

# Georgia Baptist Association, Inc.

## Policies and Procedures Manual

Adopted 10-18-2009  
Revised 8-30-2011  
Revised 1-29-2013  
Revised 3-20-2014  
Revised 6-23-2016  
Revised 3-16-2017  
Revised 2-15-2018

## Table of Contents

Section 1		
General Procedure Guidelines		Page 3
Section 2		
Staff Policies and Procedures		
Relationships		Page 4
Employment		Page 4
Employee Administration		Page 7
Vacation, Holidays, Convention, etc.		Page 7
Office Management Policy		Page 9
Expenses		Page 9
Anniversary Recognitions		Page 9
Interim		Page 10
Job Descriptions		Page 10
Section 3		
Usage Policies		
Mission Center Usage Policy		Page 11
Equipment Usage Policy		Page 12
Evangelism Trailer Usage Policy		Page 12
Section 4		
Child Protection Policy		Page 13
Section 5		
Church Multiplication Policy		Page 15
Section 6		
General Officers – Duties		Page 19
Section 7		
Team-Based Organization		Page 19
Section 8		
Financial Policies		Page 20
Section 9		
Sexual Harassment Policies		Page 31

# Georgia Baptist Association

## *POLICIES AND PROCEDURES MANUAL*

### **SECTION 1**

#### ***GENERAL PROCEDURE GUIDELINES***

1. The Association is organized to accomplish its mission through a team-based structure. (See Section 7) Members of the teams are non-rotating, unless they are members by virtue of their elected office. The Administrative Team approves any changes in team members or their leadership.
2. Each Associational priority area functions through a leadership team. Their task is to assist the churches in fulfilling their mission.
3. An Administrative Team administrates the Association's organization. They give guidance to the Association in the areas of finance, property operations, personnel, credentials, nominations, document interpretation and revision, and temporary appointments for vacancies of volunteer staff positions. They will present recommendations to the Executive Committee for approval at the Annual Fall Meeting.
4. At the discretion of the team, any member who does not attend at least 60% of their team meetings or functions can and will be replaced.
5. The Associational Director of Missions (ADOM) serves as an ex-officio member of all teams. He may delegate responsibilities to GBA Associational Staff Team members as necessary.
6. Each team shall have the authority to spend the funds budgeted for their area of ministry (as overall budget funds are available).
7. Any changes in the Policy Manual must be considered by the appropriate team for that section, and recommendations presented in writing to the Administrative Team.

## SECTION 2

### ***STAFF POLICIES / PROCEDURES***

#### 1. Relationships:

A. Churches: Each staff position is the result of the specific needs of the churches of the Association and shall benefit the Association in accomplishing its mission.

B. The Association: Staff Members - Associate Staff and Staff Assistants - are employed to serve the churches, the officers, and the teams of the Association, under the leadership of the ADOM. The Administrative Team will have the responsibility to establish policies and aid in interpreting these to the staff and the Association.

C. The Georgia Baptist Mission Board: Cooperation with the Georgia Baptist Mission Board staff is expected.

#### D. The Southern Baptist Convention:

1. Knowledge of and cooperation with Convention programs and activities related to his/her work or program is expected. Close cooperation with Convention personnel related to the position is encouraged.

2. Attendance at such retreats, conferences and conventions as pertain to the work, in consultation with the ADOM and as schedule and finances permit, is encouraged.

#### 2. Employment:

A. Employment Procedure: The Executive Committee is responsible for securing the ADOM. He, then, in consultation with the Administrative Team, is responsible for selecting and recommending employees for staff positions. All Associate Staff persons shall be approved by the Administrative Team. A job description is to be prepared for every staff position, full-time and part-time. The job descriptions are included as part of this Policies and Procedures Manual.

1. References: It is desirable to follow through on references concerning education and work experience of applicants by letter. This letter of reference request should contain a description of the Association's function and role, plus a description of the job to be filled.

2. Personal Interview: Appointment to a position shall be based on personal interview with the applicant and the persons responsible for hiring. (See “employed by” in Job Description). When the interview requires the applicant to travel, the expenses incurred will be paid by the Association.

3. Moving Expenses: When an Associate Staff person is secured, their moving expenses will be paid by the Association.

4. Orientation: All new Associate staff persons are encouraged to attend the appropriate workshops and training conferences, as time and finances will permit, during the first two years of employment. Permission must be given by the Associational Director of Missions.

B. Employees are classified as:

Full-time, salaried Associate Staff

Part-time, salaried Associate Staff (less than 30 hours per week)

Full-time, salaried Staff Assistant (at least 30 hours per week)

Part-time, hourly Staff Assistant (less than 30 hours per week)

C. Termination:

1. Resignations: It is assumed that all staff members will give as much notice as possible.

Staff members resigning from their positions shall advise the ADOM and the Administrative Team, in writing, of their intention at least one month in advance of the effective date. Adjustment may be made by the Associational Director of Missions concerning the period of notice where necessary.

2. Dismissals: The Association may dismiss employees for the following reasons: (The ADOM, in consultation with the Administrative Team, may initiate such action as necessary).

a. Misconduct:

Definition - Misconduct shall be considered any unlawful or immoral behavior that is detrimental to the continued relationship with an employee.

Procedure: The ADOM may suspend said employee with full pay and benefits until such time as the appropriate entities may be notified and actions determined.

## b. Incompetence:

Definition: Competence shall be measured in terms of such factors as: (a) the adequacy of the employee's personality for sound relationships with membership, volunteers, staff, supervisors, etc.; (b) growth and progress on the job; (c) skill in the performance of duties; (d) understanding and acceptance of the philosophy and purpose of the Association; and (e) professional community relationships. These factors shall be weighed in relation to the extent that each applies to the job in question.

Procedure: When the work of a staff member appears to be unsatisfactory, the staff member shall receive a written evaluation citing specific concerns and specific actions necessary, to be followed by a reasonable opportunity for improvement. The period for improvement shall be specified and shall generally not exceed three months for Associate Staff and one month for others. If, at the end of this period, the supervisor finds insufficient improvement, the process of dismissal shall be initiated.

## 3. Reorganization and/or Downsizing:

Definition: Reorganization shall be considered to include any change in the philosophy, purpose, organization, program or techniques of the Association, or one of its departments, which alters the job in question, changes job requirements, eliminates a position, or results in the creation of a newly defined position, and which provides no suitable place for the person concerned. Downsizing shall cover the elimination, or reduction in the working schedule of a position, arising from organizational or program changes in the Association necessitated by insufficiency of funds.

Conditions: It is assumed that the Administrative Team and the Executive Committee will give as much notice as possible, with a minimum of four months for full-time Associate Staff dismissed on this basis, and of two months for full-time Staff Assistants. It is suggested that severance pay amount to two weeks' salary for the first full year of service and one additional week's salary each full year thereafter, up to a maximum of three month's salary. In the event of dismissals for these causes, the Association shall give first consideration to the dismissed staff member in filling another position for which the worker is qualified, and shall make every effort to assist him in securing another position. Any plan for downsizing and/or reorganization shall be discussed thoroughly with the Administrative Team, the Executive Committee and the staff before decisions are reached.

## 4. Motions from the floor:

Any motion presented to the Executive Committee or the Association in Annual Session by a person or team other than the Administrative Team to dismiss a paid employee, shall be

referred to the Administrative Team for action, and a report/recommendation presented at the next regular meeting of the Executive Committee.

### 3. Employee Administration:

The ADOM shall serve as overall administrator for the work of the Association and its staff.

A. The ADOM will counsel with each new employee, discussing the individual's job description thoroughly, interpreting personnel policies, and reviewing salaries and allowances. He will furnish each employee with copies of these materials.

B. The Association maintains an Administrative Team whose responsibilities include: recommending staff policies, salary, and benefit schedules; developing job descriptions; and serving to counsel with those employees who desire this or with whom it becomes necessary - with majority concurrence of the team membership.

### 4. Vacation, Holidays, Convention, Study Leave:

#### A. Vacation:

1. All full-time Staff Assistants will be entitled to two weeks of vacation. After five years of employment they will be entitled to three weeks of vacation. After 10 years of employment they will be entitled to four weeks of vacation.

2. An employee shall be expected to be in the employ of the Association for six months before taking vacation time. After six months, the employee may take one week, and after the completion of the remainder of the year, the other time allowed.

3. As soon as feasible after employment, vacation time will be established on the calendar year basis.

4. Part-time employees will be entitled to one week vacation each year.

5. Accumulative vacation is allowable up to a total of one week upon approval of ADOM.

6. Upon termination, an employee will be paid for any vacation time not taken during that year, including approved accumulative vacation time.

7. Vacation schedules must be approved in advance. Every effort will be made to adhere to the employee's vacation wishes. However, vacation in excess of two (2) weeks at one time will be at the discretion of the ADOM according to the pertinent circumstances.

8. The ADOM will be granted vacation at the rate of 1.5 days for each month of employment not to accrue more than 30 days.

B. Holidays: The Associational Office will observe the following: New Year's Day, President's Day, Good Friday, Easter, Memorial Day, Fourth of July, Labor Day, Thanksgiving (2 days) and Christmas week. When a holiday falls during vacation, the vacation time will be extended one day. If the ADOM feels it is necessary for employees to work on a holiday, he may require this and designate two additional days off. If a holiday comes on a non-working day, the day preceding or following will be observed, at the discretion of the ADOM. Part-time employees will be paid only for holidays they are scheduled to work.

C. Personal Illness: One day per month may be accumulated to a maximum of thirty (30) days for illness (90 days for ADOM). (This provision is to meet genuine need and shall not be understood as additional vacation time). In the event illness exceeds leave time, it will be referred to the Administrative Team. Upon termination of employment, no monetary reimbursement will be given for unused leave.

D. Personal Leave: Each employee is allowed five (5) days of personal leave each year, to be taken in either half day or whole day increments for valid purposes such as visits to the doctor or dentist, personal business, deaths in the family, etc. Leave will be granted by the ADOM.

E. Jury and Witness Duty: An employee will be paid for any time on jury or witness duty, with the understanding that he shall work during any days or parts of days when jury is not in session.

F. Other Work-Related Absences:

Full-time Staff Assistants may be granted opportunity for in-service training which would be beneficial to their professional growth and development. The employees, in consultation with their supervisors, will determine the in-service training desired and submit the request to the ADOM.



## 5. Office Management Policy:

### A. Office Hours:

1. The GBA maintains office hours of 9:30 am - 4:30 pm, Monday through Thursday, certain holidays as prescribed herein are exceptions.
2. The office may be closed at other appropriate times, such as days of Associational meetings, etc.

## 6. Expenses:

In accordance with IRS regulations 1.162-17 and 1.274-5(e), the Association hereby establishes a reimbursement policy for all ministers and employees with the following terms and conditions:

- A. The Association will reimburse only reasonable ministry-related business expenses incurred by a minister or employee. Subject to budget limitations, such expenses will include:
  - ∴ Business use of automobile, up to the current IRS standard mileage rate;
  - ∴ Business travel away from home: transportation, lodging and meals on overnight trips;
  - ∴ Convention conference and workshop expenses;
  - ∴ Educational expenses, if otherwise qualified as an itemized deduction and within IRS limits;
  - ∴ Subscriptions, books, and CDs, if related to ministry or employment;
  - ∴ Entertainment/hospitality expenses, if business connection requirement is met.
- B. The minister or employee will account for each allowable expense in writing at least every 60 days. Documentation will include the amount, date, place, business purpose, and business relationship of each expense. A receipt will accompany the documentation.
- C. The minister or employee will return advances that exceed actual business expenses within 120 days.

Under the accountable reimbursement arrangement the Association will not report reimbursed amounts as taxable income on the minister or employee's W-2.

## 7. Anniversary Recognitions:

- 5th Anniversary 1% of total annual salary remuneration and an appropriate plaque
- 10th Anniversary 2% of total annual salary remuneration and an appropriate plaque
- 15th Anniversary 3% of total annual salary remuneration and an appropriate plaque

20th Anniversary 4% of total annual salary remuneration and an appropriate plaque  
 25th Anniversary 5% of total annual salary remuneration and an appropriate plaque  
*as funds are available*

## 8. Interim:

The Association's Staff may not be employed by churches in an interim capacity.

## 9. Job Descriptions

### Associational Director of Missions (ADOM)

RECRUITED BY: A search committee of five members of the Executive Committee, serving as defined in the Associational By-laws.

EMPLOYED BY: Executive Committee SUPERVISED BY: Administrative Team

PRINCIPLE FUNCTION: To serve as Associational Director of Missions, responsible for leading GBA in accomplishing its mission.

### RESPONSIBILITIES: *MANAGER/LEADER*

1. Provide leadership for GBA in the developing and implementing of a strategy that will fulfill its God-given vision.
2. Coordinate the work of the Association as it seeks to accomplish its goals through a team-based ministry organization.
3. Provide assistance to the Administrative Team of the Association in the management of the Association's Staff Team, office facility, calendaring and budgetary processes, leadership nominations, and credentialing of new church applications.

### *MISSION STRATEGIST*

4. Serve as a Mission Strategist by leading the GBA churches to be on mission, both locally and globally, and provide counsel and support to the churches and their pastoral staff.

### *MINISTER TO THE CHURCHES*

5. Serve as Staff Resource Person to the Association's Healthy Churches Team, working closely with the team leader and members in fulfilling their purpose.

6. Serve as Staff Resource Person to the Pastoral Support Team, working closely with the team leader and its members in fulfilling its purpose. Perform other tasks as assigned by the Administrative Team or Executive Committee.

Ministry Assistant

RECRUITED BY: ADOM

EMPLOYED BY: Administrative Team SUPERVISOR: ADOM

PRINCIPLE FUNCTION: To serve as Ministry Assistant, responsible to perform the administrative tasks related to the work of the ADOM.

RESPONSIBILITIES:

1. Perform the necessary administrative and secretarial tasks related to the on-going work of the ADOM.
2. Assist the ADOM in developing and coordinating the Association's two annual meetings in the spring and fall.
3. Be responsible for the producing of the Association's Newsletter.
4. Be responsible for maintaining the Association's Media Resource Center.
5. Be responsible for preparing and maintaining the Association's Calendar.
6. Be responsible for lawn maintenance and housekeeping at the Mission Center.
7. Assist with processing telephone calls, visitors, and the checking in and out of media resources.
8. Perform other tasks as assigned by the ADOM.

### **SECTION 3**

#### ***USAGE POLICIES***

1. MISSION CENTER USAGE POLICY - The GBA Mission Center is for the use of members of GBA churches only. Requests for use of the building must be made to the Associational office and will be processed on a first-come first-served basis. The following rules apply to individuals who use the building:

a. A deposit of \$100 will be required at the time of reserving the building. This deposit will be returned to the renter if the key is returned within 2 business days and the building is left in proper order. The GBA reserves the right to retain the deposit if the above conditions are not met or a portion of the deposit if repairs and/or cleaning are required. The renter must sign a Renter's Agreement when the key is delivered.

b. A usage fee of \$50 for the first hour or portion thereof and \$25 per hour for additional hours or portions will be collected when the key is returned.

c. The building will be inspected when the key is returned and any damage will be noted and will be the responsibility of the renter for repairs.

d. Churches, Groups, or Organizations wishing to use the building must apply to the Administrative Team for approval. In most cases, there will be no fee charged for use of the building for Churches, Groups and Organizations that are in cooperation with the Georgia Baptist Association. Washington Area Faith In Action and Gideons already meet regularly with no fee charged.

2. EQUIPMENT USAGE POLICY – Churches of the GBA will be allowed to use available equipment on a first come first served basis. All equipment must be reserved in advance with a date needed and a date to be returned. An agreement form must be completed and signed on the date of pick up. Equipment must be returned in a timely manner or a late fee may be charged. ANY EQUIPMENT THAT IS DAMAGED BEYOND USE WILL NEED TO BE REPLACED BY THE CHURCH IMMEDIATELY.

3. EVANGELISM TRAILER USAGE POLICY - The GBA has an evangelism trailer that is available for rent to member churches. A rental fee of \$100 will be required at the time the trailer is picked up. There will be a predetermined time limit that will be agreed upon by those wishing to rent the trailer and written in the agreement to be signed before they are picked up. The GBA will not be responsible for injuries caused by improper use of the equipment. Be sure that your insurance covers the liability before using them.

## SECTION 4

### ***CHILD PROTECTION POLICY***

**Purpose:** The purpose of this policy is to protect the children within the churches of our Georgia Baptist Association (GBA) as they participate in GBA Functions and to protect the children in mission areas where adults from the GBA serve on GBA sponsored events.

**Scope:** This policy covers GBA functions only. It has no bearing on the internal policies or practices of any GBA Church.

The GBA is committed to protecting preschoolers, children and youth from sexual, emotional, and physical abuse. The GBA has a Zero-Tolerance Policy prohibiting any act of sexual, emotional, or physical abuse. The zero-tolerance policy requires of all GBA employees and volunteers the immediate reporting to the GBA child protection designee (current moderator and/or ADOM) of any occurrence or suspected occurrence.

Any paid employee or volunteer who works with children (age 17 or under) will be given the definition of child abuse in writing, as well as the policy on reporting child abuse. All paid employees and volunteers are required to view child abuse prevention video (s) and read the written materials available on the subject to help a worker gain an appreciation for the reality of the concern. The definition and training should help workers identify child abuse in the future, if they see signs of it.

The GBA practices the “two adult” rule, which requires a reasonable number of adult workers to be maintained in each situation involving the supervision of children and youth, but with a minimum of two workers (that are not married to each other or members of the same family) at all times. A married couple or two family members account for only “one” in the “two adult” rule.

The GBA event/ministry leaders supervise on an ongoing basis and make unannounced visits into classes or other sites from time to time.

All paid employees and volunteers will have an application on file that includes a legal release statement allowing the GBA to conduct criminal background check or a “Certification of National Criminal Background Check and Indemnification” Form. The application may include questions pertaining to working with children and/or youth, personal interviews, current address information, former churches, references, and general experience in working with children and/or youth.

A criminal background check will be conducted on all paid employees. A criminal background check will also be conducted on all volunteers having a GBA planned assignment with children and/or youth. Should the results of a background check deem that an individual could not participate in a GBA event, that individual will be notified in person and in writing.

Churches, organizations and/or individuals who utilize GBA facilities or attend GBA sponsored events for children and/or youth must certify that a child protection policy is in place and is being enforced. The policy will include a minimum of a national criminal background check performed within the past year. If a check has been completed, the attached form "Certification of National Criminal Background Check and Indemnification" will be accepted in lieu of having an additional background check.

An identification system will be utilized during GBA events/ministries so that when adults drop off a child they are the same adults or adults' designee who picks up the child.

Definitions:

Child Abuse

Emotional abuse: Occurs when a child's emotional and mental health are not being met.

Neglect: Occurs when a child's needs for food, shelter, clothing, or supervision have not been met.

Physical Abuse: Occurs when someone inflicts visible or invisible bodily harm.

Sexual Abuse: Involves direct or indirect sexual acts or behavior including but not limited to language and audiovisual materials.

Physical and behavioral indicators of abuse/neglect

Wary of others

Clingy (clinging) to others

Uncomfortable with emotions (crying)

Emotionally detached

Extreme changes in behavior when not around parents

Manipulative or controlling/Poor image of self

Delinquent behavior

Self-mutilation, drug and alcohol abuse

Bruises, welts, burns, bite marks, bed wetting, and fractures

Reluctant to change clothes in front of others

Questionable sexual behavior, knowledge beyond the particular developmental age

Promiscuous

Withdrawn, distant

Self-conscious

Obsessively clean  
 Extreme compliance of defiant  
 Anxious  
 Fearful  
 Pain or itching in genital area  
 Injury to genital area

*DISCLAIMER: These indicators are not exhaustive and do not verify actual abuse; however, when observed, they may warrant further investigation. If these indicators are detected, see reporting procedures.*

#### Reporting Protocol

Any suspicion or allegation of abuse and/or neglect of a child by a staff member, family member, or any individuals shall be confidentially reported to the GBA Child Protection designee immediately. Do not treat any suspicion or accusation as frivolous.

The decisions regarding further assessment of any danger, seeking consultation, notification of parent/custody holders, and any further necessary services will be based on the decision of the GBA Child Protection designee following consultation with the ADOM. The GBA will cooperate fully with law enforcement officials in a criminal investigation

Media Communication – The ADOM should handle all press communications related to sexual molestation. All questions and inquiries should be referred to him.

#### Agreement Statement and Signature

All employees and volunteers should sign the following Agreement Statement prior to their work with children/youth in the GBA:

I have read and understand this GBA Child Protection document. I agree to abide by the policy and procedures as detailed in this document.

Print Name \_\_\_\_\_

Employee/Volunteer Signature \_\_\_\_\_

Date signed \_\_\_\_\_

## Section 5

### **CHURCH MULTIPLICATION**

#### OBJECTIVES:

The objective of Church Multiplication is to facilitate the multiplication and establishment of healthy reproducing churches within the GBA.

## PASTORAL ASSISTANCE FUNDING

Because most of the GBA member churches are not able to sponsor a church plant alone, we have established the GBA Church Multiplication Coalition to allow multiple churches, groups and/or individuals to participate in church planting in the following ways:

- Pray for church planting efforts in the Georgia Association.
- Contribute financially to church planting efforts in the Georgia Association.
- Volunteer to assist with church planting efforts in the Georgia Association.
- Provide other resources for church planting efforts in the Georgia Association.

Churches, groups and/or individuals wishing to be a part of the coalition can contact the GBA office at 706-678-7381 or email us at [gbamc@nu-z.net](mailto:gbamc@nu-z.net).

Pastoral Assistance Funding for Church Multiplication Comes from Four Sources:

Funds provided by the GBA Church Multiplication Coalition.

Funds provided by the new church core group.

Funds provided by the Association.

Funds provided by the Georgia Baptist Mission Board through the Church Pastoral Assistance Program.

(These funds are requested for the new church only after the endorsement of the Associational Church Health Team.)

## PASTORAL ASSISTANCE GUIDELINES

*(The following guidelines pertain to any new church or sponsoring church that requests funds from the Church Multiplication Program or from the Georgia Baptist Mission Board Church Pastoral Assistance Program.)*

### Application Guidelines

1. The request must be for a true “church plant.” A church plant is defined as an effort to establish a Southern Baptist congregation in a specific location and among specific people who have not previously been a congregation.

2. The GBA Church Multiplication Coalition will make a formal commitment to provide proper financial support for the church plant pastor. The following is strongly recommended:

a) Salary support that will allow for the church planter to adequately provide for family and housing needs. If the church planter is a full time church planter, then the coalition should consider up to \$ 2000.00 a month for 1 year. If the church planter is bi-vocational, then the coalition should consider up to \$ 1000.00 a month for 1 year.



b) The Association should see that the church planter participates in some type of health insurance program and retirement program.

3. The Association and the church planter will establish a covenant agreement that will describe their relationship and should clarify in writing the expectations and responsibilities of the new church and the Association. It should be signed and dated by all parties.

#### PASTORAL ASSISTANCE APPLICATION

Name of Church/Mission: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Amount of assistance requested: \_\_\_\_\_ per month OR \_\_\_\_\_ lump sum

Signature: \_\_\_\_\_

The following expectations must be met in order for a church to receive assistance from the GBA Church Multiplication Coalition and/or the Georgia Association:

1. The church must commit to giving 3.5% - 5% of its undesignated receipts to the Georgia Association budget monthly.
2. Regular participation in Georgia Association meetings and activities.
3. Provide a copy of the Monthly Report that is required by the Georgia Baptist Mission Board.
4. Communicate with the Associational office when important events are planned for the church/mission and promote Associational events to the congregation.
5. Communicate with the Associational office special needs of the congregation so that we can alert the churches to pray and provide resources as they are available.

#### GBA MEMBERSHIP APPLICATION FORM

Name of Church: \_\_\_\_\_

Address: \_\_\_\_\_

I. For a Church that was a Mission sponsored by a Member Church of the GBA at the time it was organized as a Church.

A. Name of Sponsoring Church \_\_\_\_\_

B. Date Mission Began \_\_\_\_\_

C. Date Church Organized (Attachment A)

D. Date of Church vote to request membership in the Association (Attachment B)

II. For a church that was not sponsored by a Member Church of the Association at the time it was organized as a Church.

A. Church/Mission History (Attachment C)

B. Date of Church vote to request membership in the Association (Attachment B)

III. Statement of Participation and Cooperation

A. To what extent has the Church voted to participate and cooperate with the GBA, Georgia Baptist Mission Board and the Southern Baptist Convention? (Attachment D)

B. Are the following Mission Programs included in the Church budget?

Associational Missions Yes/ Not Yet/ % of Budget.

Cooperative Program Yes/ Not Yet/ % of Budget.

Other Mission support by the Church . \_\_\_\_\_

IV. Church Constitution and By-Laws (Attachment E)

We, the undersigned, affirm this application has been read to the Church and approved.

\_\_\_\_\_  
Pastor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
Date

LIST OF REQUIRED ATTACHMENTS for  
GBA MEMBERSHIP APPLICATION FORM

ATTACHMENT A:

Copy of Sponsoring Church Meeting Minutes recording the vote authorizing the Mission to organize as a Church.

ATTACHMENT B:

Copy of the Church Meeting Minutes recording the vote to request membership in the GBA.

**ATTACHMENT C:**

Narrative that provides a brief history of the Church and/or Mission (including the circumstances of the organization.)

**ATTACHMENT D:**

Narrative statement that explains the extent the Church has voted to participate and cooperate with the GBA, the Georgia Baptist Mission Board and the Southern Baptist Convention.

**ATTACHMENT E:**

Copy of the Church Constitution, By-Laws, and Church Covenant.

**SECTION 6*****GENERAL OFFICERS - DUTIES***

The duties of the Moderator, Vice-Moderator, Clerk and Treasurer are stated specifically in the Constitution/By-Laws and are not a part of this manual.

**SECTION 7*****TEAM-BASED ORGANIZATION*****ACTS 1:8 Team:**

Purpose: To serve in partnership with churches to assist them in pursuing a deeper relationship with God through prayer and to be on mission with Him through evangelism and participating in missions opportunities.

**ADMINISTRATIVE Team:**

Purpose: To guide the Association in its day-to-day operations. This includes the areas of finance, nominations, personnel, property, calendar, documents, and credentials.

**CHURCH HEALTH Team:**

Purpose: To initiate the start or re-start of healthy, growing and multiplying churches to reach the lost and unchurched people in our Association. To serve the Association by partnering GBA churches together to assist one another in developing and implementing strategies in these areas of Church Health: Reaching, Growing, Multiplying and Revitalizing.

**FACILITIES Team:**

Purpose: To insure that the facilities of the GBA are maintained and repaired in a timely manner.

**PASTORAL SUPPORT Team:**

Purpose: To help pastoral staff experience personal and ministry well-being through encouraging the practice of spiritual disciplines. Providing opportunities for skill development, helping pastors prevent and deal with crises, and educate the churches as to how to care for and encourage pastoral staff.

**PRAYER AND SPIRITUAL AWAKENING Team:**

Purpose: To meet monthly for prayer and contact all prayer coordinators in their district for prayer concerns. Plan and publicize at least one evangelistic event for the Association each year. Team should be composed of Christians who are committed to prayer both in their church and private life.

**STUDENT MINISTRIES Team:**

Purpose: To promote awareness for the need to reach and keep the next generation in our churches. Plan regular Associational events to encourage the next generation to develop a deeper personal relationship with Jesus. Help churches develop a strategy to reach the next generation in their communities. Provide training opportunities for student ministry workers.

**SECTION 8*****FINANCIAL POLICIES*****Purpose:**

These Financial Policies are tools to help the association comply with increasing federal and state government guidelines in operating nonprofit organizations. Financial policies can help avoid conflicts by providing well-written and understandable policies on financial matters. Also, financial policies help establish a clear Biblical basis in handling the financial resources God has provided.

**Adoption and Amendments:**

Financial policies are not included in the constitution or by-laws, but is part of the Policies and Procedures Manual. The financial policies were adopted by a majority vote of the Executive Committee. These financial policies can be amended, deleted, or added by a simple majority vote at any regularly scheduled business conference. The Association empowers the Administrative Team to adopt or revise designated fund policies.

### Biblical Basis

“Having land, sold it, and brought the money, and laid it at the apostles' feet.” Acts 4:37 (KJV) The financial responsibility of the church is to be a wise steward of the resources God has entrusted to this fellowship. The Association is accountable to its membership to make sure the resources are handled with the highest level of trust and integrity as possible. Ultimately, the Association is responsible to God for the stewardship of its funds. If a financial conflict arises, the instruction in Matthew 18 should be followed as a guiding principle.

### Unrestricted or General Offering Gifts

Member churches are encouraged to support the ministry of the Association through suggested gifts of 3.5% of their undesignated offerings to the general operating budget of the Association. The general operating budget is a comprehensive spending plan for the Association's ministries.

### Reimbursement Gifts

When an individual purchases an item from the Association in which he receives something in return other than intangible religious benefits, the Association will not give him a contribution credit. Reimbursement gifts will include, but are not limited to, ministry books, sermon tapes, etc. Reimbursement gifts are credited back to specific budget line items that incurred the expense.

### Restricted or Designated Gifts

Individuals and churches can give designated gifts for the ministry of the Association. However, the designated fund must be established before the Association receives the cash or cash equivalent designated gift.

If the designated gift is a gift of property, not cash or cash equivalent, then the Association or Administrative Team reserves the right to use the property for the purpose of the Association. The Association or Administrative Team will try to honor the intention of the donor, but the Association or Administrative Team reserves the authority to use or dispose of the property that best fosters the Association's ministry.

The process of establishing a designated fund by the Association:

Any member of the Association may request the establishment of a designated fund. The Administrative Team must approve the establishment of the requested designated fund.

Before the Association accepts a contribution for the designated purpose, the designated fund must be approved.

If the Administrative Team fails to approve a request for a designated fund, the designated fund cannot be established and the Association will not receive any money towards that purpose.

A list of contributors and their contributions is maintained for Internal Revenue Service record-keeping requirements

The designated fund must meet the following written requirements by the Administrative Team or Association:

The purpose of the fund and how it furthers the mission of the Association must be stated.

The procedure on how the fund will be spent.

The procedure on how the fund can be closed.

The procedure to disperse any money left in the fund after the fund is closed.

### *Building and Grounds Fund*

The GBA, in exercise of its religious purposes, has established a building and grounds fund to maintain the building, grounds, and equipment. The Association welcomes contributions to the fund. The administration of the fund, including all disbursements, is subject to the control and discretion of the Facilities Team or Administrative Team. The Team may consider recommendations from anyone, but in no event is the Team bound in any way to honor the recommendations. Donors will not be permitted to recover a contribution on the grounds that the Team failed to honor the donor's recommendation. The Association recognizes that planning for future needs is a practice of good stewardship and has established this fund as an ongoing fund. Should at any time in the future the Association vote to close this fund, all money in the fund at that time will go in the general budget of the Association.

### *Property Fund*

The GBA, in exercise of its religious purposes, has established a property fund to provide for the future needs of the Association for major repairs, major remodeling, expansion, or construction of facilities for the Association. The Association welcomes contributions to the fund. The administration of the fund, including all disbursements, is subject to the control of the Facilities Team or Administrative Team. The Team may consider recommendations from anyone, but in no event is the Team bound in any way to honor the recommendations. Donors will not be permitted to recover a contribution on the grounds that the Team failed to honor the donor's recommendation. The Association recognizes that planning for future needs is a practice of good stewardship and has established this fund as an ongoing fund. Should at any time in the future the Association vote to close this fund, all money in the fund at that time will go in the general budget of the Association.

### *Missions Fund*

The GBA, in exercise of its religious purposes and mission, has established a missions fund to provide resources for the Association, church members, or other worthy persons or organizations spreading the gospel of Jesus Christ. The fund can also provide resources to church members or other worthy individuals for short-term mission trips/projects or support of long-term missions. The Association welcomes contributions to the fund. Applications for funds should be completed by the Pastor or clerk and mailed to the Association office. International Mission trip grants will be limited to \$500.00 per trip per church not to exceed two trips in a calendar year. The administration of the fund, including all disbursements, is subject to the control and discretion of the Acts 1:8 Team or Administrative Team. The Acts 1:8 Team may consider recommendations from anyone, but in no event is the Team bound in any way to honor the recommendations. Donors will not be permitted to recover a contribution on the grounds that the Team failed to honor the donor's recommendation. The Association recognizes that planning for future needs is a practice of good stewardship and has established this fund as an ongoing fund. Should at any time in the future the Association vote to close this fund, all money in the fund at that time will go in the general budget of the Association.

#### *Love Offering Fund*

The GBA, in exercise of its religious and charitable purposes, has established a love offering fund to honor laborers in the field with a financial gift. The Association welcomes contributions to the fund. However, the love offering will be considered taxable income to the recipient that is not an IRS recognized 501(c)3 organization. The administration of the fund, including all disbursements, is subject to the exclusive control and discretion of the Administrative Team. The Administrative Team may consider recommendations from anyone, but the Team is not bound in any way to honor the recommendations. Donors will not be permitted to recover a contribution because the Team failed to honor the donor's recommendation. The Association recognizes that the love offering fund is part of the continuing mission of the Association and has established this fund as an ongoing fund. Should at any time in the future the Association vote to close this fund, all money in the fund at that time will go in the general budget of the Association.

#### *WMU Fund*

The GBA, in exercise of its religious purposes, has established the WMU Fund for the purpose of funding WMU mission projects and special events put on by the WMU for the purpose of training and encouraging the women of our association. The Association welcomes contributions to the fund. The administration of the fund, including all disbursements, is subject to the control and discretion of the Administration Team or Association with recommendations coming from the Associational WMU Leadership Team. Donors will not be permitted to recover a contribution on the grounds that the Team failed to honor donor's recommendation. The Association recognizes that planning for future

needs is a practice of good stewardship and has established this fund as an ongoing fund. Should at any time in the future the Association vote to close this fund, all money in the fund at that time will go in the general budget of the Association.

#### *Retreat Fund*

The GBA, in exercise of its religious purposes, has established the Retreat Fund for the purpose of funding retreats for training and encouraging through the Association. The Association welcomes contributions to the fund. The administration of the fund, including all disbursements, is subject to the control and discretion of the Administration Team or Association with recommendations coming from the Healthy Churches Team or other teams. Donors will not be permitted to recover a contribution on the grounds that the Association failed to honor donor's recommendation. The Association recognizes that planning for future needs is a practice of good stewardship and has established this fund as an ongoing fund. Should at any time in the future the Association vote to close this fund, all money in the fund at that time will go in the general budget of the Association.

#### *Disaster Relief Fund*

The GBA, in exercise of its religious purposes, has established the Disaster Relief Fund for the purpose of funding a disaster relief unit and/or responding to Disaster Relief requests through the Association. The Association welcomes contributions to the fund. The administration of the fund, including all disbursements, is subject to the control and discretion of the Administration Team or Association with recommendations coming from the Disaster Relief Team or other teams. Donors will not be permitted to recover a contribution on the grounds that the Association failed to honor donor's recommendation. The Association recognizes that planning for future needs is a practice of good stewardship and has established this fund as an ongoing fund. Should at any time in the future the Association vote to close this fund, all money in the fund at that time will go in the general budget of the Association.

#### *New Church Development Fund*

The GBA, in exercise of its religious purposes, has established the New Church Development Fund. This fund provides assistance to new church starts and/or church revitalization projects. The Association welcomes contributions to the fund. The administration of the fund, including all disbursements, is subject to the control and discretion of the Church Health Team or Administrative Team. Donors will not be permitted to recover a contribution on the grounds that the Association failed to honor donor's recommendation. The Association recognizes that planning for future needs is a practice of good stewardship and has established this fund as an ongoing fund. Should at any time in the future the Association vote to close this fund, all money in the fund at that time will go in the general budget of the Association.



### *Penfield Addiction Ministries Fund*

The GBA, in exercise of its religious purposes, has established the Penfield Addiction Ministries Fund. The Association welcomes contributions to the fund that will directly benefit Penfield Addiction Ministries. All contributions to this fund will be sent directly to Penfield Addiction Ministries at the earliest possible time. Donors will not be permitted to recover a contribution on the grounds that the Association failed to honor donor's recommendation.

The Association recognizes that planning for future needs is a practice of good stewardship and has established this fund as an ongoing fund. Should at any time in the future the Association vote to close this fund, all money in the fund at that time will go in the general budget of the Association.

### *Designated Ministry Fund*

The GBA, in keeping with its religious purposes and mission, has established a designated ministry fund to provide resources for member churches and various ministries as needed above available budget funds. Such resources include, but are not limited to, the following: VBS material, books, Bibles, tracts, Bible studies, etc. The GBA welcomes contributions to the fund as reimbursements or donations. The administration of the fund, including all disbursements, is subject to the availability of funds and under the exclusive control and discretion of the Admin Team. Donors will not be permitted to recover a contribution on the grounds that the Association failed to honor the donor's recommendation. Should at any time in the future the Association vote to close this fund, all money in the fund at that time will go in the general budget of the Association.

### *Evangelism Trailer Fund*

The GBA, in keeping with its religious purposes and mission, has established an Evangelism Trailer Fund to provide resources for the operation of the evangelism trailer ministry of the GBA. The GBA welcomes contributions to the fund as reimbursements or donations. The administration of the fund, including all disbursements, is subject to the availability of funds and under the exclusive control and discretion of the Acts 1:8 Team or Admin Team. Donors will not be permitted to recover a contribution on the grounds that the Association failed to honor the donor's recommendation. Should at any time in the future the Association vote to close this fund, all money in the fund at that time will go in the general budget of the Association.

### *Christian Camp Grant Fund*

The GBA, in exercise of its religious purposes, has established the Christian Camp Grant Fund. This grant is for cooperating churches that are sending their children (grades completed third through completed twelfth) to a Christian camp during the calendar year. Application for the Christian Camp Grant must be made by the Pastor/Ministry Leader/Church Clerk from a cooperating church of the Association, one application per calendar year per church. The grant will be \$10 per child (completed grades 3-12) with a maximum of \$200 per church. The Association welcomes contributions to the fund. The administration of the fund, including all disbursements, is subject to the control and discretion of the Administration Team or Association with recommendations coming from the Christian Camp Grant Team or other teams. Donors will not be permitted to recover a contribution on the grounds that the Association failed to honor donor's recommendation. The Association recognizes that planning for future needs is a practice of good stewardship and has established this fund as an ongoing fund. Should at any time in the future the Association vote to close this fund, all money in the fund at that time will go in the general budget of the Association.

## Christian Camp Grant Application

Church Name \_\_\_\_\_  
 Date (s) of Camp \_\_\_\_\_  
 Name of Camp \_\_\_\_\_  
 How many students attended the camp? \_\_\_\_\_  
 How many hours of Bible Study did they have? \_\_\_\_\_  
 How many decisions were recorded? \_\_\_\_\_  
 Your Name \_\_\_\_\_  
 Today's Date \_\_\_\_\_  
 What is your position with the church? \_\_\_\_\_  
 Email address \_\_\_\_\_  
 Phone or other contact \_\_\_\_\_

This is an application for reimbursement from our Christian Camp Grant fund. The deadline for application is August 1. The Grant will provide \$10.00 per student who attends a Christian Camp with a limit of \$200.00 per member church. Churches must be members of the GBA to apply. If the requests exceed the amount of funds available, then the funds will be divided equally among applicants.

The Association supports and accepts the national, state, and associational special offerings promoted by the Southern Baptist Convention, the Georgia Baptist Mission Board, and the GBA. These designated contributions will be dispensed within sixty days after the collection of the offering has ceased.

#### *Fiscal Year*

The GBA fiscal year shall begin January 1 and will conclude December 31.

#### *Budget Presentation*

The Administrative Team will present a budget for adoption at least one month before January 1.

#### *Financial Records*

The Association will be responsible for maintaining adequate financial records. The Administrative Team will develop a backup system to maintain adequate record keeping requirements. Members can request to review financial records by submitting a written request to the Administrative Team. The Administrative Team will make the financial records available with a valid request only. The Administrative Team will determine which requests are valid. The Association financial records or Association financial records copies will not be removed from the Association premises without the Administrative Team's approval.

#### *Financial Reports*

Monthly financial reports of expenditures and receipts shall be made available. A summary financial report should be prepared for the Association at the Annual Fall Meeting.

#### *Review of Financial Records*

The financial records of the Association shall be reviewed annually by at least a three member ad hoc Team appointed by the Administrative Team. If the ad hoc Team has a concern over the financial records, then a qualified accountant will be employed to help resolve the concern.

#### *Disbursement of Funds*

The treasurer and other designated individuals shall be responsible for the disbursement of funds according to the budget adopted by the Association. The treasurer can overspend any budget line item with the approval of the Administrative Team. Two signatures are required for the disbursement of funds except for online banking transactions. Funds shall not be disbursed without an adequate receipt or invoice being provided by the individual or ministry requesting the funds. Normally, requests for funds should be given at least one week in advance.

#### *Contribution Credit Statements*

If requested, contribution credit statements will be provided to each donor.

#### *Bank Accounts*

The treasurer in consultation with the Administrative Team will be authorized to open and close bank accounts under the control and authority of the Association. Only bank accounts controlled by the Association may be allowed to use the Association's federal identification number.

#### *Reserve Funds*

The goal of the Association will be to maintain two months of reserve funds to be used in the case of emergency or temporary budget shortfall.

#### *Property and Casualty Insurance*

The Association will insure the property at the current replacement cost value, not fair market value. At least every two years, the Administrative Team should review the current property and casualty insurance coverage. The Facilities Team should conduct a safety tour annually.

#### *Credit/Debit Card Usage Policy*

When goods and services are bought for the Association, the vendor should be requested to bill the Association so payment can be made directly to the vendor. This is especially important for large purchases since it will allow the Administrative Team to arrange to make incremental payments when needed.

Credit/debit cards may be made available to staff members with the Administrative Team's approval. These cards are to be used only for purchases for use by the Association. Sales receipts or charge tickets must be submitted to the treasurer. Payment will be made directly to the credit card company. Sales receipts or charge tickets must be submitted in a timely manner so as to avoid late charges. Late charges incurred because of late submittal will be the personal responsibility of the individual.

#### *Accountable Reimbursement Policy*

In accordance with IRS regulations 1.162-17 and 1.274-5(e), the Association hereby establishes a reimbursement policy for all ministers and employees with the following terms and conditions:

The Association will reimburse only reasonable ministry-related business expenses incurred by a minister or employee. Subject to budget limitations, such expenses will include:

- Business use of automobile, up to the current IRS standard mileage rate;
- Business travel away from home: transportation, lodging and meals on overnight trips;
- Convention conference and workshop expenses;

Educational expenses, if otherwise qualified as an itemized deduction and within IRS limits;  
Subscriptions, books, and tapes, if related to ministry or employment;  
Entertainment/hospitality expenses, if business connection requirement is met.  
The minister or employee will account for each allowable expense in writing at least every 60 days. Documentation will include the amount, date, place, business purpose, and business relationship of each expense. A receipt will accompany the documentation. The minister or employee will return advances that exceed actual business expenses within 30 days.

Under this accountable reimbursement arrangement the Association will not report reimbursed amounts as taxable income on the minister or employee's W-2.

### *GENERAL GUIDELINES*

1. The ADOM, in consultation with the Administrative Team, shall be responsible to the Executive Committee for overseeing the processing of all Associational monies.
2. The bookkeeper shall post all funds as per the Association's financial policies and procedures. A report of all funds shall be made available to the ADOM monthly and for each Administrative Team and Executive Committee meeting.
3. The ADOM, in consultation with the Administrative Team, shall oversee the invested monies of the Association and be responsible for the appropriate use of such interest and appreciation as may occur from those funds.
4. The Executive Committee will approve any new investment programs.
5. The financial records and accounts of the Association shall be reviewed annually and examined by an accountant each third (3rd) year.
6. All checks for Associational activities, events, programs, or ministries, are to be made payable to Georgia Baptist Association.

### *BUDGET FUNDS:*

1. The ADOM, in consultation with the Administrative Team, is responsible for planning and administering the annual budget of the Association.
2. All "undesignated" receipts shall be interpreted as being for the Budget General Fund.
3. "Designated" monies for budgeted accounts shall not be allowed.

4. Expenses for budgeted programs or events shall be charged only to the appropriate programs involved.

5. There shall be written documentation of any financial agreements with outside agencies (such as NAMB, Lifeway, State Convention).

#### NON-BUDGET FUNDS:

1. All projects and proposals, which require funding not provided for in the budget, shall be submitted to the ADOM or Administrative Team “prior” to presenting to the Executive Committee for approval.

2. “Designated” monies for approved non-budget items shall be accepted, and placed in a non-budget account. The Administrative Team reserves the right to decline any designated monies that are not, in their judgment, in the best interest of the Association.

3. The ADOM, in consultation with the Administrative Team, will handle the following:

- a) Allocation of interest income earned on fund balances,
- b) Reallocation of designated fund balances remaining after a project is completed,
- c) Distribution of a designated account deficit where project expenditures exceeded the deposits.

#### EXPENDITURES:

1. The ADOM, in consultation with the Administrative Team, shall see that expenditures are consistent with budget allocations as approved by the Association. Appropriate documentation (invoices, receipts, etc.) are to be submitted within fifteen (15) working days of purchase and/or conclusion of the event.

2. The ADOM may authorize non-budgeted fund requisitions for emergencies up to \$1,000.00. Approval of requisitions over \$1,000.00 must be made in consultation with the Administrative Team or Executive Committee.

3. Reimbursement for approved job related travel expenses outside the Association shall be reimbursed at the current IRS regulation for automobile or economy airfare, whichever is the least. Lodging and meals, if incurred, will also be included in the reimbursement. An expense report must be completed.

4. Any employee using Associational materials (postage, paper, copies, stamps, long distance calls, etc.) for personal use shall reimburse the Association at the time of use.

5. Except in cases of emergency, all checks will require dual signatures. The following persons are authorized to sign checks for the Association:

1) Treasurer 2) ADOM and others as designated by the Administrative Team.

(Any exceptions to these Financial Policies and Procedures require the approval of the ADOM, Administrative Team, or Executive Committee.)

## **SECTION 9**

### ***SEXUAL HARASSMENT POLICY***

#### *Purpose*

All employees of the Association have the right to work in an environment free from all forms of illegal discrimination and conduct which can be considered harassing, coercive, or disruptive, including sexual harassment. The position of the Association is that sexual harassment is a form of misconduct that undermines the integrity of the employment relationship.

#### *Responsibility*

It is the responsibility of the Administrative Team and each employee to ensure full compliance with this policy.

#### *Definition*

Unwelcome sexual advances, requests for sexual favors, and other verbal and physical conduct of a sexual nature constitute sexual harassment when

Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment.

Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or

Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

#### *Policy*

No employee, whether male or female, shall be subject to unsolicited and unwelcome sexual overtures or conduct, either verbal or physical.

Sexual harassment shall not include occasional and appropriate compliments of a socially acceptable nature.

Sexual harassment does refer to behavior that is not welcome, that is personally offensive, that debilitates morale, and that, therefore, interferes with work effectiveness. Such behavior may result in disciplinary action up to and including dismissal.

#### *Complaints Procedure*

Complaints of sexual harassment should be brought to the attention of the Administrative Team.

The employee is also free to make the complaint directly to any supervisory personnel. Supervisory personnel receiving a complaint of sexual harassment shall immediately contact the Administrative Team or ADOM.

After notification of the employee's complaint, a confidential investigation will be initiated immediately by the Administrative Team.

After the investigation has been completed, a determination will be made regarding the resolution of the complaint by the Administrative Team.

The Association will cooperate fully with law enforcement officials in a criminal investigation.

#### *Non-Retaliation*

This policy prohibits retaliation against employees who bring, in good faith, sexual harassment charges or assist in the investigation of such charges. Any such employee shall not be adversely affected in terms and conditions of employment, nor discriminated against or discharged because of such activity.

#### *Non-Employees*

In addition to the above, any complaints of sexual harassment by a member or non-member against another member, non-member, or employee shall be reported and investigated in the same manner as stated in this sexual harassment policy. The Administrative Team shall handle any complaints of sexual harassment by non-employees.