

CONSTITUTION
SHILOH BAPTIST ASSOCIATION

ARTICLE I – Name

This body shall be known as the Shiloh Baptist Association.

ARTICLE II – Purpose

The purpose of this association is to promote Great Commission Ministry, in cooperation with the Tennessee Baptist Convention and the Southern Baptist Convention, by promoting missions, Bible study, and Christian fellowship, as well as, encouraging the cooperation of member churches in carrying out this purpose.

ARTICLE III – Membership

1. The association shall be composed of messengers from cooperating Baptist churches with the Shiloh Baptist Association. The term “cooperating Baptist church” shall be applied to such churches as they contribute financially to the Shiloh Baptist Association and support the principles, programs, and policies of the Shiloh Baptist Association as they are found in the Constitution and By-Laws.
2. Each church shall be entitled to three messengers to the Annual Associational Meeting and one additional messenger for every fifty members or fraction thereof. Members of the Executive Board shall be messengers-at-large to the annual meeting. No church shall have more than ten messengers.
3. Churches may be admitted to membership in this association by two-thirds majority vote of the messengers present provided a petitionary letter has been given to the Executive Board before the Annual Associational Meeting. Such churches will then remain under watch care of the association and the Executive Board for one year and the association will vote on such church or churches at the next Annual Associational Meeting. Such church or churches are urged to attend the Executive Board meeting without voting rights until approved for membership.

ARTICLE IV – Officers

1. The officers of this association shall be Moderator, Assistant Moderator, Clerk, Treasurer and other officers as deemed necessary by the association.
2. The officers shall be elected at the Annual Associational Meeting upon recommendation of the Nominating Committee, or nominated from the floor, with their duties beginning at the close of the Annual Associational Meeting.

ARTICLE V – Committees

1. The standing committees shall consist of the number stated in the By-Laws.
2. Committee members shall serve staggered terms of three years each, with one-third rotating off each year, except in the case where an individual fulfills an unexpired term.
3. Any member rotating off of a committee may not serve on that same committee for a period of one year.

ARTICLE VI – Authority

1. This association shall assume no ecclesiastical authority over the churches, but may give advice or information, when sought, to any church connected with it.
2. This association shall have authority to rescind the membership of any church that departs from the doctrine generally accepted by this association, or for failure to submit a letter to the Annual Associational Meeting for two consecutive years, or for failure to be a cooperating church. This action shall only be taken after such church or churches would be properly notified and requires two-thirds majority of messengers present at the Annual Associational Meeting.

ARTICLE VII – Executive Board

1. In the period between its annual sessions, the business of the association shall be committed to the Executive Board composed of two members selected by each cooperating church, the pastor of such churches, the Director of Missions, and all officers of the association.

2. The Moderator shall be chairman of the Executive Board.
3. A digest of the business transacted during the year will be given at the Annual Association Meeting by the Clerk.
4. The Executive Board shall meet quarterly, or as necessary.

ARTICLE VIII – Amendments

1. This constitution may be amended by two-thirds vote of the messengers present at any Annual Associational Meeting provided 30 days written notice has been sent to all churches and Executive Board members, with the exception of Article VI, Paragraph 1, which may never be changed.
2. This association shall have an Annual Meeting at such time as determined by the body.

ARTICLE IX – Articles of Faith

The Articles of Faith shall be those adopted by the Southern Baptist Convention in 2000, commonly called “The Baptist Faith and Message”.

BY-LAWS

1. Roberts Rules of Order shall be the governing procedure of this body.

2. Duties of Officers:

MODERATOR: He shall preside over the meeting of this body, the Annual Associational Meeting and any others that he finds necessary to call. He shall appoint special committees.

ASSISTANT MODERATOR: He shall assist the Moderator upon his request and preside in the absence of the Moderator.

CLERK: He or she shall keep a full and accurate record of all business of the association and the Executive Board. He or she shall be responsible for printing and distributing the minutes.

TREASURER: The Treasurer shall receive and disburse all funds in keeping with the instruction of the association, giving itemized reports in the regular meetings of the Executive Board and the association.

The Associational Secretary will be the Assistant Treasurer and will act in the place of the Associational Treasurer when necessary (e.g., various illness, emergency or as the Treasurer designates).

3. Councils:

ASSOCIATIONAL COUNCIL

This Council shall be composed of the following:

- A. Assistant Moderator of Association, Chairman
- B. Director of Missions Development Council, Vice Chairman
- C. Clerk of Association
- D. Chairman of Stewardship and Finance Committee
- E. Youth Director
- F. Chairman of Personnel Committee
- G. Chairman of Office and Grounds Committee
- H. Evangelism Director
- I. Chairman of Public Affairs and Christian Life Committee
- J. Sunday School Director
- K. Discipleship Training Director
- L. W.M.U. Director
- M. Brotherhood Director
- N. Music Director
- O. Treasurer
- P. Senior Adult Director
- Q. Moderator will be an ex-officio member
- R. Director of Missions
- S. Disaster response Coordinator

Duties:

- A. To meet regularly, prior to the time of the Executive Board meeting, and make such recommendations to the Executive Board as it may deem wise.
- B. To prepare and present for adoption to the Executive Board the Calendar of Activities for the association.
- C. To be a Coordinating, Advisory and Promotional Committee for all phases of the associational work, working with the Director of Missions and any committees of the association to accomplish the same.

MISSIONS DEVELOPMENT COUNCIL

The Missions Development Council shall be composed of five (5) members, including the W.M.U. Director and Men's Ministry Director. The duties of this council shall be:

- A. To discover mission opportunities.
- B. To encourage people to participate in mission opportunities.
- C. To equip people to participate in mission opportunities.
- D. To study, recommend and encourage the planting of new churches.
- E. To administer the dispersal of funds designated by the association for missions.

PRAYER AND SPIRITUAL AWAKENING COUNCIL

Guidelines:

- A. To seek God's direction about how we may participate in His process of bringing spiritual awakening to our association, churches, and this area.
- B. To plan, promote, and implement those directions within the association.
- C. To give direction for establishing prayer activities in our association and in the churches.

DISASTER RELIEF COUNCIL

The Disaster relief Council shall be composed of five (5) members. The duties of this council shall be:

- A. To recommend new Disaster Relief equipment purchases to the Executive Board.
- B. To maintain Disaster Relief equipment in order that it may be ready for use at any time.
- C. To provide Disaster Relief training.
- D. To educate churches about the ministry of Disaster Relief.
- E. To provide guidelines for all Disaster Relief volunteers.

4. Standing Committees:

ATHLETIC FELLOWSHIP COMMITTEE

The Athletic Fellowship Committee shall be composed of five (5) members. The duties of this committee shall be:

- F. To be responsible for the promotion of athletic activities throughout the association.
- G. To plan and develop a calendar of events in conjunction with the general associational calendar.
- H. To be responsible for formulating rules, regulations, playing schedules and the proper locations for the particular activities involved.

CREDENTIALS COMMITTEE

The Credentials Committee shall be composed of five (5) members. The duties of this committee shall be:

- A. Church Assistance
 1. Counsel with churches seeking membership in the association, explaining the association's guidelines for membership.
 2. Examine the credentials of churches seeking admission to the fellowship of the association (namely, their articles of faith or doctrinal positions, church covenant, polity – including constitution and by-laws and their relationship to the denomination).
 3. Receive reports from churches during the watch-care period, and report to the Executive Board.

Recommend appropriate action to the association concerning churches' request for membership.

4. Recommend and implement, as approved, guidelines for dealing with reported irregularities in churches that may threaten the association's fellowship.

B. Registration

1. Confirm credentials of associational messengers by providing for proper registration of messengers and visitors during each session of the annual meeting.

C. Vote Tabulation

1. Assist Moderator by determining voting results including vote totals.

NOMINATING COMMITTEE

The Nominating Committee shall be composed of five (5) members. The duties of this committee shall be:

- A. To select, interview, enlist and recommend general associational officers, program organization directors, committee members and committee chairmen.
- B. To assist associational program leaders in discovering and enlisting qualified persons to fill positions in their respective organization.
- C. To nominate special committees as assigned by the Executive Board.
- D. To work throughout the year to develop a carefully prepared file on potential leaders by soliciting written recommendations for associational leadership from pastors and/or nominating committees.

OFFICE AND GROUNDS COMMITTEE

The Office and Grounds Committee shall be composed of five (5) members. The duties of this committee shall be:

- A. To inspect and keep inventory of associational properties.
- B. To develop and initiate scheduled cleaning procedures for associational facilities.
- C. To develop and recommend a preventative maintenance program.
- D. To develop and recommend, in cooperation with associational leaders, policies and procedures for using associational facilities and equipment.
- E. To determine budget needs in consultation with the finance committee and administer maintenance, furniture and equipment budgets.
- F. To develop, with the trustees, and recommend to the association, an adequate and protective insurance plan.

PERSONNEL COMMITTEE

The Personnel Committee shall be composed of six (5) members. The duties of this committee shall be:

- A. To be responsible for the selection and supervision of associational staff (other than the Director of Missions).
- B. To recommend the termination of associational staff, if necessary, to the Executive Board.
- C. To provide periodic evaluation on an annual basis of all personnel. This shall be an occasion for dialogue (not just one-way communication) and for commendation as well as suggestions for improvement.
- D. To receive, investigate and make appropriate recommendations concerning any complaints toward associational staff members.
- E. To recommend the pay scale to the Stewardship and Finance Committee for all Association Staff.

PROGRAM COMMITTEE

The Program Committee shall be composed of the Moderator, Assistant Moderator, and Music Director of the association. (The Director of Missions and Associational Clerk shall serve as ex-officio members.) The duties of the committee shall be:

- A. To present to the associational Executive Board an order of business for associational sessions.

- B. To enlist personnel as required for associational sessions.
- C. To publicize the complete order of business to churches in advance of the associational session.
- D. To prepare and have printed the program and Book of Reports for the Annual Associational Meeting.

PUBLIC AFFAIRS AND CHRISTIAN LIFE COMMITTEE

The Public Affairs and Christian Life Committee shall be composed of three (3) members.

The duties of this committee shall be:

- A. To discover and study such areas as, but not limited to, citizenship, the family, alcohol and drug abuse, poverty and welfare, race relations, etc.
- B. To make recommendations to the Executive Board concerning actions needed to be taken relative to any matter within the committee's area of work.
- C. To conduct clinics on subjects related to moral and ethical concerns and suggest positive applications of Christian principles in these areas.
- D. To serve as a channel of communication from the Christian Life Commission of the Southern Baptist Convention to the association and churches.
- E. The Public Affairs and Christian Life Committee shall have no authority to represent or speak for the association without the expressed approval of the association or its Executive Board.

RESOLUTIONS COMMITTEE

The Resolutions Committee shall be composed of three (3) members. The duties of this committee shall be:

- A. To have the responsibility of preparing appropriate resolutions during the Annual Associational Meeting and presenting the same for adoption.
- B. To serve throughout the year in formulating resolutions requested by the Executive Board.

SENIOR ADULT COMMITTEE

The Senior Adult Committee shall be composed of three (3) members. The duties of this committee shall be:

- A. To determine specific needs of Senior Adults in the association.
- B. To seek ways churches can utilize the experience, talents, energies and abilities of Senior Adults throughout the year.
- C. To plan and provide regular activities for Senior Adults throughout the year.
- D. To provide leadership training for persons in the local church working in the Senior Adult program.
- E. To work closely in cooperation with State and Convention-wide Senior Adult Ministries.
- F. To work closely with the Director of Missions, Moderator and other leadership personnel as needs arise in integrating Senior Adult Ministry into a total associational program.
- G. To give input to the associational Stewardship and Finance Committee as to budget needs prior to finalization of the budget for the new associational year.

STEWARDSHIP AND FINANCE COMMITTEE

The Stewardship and Finance Committee shall be composed of five (5) members. The duties of the committee shall be:

- A. To prepare and recommend a budget for the association (based on plans of various programs and ministries) to the Executive Board at least thirty days prior to the Annual Associational Meeting and to the Annual Associational Meeting for final approval.
- B. To lead churches to give to associational missions, and to increase their gifts through the Cooperative Program.
- C. To study and make recommendations concerning proposed expenditures not included in the budget.

- D. To review expenditures in terms of budget allocations and recommend budget adjustments if needed.
- E. To develop and recommend financial policies and procedures, including provisions for auditing.
- F. To seek means of promoting stewardship and the Cooperative Program in the association.
- G. To promote stewardship revivals in the churches.
- H. To plan for and promote an annual Stewardship Conference in the association.
- I. To authorize emergency expenditures (not to exceed \$1,000.00) that may arise.

TIME, PLACE AND PREACHER COMMITTEE

The Time, Place and Preacher Committee shall be composed of three (3) members. The duties of this committee shall be:

- A. To select the sites for the Annual Associational Meeting which can (1) satisfactorily meet the facility and space needs of the association and (2) accommodate the association on given dates for the Annual Associational Meeting.
- B. To select the speakers and their alternates for the annual sermon and doctrinal sermon.

TRUSTEES COMMITTEE

The Trustees Committee shall be composed of five (5) members. The duties of this committee shall be:

- A. Serve as legal representatives/agents of the association.
- B. Act as directed by the association in handling legal matters.
- C. Oversee total insurance plan of the association.

YOUTH COMMITTEE

The Youth Committee shall be composed of five (5) members. The duties of this committee shall be:

- A. To assist churches, upon request, in establishing, conducting, enlarging and improving their programs of youth work.
 - B. To plan and conduct youth leadership training programs.
 - C. To plan and conduct associational youth programs and activities which will generate a spirit of Christian fellowship among the youth of the churches and contribute to their spiritual development.
 - D. To be available to relate to, counsel and work with the youth leadership in other programs of the association.
 - E. To design and conduct programs which emphasize church related vocations and other Christian careers.
 - F. To keep informed on convention-wide youth emphases and plan and sponsor those which are calendared for the association.
 - G. To be a resource for special programs and program personalities which are available to share with churches.
 - H. To be a resource for churches seeking youth staff.
5. These By-laws may be amended by two-thirds vote of the Executive Board or the messengers present at any Annual Associational Meeting.

POLICIES

I. DIRECTOR OF MISSIONS JOB DESCRIPTION

A. Position Assignment

TITLE: Director of Associational Missions

ELECTED BY: Shiloh Baptist Association

CONSULTATION: Director, Missions Department, Tennessee Baptist Convention

B. Qualifications

- 1. A Christian testimony as to conversion, call, and a commitment to missions, both local and throughout the world.

2. An ordained man of good report as to his personal conduct in his home, business, and church.
3. He should have a thorough knowledge of a Southern Baptist church program.
4. He should be a loyal Southern Baptist in program, concepts, and doctrine as stated in the Baptist Faith and Message.
5. He should have basic college and preferably, but not mandatory, Southern Baptist Seminary training.
6. He should have a minimum of ten years experience in a Southern Baptist church and/or Southern Baptist denominational work.
7. He should have a genuine love for people and enjoy being with and working with people. He should be friendly, courteous, patient, and unselfish.
8. He should be a creative, spirit filled man with vision and enthusiasm.

C. Basic Function

To provide leadership and assist the association in planning, conducting, and evaluating a total program of associational work.

D. Call and Employment

1. He shall be called and employed by a vote of the association's Executive Board upon recommendation of a Director of Missions Search Committee, of no fewer than five (5) members. This committee shall be nominated by the Nominating Committee, and elected by the Executive Board.
 - a. There shall be a called meeting of the Executive Board for the purpose of interviewing the candidate for Director of Missions.
 - b. The vote to call the Director of Missions shall be at a called meeting of the Executive Board two weeks following the interview.
 - c. The vote to call a Director of Missions shall be by secret ballot.
 - d. A call shall be extended upon a $\frac{3}{4}$ affirmative vote of those present and voting.
2. He shall be called for an indefinite time. If he wished to terminate service, it shall be a thirty (30) day notice. If the association wishes to discontinue the Missionary's service, thirty (30) days notice shall be given to him.
3. Salary and allowances shall be as stated in the annual associational budget.
4. He shall be given two (2) weeks vacation each year with pay and after 5 years of service this is to be increased to three (3) weeks vacation with pay.
5. Work schedules will vary, but arrangements should be made for a day off, with weekends normally being kept for services in churches in the association.
6. He may be allowed four revivals per year, but not to exceed more than two (2) outside the association of not more than seven (7) days each.
7. Any honorarium received for duties within or outside the association shall be kept by the Director of Missions.
8. He shall not serve as interim pastor without permission of the Executive Board.
9. He shall be entitled to six (6) holidays each year.
10. One day sick leave with pay shall accumulate for each month of service, the maximum being sixty (60) days. In case of extended illness, the Personnel Committee shall review with the Director of Missions his ability to continue service with the final work left to the Executive Board.
11. Fringe benefits shall be included in, and limited to those included in the annual associational budget.

E. Relationships

1. The association will be the final authority in all matters pertaining to the work of the Director of Missions.
2. The Director of Missions will work under the direction of the Executive Board of the association.

F. Responsibilities

1. Leading, planning, conducting, and evaluating survey study projects designed to discover and meet associational and church needs.

2. Supply for any of our churches as called upon and commitments permit.
3. Make immediate and long range plans for assisting the churches in planning and accomplishing their objectives.
4. Assist pastors and churches in need of counsel and guidance as expedient.
5. Guide in the development of associational programs of work.
6. Serving as ex-officio member of all committees, he shall assist appropriate committees in planning, promoting, and administering associational programs. His committee membership shall be limited to ex-officio member.
7. Promote and develop an awareness in stewardship growth to undergird the work of the association and mission causes through the Cooperative Program.
8. Provide personal consultation, leadership training, and special projects as needed and to help enlist denominational resource persons as required.
9. Serve as the denominational contact person.
10. Promote and/or conduct clinics, training schools, and seminary extension classes as needed.
11. Review, evaluate, and assist the association in updating the associational program of work in keeping with needs.
12. Be responsible for the total direction of the associational office, supervise all office help, and secure needed supplies in accordance with the budget.
13. Make regular reports to the Associational Executive Committee and to the Missions Department of the Tennessee Baptist Convention.
14. He may attend denominational meetings and conferences as budget and time considerations permit.

G. Other Areas

This "Job Description" is to be included in the book of reports each year. The Personnel Committee shall review this "Job Description" on a yearly basis. These policies may be changed or altered upon the mutual agreement of all parties involved, and by action of the Executive Board and/or the association.

II. ADMINISTRATIVE ASSISTANT JOB DESCRIPTION

A. Job Relationship

The administrative assistant works for the churches of Shiloh Baptist Association under the immediate supervision of the Director of Missions. The Director of Missions and Personnel Committee shall recommend the hours, hiring, and terminating to the Executive Board, and pay scale to the Stewardship and Finance Committee.

B. Duties

Does general associational office work (mailouts, accounting, filing, answering telephone, etc.); serves as Associational Clerk and assistant Associational Treasurer; cleans the office; serves as hostess; and serves otherwise as directed by the Director of Missions and Personnel Committee.

C. Qualifications

Be a Christian, a faithful member of an associational church, possess basic office skills, and able to be discrete in discussing any problems that may be heard or experienced in the associational office.

D. Benefits

Salary; two (2) weeks vacation with pay each year and after five years, three (3) weeks vacation with pay; sick days (one day of sick leave with pay shall accumulate for each month of service, the maximum being thirty (30) days); social security benefits; and six (6) paid holidays.

III. EMPLOYEE HOLIDAYS

All employees of the Shiloh Baptist Association shall observe the following holidays:

Good Friday	Labor Day
Memorial Day	Thanksgiving (Thursday and Friday)
July 4	Christmas (December 24 – January 1)

During these holidays the office will be closed unless special needs require working during that time. In that case the days may be taken off at a more convenient time with the approval of the Director of Missions. These closings will be with pay to the staff, not counting against vacation time, and the closing dates will be year to year.

IV. RULES AND REGULATIONS REGARDING USE OF ASSOCIATIONAL OFFICE AND PROPERTY

To the end that the facilities of Shiloh Baptist Association might be kept attractive and in good repair, the following rules are set forth:

A. Use of Building:

1. All associational or associational sponsored groups may use the building facilities.
2. The Director of Missions and Administrative Assistant shall be in charge of administration of the rules and regulations of the office facilities, and for the scheduling of meetings.
3. The building facilities may not be used for private or family affairs.
4. Keys to the office will not be distributed to individuals or organizations.
5. Duplication of keys is positively forbidden, except when duly authorized.
6. Smoking, drugs, or alcoholic beverages will not be allowed at any time or under any conditions. There is to be no dancing and no gambling (games awarding monetary or non-monetary prizes).
7. There shall be no sale of foods, beverages, or other merchandise, for the purpose of gain, upon any of the associational premises or within its building. This regulation has no reference to the serving of meals or refreshments at approved social or associational meetings, etc., where the expenses are defrayed by voluntary or designated offerings, or by mutual sharing of those present.
8. Those using the conference room and kitchen will confine all activities to that portion of the building.
9. Those in charge of meetings outside of regular office hours are not to bring children and allow them to roam throughout the building while meetings are in progress.
10. Each group using the facilities shall provide their own food and beverages.
11. Groups using the building are responsible for leaving the building clean and orderly.
 - a. The conference room shall be vacuumed and the kitchen swept and cleaned following meetings where food is served.
 - b. Garbage shall be taken to the outside garbage container.
12. The group holding the meeting shall be responsible for setting up and taking down tables and chairs and for any desired decorations.

B. Loaning of Equipment

1. Equipment shall be reserved in advance of the time needed.
2. Equipment should be returned immediately after use, or arrangements should be made with the office for a late return.
3. The borrower shall be responsible for returning of equipment in good condition.
4. Equipment shall not be loaned for private use.
5. Under certain conditions the association's property may be loaned to special groups, but only after approval has been given by the Director of Missions.