

OPERATIONS MANUAL OF THE CHILHOWEE BAPTIST ASSOCIATION INC.

REVISED 2020

REVISION TEAM-

2019-ADMINISTRATIVE TEAM

APPROVED-

OCTOBER 2019 ANNUAL MEETING – FIRST READING

OCTOBER 2020 ANNUAL MEETING- SECOND READING

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MISSIONS MINISTRY COORDINATOR
CAMP TIPTON
MINISTRY ASSISTANT/RECEPTIONIST
FINANCIAL SECRETARY/RECORDS
CAMP TIPTON DIRECTOR
DIRECTOR OF MISSIONS
BAPTIST CENTER DIRECTOR
CHARM DIRECTOR

DEFINITION OF TERMS

- **AT** - ADMINISTRATIVE TEAM
- **CHGT** - CHURCH HEALTH/GROWTH TEAM
- **DOM** - DIRECTOR OF MISSIONS
- **MT** - MINISTRY TEAM
- **OMT** - ON MISSION TEAM
- **SS** - SUNDAY SCHOOL/SMALL GROUPS TASK GROUP

OPERATIONS MANUAL OF THE CHILHOWEE BAPTIST ASSOCIATION INC.

Mission Statement: The mission of the Chilhowee Baptist Association is to promote Christian fellowship and cooperation among the churches, to achieve Christ's Commission.

Vision Statement: To see the churches of the Chilhowee Baptist Association develop and implement a kingdom vision to reach the lost and unchurched locally and beyond

Our Core Values:

The Authority of God's Word
The Power and Importance of Prayer
The Need For Evangelism
Evidence of the Fruit of the Spirit
Cooperation and networking Among
Churches and the Denomination
The Lordship of Christ in Our Lives and Ministry
Fellowship Among Believers
Personal and Corporate Worship
Excellence in Ministry
Personal Integrity

Priorities:

***To promote missions awareness and involvement**
***To provide training in leadership and church growth development**
***To develop a kingdom vision for ministry**
***To provide quality resources and administration**

CONSTITUTION

OF THE CHILHOWEE BAPTIST ASSOCIATION INC.

ARTICLE I: IDENTITY

SECTION 1 - NAME: THIS BODY SHALL BE KNOWN AS THE CHILHOWEE BAPTIST ASSOCIATION INC.

SECTION 2 - ARTICLES OF FAITH: WE ADOPT AS OUR STATEMENT OF FAITH, THE BAPTIST FAITH AND MESSAGE, 2000 EDITION.

Article on Biblical Doctrine and Lifestyle

The Association shall determine criteria for associational membership and the process for disfellowship of member churches. Associational membership shall not be available to those churches whose doctrinal statement or practice is in conflict with the Association's currently adopted Baptist Faith and Message. This shall include churches who allow in active membership those currently in a same-sex marriage and those living in a homosexual or transgendered lifestyle.

Each member church is expected to maintain doctrine and practice consistent with Biblical teachings. Examples of unacceptable doctrine or practice include, but are not limited to, involvement with illegal drugs, pre-marital sex or extramarital sex, cohabitation apart from the marriage relationship, homosexuality, and a transgender lifestyle. Member churches that affirm these lifestyles, through doctrine or practice, by allowing them into active membership or leadership, will be subject to disfellowship from the Association.

The Association, including its staff, employees, and agents shall only recognize, participate in, conduct, or allow Associational facilities to be utilized for marriage ceremonies and other functions which are related to marriages deemed to be scriptural. This shall prohibit the use of Associational facilities for same-sex marriage ceremonies and related functions.

The Association relies on the Bible for instruction on all matters concerning ordinances, ministries, use of facilities, activities, membership, and employment. Baptist tradition calls for the Association to interpret Scripture under the guidance of the Holy Spirit. The Association does not discriminate as to whom it will provide a witness and helping ministry. However, the Association will not perform a ministry that is contrary to Biblical Scripture such as performing or allowing its facilities to be used for same-sex weddings.

SECTION 3 - COOPERATION: THIS BODY SHALL BE COOPERATIVE WITH THE TENNESSEE BAPTIST CONVENTION AND THE SOUTHERN BAPTIST CONVENTION.

SECTION 4 - AUTHORITY: THIS BODY SHALL BE WHOLLY ADVISORY,

AND SHALL NEVER ASSUME ANY ECCLESIASTICAL AUTHORITY OVER THE CHURCHES.

SECTION 5 - MISSION: THE MISSION OF THE CHILHOWEE BAPTIST ASSOCIATION IS TO PROMOTE CHRISTIAN FELLOWSHIP AND COOPERATION AMONG THE CHURCHES, TO ACHIEVE CHRIST'S COMMISSION. TO ACCOMPLISH THIS PURPOSE THE ASSOCIATION SHALL MAINTAIN THE FOLLOWING PRIORITIES:

1. PROMOTE MISSIONS AWARENESS AND INVOLVEMENT
2. PROVIDE TRAINING IN LEADERSHIP AND CHURCH GROWTH DEVELOPMENT
3. DEVELOP A KINGDOM VISION FOR MINISTRY
4. PROVIDE QUALITY RESOURCES AND ADMINISTRATION

ARTICLE 2: MEMBERSHIP

SECTION 1 - CHURCHES: THE CHILHOWEE BAPTIST ASSOCIATION SHALL BE COMPOSED OF THOSE CHURCHES THAT HAVE APPLIED FOR AND HAVE BEEN RECEIVED INTO MEMBERSHIP AS STATED IN OUR OPERATIONS MANUAL.

SECTION 2 - MESSENGERS: THE ASSOCIATION SHALL BE COMPOSED OF MESSENGERS FROM BAPTIST CHURCHES FORMING THE BODY AS FOLLOWS: THE OFFICERS OF THE ASSOCIATION, IF NOT DULY ELECTED MESSENGERS FROM THEIR CHURCHES, SHALL BE EX-OFFICIO MEMBERS; ALSO BY VIRTUE OF THEIR APPOINTMENT, THE CHAIRMAN OF THE COMMITTEES ON REPORTS. EACH CHURCH WHO HAS FINANCIALLY SUPPORTED THE ASSOCIATION DURING THE CURRENT OR PREVIOUS BUDGET YEAR THROUGH UNDESIGNATED GIFTS MAY SEND THREE (3) DULY ELECTED MESSENGERS AND ONE ADDITIONAL MESSENGER FOR EVERY ONE HUNDRED (100) MEMBERS OR A FRACTION THEREOF, WITH A MAXIMUM OF TEN (10) MESSENGERS FROM ANY ONE CHURCH.

ARTICLE 3: ORGANIZATION

SECTION 1 - OFFICERS: THE CHILHOWEE ASSOCIATION SHALL HAVE THE FOLLOWING OFFICERS: MODERATOR, VICE-MODERATOR, TREASURER, ASSISTANT TREASURER, AND CLERK. OFFICERS SHALL BE ELECTED BY A MAJORITY VOTE OF MESSENGERS AT THE ANNUAL SESSIONS. THEY SHALL SERVE FOR ONE YEAR OR UNTIL THEIR SUCCESSORS ARE INSTALLED. OFFICERS SHALL BE NOMINATED BY A BODY CREATED BY THE ADMINISTRATIVE TEAM (SEE SEC. 4) FOR THAT PURPOSE. THE MODERATOR AND VICE-MODERATOR CAN NOT SERVE MORE THAN TWO CONSECUTIVE YEARS.

SECTION 2 - STAFF: THE ASSOCIATION EMPLOYS THE DIRECTOR OF MISSIONS. THE DIRECTOR OF MISSIONS ALONG WITH THE ADMINISTRATIVE TEAM SHALL ACQUIRE/DISMISS STAFF AS REQUIRED TO FULFILL THE PURPOSE OF THE ASSOCIATION. A BODY SELECTED BY THE ADMINISTRATIVE TEAM SHALL SERVE AS A PERSONNEL COMMITTEE TO SERVE IN STAFF RELATIONS. STAFF JOB DESCRIPTIONS SHALL BE LISTED IN THE OPERATIONS MANUAL.

SECTION 3 - PROGRAM ORGANIZATION

A. THE ASSOCIATION MAY ESTABLISH SUCH PROGRAM/MINISTRY GROUPS AS IT DEEMS NECESSARY FOR ACHIEVING THE PURPOSE OF THE ASSOCIATION.

B. EVERY YEAR AT THE CHILHOWEE BAPTIST ANNUAL MEETING, THE CHILHOWEE BAPTIST ASSOCIATION WILL CONFIRM IT'S MINISTRY AND PROGRAM EMPHASES FOR THE COMING YEAR. THESE DECISIONS ARE TO BE CONFIRMED BY A MAJORITY VOTE OF THE MESSENGERS PRESENT, AND BY ELECTING LEADERS/MEMBERS FOR THESE ORGANIZATIONAL GROUPS. IF THE SPECIFIC MISSION, GOALS, AND ORGANIZATION OF A MINISTRY OR PROGRAM ARE NOT ALREADY DESCRIBED IN THE CHILHOWEE BAPTIST ASSOCIATION'S OPERATION MANUAL, SUCH AN ENTRY WILL BE DEVELOPED AND INSERTED. IF A MINISTRY OR PROGRAM IS NOT RE-CONFIRMED AT THE ANNUAL SESSION BY THE ASSOCIATION AT-LARGE, THAT GROUP WILL CEASE TO EXIST AND IT'S REFERENCES IN THE OPERATION MANUAL SHALL BE REMOVED. ALL OTHER RELEVANT FACTS ABOUT A PROGRAM OR MINISTRY GROUP WILL BE DELINEATED IN THE CHILHOWEE BAPTIST ASSOCIATION'S OPERATIONS MANUAL.

SECTION 4 - ADMINISTRATIVE TEAM: THE ADMINISTRATIVE TEAM (AT) SHALL CONSIST OF THE DIRECTOR OF MISSIONS (EX-OFFICIO); MISSIONS AND MINISTRY COORDINATOR (EX-OFFICIO); MODERATOR; VICE MODERATOR; TREASURER; CLERK; ~~AND~~ CHAIRPERSONS OF THE CHURCH HEALTH & GROWTH TEAM (CHGT), THE MINISTRY TEAM (MT), AND THE ON MISSIONS TEAM (OMT); AND THREE AT LARGE MEMBERS FROM THE ASSOCIATION. AT LARGE MEMBERS WILL BE SELECTED BY THE NOMINATING TEAM OF THE ADMINISTRATIVE TEAM AND PRESENTED FOR APPROVAL AT THE ANNUAL MEETING. AT LARGE MEMBERS SERVE A THREE YEAR TERM. THE ADMINISTRATIVE TEAM IS EMPOWERED TO CONDUCT THE ADMINISTRATIVE FUNCTIONS OF THE ASSOCIATION INCLUDING, BUT NOT LIMITED TO, PERSONNEL, BUDGET AND FINANCE, FACILITIES, AND PROPERTY. THE AT SHALL PRESENT THE BUDGET TO THE ASSOCIATION'S ANNUAL SESSION. THE TEAM IS RESPONSIBLE TO THE ASSOCIATION IN SESSION AND THE EXECUTIVE BOARD.

SECTION 5 - MINISTRY TEAM: THE MINISTRY TEAM (MT) SHALL CONSIST OF FIVE (5) MEMBERS ON A THREE YEAR ROTATION NOMINATED TO THE

ASSOCIATION AT THE ANNUAL SESSIONS. THE MT SHALL PLAN, COORDINATE, AND EVALUATE THE MINISTRY ACTIVITIES OF THE ASSOCIATION. THE MT IS EMPOWERED TO ACT ON BEHALF OF THE ASSOCIATION IN ALL AREAS EXCEPT THOSE LISTED IN THE AT, OMT, OR THE CHGT. THERE PROGRAM RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO, THE BAPTIST CENTER, CAMP TIPTON, HISPANIC MINISTRIES, MINISTRY DEVELOPMENT, THE MT SHALL PRESENT ITS PROGRAM INTENTS TO THE ASSOCIATION'S ANNUAL SESSIONS.

SECTION 6 - THE CHURCH HEALTH AND GROWTH TEAM: THE CHURCH HEALTH AND GROWTH TEAM (CHGT) SHALL CONSIST OF FIVE (5) MEMBERS ON A THREE YEAR ROTATING BASIS NOMINATED TO THE ASSOCIATION BY THE AT. THE CHGT'S RESPONSIBILITIES WILL INCLUDE BUT NOT LIMITED TO, WORSHIP, FELLOWSHIP, EVANGELISM, PRAYER, AND DISCIPLESHIP. THE CHGT SHALL PRESENT ITS PROGRAM INTENT TO THE ASSOCIATION'S ANNUAL SESSIONS.

SECTION 7 - THE ON MISSIONS TEAM: THE ON MISSION TEAM (OMT) SHALL CONSIST OF FIVE (5) MEMBERS ONE OF WHICH WILL BE THE CURRENT ASSOCIATION WMU DIRECTOR THE REMAINING FOUR MEMBERS WILL BE ELECTED ON A THREE YEAR ROTATION NOMINATED TO THE ASSOCIATION BY THE AT. THE OMT SHALL BE RESPONSIBLE FOR THE PROMOTION AND DEVELOPMENT OF MISSION STRATEGIES AND RELATIONSHIP THROUGHOUT OUR "JERUSALEM, JUDEA, SAMARIA, AND WORLD". THE OMT SHALL PROVIDE OVERSIGHT TO THE CHILHOWEE AREA MINITRIES (CHARM). THE OMT SHALL PRESENT ITS PROGRAM INTENT TO THE ASSOCIATION'S ANNUAL SESSIONS.

ARTICLE 4: MEETINGS

SECTION 1 - ANNUAL MEETING: THE ASSOCIATION WILL MEET IN SESSION EACH OCTOBER AT SUCH TIME AND PLACE AS IT MAY DETERMINE.

SECTION 2 - EXECUTIVE BOARD: THE EXECUTIVE BOARD SHALL MEET A MINIMUM OF THREE TIMES EACH YEAR BETWEEN EACH ANNUAL MEETING. THE EXECUTIVE BOARD SHALL CONSIST OF THE PASTOR AND TWO ELECTED MESSENGER FROM EACH CHURCH, WITH A QUORUM CONSISTING OF REPRESENTATIVES FROM AT LEAST 15% OF CHURCHES FOR A REGULARLY SCHEDULED EXECUTIVE BOARD MEETING OR 20% OF CHURCHES FOR A SPECIAL SESSION.

SECTION 3 - SPECIAL SESSIONS: UPON THE ADVICE OF THE ADMINISTRATIVE TEAM AND A TWO WEEK WRITTEN NOTICE TO THE CHURCHES THAT INCLUDES THE REASON FOR THE MEETING AND THE MATTERS, A SPECIAL

SESSION OF THE ASSOCIATION MAY BE CALLED. A QUORUM SHALL CONSIST OF 20% OF THE CHURCHES TO CONDUCT BUSINESS. ONLY BUSINESS FOR WHICH THE MEETING IS CALLED SHALL BE TRANSACTED AT THE SPECIAL SESSION.

ARTICLE 5 - AMENDMENTS

ANY ARTICLE OF THIS CONSTITUTION MAY BE ALTERED OR AMENDED BY A TWO-THIRDS (2/3) MAJORITY VOTE OF THE MESSENGERS PRESENT AND VOTING AT THE ANNUAL MEETING PROVIDED NOTICE OF PROPOSED CHANGE IS PRESENTED IN WRITING AT THE PREVIOUS ANNUAL MEETING. ANY ITEM OF THE OPERATIONS MANUAL MAY BE ALTERED OR AMENDED BY TWO-THIRDS (2/3) MAJORITY VOTE BY THE EXECUTIVE BOARD MEMBERS PRESENT AND VOTING PROVIDED THAT A TWO-WEEK WRITTEN NOTICE HAS BEEN GIVEN TO EACH CHURCH.

OPERATIONS MANUAL

OFFICERS OF THE CORPORATION

1. THE OFFICERS OF THE CORPORATION SHALL BE AS FOLLOWS:

- A. THE MODERATOR SHALL SERVE AS PRESIDENT OF THE CORPORATION.**
- B. THE VICE MODERATOR SHALL SERVE AS THE VICE-PRESIDENT OF THE CORPORATION.**
- C. THE CLERK OF THE ASSOCIATION SHALL SERVE AS THE SECRETARY OF THE CORPORATION.**
- D. THE TREASURER OF THE ASSOCIATION SHALL SERVE AS THE TREASURER AND REGISTERED AGENT OF THE CORPORATION.**

2. THE OFFICERS OF THE CORPORATION SHALL HOLD TRUST IN THE PROPERTY OF THE CHILHOWEE BAPTIST ASSOCIATION INCORPORATED. THEY SHALL HAVE NO POWER TO BUY, SELL, MORTGAGE, LEASE, OR TRANSFER PROPERTY WITHOUT SPECIFIC VOTE OF THE ASSOCIATION OR THE EXECUTIVE BOARD AUTHORIZING SUCH ACTION. IT SHALL BE THE FUNCTION OF THE OFFICERS TO AFFIX THEIR SIGNATURES TO LEGAL DOCUMENTS WHERE THEIR SIGNATURES ARE REQUIRED. ANY TWO OFFICERS SIGNATURES ARE REQUIRED TO SIGN LEGAL DOCUMENTS. IN THE EVENT OF A LACK OF A QUORUM AT A REGULARLY SCHEDULED OR SPECIAL CALLED MEETING WITH PROPER NOTIFICATION OF THE EXECUTIVE BOARD, THE ADMINISTRATIVE TEAM SHALL BE GRANTED THE LEGAL POWER TO CONDUCT THE BUSINESS OF THE CBA INC. ON ITEMS THAT ARE TIME SENSITIVE AND CANNOT WAIT UNTIL ANOTHER DULLY CALLED EXECUTIVE BOARD. ALL SUCH DECISIONS WILL BE SHARE AT THE NEXT LEGAL GATHERING OF THE CBA.

3. DONATED PROPERTY AND GOODS. THE OFFICERS OF THE CORPORATION SHALL BE AUTHORIZED TO SIGN LEGAL DOCUMENTS FOR THE RECEIPT AND SALE OF REAL PROPERTY DONATED TO ANY MISSION OR MINISTRY OF THE ASSOCIATION, UPON THE APPROVAL OF THE ADVISORY TEAMS OF THOSE MINISTRIES AND THE DIRECTOR OF MISSIONS.

4. THE OFFICERS OF THE CORPORATION SHALL BE RESPONSIBLE FOR PLACING ALL LEGAL DOCUMENTS IN A SAFETY DEPOSIT BOX AND KEEPING A WRITTEN INVENTORY OF THE LOCATION OF ALL DOCUMENTS.

EXECUTIVE BOARD

1. THE ASSOCIATION SHALL HAVE AN EXECUTIVE BOARD COMPOSED OF THREE REPRESENTATIVES FROM EACH PARTICIPATING CHURCH. THE PASTOR AND TWO OTHER PERSONS ELECTED BY THE CHURCH SHALL BE PRESENTED TO THE ASSOCIATION AS EXECUTIVE BOARD MEMBERS. IN ADDITION CURRENT OFFICERS OF THE ASSOCIATION AND CHAIRMAN OF THE ADMINISTRATIVE, MINISTRY, ON MISSIONS, CHURCH HEALTH/GROWTH TEAMS AND THE THREE AT LARGE MEMBERS OF THE EXECUTIVE SHALL BE BOARD.

2. THE EXECUTIVE BOARD SHALL MEET A MINIMUM OF THREE (3) TIMES A YEAR BETWEEN ANNUAL MEETINGS. A QUORUM CONSISTING OF MEMBERS OF AT LEAST FIFTEEN (15) CHURCHES IS REQUIRED.

3. MEETINGS SHALL BE PUBLISHED IN THE ASSOCIATIONAL CALENDAR. CHANGES IN SCHEDULED MEETING TIMES REQUIRE A TWO WEEK WRITTEN NOTICE.

4. THE EXECUTIVE BOARD SHALL BE CHARGED WITH THE RESPONSIBILITY OF CONDUCTING THE BUSINESS AND PROMOTING THE WORK OF THE ASSOCIATION IN THE INTERIM PERIOD BETWEEN ANNUAL MEETINGS.

5. THE ADMINISTRATIVE TEAM SHALL BE EMPOWERED TO ACT ON BEHALF OF THE EXECUTIVE BOARD EXCEPT IT SHALL NOT BE AUTHORIZED TO BORROW, PURCHASE, OR DISPOSE OF REAL PROPERTY WITH THE EXCEPTION OF A LACK OF QUORUM STATUS LISTED UNDER SECTION #2 OF THE OFFICERS OF THE CORPORATION. THE LEADERSHIP TEAM SHALL GIVE A DETAILED EXPLANATORY REPORT OF ACTION TAKEN TO THE NEXT EXECUTIVE BOARD MEETING. IT IS RECOGNIZED THAT THIS AUTHORITY DELEGATED TO THE ADMINISTRATIVE TEAM IS AT THE PLEASURE OF THE EXECUTIVE BOARD AND CAN BE RESCINDED AT ANY REGULAR EXECUTIVE BOARD MEETING.

6. THE EXECUTIVE BOARD SHALL BE AUTHORIZED TO BORROW MONEY AND INCUR SUCH INDEBTEDNESS AS MAY BE NEEDED TO PURCHASE OR IMPROVE REAL PROPERTY OR OTHER CAPITAL ASSETS WITH APPROPRIATE CONSIDERATION BEING GIVEN TO RECOMMENDATIONS OF THE BUDGET AND FINANCE TASK GROUP AND/OR OTHER TEAM. UPON APPROVAL OF SUCH ACTION BY THE EXECUTIVE BOARD, THE OFFICERS OF THE CORPORATION SHALL BE EMPOWERED TO EXECUTE AND SIGN THE NECESSARY LEGAL DOCUMENTS. ANY TWO OFFICERS SIGNATURES ARE REQUIRED TO SIGN LEGAL DOCUMENTS.

7. THE ADMINISTRATIVE TEAM SHALL HAVE THE AUTHORITY IN THE SELECTION AND EMPLOYMENT OF PERSONNEL AUTHORIZED BY THE ASSOCIATION OTHER THAN THE DOM. A SPECIAL COMMITTEE NOMINATED BY THE MODERATOR SHALL BE USED FOR THE SELECTION OF A DIRECTOR OF MISSIONS TO BE PRESENTED TO THE ASSOCIATION IN A SPECIAL SESSION OF THE EXECUTIVE BOARD FOR ACCEPTANCE. THE DIRECTOR OF MISSIONS SHALL BE RESPONSIBLE FOR THE COORDINATION AND SUPERVISION OF ALL PERSONNEL AND THE WORK OF THE ASSOCIATION.

8. THE EXECUTIVE BOARD SHALL HAVE THE AUTHORITY TO RECOMMEND TO THE ASSOCIATION THE CREATION OF INSTITUTIONS AND SUBSIDIARY CORPORATIONS.

9. POLICY FOR CHURCH RECONCILIATION - The following steps will be taken when the leadership within the CBA determines a church has potentially deviated from the aligned doctrinal position of the association with the goal of pursuing reconciliation and biblical fidelity.

1. Under the directive of the Administrative Team, the Director of Missions will meet with the lead pastor for the purpose of clarity and understanding concerning areas of potential deviation from doctrinal alignment with the association.
2. The Director of Missions will report to the Administrative Team. The Administrative Team will determine if further steps are needed in the process based on this report.
3. If further steps are determined to be necessary, the Administrative Team will appoint an ad hoc team from within the committee to initiate another meeting with the church. This meeting will

request participation from the lead pastor as well as appropriate church leadership such as church staff or leadership teams. During this meeting the team from the Association will present statements of faith held by the association. The team will also request written statements of faith regarding the areas of consideration to be provided to the association in a timely manner.

If the documents are not provided in a timely manner, the administrative team may present the church to the association as a candidate for disfellowship due to lack of cooperation with the association.

4. After the church has provided the documents in consideration, the Administrative Team will meet to consider the verbal and written statements of faith and doctrine from the church. The team will determine any areas of clear deviation from the constitution and by-laws and the adopted Baptist Faith and Message held by the association.
5. If the association determines areas of deviation from the constitution and by-laws or the adopted Baptist Faith and Message, the Administrative Team will seek reconciliation by calling the church to realignment with the area of doctrinal difference.

If the church refuses to realign with the stated doctrinal position, the Administrative Team will present the church to the association as a candidate for disfellowship.

6. If the documents do align with the doctrinal statement of the association, but the administrative team determines that the practices of the church in consideration are not in agreement with the doctrinal statement of the church or the association, the Administrative Team will present the areas of practice to the church with the goal of realignment with the stated doctrinal positions held by both the church and the association.

If the church refuses to pursue realignment of church practices to the agreed doctrinal statement of the church and the association, the Administrative Team will develop and present a report to the association to determine if disfellowship is to be pursued based on church practices.

If the church and the association find agreement in this process, the church will be deemed in fellowship with the association and the administrative team will give consideration to affirm this alignment publicly to the association.

REVISION OR AMENDMENT

ANY ITEM OF THE OPERATIONS MANUAL MAY BE ALTERED OR AMENDED BY TWO-THIRDS (2/3) MAJORITY VOTE BY THE EXECUTIVE BOARD MEMBERS PRESENT AND VOTING PROVIDED THAT A TWO-WEEK WRITTEN NOTICE HAS BEEN GIVEN TO EACH CHURCH.

ORGANIZATIONAL DEFINITIONS AND DESCRIPTIONS

TEAMS

IN ORDER TO STREAMLINE THE ORGANIZATION TO MORE EFFECTIVELY AND EFFICIENTLY

UTILIZE THE TIME AND TALENT OF ITS LEADERS, THE ASSOCIATION IS ESTABLISHING TEAMS. EACH TEAM IS ASSIGNED TO DEVELOP AND COORDINATE ACTIVITIES TO ACCOMPLISH ONE OF THE STRATEGIC OBJECTIVES OF THE ASSOCIATION. EACH TEAM'S LEADERSHIP SHALL BE ELECTED BY THE ASSOCIATION. EACH TEAM SHALL BE EMPOWERED TO ESTABLISH TASK GROUPS AND ADVISORY BOARDS TO ASSIST THEM IN ACCOMPLISHING THEIR MINISTRY PURPOSES. ALL TEAMS, TASK GROUPS, AND ADVISORY BOARDS ARE UNDER THE AUTHORITY OF THE ADMINISTRATIVE TEAM, EXECUTIVE BOARD AND THE ASSOCIATION IN SESSION AT THE ANNUAL MEETING. THE PRESENT TEAMS EMPOWERED BY THE ASSOCIATION ARE THE ADMINISTRATIVE TEAM, THE CHURCH HEALTH/GROWTH TEAM, THE ON MISSION TEAM, AND THE MINISTRY TEAM.

PROCEDURAL GUIDELINES

- 1. TEAM MEMBERS ARE NOMINATED BY A TASK GROUP APPOINTED BY THE MODERATOR AND ADMINISTRATIVE TEAM. NOMINEES WILL BE PRESENTED TO THE ASSOCIATION AT THE ANNUAL MEETING FOR APPROVAL. VACANCIES CAN BE FILLED BY NOMINATION AND APPROVAL AT AN EXECUTIVE BOARD MEETING.**
- 2. THE CHAIRMAN FOR EACH TEAM WILL BE RECOMMENDED BY THE NOMINATING TASK GROUP.**
- 3. ALL TEAMS, TASK GROUPS, OR ADVISORY BOARDS ARE REQUESTED TO FILE A WRITTEN REPORT OF THEIR PROCEEDINGS TO THE ASSOCIATION WITHIN ONE (1) WEEK OF THE MEETING.**
- 4. ALL MEMBERS OF THE TEAMS, TASK GROUPS AND ADVISORY BOARDS ARE EXPECTED TO FULFILL THEIR RESPONSIBILITIES. IN THE EVENT A MEMBER CANNOT OR DOES NOT ATTEND 70 PERCENT OF THE REGULAR MEETINGS, THE CHAIRPERSON OF THE RESPONSIBLE TEAM CAN RECOMMEND A REPLACEMENT BE NOMINATED. THIS NOMINATION WILL TAKE PLACE AT THE NEXT EXECUTIVE BOARD MEETING. THIS IS NOT DESIGNED TO BE PUNITIVE, BUT PROTECTIVE OF THE SUCCESS AND EFFECTIVENESS OF THE MINISTRY INVOLVED.**
- 5. THE DIRECTOR OF MISSIONS AND THE MISSION MINISTRY COORDINATOR OF THE ASSOCIATION SHALL SERVE AS EX-OFFICIO MEMBERS OF ANY TEAM, TASK GROUP OR ADVISORY BOARD.**

MODERATOR

I. ELECTION

THE MODERATOR-ELECT SHALL BE INSTALLED AS THE MODERATOR AT THE ANNUAL MEETING. IF HE IS UNABLE TO SERVE, A MODERATOR SHALL BE NOMINATED BY THE BODY AND ELECTED AT THE ANNUAL MEETING.

II. QUALIFICATIONS

THE MODERATOR SHALL BE:

- A. A PERSON OF OUTSTANDING SPIRITUAL MATURITY AND COMMITMENT.**
- B. COOPERATIVE IN THE WORK OF THE ASSOCIATION AND DENOMINATION AS A WHOLE.**
- C. FAMILIAR WITH THE STRUCTURE OF THE ASSOCIATION AND HAVE A WORKING KNOWLEDGE OF PARLIAMENTARY PROCEDURE.**

III. RESPONSIBILITIES

THE MODERATOR SHALL:

- A. PRESIDE OVER MEETINGS OF THE ASSOCIATION, EXECUTIVE BOARD, AND THE ADMINISTRATIVE TEAM.**
- B. SERVE AS EX-OFFICIO MEMBER OF ALL COMMITTEES, COUNCILS, AND TASK GROUPS OF THE ASSOCIATION.**
- C. APPOINT COMMITTEES OR TASK GROUPS THAT THE ASSOCIATION OR EXECUTIVE BOARD DEEM NECESSARY.**
- D. SERVE AS THE PRESIDENT OF THE CORPORATION.**
- E. ACT AS A LEGAL SIGNING AGENT ON MATTERS APPROVED BY THE ASSOCIATION.**

VICE MODERATOR

I. ELECTION

THE VICE MODERATOR SHALL BE NOMINATED BY THE NOMINATING TASK GROUP AND ELECTED BY THE MESSENGERS ATTENDING THE ANNUAL MEETING OF THE ASSOCIATION.

II. QUALIFICATIONS

THE VICE MODERATOR SHALL BE:

- A. A PERSON OF OUTSTANDING SPIRITUAL MATURITY AND COMMITMENT**
- B. COOPERATIVE IN THE WORK OF THE ASSOCIATION AND DENOMINATION AS A WHOLE.**

- C. FAMILIAR WITH THE STRUCTURE OF THE ASSOCIATION AND HAVE A WORKING KNOWLEDGE OF PARLIAMENTARY PROCEDURE.**

III. RESPONSIBILITIES

THE VICE MODERATOR SHALL:

- A. ASSIST THE MODERATOR AND BE READY TO ASSUME THE RESPONSIBILITIES OF THE MODERATOR AS MAY BE REQUIRED.**
- B. BE RESPONSIBLE FOR THE INTRODUCTION TO THE ASSOCIATION OF NEW PASTORS AND STAFF MEMBERS.**
- C. SERVE AS EX-OFFICIO MEMBER OF ALL COMMITTEES, COUNCILS, AND TASK GROUPS OF THE ASSOCIATION.**
- D. BECOME MODERATOR AT THE COMPLETION OR VACANCY OF THE TERM OF THE PRESENT MODERATOR.**
- E. SERVE AS THE VICE-PRESIDENT OF THE CORPORATION.**
- F. ACT AS A LEGAL SIGNING AGENT AS REQUESTED BY THE ASSOCIATION OR EXECUTIVE BOARD.**

TREASURER

I. ELECTION

THE TREASURER SHALL BE NOMINATED BY THE NOMINATING TASK GROUP AND ELECTED BY THE MESSENGERS ATTENDING THE ANNUAL MEETING OF THE ASSOCIATION WITH THE RIGHT OF SUCCESSION.

II. QUALIFICATIONS

THE TREASURER SHALL:

- A. POSSESS COMPETENCE IN BASIC BUSINESS PRACTICES, ACCOUNTING PROCEDURES AND SKILLS.**

- B. HAVE A COOPERATIVE SPIRIT CONCERNING THE WORK OF THE ASSOCIATION AND DENOMINATION.**

III. RESPONSIBILITIES

THE TREASURER SHALL:

- A. OVERSEE THE RECEIPT, DEPOSIT, AND DISBURSEMENT OF ALL FUNDS AND KEEP ACCURATE RECORDS OF SUCH TRANSACTIONS.**
- B. SERVE AS ONE OF THE PERSONS AUTHORIZED TO SIGN CHECKS AND WITHDRAWALS IN THE NAME OF THE ASSOCIATION.**
- C. SERVE AS EX-OFFICIO MEMBER TO THE BUDGET/FINANCE TASK GROUP AND AS A MEMBER OF THE EXECUTIVE BOARD AND THE ADMINISTRATIVE TEAM.**
- D. SERVE AS THE TREASURER OF THE CORPORATION.**
- E. ACT AS A LEGAL SIGNING AGENT ON MATTERS APPROVED BY THE ASSOCIATION.**

CLERK

I. ELECTION

THE CLERK SHALL BE NOMINATED BY THE NOMINATING TASK GROUP AND ELECTED BY THE MESSENGERS ATTENDING THE ANNUAL MEETING OF THE ASSOCIATION WITH THE RIGHT OF SUCCESSION.

II. QUALIFICATIONS

THE CLERK SHALL HAVE:

- A. AN APTITUDE FOR KEEPING AND PRESERVING RECORDS.**
- B. A COOPERATIVE SPIRIT CONCERNING THE WORK OF THE ASSOCIATION AND DENOMINATION.**

III. RESPONSIBILITIES

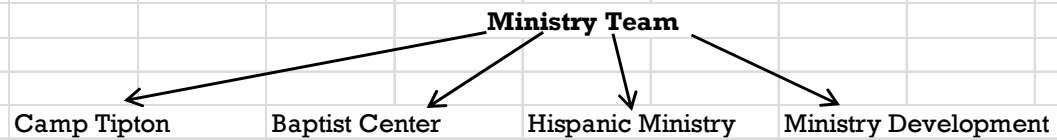
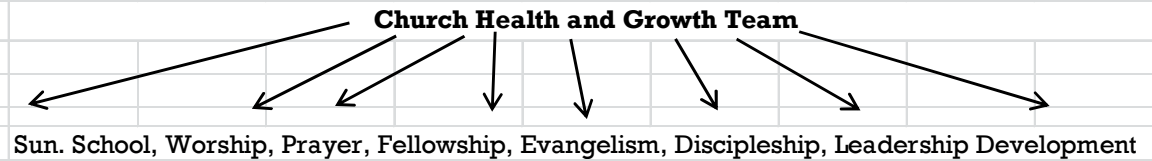
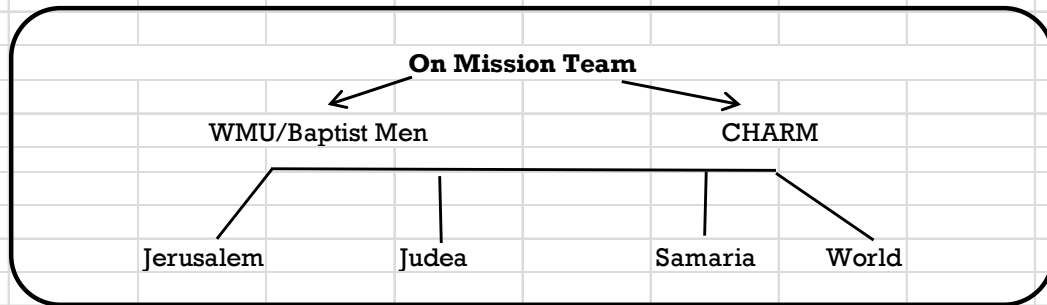
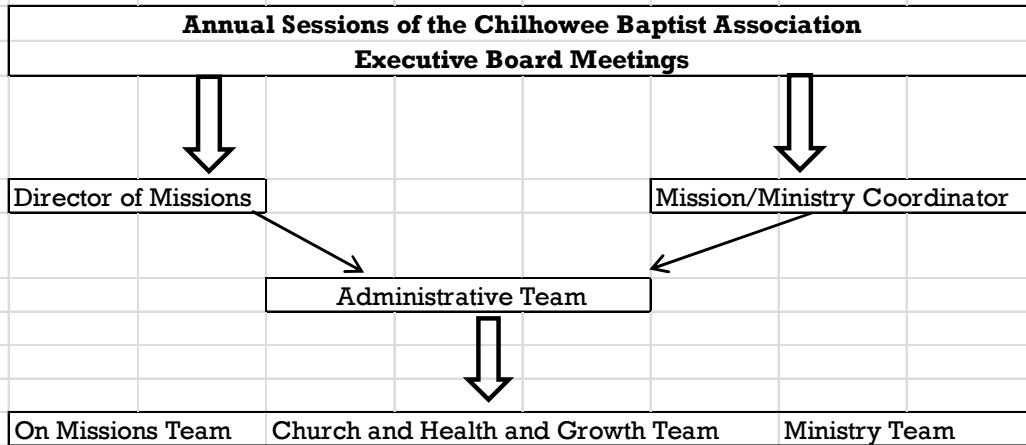
THE CLERK SHALL:

- A. RECORD AND PRESERVE ALL TRANSACTIONS OF THE ASSOCIATION, EXECUTIVE BOARD, AND ADMINISTRATIVE TEAM.**
- B. NOTIFY THE PROPER PERSONS OF NEEDED ACTIONS OR CONSIDERATIONS RELATING TO ACTIONS TAKEN BY THE ASSOCIATION, EXECUTIVE BOARD, OR ADMINISTRATIVE TEAM.**
- C. SUPERVISE THE PREPARATION, PUBLICATION, AND DISTRIBUTION OF THE ANNUAL MINUTES.**
- D. SUPERVISE THE REGISTRATION OF MESSENGERS FOR THE ANNUAL MEETING AND RECORD ATTENDANCE OF THE EXECUTIVE BOARD.**
- E. SERVE AS A MEMBER OF THE EXECUTIVE BOARD AND ADMINISTRATIVE TEAM AND AS EX-OFFICIO MEMBER OF ANY OTHER COMMITTEE, COUNCIL, OR TASK FORCE AS REQUESTED BY THE DIRECTOR OF MISSIONS OR ELECTED LEADERSHIP.**
- F. SERVE AS THE SECRETARY OF THE CORPORATION.**
- G. ACT AS A LEGAL SIGNING AGENT WHEN REQUESTED BY THE ASSOCIATION OR EXECUTIVE BOARD.**

AT LARGE MEMBERS

AT LARGE MEMBERS SHALL SERVE AS REPRESENTATIVES OF THE ADMINISTRATIVE TEAM ON ANY AD HOC TEAM OR TASK GROUP AS ASSIGNED BY THE ADMINISTRATIVE TEAM.

Organization Chart
Chilhowee Baptist Association
Accountability Flow Chart



ADMINISTRATIVE TEAM

OBJECTIVE: To Provide Quality Resources And Administration

1. MEMBERSHIP

THE ADMINISTRATIVE TEAM SHALL BE COMPOSED OF THE MODERATOR, VICE MODERATOR, TREASURER, CLERK, CHAIRMAN OF THE ON MISSION, MINISTRY, AND CHURCH HEALTH/GROWTH TEAMS, **THREE AT LARGE MEMBERS AND ALL EXECUTIVE ASSOCIATIONAL PERSONNEL (DIRECTOR OF MISSIONS AND THE MISSIONS/ MINISTRY COORDINATOR). THE MODERATOR SHALL PRESIDE AND THE CLERK SERVE AS SECRETARY. AT LEAST FOUR (4) MEMBERS OTHER THAN ASSOCIATIONAL STAFF MUST BE PRESENT TO CONDUCT BUSINESS. THE AT CAN APPOINT TASK GROUPS AS NEEDED TO CONDUCT THE BUSINESS OF THE TEAM. ALL TASK GROUPS REPORT BACK TO THE AT**

2. RESPONSIBILITIES

THE ADMINISTRATIVE TEAM SHALL:

- A. MEET MONTHLY EXCEPT IN THE MONTH WHEN THE ANNUAL MEETING OCCURS, MONTHS THE EXECUTIVE BOARD MEETS OR IF THE MODERATOR FEELS A MEETING IS NOT NEEDED DUE TO LACK OF BUSINESS.**
- B. ACT ON BEHALF OF THE ASSOCIATION IN ACCORDANCE TO THE AUTHORITY GIVEN BY THE EXECUTIVE BOARD.**
- C. CONDUCT THE ADMINISTRATIVE FUNCTIONS OF THE ASSOCIATION INCLUDING BUT NOT LIMITED TO PERSONNEL, BUDGET AND FINANCE, FACILITIES, EQUIPMENT, AND PROPERTIES.**
- D. KEEP A WRITTEN RECORD OF ALL MEETINGS AND PROVIDE A DETAILED REPORT TO THE EXECUTIVE BOARD OF ITS ACTIONS.**
- E. SUBMIT AN ANNUAL BUDGET TO THE ASSOCIATION FOR APPROVAL AT THE ANNUAL MEETING.**
- F. WORK IN COOPERATION WITH THE DOM ON THE HIRING, SUPERVISION AND FIRING OF STAFF.**
- G. APPOINT AND OVERSEE THE WORK OF THE BUDGET/FINANCE, PERSONNEL, PROPERTIES, NOMINATING AND STRATEGY PLANNING TASK GROUPS.**
- H. A MEMBER OF THE AT SHOULD SERVE ON EACH OF THE ABOVE MENTIONED TASK GROUPS.**

3. GUIDELINES FOR AT TASK GROUPS

BUDGET/FINANCE TASK GROUP

I. RESPONSIBILITIES

THE BUDGET/FINANCE TASK GROUP SHALL:

- A. AFTER CONSULTATION WITH THE ASSOCIATIONAL STAFF AND ELECTED LEADERS, PREPARE A PROPOSED UNIFIED BUDGET FOR THE NEXT FISCAL YEAR (JANUARY-DECEMBER) THAT SHALL BE PRESENTED TO THE ADMINISTRATIVE TEAM FOR CONSIDERATION AND TO THE ANNUAL MEETING FOR ADOPTION.**
- B. HAVE THE AUTHORITY, IN CASE OF AN EMERGENCY OR EXCEPTIONAL CIRCUMSTANCES, TO MAKE CHANGES AND/OR ADJUSTMENTS IN THE ANNUAL BUDGET, NOT TO EXCEED THREE (3) PERCENT OF THE ANNUAL BUDGET, AND ADVISE THE EXECUTIVE COMMITTEE OF ITS ACTION OR PRESENT SUCH CHANGES TO THE EXECUTIVE BOARD FOR APPROVAL.**
- C. COMMUNICATE WITH THE CHURCHES IN AN EFFORT TO ENCOURAGE THEIR SUPPORT OF THE BUDGET.**
- D. DETERMINE THAT THE BOOKKEEPING, ACCOUNTING, AND REPORTING PROCEDURES ARE ADEQUATE TO INSURE THAT THE ASSETS OF THE ASSOCIATION ARE BEING UTILIZED IN COMPLIANCE WITH THE BUDGET.**
- E. HAVE THE FREEDOM TO REALLOCATE FUNDS FOR LINE ITEMS WITHIN A MAJOR BUDGET CATEGORY SO LONG AS IT DOES NOT CAUSE THE BUDGET TO EXCEED THE THREE (3) PERCENT AMOUNT REFERRED TO IN ITEM B ABOVE. ALL SUCH CHANGES SHOULD BE REPORTED TO THE EXECUTIVE BOARD.**
- F. BE THE ONLY DESIGNATED FUND-RAISING COMMITTEE/PROGRAM FOR THE ASSOCIATION UNLESS OTHER SPECIFIC DESIGNATION OR APPROVAL IS GIVEN BY THE EXECUTIVE BOARD.**
- G. SERVE AS CONSULTANT ON THE BASIS OF FISCAL RESPONSIBILITY TO COMMITTEES, PROGRAMS, AND TASK GROUPS ON PROPOSED ACTION TO PURCHASE PROPERTY, BUILD BUILDINGS, AND MAKE CAPITAL IMPROVEMENTS REQUIRING EXPENDITURES IN EXCESS OF CURRENT BUDGET ALLOTMENTS OR THAT REQUIRE INCREASED FUTURE BUDGET SPENDING.**

II. MEETINGS, RECORDS, AND REPORTS

THE BUDGET/FINANCE TASK GROUP SHALL:

- A. MEET AS OFTEN AS NECESSARY TO PERFORM ASSIGNED TASKS.**
- B. KEEP WRITTEN RECORDS OF ALL WORK.**
- C. MAKE INFORMATIVE, REGULAR REPORTS TO THE EXECUTIVE BOARD OR ADMINISTRATIVE TEAM AND ABBREVIATED QUARTERLY REPORTS TO ALL MEMBER CHURCHES.**

- D. SUBMIT A FULL ANNUAL REPORT TO THE ASSOCIATION.**

PERSONNEL TASK GROUP

I. RESPONSIBILITIES

THE PERSONNEL TASK GROUP SHALL:

- A. RECOMMEND TO THE EXECUTIVE BOARD OR ADMINISTRATIVE TEAM STAFF PERSONNEL POLICIES, SALARIES, BENEFIT SCHEDULES, AND JOB DESCRIPTIONS.**
- B. IN ACCORDANCE WITH THE *PERSONNEL POLICY*, COUNSEL EMPLOYEES AS IT BECOMES NECESSARY.**
- C. REVIEW ANNUALLY THE *PERSONNEL POLICY*, AND RECOMMEND REVISIONS AS NECESSARY.**
- D. PRESENT ALL NEEDS, PERSONNEL DECISIONS, AND POLICY CHANGES TO THE ASSOCIATION, EXECUTIVE BOARD, OR ADMINISTRATIVE TEAM.**

II. MEETING, RECORDS, AND REPORTS

THE PERSONNEL TASK GROUP SHALL:

- A. ANNUALLY REVIEW ALL POLICIES, SALARIES, AND PERSONNEL NEEDS, AND MAKE RECOMMENDATIONS TO THE APPROPRIATE PERSONS, COMMITTEES, COUNCILS, OR TASK GROUPS. IN THE EVENT THAT THE RECOMMENDATION OF THE PERSONNEL TASK GROUP IS NOT ACCEPTED, IT SHALL BE RETURNED FOR RECONSIDERATION.**
- B. THE CHAIRPERSON, IN CONSULTATION WITH THE DIRECTOR OF MISSIONS, SHALL CALL ALL NECESSARY MEETINGS.**
- C. THE TASK GROUP SHALL KEEP A WRITTEN RECORD OF ALL MEETINGS.**
- D. REPORTS SHALL BE PRESENTED TO THE EXECUTIVE BOARD OR ADMINISTRATIVE TEAM AS NECESSARY.**

PROPERTIES TASK GROUP

I. RESPONSIBILITIES

THE PROPERTIES TASK GROUP SHALL:

- A. BE RESPONSIBLE FOR IMPROVING, MAINTAINING, OVERSEEING, AND INSURING ALL PROPERTY OWNED BY THE ASSOCIATION.**
- B. MAKE BIENNIAL INSPECTIONS OF ALL ASSOCIATION OWNED PROPERTY AND MAKE RECOMMENDATIONS AS TO IMPROVEMENTS TO THE APPROPRIATE TASK GROUP OR TEAM.**
- C. SUPERVISE THE RECEIVING AND LETTING OF CONSTRUCTION BIDS AND CONTRACTS.**

II. MEETINGS, RECORDS, AND REPORTS

THE PROPERTIES TASK GROUP SHALL:

- A. MEET AS NECESSARY TO PERFORM ALL WORK.**
- B. KEEP WRITTEN RECORDS OF ALL MEETINGS.**
- C. GIVE REPORTS TO THE EXECUTIVE BOARD OR ADMINISTRATIVE TEAM.**

NOMINATING TASK GROUP

I. RESPONSIBILITIES

THE NOMINATING TASK GROUP SHALL:

- A. NOMINATE PERSONS WITH EXPERTISE IN THE PARTICULAR AREA IN WHICH THEY SHALL BE SERVING.**
- B. PRESENT NOMINEES AT THE ANNUAL MEETING, INCLUDING CHAIRPERSONS OF EACH TEAM.**
- C. NOMINATE MEMBERS TO THE EXECUTIVE BOARD AS RECOMMENDED BY EACH CHURCH.**

II. MEETINGS, RECORDS, AND REPORTS

THE NOMINATING TASK GROUP SHALL:

- A. MEET AS OFTEN AS NECESSARY TO PERFORM ITS DUTIES.**
- B. KEEP WRITTEN RECORDS OF ALL MEETINGS.**
- C. REPORT NOMINATIONS TO THE ANNUAL MEETING OF THE ASSOCIATION OR TO THE EXECUTIVE BOARD OR ADMINISTRATIVE TEAM.**

STRATEGY PLANNING TASK GROUP

I. RESPONSIBILITIES

THE STRATEGY PLANNING TASK GROUP SHALL:

- A. DEVELOP A LONG RANGE PLAN TO RESOURCE THE ASSOCIATIONAL PROGRAMS AND MINISTRIES, SUCH AS:**
 - 1)FINANCES**
 - 2)LAND**
 - 3)BUILDING**
 - 4)EQUIPMENT**
 - 5)STAFF**
 - 6)PEOPLE**
 - 7)STRATEGY**
- B. RECEIVE REPORTS OF STAFF AND TASK FORCE LEADERSHIP AS TO PROGRESS TOWARD ADOPTED GOALS AS THEY RELATE TO THE LONG RANGE PLAN.**
- C. TWICE A YEAR, EVALUATE THE PROCESSES, PROJECTIONS, AND ACCOMPLISHMENTS OF THE ASSOCIATION IN RELATION TO THE ADOPTED LONG RANG PLAN, AND RECOMMEND "MID-COURSE CORRECTIONS" AS NEEDED.**
- D. INSURE THAT THE EXECUTIVE BOARD RECONSIDERS OBJECTIVES OF THE ASSOCIATION ANNUALLY.**
- E. RECRUIT OTHER PERSONS AS NECESSARY TO CARRY OUT ITS TASK ASSIGNMENTS.**

II. MEETINGS, RECORDS, AND REPORTS

THE STRATEGY PLANNING TASK GROUP SHALL:

- A. MEET AT LEAST ONCE A YEAR FOR EVALUATION SESSIONS AND SUCH OTHER TIMES AS NECESSARY TO PERFORM ITS WORK.**
- B. KEEP A WRITTEN RECORD OF ALL MEETINGS.**
- C. REPORT AT LEAST ONCE A YEAR TO THE EXECUTIVE BOARD, ADMINISTRATIVE TEAM OR AT THE ANNUAL MEETING.**

MINISTRY TEAM

OBJECTIVE : To Develop a Kingdom Vision For Ministry

1. MEMBERSHIP

THE MINISTRY TEAM (MT) SHALL CONSIST OF FIVE (5) MEMBERS ELECTED BY THE ASSOCIATION ON A THREE YEAR ROTATION BASIS. TEAM MEMBERS MUST HAVE A PASSION FOR LOCAL MINISTRY AND SPIRITUAL GIFTS THAT WOULD COMPLEMENT THE WORK OF THE MT.

2. RESPONSIBILITIES

THE MT SHALL:

- A. BE RESPONSIBLE FOR THE OVERSIGHT OF ALL ONGOING MINISTRIES OF THE ASSOCIATION (I.E. THE CHILHOWEE BAPTIST CENTER, ~~CHARM~~, HISPANIC MINISTRIES, AND CAMP TIPTON).**
- B. APPOINT TASK GROUPS OR ADVISORY BOARDS TO ASSIST ITS WORK WITH THE MINISTRIES OF THE ASSOCIATION.**
- C. MAKE BUDGET RECOMMENDATIONS TO THE AT.**
- D. MAKE PERSONNEL RECOMMENDATIONS TO THE AT.**

3. GUIDELINES FOR MT TASK GROUPS AND ADVISORY BOARDS.

MINISTRY DEVELOPMENT TASK GROUP

I. RESPONSIBILITIES

THE MINISTRY DEVELOPMENT TASK GROUP SHALL:

- A. LEAD THE ASSOCIATION OF CHURCHES TO ACCOMPLISH ITS OBJECTIVES AS STATED IN THE ASSOCIATION STRATEGIC PLAN.**
- B. ESTABLISH GOALS, STRATEGIES, AND ACTION PLANS.**
- C. PREPARE AN ANNUAL BUDGET FOR THE MINISTRIES OF THE MINISTRY TEAM.**
- D. ENLIST VOLUNTEERS TO SPONSOR AND SUPPORT NEW WORK EFFORTS.**
- E. RECOMMEND POLICIES TO GUIDE NEW WORK EFFORTS.**
- F. WORK CLOSELY WITH THE SPONSORING CHURCHES AND MISSIONS IN THE DEVELOPMENT OF NEW CHURCHES AND NEW WORKS.**

- G. WORK CLOSELY WITH THE ASSOCIATIONAL STAFF ASSIGNED TO THIS AREA OF MINISTRY.**
- H. MAKE RECOMMENDATIONS REGARDING THE ESTABLISHMENT OF NEW MINISTRIES IN THIS AREA OF WORK.**

II. MEETINGS, RECORDS, AND REPORTS

THE MINISTRY DEVELOPMENT TASK GROUP SHALL:

- A. MEET AS OFTEN AS NECESSARY.**
- B. KEEP WRITTEN RECORDS OF ALL MEETINGS.**
- C. REPORT ANNUALLY TO THE ASSOCIATION.**

ON MISSION TEAM

OBJECTIVE: To Promote Missions Awareness and Involvement.

1. MEMBERSHIP

THE ON MISSION TEAM (OMT) SHALL CONSIST OF FIVE (5) MEMBERS ONE OF WHICH WILL BE THE CURRENT WMU PRESIDENT, THE REMAINING FOUR MEMBERS WILL BE ELECTED ON A THREE YEAR ROTATION NOMINATED TO THE ASSOCIATION BY THE AT. TEAM MEMBERS MUST HAVE A PASSION FOR LOCAL, NATIONAL, AND INTERNATIONAL MISSIONS AND SPIRITUAL GIFTS THAT WOULD COMPLEMENT THE WORK OF THE OMT. TEAM MEMBERS SHOULD POSSESS A GOOD UNDERSTANDING OF THE COOPERATIVE PROGRAM AND BE COMMITTED TO ITS PRINCIPLES.

2. RESPONSIBILITIES

THE OMT SHALL :

- A. PROMOTE MISSIONS AWARENESS AND INVOLVEMENT AMONG ASSOCIATIONAL CHURCHES.**
- B. EVALUATE AND BRING RECOMMENDATIONS TO THE ASSOCIATION ABOUT PARTNERSHIP OPPORTUNITIES.**
- C. PLAN AND COORDINATE MISSION TRIPS TO ENHANCE THE OPPORTUNITIES OF BELIEVERS TO BE INVOLVED IN A MISSION EXPERIENCE .**
- D. LEAD THE ASSOCIATION TO A BALANCED ACTS 1:8 APPROACH TO MISSIONS.**
- E. MAKE BUDGET RECOMMENDATIONS TO THE AT.**
- F. PROVIDED OVERSIGHT TO CHILHOWEE AREA MINISTRIES (CHARM)**

3. GUIDELINES FOR OMT TASK GROUPS

JERUSALEM TASK GROUP

JERUSALEM REPRESENTS THE COMMUNITY OR IMMEDIATE AREA AROUND THE LOCATION OF OUR CHURCHES (BLOUNT COUNTY AND SURROUNDING COMMUNITIES).

- **MULTI-HOUSING MINISTRIES**
- **JAIL MINISTRIES**
- **CHAPLAINS**
- **CAMPUS MINISTRIES**
- **TUTORING/ESL CLASSES**
- **LOCAL MINISTRY PARTNERSHIPS**

JUDEA TASK GROUP

**JUDEA REPRESENTS A LARGER GEOGRAPHIC AREA OR REGION WITH SIMILAR CULTURAL HERITAGE
(THE UNITED STATES).**

- **NORTH AMERICAN (UNITED STATES, CANADA, PUERTO RICO, AND U.S. TERRITORIES).**
- **PARTNERSHIPS WITH STATE CONVENTIONS AND/OR ASSOCIATIONS.**

SAMARIA TASK GROUP

**SAMARIA REPRESENTS A GROUP OR GROUPS OF PEOPLE OFTEN OVERLOOKED OR NEGLECTED
(A SPECIAL NEEDS GROUP INSIDE JERUSALEM OR JUDEA).**

- **SINGLES, SINGLE AGAIN, WIDOWERS, AND WIDOWS**
- **BLIND, DEAF, SPECIAL NEEDS**
- **CRISIS SHELTERS/HOMELESS**
- **LOCAL INTERNATIONALS**

THE WORLD TASK GROUP

**THE ENDS OF THE EARTH REPRESENTS THE VAST EXPANSE OF THE PLANET THAT REMAINS
(THE PEOPLES AND NATIONS OF THE WORLD).**

- **INTERNATIONAL MISSIONS**
- **UN-REACHED PEOPLE GROUPS**
- **MISSIONARIES WITH CHILHOWEE BAPTIST TIES**
- **INTERNATIONAL PARTNERSHIPS**

WMU

CHURCH HEALTH/ GROWTH TEAM

OBJECTIVE: To Provide Leadership and Church Growth Development

1. MEMBERSHIP

THE CHURCH HEALTH/ GROWTH TEAM (CHCT) SHALL CONSIST OF FIVE (5) MEMBERS ELECTED BY THE ASSOCIATION ON A THREE YEAR ROTATION BASIS. TEAM MEMBERS MUST HAVE A PASSION FOR THE TOTAL HEALTH OF THE CHURCH AND THE DISCIPLESHIP OF THE BELIEVER. SPIRITUAL GIFTS IN TEACHING, ADMONISHING, ADMINISTRATION, ENCOURAGEMENT AND PROPHECY WOULD BE HELPFUL WITH THIS TEAM.

2. RESPONSIBILITIES

THE CHGT SHALL:

- A. DEVELOP, PLAN AND PROMOTE LEADERSHIP TRAINING OPPORTUNITIES.**
- B. PREPARE BUDGET RECOMMENDATIONS TO THE AT.**
- C. SEEK TO PROVIDE QUALITY RESOURCES TO CHURCHES.**
- D. ENCOURAGE NETWORKING AMONG CHURCHES.**
- E. PROVIDE/ PROMOTE MENTOR GROUPS AMONG BELIEVERS.**

3. GUIDELINES FOR CHGT TASK GROUPS

SUNDAY SCHOOL / SMALL GROUPS TASK GROUP

I. RESPONSIBILITIES

THE SUNDAY SCHOOL/ SMALL GROUPS TASK GROUP SHALL:

- A. PLAN, PROMOTE, AND EVALUATE TRAINING EVENTS AND ACTIVITIES THAT HELP CHURCHES AND MISSIONS BUILD STRONG SUNDAY SCHOOL MINISTRIES.**
- B. ATTEND TRAINING EVENTS SPONSORED BY THE DENOMINATION THAT WILL KEEP ITS MEMBERS ABREAST OF CHANGES AND INNOVATIONS.**
- C. SET GOALS AND ESTABLISH ACTION PLANS TO ACHIEVE THOSE GOALS.**
- D. PREPARE AN ANNUAL BUDGET FOR SS DEVELOPMENT.**
- E. COORDINATE PLANS WITH OTHER ASSOCIATIONAL MINISTRIES THROUGH THE CHILHOWEE ASSOCIATION STAFF.**

II. MEETINGS, RECORDS, AND REPORTS

THE SUNDAY SCHOOL / SMALL GROUPS TASK GROUP SHALL:

- A. MEET AS OFTEN AS NECESSARY.**
- B. KEEP WRITTEN RECORDS OF ALL MEETINGS.**
- C. REPORT ANNUALLY TO THE ASSOCIATION.**

DISCIPLESHIP TASK GROUP

I. RESPONSIBILITIES

THE DISCIPLESHIP TASK GROUP SHALL:

- A. PLAN, PROMOTE, AND EVALUATE TRAINING EVENTS AND ACTIVITIES THAT HELP CHURCHES AND MISSIONS BUILD STRONG DISCIPLESHIP TRAINING MINISTRIES.**
- B. ATTEND TRAINING EVENTS SPONSORED BY THE DENOMINATION THAT WILL KEEP ITS MEMBERS ABREAST OF CHANGES AND INNOVATIONS IN ORDER TO ASSIST CHURCHES AND MISSIONS.**
- C. SET GOALS AND ESTABLISH ACTION PLANS TO ACHIEVE THOSE GOALS.**
- D. PREPARE AN ANNUAL BUDGET FOR DISCIPLESHIP TRAINING.**

- E. COORDINATE PLANS WITH OTHER ASSOCIATIONAL MINISTRIES THROUGH THE CHILHOWEE ASSOCIATION STAFF.**

II. MEETINGS, RECORDS, AND REPORTS

THE DISCIPLESHIP TASK GROUP SHALL:

- A. MEET AS OFTEN AS NECESSARY.**
- B. KEEP WRITTEN RECORDS OF ALL MEETINGS.**
- C. REPORT ANNUALLY TO THE ASSOCIATION.**

WORSHIP TASK GROUP

I. RESPONSIBILITIES

THE WORSHIP TASK GROUP SHALL:

- A. PLAN, PROMOTE, AND EVALUATE TRAINING EVENTS AND ACTIVITIES THAT HELP CHURCHES AND MISSIONS BUILD STRONG MUSIC MINISTRIES.**
- B. ATTEND TRAINING EVENTS SPONSORED BY THE DENOMINATION THAT WILL KEEP IT'S MEMBERS ABREAST OF CHANGES AND INNOVATIONS.**
- C. SET GOALS AND ESTABLISH ACTION PLANS TO ACHIEVE THOSE GOALS.**
- D. PREPARE AN ANNUAL BUDGET FOR WORSHIP MINISTRIES.**
- E. COORDINATE PLANS WITH OTHER ASSOCIATIONAL MINISTRIES THROUGH THE CHILHOWEE ASSOCIATION STAFF.**

II. MEETINGS, RECORDS, AND REPORTS

THE WORSHIP TASK GROUP SHALL:

- A. MEET AS OFTEN AS NECESSARY.**
- B. KEEP WRITTEN RECORDS OF ALL MEETINGS.**
- C. REPORT ANNUALLY TO THE ASSOCIATION.**

EVANGELISM TASK GROUP

I. RESPONSIBILITIES

THE EVANGELISM TASK GROUP SHALL:

- A. LEAD THE ASSOCIATION OF CHURCHES TO ACCOMPLISH IT'S OBJECTIVES AS STATED IN THE ASSOCIATION STRATEGY PLAN.
- B. ESTABLISH GOALS, STRATEGIES, AND ACTION PLANS.
- C. PREPARE AN ANNUAL BUDGET FOR EVANGELISM.
- D. ENLIST VOLUNTEERS TO SUPPORT EVANGELISTIC EFFORTS.
- E. EVALUATE THE EFFECTIVENESS OF THE WORK.
- F. MAKE RECOMMENDATIONS REGARDING THE ESTABLISHMENT OF NEW EVANGELISTIC MINISTRIES.

II. MEETINGS, RECORDS, AND REPORTS

THE EVANGELISM TASK GROUP SHALL:

- A. MEET AS OFTEN AS NECESSARY.
- B. KEEP WRITTEN RECORDS OF ALL MEETINGS.
- C. REPORT ANNUALLY TO THE ASSOCIATION.

PRAYER TASK GROUP

I. RESPONSIBILITIES

THE PRAYER TASK GROUP SHALL:

- A. LEAD THE ASSOCIATION OF CHURCHES TO ACCOMPLISH IT'S OBJECTIVES AS STATED IN THE ASSOCIATIONAL STRATEGY PLAN.
- B. ESTABLISH GOALS, STRATEGIES, AND ACTION PLANS.
- C. PREPARE AN ANNUAL BUDGET FOR PRAYER DEVELOPMENT.
- D. PROVIDE TRAINING OPPORTUNITIES TO DEVELOP THE PRAYER SKILLS OF THEM MEMBERS OF OUR CHURCHES.
- E. EVALUATE THE EFFECTIVENESS OF THE WORK.

- F. MAKE RECOMMENDATIONS REGARDING THE ESTABLISHMENT OF NEW MINISTRIES IN THIS AREA OF WORK.**

II. MEETING, RECORDS, AND REPORTS

THE PRAYER TASK GROUP SHALL:

- A. MEET AS OFTEN AS NECESSARY.**
- B. KEEP WRITTEN RECORDS OF ALL MEETINGS.**
- C. REPORT ANNUALLY TO THE ASSOCIATION.**

LEADERSHIP DEVELOPMENT TASK GROUP

I. RESPONSIBILITIES

THE LEADERSHIP DEVELOPMENT TASK GROUP SHALL:

- A. LEAD THE ASSOCIATION OF CHURCHES TO ACCOMPLISH ITS OBJECTIVES AS STATED IN THE ASSOCIATION STRATEGY PLAN.**
- B. ESTABLISH GOALS, STRATEGIES, AND ACTION PLANS.**
- C. PREPARE AN ANNUAL BUDGET FOR LEADERSHIP DEVELOPMENT.**
- D. PROVIDE TRAINING OPPORTUNITIES TO DEVELOP THE LEADERSHIP SKILLS OF THE MEMBERS OF OUR CHURCHES.**
- E. EVALUATE THE EFFECTIVENESS OF THE WORK.**
- F. MAKE RECOMMENDATIONS REGARDING THE ESTABLISHMENT OF NEW MINISTRIES IN THIS AREA OF WORK.**

II. MEETINGS, RECORDS, AND REPORTS

THE LEADERSHIP DEVELOPMENT TASK GROUP SHALL:

- A. MEET AS OFTEN AS NECESSARY.**
- B. KEEP WRITTEN RECORDS OF ALL MEETINGS.**
- C. REPORT ANNUALLY TO THE ASSOCIATION.**

Approved October 2010

APPLICATION FOR MEMBERSHIP

The application for membership into the Chilhowee Baptist Association(CBA) must be submitted to the Administrative Team(AT). The committee shall observe the church for a period of six months before making a recommendation for full membership in the annual meeting. The church seeking membership into the CBA must have a sponsor church from the CBA. The church shall provide the following information to the AT in written form.

Vision Statement
Core Values
Doctrinal Statement
Strategy Plan
Church Polity

Proposed Budget
Sponsor Church Covenant
Discipleship Plan
Mission Statement

The mission or church applying for membership shall agree to the following:

1. We adopt as our statement of faith, The Baptist Faith and Message 2000 Edition.

2. We shall make systematic and regular contributions to the Chilhowee Baptist Association and to the Cooperative Program of the Southern Baptist Convention. We shall cooperate and promote the ministries of the Chilhowee Baptist Association.

* Special considerations for new church starts

- The sponsor church will conduct a background and reference check of the church planting pastor (and staff).
- There should be a need for a new work in the proposed new church start area. For example the following may be considered:
 - What are the demographics of the target area?
 - What churches are in the area and how effectively are they reaching the unchurched?
 - What is the proposed launch date?
- In the case of a church split the following shall be taken into consideration:
 - What attempts are being or have been made toward reconciliation?
 - Has the new church met guidelines for application for membership?

* These are some of the questions asked from the Baptist Faith and Message to churches seeking membership in the Chilhowee Baptist Association.

**Candidate Church Questionnaire
Chilhowee Baptist Association**

What is the church's official view on the scriptures?

What is the church's official view on God?

What is the church's official view on man?

What is the church's official view on salvation?

What is the church's official view on God's purpose of grace?

What is the church's official view on "the church"?

What is the church's official view on Baptism and the Lord's Supper?

What is the church's official view on the Lord's Day?

What is the church's official view on the Kingdom?

What is the church's official view on evangelism and missions?

What is the church's official view on education?

What is the church's official view on stewardship?

What is the church's official view on cooperation?

How would you describe the church's worldview?

BUDGET REQUEST FORM

YEAR _____

TEAM:

TEAM PURPOSE:

TEAM GOAL(S):

TEAM ACTION PLANS:

PROJECTED COST:

TOTAL BUDGET REQUEST _____

Personnel Policy

Introduction:

You are now an employee of Chilhowee Baptist Association in Blount County, TN. The Chilhowee Baptist Association is located at 341 East Lincoln Road, Alcoa, TN 37701.

The following pages contain the statement of the Personnel Policy of the Association for Association staff employees. The employee shall possess no contractual rights by employment by the Association that are not specifically set forth in this Personnel Policy. Furthermore, this Policy may be changed or amended at any time by Association action without agreement of the employee, changing any conditions of employment of the employee as given in this document.

Personnel job classifications and the benefits to which each are entitled are as follows:

Employment Procedures:

A full background and reference check is required for all employees of the Chilhowee Baptist association Inc.

The Director of Missions is an employee of the Association. To seek a new Director of Missions, the moderator of the association shall appoint a special search team of five members, approved by the Executive Board. When the search team has reached a unanimous decision they will recommend this person to the Executive Board in a Special Session. Notification of this recommendation shall be sent out in accordance with the notification descriptions in the Constitution and Operations Manuel. A three-fourths majority vote is necessary to extend a call to the candidate.

Staff Members are also employees of the association. When a vacancy occurs the Administrative Team will work with the Director of Missions to determine the staff

need and the qualifications of the person to be sought. The Team Responsible for oversight of the employee's area of service shall serve as the search team. Directors of ministries (i.e. Baptist Center, Camp Tipton) shall have the privilege of hiring their own staff members in accordance to established positions. New positions need the approval of the Executive Board.

Support Personnel will be hired by the Director of Missions in consultation with other associational staff and the Administrative Team.

Job descriptions for all employees shall be approved by the Director of Missions and the Administrative Team and will be kept on file in the Association office.

Ministry Staff Employees:

Ministry Staff Employees are those employees who have been called by the Association to lead in a ministry area. Ministry Staff employees may or may not be full-time, permanent employees.

Support Staff Employees:

Support Staff Employees are those employees who are hired to assist the Ministry Staff in administration of their duties. Support Staff Employees may or may not be full-time, permanent employees.

Full-Time Permanent Employees are those who work at least 32 hours per week, for the full calendar year. These employees are eligible for all employment benefits.

Part-Time Employees 32 hours per week and Temporary Employees, those who are hired to work for a period of time less than one year, unless specifically otherwise set forth in this document, are paid only for the hours actually worked on the job, receive no employment benefits and may resign or be terminated without advance knowledge and without cause.

Support Staff Employee Probation Period:

For the first (90) days of employment, each Support Staff Employee is on probation. During the (90) day period the employee is accumulating leave for the time he/she is in pay status. However, during the probation period any time lost from the job will be without pay and at the employees' expense, with no paid leave being usable until the expiration of the (90) day period.

During the (90) day period, either the association or the employee may terminate the employment relationship immediately and without notice. Leave accumulated during the probation period is not vested, and the employee will not be paid for leave

time accumulated if employment is terminated during the probation period.

Support Staff Termination of Employment:

After completion of the (90) day probationary period, either the Support Staff Employee or the Association may terminate the employment relationship, either with or without cause, by giving a two (2) week notice to the other party. Failure of the employee to complete the two-week period after notifying the association of their intention to leave, will cause forfeiture of leave time accrued up to the amount of the two-week period the employee failed to complete. When notice is given by the association to the employee, the association may, at its discretion, either have the employee complete the full two-week period, or, pay the employee for the part of the two-week period that the employee is not allowed to complete.

Ministry Staff Employee Termination of Employment:

Termination of the employment relationship between the association and any Ministry Staff employee shall be controlled by the terms set forth in the Association's Operations Manual.

Reporting to Work:

All employees are expected to report to their scheduled place of responsibility by the agreed upon work time unless leave has been scheduled and approved in advance. In the event of an emergency or personal issues, the employee is required to inform their immediate supervisor as to the circumstances and when the employee intends to return to work.

Office Hours:

The Director of Missions with the approval of the Administrative Team shall set regular office hours. Work schedules do not necessarily correspond to association office hours and may vary by specific need or arrangement.

Holidays:

The following days will be considered holidays by the association and the offices will be closed: New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, 2 days at Thanksgiving, and 3 days at Christmas. **Part-time employees will be compensated for Holidays that fall on their normal work week schedule.**

Leave:

New employees cannot use leave until after (90) days of employment unless

approved by the Director of Missions, or the Administrative Team. Leave of this nature will only be granted to allow the new employee to fulfill commitments made prior to employment with the association. For leave purposes the year begins on the anniversary date of employment of the employee and will be prorated for that year. All subsequent years shall be based on the fiscal year of the association.

Vacation Leave:

All Full-time, permanent employees earn vacation leave at a rate of 10 working days per year for those working a 32 hour week. After five (5) years of employment, the employee will earn 15 working days per year. After 10 years the employee will earn 20 working days per year. Except for emergencies vacation leave must be authorized in advance. Ministerial staff may bring to this position accumulated years of ministry. With that in mind he/she should be able to count those years of service in the years necessary to receive vacation time. Part Time Employees may earn 1 week vacation during their first year and an additional week after their first year. Their Compensation will reflect their normal work week.

Unless otherwise designated, employees are permitted to accumulate vacation leave up to 5 working days to be carried over to the next year. Employees must “use or lose” their excess leave by the end of their final employment year. (Part Time can carry only the number of days that corresponds to their normal work week)

Sick Leave:

Full-time, permanent employees earn sick leave for use in the event of illness or preventative medical care needs of the employee, a parent of the employee, or a member of their immediate family, at the rate of one (1) day per month of 12 days annually. Abuse of the sick leave policy will not be tolerated and may result in disciplinary action or termination. Sixty (60) days of sick leave may be accumulated by the employee. Sick leave is provided as a benefit and is not payable at termination.

Conferences:

Ministerial Staff Employees will be allowed ten (10) paid days away from the Association each year to attend conferences such as the SBC Convention, Glorieta, state evangelism conferences, and activities to better equip them for their ministry.

Revivals, Speaking/Teaching Engagements:

Ministerial staff employees will be allowed ten (10) paid days away from the Association each year to conduct or participate in revivals, crusades, Teaching/speaking engagements, etc.

Payment of Expenses:

For activities not sponsored by the Association, the Association shall not pay the expenses of the employee for travel and attendance of the activity unless the activity is in direct and substantial support of a ministry of the Association, or, unless the

Association has made provision in a separate action, and then only if funds are available.

For activities sponsored by the Association, which normally involve other members and guests of the Association or affiliated churches taking part in the activity under supervision of the Associational employee, the Association shall pay all the expenses of the employee. In this instance the employee must submit a funding request and supply receipts to the Association to receive reimbursement for the expenses incurred.

Military Leave:

In the event an employee is called to military duty or serves in the reserves, the Association shall pay the difference in the employees' salary and the military pay when they are on two weeks reserve training. The employee may also choose to use vacation leave for their military duties if available.

Bereavement Leave:

In the event of the death of a member of the immediate family of the employee, the employee shall be granted up to five (5) days away from work to be with the family. In the event of the death of a relative other than immediate family the employee shall be granted up to three days to attend the funeral. The three days include travel time.

Jury Duty:

The employee shall be paid for the time absent from scheduled work for jury or witness duty less the amount paid by the court. When court is not in session or there is a holiday the court observes the employee is expected to report to work.

Personal Business:

It is occasionally necessary for an employee to be absent from work briefly for personal reasons. Such absences may be arranged by contacting the Director of Missions and getting approval.

Records:

The Association will maintain accurate and ongoing records of personnel and leave status.

Association Calendar: All planned absences of ministry staff employees from the Associational field for any reason, shall be placed on the Association calendar during a staff meeting and shall be subject to the approval of the Director of Missions.

ANNUAL STAFF REVIEW:

EACH STAFF MEMBER SHALL HAVE AN ANNUAL REVIEW. THE DIRECTOR OF MISSIONS SHALL CONDUCT THE INTERVIEW AND MAKE RECOMMENDATIONS TO THE ADMINISTRATION TEAM REGARDING SALARY AND BENEFITS. THE DIRECTOR OF MISSIONS WILL BE SUBJECT TO AN ANNUAL REVIEW BY THE ADMINISTRATION TEAM. THE ADMINISTRATION TEAM SHALL STAY UP TO DATE ON CURRENT COST OF LIVING INCREASES AND OTHER SHIFTS IN MINISTERIAL COMPENSATION IN ORDER TO BE AS FAIR AS POSSIBLE WITH THE STAFF.

RETIREMENT PLAN GUIDELINES 403(B) (SEE PLAN DOCUMENT ON FILE AT THE

ASSOCIATIONAL OFFICE)

JOB DESCRIPTIONS

MISSIONS AND MINISTRY COORDINATOR

GENERAL DESCRIPTION:

THE MISSIONS MINISTRY COORDINATOR SHALL BE RESPONSIBLE FOR THE DEVELOPMENT, COORDINATION, AND PROMOTION OF MISSION AND MINISTRY OPPORTUNITIES IN THE CHILHOWEE BAPTIST MINISTRY FIELD AND OTHER AREAS IN COOPERATION WITH OTHER SOUTHERN BAPTIST AND LIKE FAITH GROUPS.

SPECIFIC DUTIES:

- **WORKS IN COOPERATION WITH THE, DIRECTOR OF MISSIONS, MISSIONS DEVELOPMENT COMMITTEE OF THE ASSOCIATION AND/OR OTHER APPROPRIATE COMMITTEE(S) FOR THE ENHANCEMENT OF MISSIONS AND MINISTRY WORK IN THE ASSOCIATION.**
- **DEVELOP AND PROMOTE STRATEGIES FOR MISSIONS AND MINISTRY INVOLVEMENT FOR ALL AGE GROUPS.**
- **ASSIST THE DIRECTOR OF MISSIONS IN MAKING VISITS TO CHURCHES OF THE ASSOCIATION.**
- **PLAN AND COORDINATE MISSION TRIPS AND PROJECTS FOR VARIOUS AGE GROUPS.**
- **ASSIST IN LEADERSHIP DEVELOPMENT EVENTS.**
- **PROVIDE OVERSIGHT AND SCHEDULING OF ASSOCIATIONAL FACILITIES**

POSITION INFORMATION:

- **THE MISSION /MINISTRY COORDINATOR WILL BE RESPONSIBLE TO THE DIRECTOR OF MISSIONS AND THE ADMINISTRATIVE TEAM.**
- **COMPENSATION SHALL BE AGREE UPON BY BOTH PARTIES**
- **THIS WILL BE CONSIDERED A PART-TIME OR BI-VOCATIONAL POSITION**

CAMP TIPTON FACILITIES MANAGER

PRINCIPLE FUNCTION:

THE FACILITIES MANAGER'S PRINCIPLE FUNCTION SHALL BE THE MAINTENANCE, SECURITY, AND SUPERVISION OF ALL CAMP PROPERTIES. THE FACILITIES MANAGER IS RESPONSIBLE TO THE CAMP DIRECTOR, MINISTRY TEAM, AND THE DIRECTOR OF MISSIONS OF THE CHILHOWEE BAPTIST ASSOCIATION. THE MINISTRY TEAM SHALL SERVE AS THE SUPERVISING GROUP FOR THE CAMP

SPECIFIC RESPONSIBILITIES:

- **MAINTENANCE OF ALL CAMP EQUIPMENT.**
- **MOWING AND TRIMMING OF CAMP PROPERTY (WEEKLY DURING SEASON).**
- **SECURING BUILDING AND GROUNDS NIGHTLY (KEEPING GATE LOCKED AT ALL TIMES WHEN CAMP IS NOT IN USE).**
- **PROPER UPKEEP OF MANAGERS HOUSE.**
- **CLEANING OF BUILDINGS AFTER EACH USE.**
- **VARIOUS IMPROVEMENT PROJECTS AS NEEDED OR ASSIGNED BY CAMP DIRECTOR.**
- **PROVIDE SUGGESTIONS FOR THE DEVELOPMENT, MAINTENANCE, AND IMPROVEMENT OF THE CAMP.**
- **PRESENT A POSITIVE CHRISTIAN INFLUENCE FOR GROUPS AND INDIVIDUALS WHO USE THE CAMP.**
- **PURCHASE SUPPLIES AND EQUIPMENT FOR CLEANING AND MAINTENANCE AS NEEDED (BEING MINDFUL OF CAMP BUDGET FOR SUCH ITEMS).**
- **ASSIST IN THE PROMOTION OF THE CAMP AND ITS PROGRAMS WHEN POSSIBLE.**
- **PROVIDE OVERSIGHT IN THE CAMP'S HOME REHAB MINISTRIES, WORKING CLOSELY AND COMMUNICATING WITH TEAMS ABOUT PROJECTS IN CONJUNCTION WITH THE CAMP DIRECTOR.**
- **WORK ON WEDNESDAY EVENING AND SUNDAY SHOULD BE LIMITED TO NON-CHURCH HOURS.**

SKILLS NEEDED:

- **ABILITY TO OPERATE TRACTOR AND RELATED MACHINERY (MOWING DECK, BUSH-HOG, YARD BOX).**

- **ABILITY TO BE SELF-MOTIVATED IN THE GENERAL UP KEEP OF THE CAMP'S FACILITIES.**
- **GOOD COMMUNICATION SKILLS IN RELATING TO GROUPS WHO USE THE CAMP.**
- **KNOWLEDGE OF PROPER SANITIZATION AND CLEANING METHODS.**
- **BASIC CARPENTRY AND MECHANICAL SKILLS**

COMPENSATION TERMS:

HOURS ARE SET BY THE CAMP DIRECTOR AND /OR THE MINISTRY TEAM.

COMPENSATION WILL BE AGREED UPON BY BOTH PARTIES.

MINISTRY ASSISTANT/RECEPTIONIST

GENERAL DESCRIPTION

THE SECRETARY WILL HAVE RESPONSIBILITIES IN ASSISTING THE DIRECTOR OF MISSIONS IN THE AREAS OF CORRESPONDENCE, PROMOTIONS, AND RECEPTIONIST. HOURS ARE SET BY THE DIRECTOR OF MISSIONS AND/OR THE ADMINISTRATIVE TEAM.

DUTIES:

PREPARE AND MAIL NEWSLETTER

MAINTAIN RESUME FILE AND ASSISTS CHURCHES WHEN NEEDED

PREPARE AND MAIL CORRESPONDENCES AS NEEDED

ASSIST IN THE PREPARATIONS OF THE ASSOCIATIONAL ANNUAL AND ANNUAL MEETING BOOK OF REPORTS.

ASSIST DOM IN MEETING SET UP, PREPARATIONS AND HOSPITALITY.

MAINTAINS CONTACTS AND UPDATES CHURCH INFORMATION.

GENERAL SECRETARY AND OTHER DUTIES AS NEEDED OR ASSIGNED.

Position Information:

- **Work hours will be set by the Director of Missions.**
- **Employee should exhibit a strong Christian Character and a servant heart.**
- **One week vacation will be given after 6 months service, 2 weeks after one year. Vacation schedules are to be approved by the Director of Missions. Personnel matters may be addressed to the Leadership Development Team or Personnel Task Group.**
- **Salary will be agreed upon by the employee and the Administrative Team with an annual review.**
- **No outside activities are to be conducted from the Associational office.**

Financial and Records Ministry Assistant

General Description:

The secretarial position will have responsibilities in the areas of bookkeeping, records, and general secretarial. Office hours will be set by the Director of Missions and/or the Administrative Team.

Specific Duties:

- **Maintains records of all contributions**
- **Post Bi-monthly payroll**
- **Maintains financial records of all accounts payable and writes checks for Associational Treasure to sign.**
- **Maintains information and records on all Associational insurance and maintenance policies.**
- **Assist with the monthly mail out, yearly annual, and annual meeting reports.**
- **Assists with receptionist duties: greeting visitors, answering phone, etc.**
- **Prepares monthly, quarterly, and annual reports.**
- **Maintains Records on ACS and TED.**
- **Works in cooperation with the Associational Treasure and Finance Committee.**
- **Other work duties as assigned by the Director of Missions.**

Position Information:

- **Work hours will be set by the Director of Missions.**
- **Employee should exhibit a strong Christian Character and a servant heart.**

- **One week vacation will be given after 6 months service, 2 weeks after one year. Vacation schedules are to be approved by the Director of Missions. Personnel matters may be addressed to the Leadership Development Team or Personnel Task Group.**
- **Salary will be agreed upon by the employee and the Administrative Team with an annual review.**
- **No outside activities are to be conducted from the Associational office.**

Camp Director

Job Description

Principle Function

The Camp Director will be responsible for the all the ministries of the camp. The director shall provide leadership in the areas of program planning, staff development, budgeting, and facility management. The director should work closely with Associational Churches, developing strong relationships. The director is accountable to the Director of Missions and the Ministry Team of the Chilhowee Baptist Association.

Specific Areas of Responsibility

Day Camp Ministry

Block party equipment & check out/in

Home Repair Ministry

Camp facilities management

Church relations/ministry assignments **Staff recruitment and development**

Mission Team recruitment and management

Budget planning and oversight

Skills and Quallfications Needed:

- **Ability to organize and conduct camp events.**
- **Good communication and networking skills.**
- **A minimum of 2 years experience working with children and youth.**
- **Ability to competently supervise staff and volunteers.**
- **General knowledge of maintenance.**
- **Experience in camp ministry is preferred.**
- **Exhibits a consistent Christ-like lifestyle.**
- **Agree to the Doctrinal Statement of the Chilhowee Baptist Association**

Compensation:

Salary, housing and utilities, meals when served at camp.

To be Completed:

Director Of Missions

Baptist Center Director

Chilhowee Area Ministries Director (CHARM)