

Petersburg Baptist Association

Policies and Procedures

Governing the Organization, Duties, Responsibilities and Oversight of the Various Bodies, Councils, Committees and Teams of the Association

In accordance with ARTICLE XII of the By-Laws of the Petersburg Baptist Association, this manual governing the policies and procedures for any and all officers, personnel, councils, committees and teams of this association is hereby set forth. In conjunction with the Director of Missions and the officers of the PBA, the 21-C Constitution and By-Laws Revision Team hereby submits this set of guidelines to be used as an instrument for those entities noted above in the fervent expectation that this organization will flourish and that all things will be done with decency and in order.

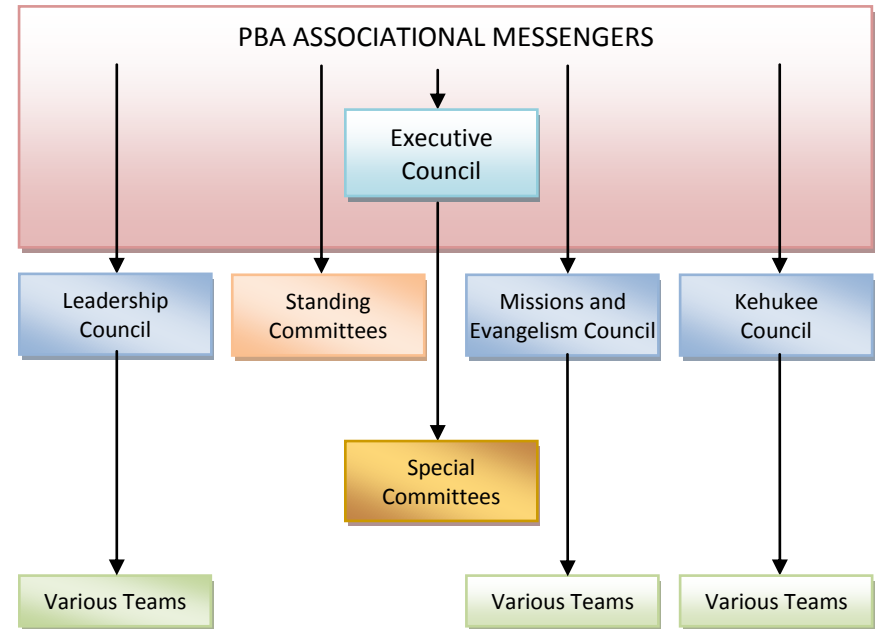
SECTION 1

Definition and Structures for Councils, Committees and Teams

By definition PBA Councils are bodies of leadership which function and work in behalf of the entire Association. The four permanent councils as provided by the PBA By-Laws are the Executive, Leadership, Missions and Evangelism and Camp Kehukee Councils. Each council, with the exception of the Executive Council, shall maintain and oversee a number of teams which will enable special interests in various areas to be provided for. The presiding officer of each council shall appoint a leader to each of the various teams and will, with those team leaders, solicit people from among the member churches to serve with them. No team member is required to have been selected by their respective church, nor shall he or she be required to be a messenger or other delegate from a church, other than being a member of a church of the PBA.

Several committees are required by the PBA By-Laws to perform function which are deemed ongoing and require a broad scope of responsibilities within the Association. There are three (3) Standing Committees whose members must be elected by the messengers. Special or Non-standing Committees may be called for from time to time and persons serving on each must be approved either by messengers or by the Executive Council.

The relationship between the various Councils, Teams, Officers and Committees of the PBA are mostly appropriately diagrammed as follows:



SECTION 2

Teams of the Leadership Council

1 Annual Program Team

Shall plan the programs for the Annual Associational Meeting each year; shall receive invitations from churches and recommend to the Leadership Council the place of meeting of the PBA; and shall suggest a preacher and an alternate for the sermon to be presented during the meeting.

2 Baptist Men's Team

Shall help to facilitate and coordinate a ministry for men among the member churches of the PBA to be more mission minded and kingdom focused.

3 Fellowship Team

Shall provide opportunities in which member churches and individual Christians can interact with one another and God, creating healthy relationships that build up the body of Christ.

4 History and Archives Team

Shall be responsible for maintaining and updating the historical section of the Associational library as well as the preservation of all worthy materials such as minutes, individual church histories, etc.

5 Information Ministry Team

Shall be in charge of developing and maintaining a structure on open communications with and between member churches; shall gather news and information for and edit the PBA newsletter "The Gleam"; shall develop and maintain the PBA online website; and shall provide for and distribute an e-mail (or e-zine) to churches, messengers and interested persons of the Association.

6 Stewardship Team

Shall promote and provide ongoing stewardship education for all churches of the Association when requested; shall provide assistance to member churches to help in their stewardship programs and accounting procedures; shall provide for an annual audit of the receipts and disbursements of the Association; shall request of the PBA Auditor to do an Audit of all receipts and disbursements and financial accounts of the Association. The Auditor shall report to the Association at its Annual business session of His/Her findings; and shall work in cooperation with the Treasurer and the Auditor aiding in all matters of accounting.

7 Sunday School / Small Groups Team

Shall assist churches in the training and development of Sunday School teachers and leaders and aid in the selection of literature when requested; shall provide for training programs for prospective Sunday School workers and schedule seminars and workshops for the same; and shall be a point of information for the tools for developing and leading small Bible study groups.

8 Vacation Bible School Team

Shall assist churches by providing workshops and/or seminars for Vacation Bible School programs among member churches; shall assist in the training of teachers and workers for the same; and shall help and be a point of reference on the selection and use of VBS literature.

9 Worship Team

Shall assist the Association in a wide range of planning and programming of special worship events and the Annual Meeting of the PBA; shall organize, direct and oversee any music, drama and/or other worship activities of the Association; and shall be a source and aid to churches in enhancing their worship services and programs.

SECTION 3

Teams of the Missions and Evangelism Council

1 Church Planting Team

Shall be in charge of surveying and planning for the establishment of new churches and missions within the PBA geographical region; shall survey and plan to assure effective location of the new work; and shall enlist the interest and support of PBA churches to sponsor new work.

2 Disaster Relief Team

Shall promote disaster relief and provide for the training of volunteers to assist in disaster relief efforts to ravaged areas in the state and around the country. This team shall have several areas of emphases such as Recovery, Damage Assistance, Food Provision and Clean-Up Efforts.

3 Discipleship Team

Shall be in charge of developing and maintaining a program which encourages member churches and individual Christians to grow in their love relationship with God, apply the Bible to daily life and to live by the power of the Holy Spirit in order to transform their life and become empowered to make disciples of others.

4 Evangelistic Outreach Team

Shall render help and inspire local congregations and individual Christians to be responsible in sharing the good news of Jesus Christ and bringing people to a saving relationship with Him; and shall help in developing programs for the local churches to promote and work a personal evangelism ministry.

5 Ethnic Ministry Teams

Shall provide for, maintain and promote missionary efforts and work with the various ethnic communities within the PBA geographical region; and shall encourage outreach efforts to aid and assist member churches in reaching these groups. For 2009 there are two sub-teams: Hispanic Ministries and Korean Ministries.

6 Faith Community Health Team

Formerly known as the Parish Nurse Ministry, this team shall serve as consultants for health concerns of individual members within PBA churches; shall advocate for members in times of transition and frailty; shall be a resource and referral source for wholistic health needs; shall serve as an educator for integration of faith/health and making healthy lifestyle choices and shall promote the close relationship between health and faith.

7 Military Ministries Team

Shall provide for an outreach program to minister to military families in the PBA geographical region and assist area member churches in reaching them for Christ.

8 Partnership Teams

Shall provide for and maintain missions outreach efforts with statewide missions organizations, the North American Mission Board, the International Mission Board and other missionary agencies by encouraging individuals and member churches to participate in selected mission areas. For 2009 there are two sub-teams: Appalachian Partnership and Jamaican Partnership.

9 Prison Ministry Team

Shall provide for and promote outreach programs which minister to inmates in the various jails and penitentiaries in and near the PBA geographical area; shall encourage people to participate in this vital area of ministry; and shall assist member churches and individuals to reach inmates for Christ.

Evangelism and Kehukee Councils, as well as all other interested prayer warriors from member churches of the PBA.

SECTION 4

Teams of the Kehukee Council

1 Kehukee Development Team

Shall oversee and provide for the ongoing financing of the camp; shall arrange for the management of the property's forestry needs; and shall encourage use of the facilities and the development of new programs such as Men's Retreats, Senior Adult Retreats, etc.

2 Kehukee Facilities Team

Shall render general leadership with the maintenance and repairs of the Camp; shall oversee and inspect the facilities for any necessary repairs; shall organize and promote cleanup activities and workdays; and shall assist the caretaker in the performance of his duties.

3 Kehukee Reservations Team

Shall provide for the scheduling and use of the camp by member churches and others; shall recommend any and all fees relative to its use and upkeep; and shall promote the availability of the camp among the member churches.

SECTION 5

Other Teams of Special Ministries

1 Prayer Team

Each Council shall oversee and provide for this team which shall bring information concerning prayer needs within the PBA and from among its member churches. This team shall consist of one person representing and reporting to each of the Leadership, Missions and

2 Youth Ministries Team

Shall plan for and coordinate programs and activities for young people among the member churches; shall assist churches in securing and training workers who have a heart for children and teens; and shall oversee and plan youth activities which are outward focused to bring young people to Christ. This team shall consist of one person representing and reporting to the Leadership and the Missions and Evangelism Councils, as well as any and all youth pastors and youth directors from member churches and any other interested persons from member churches of the PBA.

SECTION 6

Special Committees

From time to time a special committee may be needed or recommended for the purpose of fulfilling a particular task which is deemed expedient. Such recommendations may be made by any PBA Officer, a member of the PBA Executive Council, a member of the PBA Leadership Council or a pastor from a member church. Said recommendation must be presented to the Officers of the Association and be accompanied with the purpose of the committee along with its duties and responsibilities. The Moderator shall appoint any and all necessary persons from among members of Associational churches which are needed to serve on said committee. All special committees shall be responsible to the Executive Council and shall make all reports concerning their activities and decisions to the same body.

SECTION 7 **Auxiliary Bodies**

The PBA shall maintain working relationships with any auxiliary organization that wishes to work in conjunction with PBA missions and that will accept the core values of the Association. The autonomous Auxiliary bodies which currently work with the PBA are:

1 Women’s Missionary Union (WMU)

The WMU is comprised of women from member churches who compose their congregation’s individual WMU, WOM and Missionary Circles who seek to promote and support state, national and worldwide missions.

2 Petersburg Baptist Association Minister’s Conference

All pastors, ministers of member churches and retired ministers are eligible for membership in this auxiliary. This body is a fellowship that encourages and equips clergy in their respective pastorates and provides information concerning seminars, classes and workshops which aid pastors and their churches.

SECTION 8 **Director of Missions’ Job Description**

1 Principal Function

The Director of Missions, hereinafter called DOM, has a single, three-dimensional role – to lead the Association to fulfill its mission more faithfully, effectively, efficiently and lovingly. The three dimensions include:

A – Mission Strategist;

B – Minister to the churches and church leaders; and

C – General leader of the Association

2 Accountability

ARTICLE IX; Section 5 of the PBA By-Laws states that “the DOM shall make regular reports to and be supervised by the Executive Council.” Furthermore, ARTICLE VII; Section 1, Paragraph B; Number 5 notes that the Personnel Committee is to conduct an annual written performance evaluation of the DOM’s work. The Moderator-Elect, who sits on this committee and by virtue of his office is a member of the Executive Council, shall serve as a liaison and shall forward the review to said Executive Council.

3 Responsibilities

A – Provide Missionary Leadership – In fulfilling the duties of this office, the DOM inspires an overall mission perspective and helps churches to share this perspective. That may result in starting new work and in increased or alternative evangelism, ministry, and mission efforts, some of which may directly involve the DOM. In cooperation with the Missions and Evangelism Council, the DOM will direct the enlistment, placement, training and supervision of volunteers involved with these areas.

B – Work with and Assist Churches – The DOM helps churches accept and fulfill their responsibility for mission work in their context. In doing this, the DOM serves as a resource to the churches, consulting with churches as needed (e.g. assisting search committees, facilitating planning processes, etc.). The DOM may also assist the churches through teaching and preaching roles as time permits. The DOM will make an effort to worship in all of the Association churches.

C – Work with and Assist Ministers - The DOM serves as a pastor to pastors and other church staff ministers. This includes relating to the Association Ministers Conference(s), assisting in church/minister conflicts, conferring with ministers considering a move, orienting ministers when they come into the Association, developing minister support systems, providing growth opportunities for ministers, etc. It is important that significant specific attention be given to the churches in the southern geographic area of the Association.

D – Work with and Assist Association Organizations and Leaders –

The DOM helps the Association organize to effectively accomplish its task of assisting the churches in their individual and cooperative work. The DOM serves as a resource to the Executive Council, Association committees, teams and leaders. Therefore, the DOM has responsibility for leading and developing the Association by being a non-voting *ex officio* member of all committees, councils and teams.

E – Strengthen Relationships Among Churches – The DOM promotes the interdependence of the churches, helping create an environment in which churches share the mission task. That means the DOM helps the churches celebrate God’s work in each congregation and in their collective efforts. It involves helping the churches value each other. It also involves fostering a desire to encourage and help each other. In the process, the DOM may identify and help churches use resources or networks to work more effectively.

F – Maintain Denominational and other External Relationships –

The DOM maintains relationships with other Associations, the Baptist General Association of Virginia and its related entities, the Southern Baptist Conservatives of Virginia and its related entities, the Southern Baptist Convention and other Baptist bodies, and other religious bodies and networks which further the Gospel of Christ. The DOM also relate to local government officials and private sector leaders to promote the work of the Association.

G – General Leadership and Administration – The DOM has responsibility for leadership of the entire Association life and for discerning priorities for the allocation of time, money, and other resources. The DOM provides reports to regular Executive Council and Annual meetings.

H – Office, Business, and Staff Management - The DOM supervises other Association staff members and gives direction to their work. As a part of this duty, the DOM formally evaluates other staff members at least once each year and shares the written evaluations with the Personnel Committee. The DOM also has overall

responsibility for supervising the office; Association publications, including the Annual Minutes and newsletter; financial management; property management; legal affairs; releasing information and statements to the media; and serving as a general resource for denominational information. As a part of these duties, the DOM ensures that the office maintains a file of original minutes of the Executive Council meetings and the Association Annual Meetings along with other important Association records.

I – Continuing Competence – The DOM participates in seminars, continuing education opportunities, and conferences to develop and maintain the skills required to effectively fulfill the duties of this position.

J – Other Duties – In consultation with the Executive Council, the DOM may perform others duties as needed.

SECTION 9

Revised January 2010

Part- Time Secretary’s Job Description**1 Principal Function**

The Part – Time Secretary is to provide administrative support services to the DOM and to the PBA.

2 Accountability

The secretary is accountable to and shall be supervised by the DOM or, in his absence, by the Moderator of the PBA.

3 Responsibilities

In addition to serving as the Assistant Clerk for the PBA, as required by ARTICLE V; Section 2 of the PBA Constitution, the secretary shall have the following responsibilities:

A – Manage the Association Office – Organize the work of the Association office and establish workflow procedures in line with accepted office practices. This includes:

1. Coordinate, print, and distribute the PBA calendar, including the on line Web site calendar;
2. Coordinate Camp Kehukee reservations calendar in conjunction with the Kehukee Reservation Team;
3. Coordinate and schedule use of the Association office conference room and see that appropriate furnishings are in place for meetings;
4. Receive, open and review Association correspondence and distribute material to appropriate persons;
5. Serve as receptionist;
6. Assist PBA Clerk in securing Annual Church Profiles from the churches and distribute Clerk's Minutes;
7. Type and edit the Association newsletter and other materials produced by the Association;
8. Prepare the Association newsletter and all other mailings in accordance with current postal regulations;
9. Assist the Association WMU Director in printing Annual WMU Meeting book;
10. Maintain an efficient filing system for the PBA office;
11. Work with the Information Ministry Team. Publish vital information for Association annually;
12. Help maintain Association website to include basic information on member churches;
13. Maintain adequate inventory of office supplies;
14. Assist in checking out material from the Association Library/Resource Center;
15. Maintain PBA office facility with assistance of maintenance person;
16. Supervise Office Support Team.

B – Serve As Personal Secretary to the DOM – Set up and organize the DOM's appointments and process correspondence.

C – Provide Administrative Support - To all PBA officers, councils, committees and teams as assigned;

D – Provide Specialized Assistance to Churches when Possible – Assist churches, as possible, in meeting printing and duplicating needs when requested;

E – Assist in Sending Special Occasions, and Get-Well, and Sympathy Cards – To ministers and their families.

F – Accept Other Responsibilities as Assigned.

SECTION 10 **Other Personnel**

In the event a need arises in which more paid personnel is needed, the Personnel Committee shall research and propose the addition of a paid staff member or members. The job descriptions for each along with the accountability and responsibilities for each will be enumerated by said Personnel Committee. This committee shall make their recommendation to the Executive Council for its approval of any paid staff. The Executive Council shall have authority to hire and authorize the disbursements of salary to new personnel for a temporary period not to exceed the end of the Association Year. The messengers of the PBA must approve the continuation of the services of the additional personnel through its budgetary process during its Annual Meeting.

Any added personnel shall be responsible to the DOM and/or the Moderator of the PBA and shall be evaluated annually by the Personnel Committee in conjunction with the DOM as per ARTICLE VII; Section 1; Paragraph B, Number 3 of the PBA By-Laws.

SECTION 11

Churches' Associational Relationship

1 PBA Church Inventory Statement

By no later than the 31st of January of each year, the PBA shall send to each member church a statement asking for information regarding the total amount of undesignated offerings for the calendar year just ended. Each church will be asked to return this information to the PBA office by no later than the 31st of March. The Association will use this information to tally up against the total contributions to the PBA in order to determine representation for the next Annual Meeting of the Association. Each church will be notified as to the number of messengers they will be accorded by no later than the 1st of June.

2 Executive Council Membership

The Clerk or any other designated officer from each member church is required to notify the PBA office of the name or names of those who have been selected to serve on the Associational Executive Council. In accordance with ARTICLE II; Section 1 of the PBA By-Laws, each member church is accorded two (2) persons to serve as active voting members of this Council and one (1) alternate who shall be allowed to attend each meeting of the Council and who will be allotted voting privileges in the event one or both of the voting members are absent. Member churches need not send this information to the PBA each year, but are required to notify the Association when there are changes to their representation.

3 Church Discipline

ARTICLE IV; Section 5 of the PBA Constitution provides for a method of the suspension of a church's membership. Also, as required by this section this *Policies and Procedures Manual* hereby outlines a

prescribed method in counseling a church which fails in its obligation to adhere to the Association's accepted values, mission and vision.

When a member church appears to have varied from and/or ceases to adhere to the accepted Values, Mission and Vision statement of the PBA, the following course of action is warranted and is only to be conducted in the spirit of restoration and redemption. The Moderator, Moderator-Elect and the Director of Missions shall meet and entire into contact with said church's Pastor, Deacon Chairman and/or any other officer representing the church and set a time for consultation and review. More than one contact is encouraged, if possible. The situation or situations, practices or dereliction is to be addressed and confronted. The three (3) PBA representatives will address those areas which are at variance with the PBA's Values, Mission and Vision, and seek to resolve any and all conflicts.

Should the church express intent to return to the core Values, every attempt will be made by the Officers and Leadership Council of the PBA to aid in this restoration. Specific steps in any restorative process will be worked out between the Committee and the church, and open communication between the two parties shall be deemed essential. Should the church choose not to realign, or refuse to change those practices or its dereliction, it will be asked to withdraw from membership in the PBA, and a report of these results will be forwarded to the Executive Council for its approval. In the event the church refuses to withdraw, the Executive Council may vote to place the church under a "watch care" status, seeking to work further with the church on the restorative process, or may vote to disassociate with the church. In either case, voting privileges on any PBA council, committee or the PBA as a whole by messenger or messengers, shall not be accorded, and membership on any PBA council or committee will be suspended.

SECTION 12
Policies and Procedures Annual Review:
Amendments and Changes

ARTICLE III; Section 3 of the PBA By-Laws entrusts the Leadership Council with an annual review of these Policies and Procedures with interest being paid in the areas of necessary changes in team responsibilities and in the calling for any additional teams and special committees necessary to perform the aspects of ministry within the Association. Herein it is charged to the Leadership Council that the annual review must be completed by no later than the 1st of October of each year. Any changes, additions or amendments to this *Policies and Procedures Manual* shall be forwarded to the Executive Council for its consideration and approval at its regularly scheduled meeting in October. All changes and amendments shall be printed in a revised Manual and be made available to member churches as soon as possible. All changes and/or amendments shall be in force on the 1st day of January unless otherwise noted in the revised *Manual*.