

**A CONSTITUTION,
PERSONNEL, AND ORGANIZATIONAL
MANUAL**

FOR

WARREN ASSOCIATION OF BAPTISTS

**6448 Scottsville Road
Bowling Green, KY 42104
(270)842-4160**



**ADOPTED BY
WARREN ASSOCIATION OF BAPTISTS
EXECUTIVE COMMITTEE
[September 2007]**

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INTRODUCTION

This DOCUMENT establishes a more effective means to assure the proper operation of the Warren Association of Baptists. Inasmuch as its resources, personnel, facilities, programs, and equipment are derived from the financial support of the churches and missions that make up the Association, it is right and proper that there be an approved CONSTITUTION, PERSONNEL, & ORGANIZATIONAL MANUAL to present the systematic operation of the Association.

THE NEED AND SIGNIFICANCE

The Warren Association of Baptists is and apparently will continue to be a growing administrative, coordinating resource center for the southern region of Baptist work. Thus, this DOCUMENT becomes a significant instrument enabling us to follow proper procedures, to orient new personnel, and to properly maintain building and equipment.

PURPOSE STATEMENT

The Warren Association of Baptists is a self-governing fellowship of autonomous churches sharing a common faith and active on mission in their setting. Its purpose is to enroll churches to be in fellowship and to be in training for ministry, and evangelism.

OBJECTIVES

The POLICIES AND PROCEDURES MANUAL will provide the guidelines or blueprint to accomplish the following objectives:

- I. Serving as a reference guide;
- II. Providing guidelines for quantity and quality work;
- III. Facilitating compliance with the Association's intent;
- IV. Fostering effective use of resources and helping establish and abide by priorities;
- V. Providing a model for decision making rather than dealing with repetitive questions in isolation;
- VI. Enhancing communication and/or the avoiding of misunderstanding because decisions will be based on principles rather than persons;
- VII. Providing for continuity and consistency of operation;
- VIII. Reducing the orientation and preparation time for new employees; and,
- IX. Providing a standard by which to assess proposed improvements or changes generally.

CONSTITUTION

PREAMBLE

We, the Baptists churches of Warren Association of Baptists, to facilitate the proclamation of the gospel, to provide a medium of cooperation and to recognize our dependence upon our Lord Jesus Christ do hereby agree to maintain a Baptist Association in conformity to the following plan.

ARTICLE I--PURPOSE

Section A. This body shall be called Warren Association of Baptists in Kentucky, and is herein referred to as the Association.

Section B. The purpose of this Association shall be to assist in the development of the spiritual welfare of the membership, and maintain a general organization to bring into close cooperative relationship the energies of these churches.

Section C. In order to implement this purpose the following emphasis shall be the main tasks of the Association to promote the proclamation of his word through district, state, home and foreign missions: To promote Christian instruction and outreach, utilizing the various organizations of the Association in conjunction with the institutions and agencies of the Kentucky and Southern Baptist Conventions.

ARTICLE II--MEMBERSHIP

Section A. This Association shall be composed of such Baptist churches as may enter into its constitution and other Baptist churches that may hereafter be elected to its membership according to the regulations of this body.

Section B. Any church desiring to be received into the fellowship of the Association shall apply by letter, making a statement of its faith and practices and declaring its purpose to cooperate with this body. When the statement has been approved by the Administrative and Stewardship Team of the Association ****according to the approved process of the Association and in compliance of the Operations Manual**, and the Association has voted by a three-fourths (3/4) majority of the messengers present to receive the church, the moderator shall declare the church received and its messengers seated.

*[** This sentence will be added upon the official vote in the Spring Semi Annual Meeting in May of 2011.]*

Section C. Representation of the body shall be on the following basis of church membership: two (2) messengers for each church and one (1) additional messenger for every fifty (50) members or fractional part thereof, messengers to be selected from the membership of the respective congregation and not to exceed ten (10) messengers from any one church.

Section D. The Association has no authority over any church, but it may judge the propriety of retaining in its

unison any church which has become unscriptural in its doctrine or practice and may withdraw fellowship by three-fourths (3/4) majority vote of the messengers present at either of the Semi-Annual Meetings.

Section E. Any church failing two (2) years in succession to send a uniform church letter to the Fall Annual Meeting within 2 weeks after the meeting may be dropped from membership in the Association. The church shall be notified following the Annual Meeting of the Association's action. The church shall be encouraged to send in the uniform letter at the next Annual Meeting and request for membership through the credentials committee.

ARTICLE III--OFFICERS

Section A. The officers of the Association shall be: Moderator, Associate Moderator, Clerk-Treasurer, and Parliamentarian. These shall be elected at the Spring Annual Meeting and hold their respective offices until their successors are elected. The moderator of the body shall not be eligible to be re-elected but one year in succession. These officers shall perform all duties customary to their titles.

Section B. The business of the Association, ad interim, including the filling of any vacancies that may occur during the interim, shall be conducted by the Executive Committee; composed of the officers of the Association, the pastors of the churches, and affiliated mission pastors, one member for every one thousand (1000) members or fractional part thereof from each church elected by the church and approved by the Association. The head of each department of Associational work and leaders of all teams of the Association will serve as ex-officio members of the Executive Committee. Associational staff members shall be non-voting members.

Section C. The officers of the Association shall serve as officers of the Executive Committee.

Section D. The Executive Committee shall submit an annual report at the regular sessions of the Association. The report shall include all the actions of the Executive Committee during the year, together with recommendations from the Executive Committee to the Association, and shall be printed in the annual of the Association. The minutes of the Executive Committee shall be open to inspection by any member of the Executive Committee.

ARTICLE IV--INCIDENTALS

Section A. It shall be the responsibility of each church of the Association to report annually, by letter, the conditions of the church to the Annual Meeting of the Association.

Section B. The minutes of the Annual Meeting of this Association, together with such tabulated information as the clerk may deem useful, shall be published and distributed annually among the churches of the Association, the cost to be assumed by each church purchasing the annuals.

ARTICLE V--FINANCES

Section A. The Association shall have power to raise funds by voluntary contributions for carrying out its purpose, to send messengers to any assembly with which it may desire to communicate, and to inquire why any church fails to represent itself in the Association.

Section B. Expenses incident to the work of the officers of the Association and any expense approved by the Association or its Executive Committee shall be borne by the Association.

ARTICLE VI--AMENDMENT

This constitution may be altered or amended by consent of two-thirds (2/3) of the messengers present at any Semi-Annual Meeting, one year's notice having been given to the proposed change.

ANNUAL MEETING

I. SPRING MEETING

There will be a spring meeting on the first Tuesday following the first Sunday in May unless the Association votes otherwise.

II. NOMINATING COMMITTEE

The Nominating Committee will give its report and the election of Associational officers will be held at this meeting.

III. FALL MEETING

The Fall Meeting will be the last Tuesday of September unless the Association votes otherwise.

IV. ANNUAL REPORT

Annual reports will be given at the Fall Meeting.

EXECUTIVE COMMITTEE

- I. The principal function of the Executive Committee is to serve as the Association ad interim, assisting in the overall administration of the work of the Association with such limitations as may be imposed by the Constitution and By-Laws or other action of the Association.
- II. The Executive Committee meeting dates will be published in the annual calendar adopted by the Association membership according to the By-Laws.

ASSOCIATIONAL OFFICERS

I. MODERATOR

The moderator is responsible for conducting the session of the Association and the Executive Committee in proper parliamentary form. It is recommended that he study carefully Robert's Rules of Order, (newly revised,) or whatever other parliamentary manual the Association may have chosen. He should consult with the Executive Director and appropriate teams in formulating the agenda of Executive Committee meetings and of the Association. Through the Executive Committee and other channels, he shall coordinate the work of the Association and its officers and teams. Upon request of the Association or its Executive Committee, he may assume the duties of the Executive Director when the Association is not served by one.

II. VICE--MODERATOR

The vice--moderator should be chosen by the same process as the moderator. His principal function is to assist the moderator in the performance of his duties and to perform other services as requested by the Association or its Executive Committee.

III. CLERK

The clerk records and keeps in permanent form all transactions of the Association in session and the Executive Committee and makes this information available on request. The clerk's duties are to:

- A. Serve as recorder for the Association in session and the Executive Committee;
- B. Secure from the churches the annual uniform church letter and process it according to recommended procedures;
- C. Edit the Associational annual;
- D. Work with the History Committee to preserve the official records of the Association; and,
- E. Train and assist church clerks. The Associational office secretary may be assigned to perform many of the clerk's functions. Also, the clerk may be an ex officio member of the Associational History Committee.

IV. TREASURER

The Treasurer assists in receiving, accounting for, and disbursing all the Association's monies. The Treasurer's duties are to:

- A. Serve as an ex officio member of the Administrative and Stewardship Team;
- B. Work with the Administrative and Stewardship Team to recommend and establish fiscal policies;
- C. Maintain adequate records of all monies received and disbursed;
- D. Post records of the contributions of each participating church and report to them at least quarterly;
- E. Examine supporting data for all check requests and issue checks, serving as co-signer when required;
- F. Make monthly reports to the Executive Committee of the Association.

Part of the treasurer's duties may be assigned to a financial secretary on the Association's staff.

V. PARLIAMENTARIAN

The parliamentarian will serve as the assistant to the moderator by using Robert's Rules of Order, (newly revised).

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**ADOPTED BY
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EXECUTIVE COMMITTEE
[September 2007]**

OFFICE HOURS

**Monday through Friday
9:00 a.m. - 4:00 p.m.**

HOLIDAYS (Office Closed)

**Martin Luther King, Jr. Day
Good Friday
Memorial Day
Independence Day
Labor Day
Thanksgiving Day and Friday
Christmas Eve through New Year's Day**

EMPLOYMENT PROCESS FOR EXECUTIVE DIRECTOR

The principles and process to be followed when the need for an Executive Director exists. The Administrative & Stewardship Team shall serve as the Executive Director Search Committee.

PROCESS OF SEARCH COMMITTEE

1. The committee shall seek the leadership of the Lord in its search, wherever it may lead in Southern Baptist life.
2. The chairman of the search committee shall participate in balloting and discussion as he chooses.
3. Should any member or any relative of any member of the Search Committee be considered, then, such member shall cease to be an active member of the committee until he is informed that he or his relative is no longer under consideration. At that time, he will be invited back by the chairman. If the member of the committee affected is the chairman, the committee shall elect a new chairman until the original chairman is clear to return to service. If or when the original chairman returns to service on the committee they shall assume again the chairman position.
4. All names from whatever source will be channeled through the chairman. Recommendations may be presented to any member of the Search Committee who will give them to the chairman.
5. Each member of the committee is asked to submit the names of persons he feels should be considered.
6. The chairman will submit an alphabetical list of all names which have been recommended from any source along with resumes and/or letters of recommendation submitted to the committee.
7. The committee will engage in a season of prayer before any of the individuals are discussed.
8. The committee will discuss each of the names and select three individuals to be interviewed.
9. The chairman will then contact these individuals, determining if they are willing to be interviewed and request a completed information form to be used with all candidates.
10. The committee will then meet to interview these individuals. After the committee has interviewed these individuals and a candidate has been chosen, the chairman shall notify the moderator of the Executive Committee who will call a meeting of the Executive Committee. The candidate shall be invited to this meeting and an interview shall be conducted with the full Executive Committee.
11. If this candidate is not approved by the Executive Committee, then the Search Committee shall repeat the process adding any new names received to the list of candidates.
12. At a meeting of the committee when a vote is scheduled a member who must be absent can cast an absentee vote on the first ballot only by indicating his vote in advance in writing to the chairman of the Search Committee.
13. The committee recognizes that individuals will know to whom we are talking. The committee should make every effort possible to be sensitive to the feelings of the candidate. Should any member of the

committee be asked about specific individuals under consideration, it is suggested that they say that such information is "Privileged."

14. The Warren Association of Baptists will bear all expenses incurred by the Search Committee or any candidate invited for an interview by the Search Committee.

JOB DESCRIPTIONS AND RELATED INFORMATION

I. EXECUTIVE DIRECTOR

A. QUALIFICATIONS

1. EDUCATION

The Executive Director should possess educational qualifications that will command the respect of the leadership in the association and the community.

2. CHARACTER

He should be of unquestionable Christian character; an example of Christian discipleship, a Christian gentleman.

3. MATURITY

He should be capable of making mature judgments, and of carrying out responsibilities. He should also possess the ability to delegate responsibilities as well as to develop responsible leaders within the Association.

4. EXPERIENCE

He should be acquainted with both urban and rural problems. He should have pastoral experience, administrative skills, and some experience in working with a staff. He should have a working knowledge of, and a loyalty to Southern Baptist Churches and denominational life and work.

5. GENERAL OUTLOOK

He should be forward looking and oriented to change. He should possess the capacity to communicate in all areas of Associational interest and in human relationships at all levels of his responsibility.

B. RELATIONSHIPS, ADMINISTRATIVE DUTIES AND RESPONSIBILITIES

1. TO THE ASSOCIATION

- a. He shall give general supervision to the total programs of the association. He shall serve as chairman of the Associational Planning Work Group;
- b. He shall correlate the work of the Association;
- c. He shall serve as ex-officio member of all committees, teams and work groups of the Association and work with them in developing objectives, goals, and procedures;
- d. He shall supervise the promotion and administration of the Associational budget;

- e. He shall work to avoid friction and to maintain a spirit of unity within the Association;
- f. He shall be responsible for the editorial content of any promotional paper; and,
- g. He shall be responsible to the Executive Committee and shall present regular progress reports, projected activities and plans to the Executive Committee in its regular meetings, as he seeks to implement the feelings as well as the directives of the board. These progress reports may include such activities as the number of visits to churches, pastoral and committee meetings, and conferences, etc.

2. TO THE CHURCHES

- a. The Executive Director should visit the churches on a regular basis, meet the pastor and staff and the people. He should get acquainted with them and their needs;
- b. He should recognize that each local church is an autonomous body in relating to them;
- c. He should work in such a way with the churches as to have harmonious relationships and to encourage cooperative endeavors in the field of missions, evangelism, and education;
- d. He shall be available as a "Pastor of Pastors" to counsel, encourage, and assist them;
- e. With the Missions and Evangelism Team he shall serve as advisor and liaison between sponsoring church or churches, and neighboring churches to mission points;
- f. He should make himself available to train Pastor Search Committees;
- g. He shall keep churches informed through promotional material as to the progress and needs of the Association; and,
- h. He should continue his preaching ministry as the opportunity affords in all areas of Associational life and promotion, and shall relate actively to the pastors.

3. TO MISSION WORK

- a. He shall rely upon the help of the Missions and Evangelism Team in establishing new work;
- b. He shall survey needs, discover potentials, and project long range planning into the Associational work; and,
- c. He shall lead in the development of new ministries as needs and opportunities arise, utilizing all resources available.

4. TO THE ASSOCIATIONAL STAFF

- a. All Associational staff members shall be under the supervision of the Executive Director and he shall assign areas of responsibility, and as a resource person of strength help the staff grow in this responsibility; He shall correlate their work, receive reports, and evaluate the work as directed by the Executive Committee;
- b. He shall maintain a working knowledge of all departments of Associational work, and a good relationship with all organizational leadership, lending support, counsel, and encouragement whenever possible, protecting and looking out for their welfare;
- c. He shall conduct staff meetings as he feels necessary to maintain good supervision and adequate communication; and,
- d. He shall have responsibility for final appraisal and approval of all employees in line with policies and requirements of the Executive Board.

5. BEYOND WARREN ASSOCIATION OF BAPTISTS

- a. The Executive Director shall endeavor to relate himself with all Baptist related institutions, ministries, departments, and programs carried on in the bounds of the Warren Association of Baptists in a friendly and sympathetic manner.
- b. He shall give attention to denominational relations beyond the bounds of the Association with special attention to the State Convention, Southern Baptist Convention, Lifeway, North American Mission Board, etc.
 - 1). He shall relate himself properly with the State Executive Secretary-Treasurer of Kentucky Baptists and other department leaders whose work is relevant to his position; and,
 - 2). He shall work closely in harmony with the Southern Baptist Convention agencies in joint mission endeavors.
- c. He shall recognize that Baptists are a part of the total life of the community. He shall be encouraged to have wholesome interest in the life of the community, maintaining a sustained relationship with other religious, civic, educational and social groups.

C. SALARY AND BENEFITS

1. SALARY

His salary shall be in the amount agreed upon by the Search Committee, in conjunction with the Administrative and Stewardship Team of the Association, and the Executive Director at the time of his call. Salary and other benefits shall be reviewed periodically as time and conditions warrant such reviews.

2. RETIREMENT

Employees may be retired at the end of the Associational year following their 65th birthday. Any employment beyond this date will be at the initiative of the executive committee on an annual basis. Retirement as a regular employee will be mandatory at the end of the Associational year that ends after the 70th birthday.

3. HOSPITALIZATION

Hospitalization will be provided by the Association under the direction of the Executive Committee and shall be adjusted, whenever such adjustment becomes necessary upon action of the Executive Committee of Warren Association of Baptists, if not provided by the State Convention.

4. ILLNESSES

Should major illness, hospitalization or disability occur beyond a six month period special team action will be necessary.

D. PRIVILEGES

1. VACATION

The Executive Director shall have the amount of vacation agreed upon at the time of employment. He shall schedule his vacation time in such a way as to coordinate his time away from the Association with the vacations of the other staff members to the best advantage of the Associational program.

2. REVIVALS

He shall have the privilege of conducting three weeks of revivals or schools of missions outside the Association each Associational year as he chooses to schedule along with his regular schedule of activities. Honorariums are to be retained by him. No limit of revivals within the Association.

3. CONVENTIONS, CONFERENCES, ETC.

- a. He shall have the privilege of attending the Southern Baptist Convention using the budget appropriation for his expenses; and,
- b. He shall have the privilege of attending the Kentucky Baptist Convention, various state meetings and convention conferences to which he may be invited or scheduled using the budget appropriation for his expenses.

4. INTERIM AND SUPPLY PREACHING

The Executive Director is urged to do as much supply preaching as possible within the churches of the Association. He shall not accept interim pastorates during the first year, and shall be allowed to serve as interim of member churches of Warren Association of Baptists thereafter. The maximum

length of time that the Executive Director can serve one church as Interim Pastor is six months. This length of time of service may be extended by the Administrative Stewardship Team upon request. Interims must be planned in such a way as not to interfere with the Executive Director's commitments to the other churches of the Association.

E. EVALUATION

The Administrative Stewardship Team should evaluate the Executive Director twice a year in relation to the stated goals and objectives of Warren Association of Baptists. If problems occur with fulfilling these goals and objectives, the Administrative Stewardship Team will establish a process to deal with this situation diplomatically and effectively.

F. RESIGNATION

He shall give two weeks notice.

II. SECRETARY

JOB RELATIONSHIPS:

1. General
Is responsible to and supervised by the Executive Director.
2. Assistant Clerk
As assistant clerk, she is responsible to and supervised by the messengers in Semi-Annual Sessions and the Executive Committee of the Association in the interim.

DUTIES AND RESPONSIBILITIES:

1. As receptionist, manifest good public relations with those who contact the Associational office;
2. Maintain or supervise appropriate files;
3. Open, sort and route incoming daily mail;
4. Perform or assign office tasks relating to the work of the Association;
5. Maintain appropriate mailing lists;
6. Maintain supply of up-to-date inventory of Associational program and promotional materials;
7. Purchase supplies for Baptist building, including paper orders for churches;
8. Know the details of activities of the Associational calendar and notify the proper person(s) in advance and print mail-outs;
9. Serve as secretary to the Associational Council;
10. Serve as Assistant Associational Clerk.
 - a. Prepare reports for the Annual Sessions and Executive Committee;
 - b. Send and receive the annual church letters and complete the prescribed form;
 - c. Take and transcribe the minutes of the Annual Sessions and the Executive Committee meetings, read minutes at such meetings,
 - d. See that minutes of Annual Meetings are ready for publisher.
11. Prepare materials for softball league as needed.
12. Notify custodian to clean conference room and apartment as needed.
13. Maintain a schedule for the use of various areas of the building.
14. Notify hostess of events when scheduled.
15. Perform other duties as assigned.

BENEFITS AND WORKING CONDITIONS:

1. The salary shall be approved by the Association;
2. Will be in the relief and annuity plan of the Southern Baptist Convention;
3. Hospitalization benefits paid (unless provided elsewhere);
4. Vacation: two weeks during the first 4 years of employment, the following year 3 weeks, and after 10 years 4 weeks;
5. Holidays as mentioned in policies.
6. One sick day per month shall be given to the secretary. These days shall accumulate until the secretary leaves the employment of Warren Association of Baptists. At the departure date, she shall receive pay for the accumulated days. A doctor's excuse shall be required for sick days after three days of absence from work.

JOB SKILL REQUIREMENTS:

1. Verbal and written communication skills;
2. Working knowledge of computer software;
3. Working knowledge of general office equipment;
4. People skills;
5. Confidentiality;
6. Willingness to develop skills as training opportunities becomes available.

ORGANIZATIONAL MANUAL

TRUSTEES

1. Shall be composed of the Moderator, Leader of the Administrative and Stewardship Team, and the Treasurer.
2. They shall be the official signature of Warren Association of Baptists, Inc.

ASSOCIATIONAL TEAMS

Administrative and Stewardship Team:

The Administrative and Stewardship Team is responsible for the administrative questions that confront the Association between Executive Committee meetings. They also serve as the Budget Committee which presents the completed budget to the Semi-Annual Meeting in September for final approval by the messengers from the churches.

There is an individual, which is a member of this team, assigned to each area of work of the Administrative and Stewardship Team. They are responsible to enlist a work group to do tasks which are assigned to them when needed. They complete their tasks and present their results to the Administrative and Stewardship Team for approval and the work group disbands upon approval. If it is necessary, the Administrative and Stewardship Team then presents this matter to either the Semi-Annual Meeting or the Executive Committee of Warren Association of Baptists. The following functions are included:

(A) Credentials

1. If the credentials of messengers are questioned, they ascertain proper action to be recommended to the Association.
2. They ascertain the proper credentials of a church seeking to join our Association (Constitution, Article II- Membership). The Credentials Team shall follow these guidelines when ascertaining the proper credentials of a church seeking to join our Association:

[A March 29, 2010]

- a. Each church desiring affiliation with the Association shall petition the Association for membership at least 90 days before the annual session of the Association.
- b. The petitionary letter shall include a copy of the Church's Article of Faith (1962 or 2000 Baptist Faith & Message), Church Covenant, Rules or Decorum or Constitution, and the name of a member church of the Warren Association of Baptists which is willing to recommend the petitioning church for membership in the Association.
- c. The petitioning church shall agree to participate in the workings of the Association, to have representation at the meetings, and to provide financial support.
- d. The recommending church shall submit written evidence of official church approval.
- e. The Association at the Annual Meeting (Fall or Spring) shall consider admitting the church into a status of watch

care for a period of one (1) year.

- f. The Credentials Team shall investigate the petitioning church during the watch care year, and shall bring its recommendation as provided in the By-Laws, to the Association at the following Annual Meeting.
- g. The approval of a three-fourths (3/4) majority of messengers present and voting shall be required for the admittance of a church into the Association.

(B) Nominating

They shall nominate members of the five Associational Teams and nominees for the Kentucky Baptist Convention Mission Board. They shall nominate two members for each position. The Kentucky Baptist Convention Nominating Committee will select one of these two nominees for service on the Kentucky Baptist Convention Mission Board.

(C) History

They shall keep the Associational history up-to-date by adding accounts of historical events regularly.

(D) Resolutions

They shall compose any necessary resolutions to be presented to the Association for approval either by the Executive Committee or the Semi-Annual Meeting.

Auxiliary Team:

This team relates to and promotes the ministry of groups that relate to Warren Association of Baptists. These groups are sponsored by other Baptist entities. This team is composed of the Team Leader, Chairman of the Cornerstone Counseling Advisory Committee, the Associational Representative to the Camp Joy Board, and the Associational Director of the Seminary Extension. The members develop budget requests to perform their tasks and present them to the full Auxiliary Team and then to the Administrative / Stewardship Team.

Mission and Evangelism Team:

This team promotes activities that increase mission and evangelistic awareness on the part of the Association. It is composed of the Team Leader, Associational WMU Director, and three at-large members. The members develop budget requests to perform their tasks and present them to the full Auxiliary Team and then to the Administrative / Stewardship Team.

Faith Development Team:

This team oversees the ministries that increase and broaden faith development through Christian education. It is composed of the Team Leader, ASSETeam Leader, Associational Music Director, Associational Children's Leader, Associational Youth Leader, and the Associational Senior Adult Leader. All of these teams develop budget requests to adequately carry out the ministries for which they are responsible. These requests are submitted to the full Faith Development Team and then to the Administrative and Stewardship Team which is responsible for compiling the completed budget which is presented to the Fall Semi-Annual Meeting.

Recreation Team:

They shall present matters necessary for operation of the recreation program.

Planning Work Group:

The Leaders of the five Associational Teams shall compose a work group to vision and assist the Executive Director in giving direction to the Association ministries. They should meet a minimum of twice a year. The Executive Director shall serve as chairman of the work group.

Members of all teams will be elected to a 3-year term then be eligible for re-election one time before rotating off for 1 year at which time they could be eligible for re-election.

[Added January 7, 2008, Executive Board Meeting]

POLICIES AND GUIDELINES REGARDING USE OF ASSOCIATIONAL PROPERTY

The facilities of the Warren Association of Baptists have been dedicated to God for the purpose of worship, service, evangelism, Christian training and fellowship. So these facilities might be used by the greatest number for the longest time and to the end that they are kept attractive and in good repair, the following guidelines are set forth.

I. GENERAL

A. Use of building

1. All churches of the Association, its organizations, the Kentucky Baptist Convention and Southern Baptist Convention agencies are encouraged to use these facilities; and,
2. The request of any other church or non-church related group will be considered and acted upon by the Director of Missions.

B. Responsibility for the use of the facilities

1. The Director of Missions shall be in charge of the administration of the policies and guidelines of the building and facilities; and,
2. All activities held in the building or on the grounds will be scheduled through the Associational office.

C. Rules regarding use of facilities

1. No meeting is to be held in the facilities outside regular office hours unless there is an authorized person to supervise the opening and closing of the building;
2. Keys shall be given to employees and other designated persons;
3. Smoking, drugs or alcoholic beverages will not be allowed at any time or under any conditions, in any part of the building; and,
4. All activities and programs conducted in the building or on the grounds shall be governed by the highest Christian standards.

D. The guest room

1. Is provided on a first come/first serve basis;
2. Is provided for evangelists, supply preachers, guest speakers, Associational programs people, State and Southern Baptist Convention workers who may be in the area.

E. Rules regarding the use of equipment

1. Associational equipment may be checked out by churches or church organizational leaders;
2. Equipment should be returned immediately after use or arrangements should be made with the Associational office;
3. The borrower should report any damage or needed repairs to the Associational office upon returning the equipment; and,
4. Office equipment, such as typewriters, etc. shall not be loaned out.

F. Rules regarding assembly room and kitchen

1. Dishes, chairs, tables and other equipment should be cared for as you would your own;
2. Bring all food and beverages for your meal. Dishes, pans and other equipment are available for your use;
3. Those reserving the assembly room and kitchen will confine all activities to that part of the building; and,
4. Groups using the assembly and kitchen are responsible for leaving the building clean and orderly.

G. Policies and guidelines for using copy machine

1. Associational Secretary and Executive Director shall be the only approved operator of all Associational office machines.
2. Prices for use of Associational machines shall be approved by the Administrative & Stewardship Team.

II. MISCELLANEOUS

- A. Any matter not covered in these Policies and Procedures shall be referred to the Administrative & Stewardship Team and they shall have the final decision.
- B. A copy of these Property Guidelines shall be forwarded to each member church of the Association and given to each group requesting the use of facilities.