall review all minutes of the Mission business meetings.
6. The Project Advisory Team shall review printed monthly financial statements from the Mission.
7. The Project Advisory Team shall serve as the Search Committee in filling the position of Mission Pastor. The Mission Pastor must be approved by each sponsoring church, the CNYBA Church Planting Team, and this mission (when it is in existence).
8. The Mission Pastor Supervision Team shall meet at least monthly.
9. The Mission Pastor will be a practicing tither and shall lead this mission to learn about and practice good stewardship. Worship services shall include an opportunity for worship through giving of tithes and offerings.
10. This Mission Pastor will affirm annually to the Project Advisory Team his acceptance of “**The Baptist Faith and Message**” as adopted by the Southern Baptist Convention in 2000.
11. This Mission Pastor is authorized by the sponsoring church to administer the Church ordinances. Any other person baptizing for the mission shall be approved by the sponsoring church.
12. The Mission pastor is charged with the responsibility of maintaining the Bible studies and worship services of this mission in full cooperation with the sponsoring church, the Project Advisory Team, and the CNYBA Church Planting Team - including doctrinal training for this mission’s participants.
13. The sponsoring church is expected to contribute financially to the support of this Mission and participate actively on the Project Advisory Team and the Mission Pastor Supervision Team.

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1. No party to this agreement will do anything to undermine the cooperative nature or spirit of this agreement.
2. All non-budgeted expenditures must have prior approval of the Project Advisory Team.
3. No indebtedness shall be incurred by this mission without the prior consent of the Project Advisory Team.
4. No mortgage, lien, or other encumbrances shall be made upon the properties used by this mission without the full knowledge and approval of the Project Advisory Team and the Sponsoring Church.

**MEMBERSHIP**

**Philosophy**

1. Membership means officially joining the Mission. Simply attending is not membership, although the person is a part of the work.
2. Any person elected to any position of leadership in this Mission must be an official member.

**Plan**

1. Clinton Road Baptist Church will serve as the repository of church membership for those persons wishing to join this Mission. Members shall be received into this Mission in the same manner they are received into the sponsoring Church.
2. All persons joining this Mission, by whatever method, become members of Clinton Road Baptist Church.

**Procedure**

1. The person desiring membership in this mission will present himself/herself to this mission as a candidate for membership.
2. This mission Pastor will include a report of those who have officially affiliated with this mission during the previous month in the reports he brings to the monthly Mission Pastor Supervision Team meeting. Said report will include the name and address of each person and how they are joining. If they are joining by transfer of membership, all necessary information for requesting such transfer will also be included. If they are joining by statement, a full explanation of their statement will also be included. This information will be given to Clinton Road Baptist Church for vote and processing – including writing for a letter of recommendation if appropriate.
3. At the time of constitution of this mission as a church, all who have officially joined this mission will become members of the newly constituted church.

**MONEY**

**Accumulation**

1. All money given for this project, from whatever source, will be channeled through the treasury of Clinton Road Baptist Church until such time as the Project Advisory Team determines that the Mission is capable of handling financial responsibility.
2. When the Project Advisory Team has determined that it is time to transfer the financial responsibilities to the mission, the Mission Pastor, Treasurer, and all financial personnel of the Mission will be trained by the CNYBA Director of Missions prior to the transfer.

**Accounting**

1. Whether funds are being handled through the association, sponsoring church, or the mission, a full accounting of receipts, disbursements, and balances of all funds will be reported in written form in time for the monthly Mission Pastor Supervision Team meeting.

**Access**

1. During the time CRBC is providing bookkeeping services for the mission, access to the funds will be made by using the CRBC Disbursement Request Form and following the policies set down for the disbursement of any funds held or serviced by the CRBC.
2. Financial policies will be established by the mission, and approved by the Project Team, before it is time for them to handle accumulation and disbursement of funds.

**MISSION PASTOR JOB DESCRIPTION**

**Supervisor: Ed Hart**

**Coach: Tim Bissell**

**Mentor: Sam Macri**

**Duties**

1. Provide administrative leadership to the mission.
2. Display a caring attitude toward people and lead the people to care for one another and others in the community.
3. Serve as Moderator for any business meetings of the mission.
4. Lead the mission in proclaiming the Gospel to the community.
5. Lead the worship services of the mission.
6. Administer the observances of the church ordinances.
7. Conduct funerals, weddings, and other special services as requested.
8. Communicate with the leaders of the mission congregation and assist in their training.
9. Meet with, and make financial and statistical reports to, the Mission Pastor Supervision Team each month.

10. Promote Christian fellowship among the members the mission and between the mission and the sponsoring church.

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11. Supervise the committee that counts the offerings, being sure that the offerings are handled properly.
12. Promote financial stability, spiritual maturity, and long range planning that will lead the mission congregation to become a duly constituted, autonomous Southern Baptist church in due time.
13. Lead the mission congregation in adherence to the policies, practices, and doctrine of the sponsoring church, Central New York Baptist Association, the Baptist Convention of New York, and the Southern Baptist Convention.
14. Develop a positive reputation for the mission and Southern Baptist by building relationships within the community.
15. Fulfill the agreed upon strategies and responsibilities as outlined in this document.

**Miscellaneous**

1. The Mission Pastor is Expected to set aside time each week for his family, personal prayer and meditation, personal study and growth, Bible study and sermon preparation, evangelism, and other ministry activities.
2. The Mission Pastor shall be considered bi-vocational and expected to work 20 per week in this project.
3. The Mission Pastor is expected to submit a report of activities (including regular, vacation, sick, and personal days off) to the Mission Pastor Supervision Team monthly and to the Project Advisory Team quarterly.
4. Extended periods of sick leave due to surgery, recuperation, rehabilitation, etc may be negotiated with the Project Advisory Team when necessary.
5. The annual financial compensation for the Mission Pastor shall be that which is indicated in the annual budget for this project.
6. The Mission Pastor should attend the CNYBA annual & midyear meetings, all CNYBA Executive Board meetings, all scheduled CNYBA CPN meetings, and as many BCNY and SBC meetings as possible. He shall be reimbursed for the expenses of such meetings from the Employee Business Expense Reimbursement line item in the mission budget to the extent that line is able to cover these expenses.
7. If the Mission Pastor plans to resign from this project, a two week notice is expected.
8. Termination for cause will be coordinated by the Project Advisory Team, including terms of severance according to CRBC policies..

9. The Mission Pastor is required to fill out the form provided by BCNY for church planters and present it to the Mission Pastor Supervision Team each month.

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The undersigned have read this document and represent the entities involved in this new work project as indicated below.

Mission Pastor: \_\_\_\_\_

Mission Representative: \_\_\_\_\_

Sponsoring Pastor: \_\_\_\_\_

Sponsoring Church Representative: \_\_\_\_\_

Sponsoring Pastor: \_\_\_\_\_

Sponsoring Church Representative: \_\_\_\_\_

Sponsoring Pastor: \_\_\_\_\_

Sponsoring Church Representative: \_\_\_\_\_

Director of Missions: \_\_\_\_\_

CNYBA Representative: \_\_\_\_\_