

CAREY BAPTIST ASSOCIATION
Organizational and Policies Manual
Approved at the 97th Annual Meeting
October 22, 2012

Job Descriptions

Part 1- The Executive Board

1. This board shall consist of the officers of the association named in Article V, pastors of cooperating churches, and two (2) members elected by each church.
2. The Executive Board shall be empowered to conduct the business of the association between annual meetings.
3. The officers of the Executive Board shall be the constitutional Officers as outlined in Article V.
4. The Executive Board shall meet four (4) times a year as follows: January, April, July, and September. Special meetings shall have at least seven (7) days written notice.
5. The Executive Board shall provide for such promotional means and methods as shall best facilitate the work of the various organizations, missions, stewardship, evangelism, and finance within the association.

Part 2- Associational Missionary

Section 1 – Duties

1. The Associational Missionary shall seek to lead in carrying out the purpose and objectives of the Association as set forth in Article II of the constitution. He shall be ex-officio member of the Executive Committee, all committees, and ministry teams.
2. The Associational Missionary shall specifically coordinate all mission efforts of the Association, both in and beyond the Association through discovery, planning, and training of participants.
3. The Associational Missionary shall work with and assist associational leaders to carry out the purpose and objectives of the Association.
4. The Associational Missionary shall work with and assist churches in the Association by:
 - Assisting churches in fulfilling their mission.
 - Working with Pastor Search Committees upon invitation.
 - Making visits to the churches for personal relations, crisis, ceremonial and functional activities.
 - Serving as a resource to the churches by teaching and preaching, discipleship, church growth, evangelism and mission efforts.
5. The Associational Missionary shall work with and assist pastors and staff in the Association by:
 - Being a pastor to pastors and church staff.
 - Conferring with pastors and staff members considering a transition to another position.
 - Orienting new pastors into the Association's work.
 - Developing pastoral support systems.
 - Providing growth opportunities for pastor, staff and their families.
6. The Associational Missionary shall seek to strengthen the relationships among churches through fellowship, ministry and training opportunities.
7. The Associational Missionary shall manage the business affairs of the Associational by:
 - Directing the daily operation of the Association office.
 - Supervising associational staff and employees.
 - Managing the budgeting and finances of the Association.
 - Managing the property of the Association.

8. The Associational Missionary shall maintain working relationships with other Southern Baptist Associations, Arkansas Baptist State Convention, Southern Baptist Convention and agencies, and other religious bodies. The Associational Missionary shall also work with business, social, educational and welfare agencies, city, county, state and national governments offices as needs arise.

Section 2 – Calling a new Associational Missionary

1. In the event a vacancy occurs in the position of the Associational Missionary, the Executive Board shall select a Search Committee of five (5) persons to seek a new person for the position.
2. The Search committee shall at consist of the moderator, representatives from the Personnel and Finance committees, and two (2) additional members. There shall be at least two pastors (2) and two (2) laymen or staff on the committee.
3. In consultation with the Personnel and the Executive Board, the Search Committee will develop a selection criteria based upon the mission and vision of the association, experience, and educational requirements of the position. A pay/benefit study should be conducted in order to be in line with similar positions.
4. The Search Committee shall review all applicants against the selection criteria. Additional information may be requested as the review process proceeds. References should be checked on all candidates being considered.
5. The Search Committee shall interview and/or review the applicants in priority order. Background, social networking and credit checks should be conducted on top candidates.
6. The Search Committee shall recommend the most qualified person to the association for approval.
7. Employment of the Associational Missionary requires a minimum of a three fourths (3/4) of the members voting at the called or annual session of the Association.

Section 3 - In the event the Associational Missionary Office is vacant

1. Upon advisement of the Association and consultation with the Arkansas Baptist State Convention, the Personnel Committee shall make any recommendation to employ an interim in the event of a vacancy in the Associational Missionary position.
2. If no interim missionary is in place, the Constitutional Officers shall serve as an executive committee to oversee the business of the Association in the interim. The moderator shall serve as the chair of this Executive Committee. If the vacancy spans two associational years, the new moderator will assume the chair, but the outgoing moderator will continue to advise as needed.

Part 3 - Constitutional Officers

Moderator

1. Serve as chairman of the Executive Board.
2. Serve as a trustee of the Association
3. Seek to facilitate all the business of the Association and to provide spiritual leadership as his office and abilities allow.
4. Call any special sessions of the association or Executive Board.
5. Appoint the temporary committees to conduct the Annual Meetings. These committees are:
 - a. Time, Place, Preacher
 - b. Resolutions Committee.
 - c. Memorial Moments.
6. Appoint a parliamentarian to assist the chair in procedures, especially for the annual meeting.
7. Appoint any other temporary committees as needed.
8. Serve ex-officio on all committees at his discretion.

9. Serve as a member of Associational Missionary Search Committee

Vice- Moderator

1. Preside in the absence of the Moderator.
2. Assist the Moderator in all his duties upon his request or absence.
3. Serve as a trustee of the Association.
4. Serve as ex officio member of Credentials/Admissions Committee

Clerk

1. Distribute the Uniform Church Letters to the cooperating churches to be used in making reports to the Annual Associational Meeting.
2. Keep an accurate record of the proceedings of the Annual Association Meeting and have these proceedings and the information gained from the Uniform Church Letters published annually.
3. Preserve a complete file of the published minutes for himself, to be handed on to his successor.
4. Forward a copy of published annual minutes to the following entities; Ouachita Baptist University, William's Baptist College, Arkansas Baptist State Convention, our six seminaries and any other requesting entity.
5. Conduct the correspondence of the association and render such clerical assistance as may be needed by the Moderator, the Association or the Executive Board in conducting the business of the Association.
6. Serve as Clerk of the Executive Board. The Clerk may be paid an annual honorarium at the discretion of the association.
7. Prepare a digest of the Uniform Church Letters and report the results to the annual meeting.
8. Serve as a trustee of the Association.

Treasurer

1. Receive and keep a strict account of all Associational funds and shall make a monthly report to the Executive Board. He shall disburse money as directed by the Board provided that no funds are diverted from the cause for which they were designated or budgeted.
2. Serve as ex officio member of the Finance committee and work with them in planning and promoting the annual budget according to the instructions of the Association or Executive Board.
3. Make an annual written report to the Annual Associational Meeting.
4. The books of the Treasurer shall be open at all times for inspection by any person or organization contributing to the funds of the association.
5. The financial books shall be reviewed annually.
6. Shall be bonded.
7. Serve as a trustee of the Association.

Part 4 – Ministry Teams

Selection

- In consultation with the Associational Missionary, the nominating committee shall select and recommend a team leader for each Ministry Team. This person shall be elected annually, but may serve a total of three (3) consecutive years or, after which this person shall be ineligible to serve for one (1) associational year. During this year, this person shall be eligible to serve on the team, but not as team leader.
- If a team leader position becomes vacant during the associational year, the nominating committee, in consultation with the Associational Missionary, shall recommend to the executive board a replacement for the remainder of the associational year.

- Once the team leader has been selected, this person shall work in consultation with the Nominating Committee and the Associational Missionary to select a lead person to lead each area of the team. The team leader and each lead person shall then be presented for approval at the annual meeting.
- Each lead person shall then enlist others (ideally no less than three [3]) with similar passions to serve in planning and implementing associational projects and emphases, allowing members to work within their interests and strengths. These sub-teams should represent a variety of churches and the size of the team should reflect the complexity of the task. It is not required for these team members to be approved by the association, but the association shall have knowledge of who is on each team.

Section 1 – Mission Involvement

Make-up – The Missions Involvement shall be comprised of the Associational Missionary, Team Leader and lead persons in the areas of Local, State/National, International Missions and Disaster Relief.

In addition, each lead person, in consultation with the Associational Missionary and Team Leader, shall select additional persons to serve with them in their respective areas.

Budget requests and project recommendations shall be coordinated with the Associational Missionary and Team Leader for presentation and approval by the executive board.

Duties

- In consultation with, and under the direction of the Associational Missionary, the Missions Involvement Team shall be charged with the oversight of the Associational missions program.
- It shall make recommendations to the Executive Board as it deems wise to achieve the mission goals of the association.
- In consultation with other associational teams, it is charged with developing a balanced missions calendar that involves local, state, national and international missions and provides opportunities for various ages, skills and churches to be involved.
- The team shall serve as a liaison with the ABSC and SBC in planning and promoting mission projects.
- The Team will submit an annual written budget request of expenditures to the Finance Committee by no less than eight (8) weeks before the annual meeting, along with a calendar showing approximately when moneys will be spent.

Section 2 – Discipleship

Make-up – The Discipleship Team shall be comprised of the Associational Missionary, Team Leader and lead persons in the areas of Sunday School/Discipleship, Children, Youth, Theological Education and Mission Education.

In addition, each lead person, in consultation with the Associational Missionary and Team Leader, shall select additional persons to serve with them in their respective areas.

Budget requests and project recommendations shall be coordinated with the Associational Missionary and Team Leader for presentation and approval by the executive board.

Duties

- In consultation with, and under the direction of the Associational Missionary, the Discipleship Team shall be responsible for developing a strategy to recommend to the Executive Board as it deems wise to achieve the Discipleship goals of the association.
- In consultation with the Associational Missionary and other associational teams, it is charged with scheduling training and events that provide a balanced approach in providing practical and appropriate opportunities for developing and practicing discipleship and evangelism. This would include, but is not limited to camps, rallies, mission trips and other special events that might bridge to other teams.

- The team shall serve as a liaison with the ABSC and other entities in scheduling, planning and promoting appropriate training events
- The Team will submit an annual written budget request of expenditures to the Finance Committee by no less than eight (8) weeks before the annual meeting, along with a calendar showing when approximately moneys will be spent.

Section 3– Ministry

Make-up – The Ministry Team shall be comprised of the Associational Missionary, Team Leader and lead persons in the areas of Evangelism, Family Ministry (including Women’s and Men’s Ministry), Worship/ Music, Senior Adults, Pastoral Ministry and BCM.

In addition, each lead person, in consultation with the Associational Missionary and Team Leader, shall select additional persons to serve with them in their respective areas.

Budget requests and project recommendations shall be coordinated with the Associational Missionary and Team Leader for presentation and approval by the executive board.

Duties

- In consultation with, and under the direction of the Associational Missionary, the Ministry Team shall be responsible for developing a strategy to recommend to the Executive Board as it deems wise to achieve the Ministry goals of the association.
- In consultation with the Associational Missionary and other associational teams, it is charged with scheduling training and events that provide a balanced approach to meet the ministry and family needs of associational churches, their staff and members.
- The team shall serve as a liaison with the ABSC and other entities in scheduling, planning and promoting appropriate training events.
- The Team will submit an annual written budget request of expenditures to the Finance Committee by no less than eight (8) weeks before the annual meeting, along with a calendar showing approximately when moneys will be spent.

Part 5 – Standing Committees

NOTE: No person shall serve on more than one Standing Committee at a time.

Section 1- Personnel

Selection

- The Committee shall be composed of three (3) members, with at least one (1) pastor and at least one (1) laymen or staff members.
- Members of the committee shall be recommended by the Nominating Committee and approved by the Executive Board during the Annual Meeting.
- Any vacancy during the Associational year shall be filled by a nomination from the Nominating Committee, and approved by the Executive Board.
- Each member will serve a term of three (3) years, with two (2) persons rotating off each year. A person may only serve two (2) consecutive terms or parts of terms. At that point, that person will be ineligible to serve for one (1) associational year.
- Immediate family members of any associational employee are ineligible to serve on the Personnel Committee.

Duties

- Develop and recommend policies and procedures for the selection, supervision, and the termination of associational personnel.
- Develop and keep updated a Personnel Policies and Procedures Manual.
- In conjunction with the Associational Missionary, develop and review position/job descriptions for all staff.

- In full cooperation with the Associational Missionary, recruit, interview and recommend to the Executive Board employees of the Association, other than the Associational Missionary.
- Annually recommend salary and benefits to the Finance Committee for all associational employees.
- Develop and recommend policies and procedures regarding continuing education and development of the Associational Missionary and other staff.
- Conduct annual performance review of all associational employees.
- Provide representative for Associational Missionary Search Team.

Section 2- Finance

Selection

- The Committee shall be composed of three (3) members, with at least one (1) pastor and at least one (1) layman or staff member.
- Members of the committee shall be recommended by the Nominating Committee and approved by the Executive Board during the Annual Meeting.
- Any vacancy during the Associational year shall be filled by a nomination from the Nominating Committee, and approved by the Executive Board.
- Each member will serve a term of three (3) years, with one (1) person rotating off each year. A person may only serve two (2) consecutive terms or parts of terms. At that point, that person will be ineligible to serve for one (1) associational year.
- The treasurer shall serve as an ex officio member of this association.
- Immediate family members of any associational employee are ineligible to serve on the Finance Committee.

Duties

- Develop and recommend an overall financial development plan.
- Develop and recommend policies and procedures for financial administration.
- Work with the Treasurer and/or Financial Secretary in overseeing the associational funds.
- Arrange for the Treasurer and/or Financial Secretary to maintain and manage the Carey Baptist Association budget accounts.
- Work with Treasurer and Financial Secretary to prepare and present regular reports to the associational churches and to the Associational Executive Board.
- Work with Personnel Committee to manage personnel salaries and benefits.
- In consultation with the Associational Missionary and the Associational Leadership Team, prepare annual budget to meet the purpose and objectives of the Association.
- Present annual budget to the Associational Executive Board for approval at the Annual Meeting. The budget should be presented for review at the September Executive Board Meeting, or the Executive Board Meeting closest to the Annual Meeting
- Provide representative for Associational Missionary Search Team.

Section 3 – Nominating

Selection

- The committee shall three (3) members with at least one (1) pastor and at least (1) layman or staff member.
- Members of the committee shall be recommended by the Moderator, in consultation with the other constitutional officers and approved by the Executive Board during the Annual Meeting.

- Any vacancy during the Associational year shall be filled by a nomination from the moderator, and approved by the Executive Board.
- Each member will serve a term of three (3) years, with one (1) person rotating off each year. A person may only serve two (2) consecutive terms or parts of terms. At that point, that person will be ineligible to serve for one (1) associational year.

Duties

- In cooperation with the Associational Missionary, select, interview, enlist and recommend elected personnel to serve in leadership and ministry positions.
- Present to the September Executive Board meeting a slate of Team Leaders and members and Committee Members to be elected for the coming Associational Year.
- Assist associational team leaders, in cooperation with the Associational Missionary, in discovering and enlisting qualified personnel to fill positions on their respective teams.
- Nominate special committees as assigned by the associational Executive Board or Moderator.
- Enlist personnel to fill vacancies that occur during the associational year.

Section 4 – Credentials/Admissions

Selection

- The Committee shall be composed of three (3) members, with at least one (1) pastor and at least one (1) layman or staff member.
- Members of the committee shall be recommended by the Nominating Committee and approved by the Executive Board during the Annual Meeting.
- Any vacancy during the Associational year shall be filled by a nomination from the Nominating Committee, and approved by the Executive Board.
- Each member will serve a term of three (3) years, with one (1) person rotating off each year. A person may only serve two (2) consecutive terms or parts of terms. At that point, that person will be ineligible to serve for one (1) associational year.
- The Vice Moderator shall serve as an ex officio member of this committee.

Duties

- The committee shall be charged with the responsibility of receiving and investigating any church or mission that desires to be a part of the Association. Any such church shall send their petition at least six (6) weeks before the annual meeting of the association.
- After receiving a petition for a church, the committee shall visit the church in a called assembly of the church. The committee shall inform the church of the purpose and objectives of the Association, and shall examine the polity, doctrines, and location of the church.
- The church shall then, or at a later date prior to the annual meeting, confirm its desire for admission to the association or withdraw their letter of petition.
- On the basis of this information, the committee shall have the option of three recommendations:
 - Accept the church into full membership of the association
 - Accept the church into an ongoing “watch-care” relationship of not less than one (1) year.
 - Recommend the church not be admitted into the association.
- In the event of a watch-care relationship, this committee will be charged with monitoring the church for the duration of the relationship. At the next annual meeting, the committee will again have the same three (3) options.

- A mission of a member associational church shall be under the care of the sponsoring church and shall not be subject to this committee until it constitute into an independent congregation.
- This committee shall be charged with recommending to the annual meeting churches whose participation has been challenged based upon their cooperation with the purposes and objectives of the Association.
 - Any such challenge shall be made in writing no less than six (6) weeks before the annual meeting.
 - The committee shall contact the challenged church and the person(s) making the challenge for clarification.
 - After both sides have been considered, the committee shall recommend during the first session of the annual meeting whether the challenged church should be seated.
 - A two thirds (2/3) vote of the messengers present shall be necessary to uphold the challenge..

Part 6 – Appointed Committees

Memorials Committee shall be composed of one (1) pastor and one (1) layman or staff member and shall be appointed as the moderator and announced at the Executive Board meeting immediately preceding the annual meeting.

Resolutions Committee shall be composed of three (3) members, with at least one (1) pastor and one (1) layman or staff member. They shall be appointed as the moderator and announced at the Executive Board meeting immediately preceding the annual meeting.

Any resolution desiring to be considered by the Association shall be submitted in writing no less than two (2) weeks before the annual meeting. This committee shall consider the resolution and will have the option to recommend it to the annual meeting. The committee shall have the option of editing the resolution before presenting it.

Any resolution submitted and not presented by the committee can be considered during the miscellaneous business session, providing there is a majority decision to allow it to be presented.

Time, Place, Preacher Committee shall be composed of the Constitutional Officers who will be charged with determining the location and date if the Annual Meeting.

They shall also recommend a preacher and an alternate for the Annual Sermon for approval by the Executive Board.

Part 7 – The Associational Leadership Team

Make-up – The Associational Leadership Team shall be composed of the Associational Missionary, Constitutional Officers, Chairmen of each standing committee and Team Leaders.

The Associational Missionary shall serve as Team Leader.

Additional members may be added by the Association in order to facilitate special events or projects.

Duties

- To recommend an association wide strategy to fulfill the purpose and objectives of the Association
- To serve as a coordinating body for Associational Teams and committees to fulfill their respective responsibilities, particularly in areas that would bridge teams
- To serve as the calendaring committee for the Association
- To advise the Associational Missionary in the most effective ways to relate to churches, pastors, staff and members.
- To promote the work of the Association to the churches.

Part 8 – Additional Associational Staff and Employees

- Additional staff and employees shall be hired as necessary in order to fulfill the purpose and objectives of the Association.
- In consultation with the Associational Missionary, these persons will be recruited by the Personnel Committee and approved by the Executive Board.
- All employees shall be under the direct supervision of the Associational Missionary, as well as performance reviews by the Personnel Committee. Such reviews shall be done annually, but periodic reviews may be scheduled as needed.
- Before any person is hired, a job description and salary/benefit package shall be developed by the Personnel and Finance committees.

Part 9 – Finance Policies

- The Finance Committee shall present an annual budget at the Executive Board meeting immediately preceding the Annual Meeting. Normally this would be the September meeting.
- Any check shall require a minimum of two (2) signatures of persons approved by the Executive Board.
- Any expenses that are not budgeted or over budget must be approved in advance by the Treasurer and the Finance Committee.
- All reimbursement requests must be accompanied by a receipt, as well as which budget account is to be credited.
- Churches are encouraged to support the mission of the association through regular gifts and offerings to the general operating budget of the Association, which is a comprehensive spending plan to fulfill the purpose and objectives of the Association.
- While designated gifts from individuals are allowed, they may or may not be tax deductible, subject to current IRS regulations.
- Special offerings may be approved and scheduled by the Association as needed.

Part 10 – Child Abuse Prevention Policy

- Any volunteer or paid worker who works with children age 18 or under should be given the legal definition of child abuse in writing, as well as the policy of the church on the reporting of child abuse. Annual child abuse training should be provided to children and youth workers. The definition and training should help the workers identify child abuse. While exact definitions differ from state to state and between military and civilian regulations and laws, most definitions agree on several common elements of an abused or neglected child:
“...a child whose physical or mental health or welfare is harmed or threatened with harm by acts or omissions of his/her parent or other person responsible for his/her welfare.” U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES, Administration on Children, Youth and Families
- The association has adopted the “two adult” rule which requires a minimum of two adult workers to be present in each situation involving the supervision of the children and youth.
- Children and youth associational leadership should supervise children and youth ministries on an ongoing basis and make unannounced visits into classes or other program sites from time to time.
- Every paid and volunteer children and youth worker should have an application on file with the association. The application should include relative questions pertaining to working in a children or youth ministry.
- References should be checked on anyone working with children or youth. The reference checks should be completed on all paid and volunteer workers.
- A criminal background should be conducted on all employees and volunteers having ministry responsibilities with children 18 years old and under.

- Each children and youth worker should be interviewed personally by the supervisor of the respective ministry area. Documentation of the interview like the application or other personnel documents must be kept confidential and in a secure location.
- The association should comply fully with Arkansas's child abuse reporting statute. The associational leadership should be informed immediately of any suspicion of child abuse.

(Volunteer screening form to be developed)

Part 11 – Amending the Organization and Policies Manual

This manual may be amended at any regular or called Executive or Annual Board meeting by a simple majority, provided written notice of the recommended changes are presented to the churches in writing no less than seven (7) days before the meeting.