**NELSON BAPTIST ASSOCIATION, INC.**

CONSTITUTION, POLICIES, AND PROCEDURES

**ARTICLE I: THE NAME**

The name of this body shall be the NELSON BAPTIST ASSOCIATION, INC.

***ARTICLE II: PURPOSE***

Section 1: MISSION STATEMENT

 The Nelson Baptist Association of Southern Baptist Churches exists to strengthen local churches so that they glorify Jesus Christ and demonstrate His love by fulfilling the Great Commission.

Section 2: VISION STATEMENT

 Strengthening Churches, Sharing Christ’s Love

***ARTICLE III: STATEMENT OF FAITH***

The Nelson Baptist Association accepts the Scriptures as its final authority for faith and practice. This Association of churches adheres to the Declaration of Faith commonly known as *The Baptist Faith and Message,* adopted by the Southern Baptist Convention in 2000.

***ARTICLE IV: MEMBERSHIP AND PRIVILEGES***

Section 1: STATEMENT OF MEMBERSHIP

The Nelson Baptist Association accepts churches as either “full members” or “associate members” to participate in the work and ministry of our local association. Any church (full or associate member) affiliated with the Nelson Baptist Association will be required to show an affirmation of the Baptist Faith and Message 2000. However, it is not required that the Baptist Faith and Message 2000 be formally adopted by an affiliated church if the church’s own adopted Statement of Faith is a similar baptistic statement.

~~Section 1~~ Section 2: FULL MEMBERSHIP

The term “full members” of the Nelson Baptist Association will refer to those churches which are able affirm the Baptist Faith and Message 2000 and are in friendly cooperation with the Southern Baptist Convention.

1. Any church desiring full membership in this association shall petition the Administrative Team at least three (3) months before the annual session of the association by letter, furnishing satisfactory evidence of sound doctrine and orderly practice and declaring her intentions to cooperate with this body. The Administrative Team shall make a recommendation about the petition at the annual meeting of the association. When a petition for membership has received approval by a vote of two-thirds (2/3) of the messengers present and voting at the annual meeting of the association, the moderator shall declare the church received and her messengers seated.

2.Members of a full member church will be invited to attend the Annual Meeting of the Nelson Baptist Association and other business meetings but only those nominated as messengers would have voting rights (See ARTICLE IV: Section 3).

3.Members of a full member church can serve as team leaders, assistant team leaders, an officer of the association and/or a member of the administrative team. They are also encouraged to attend and participate in ministry teams as they are available and interested.

4.Full member churches are required to be a financial contributor to the Nelson Baptist Association and can apply for support, services, and grant funds from the ministry teams of the Nelson Baptist Association.

~~Section 2~~ Section 3: ELECTING OF MESSENGERS FOR FULL MEMBER CHURCHES

This association shall be composed of messengers from full member churches of the association. These messengers are elected from their membership to the duly called associational meetings as follows:

1.Each full member church shall be entitled to two (2) messengers for the first fifty (50) members.

2.For each additional twenty-five (25) members, or major portion thereof, each full member church may choose one (1) messenger up to twenty (20) messengers.

3.In addition to the number of messengers a full member church is allowed by its membership, it is to be noted that all pastors of full member churches and team leaders, assistant team leaders, members at large of the Administrative Team, and officers of association are considered messengers.

Section 4: ASSOCIATE MEMBERSHIP

The term “associate members” of the Nelson Baptist Association will refer to those churches which are able to affirm the Baptist Faith and Message 2000 but are not in friendly cooperation with the Southern Baptist Convention.

1. Any church desiring associate membership in this association shall petition the Administrative Team of the association by letter, furnishing satisfactory evidence of sound doctrine and orderly practice and declaring her intentions to cooperate with this body. The Administrative Team, after due investigation, shall approve or disapprove the inquiring church’s petition.

2.Members of an associate member church will be invited to attend the Annual Meeting of the Nelson Baptist Association and other business meetings but will not be able to nominate messengers with voting rights.

3.Members of an associate member church can attend and participate in ministry teams but cannot serve as an officer of the association.

4.Associate member churches are required to be a financial contributor to the Nelson Baptist Association and can apply for support, services, and grant funds from the ministry teams of the Nelson Baptist Association.

~~Section 3~~ Section 5: REMOVAL OF MEMBERSHIP

Although as an associated body, we utterly disclaim all power over churches, so far as it respects interference with their independence and discipline, yet, we deem it our privilege to judge for ourselves the propriety of continuing in our union any church (full or associate members) that (1) has become unscriptural in her doctrine and/or disorderly in her practice or (2) shall neglect sending any communication to this association for the space of two (2) years. Upon recommendation of the Administrative Team, after due investigation, at the annual session this association may withdraw fellowship and membership from ~~such~~ any full member church by two-thirds (2/3) vote of the messengers present and voting. After due investigation, the Administrative Team may withdraw fellowship and membership from any associate member church by two-thirds (2/3) vote of its members present and voting.

***ARTICLE V: OFFICERS AND MEETINGS***

Section 1: OFFICERS

The officers of the Nelson Baptist Association shall be: Moderator, Moderator-Elect, Clerk, Treasurer, and Assistant-Treasurer. Officers must be a member in good standing of a church that is a full member of the Nelson Baptist Association.

Section 2: ELECTION AND TENURE

The Association shall elect at each Annual Meeting the Moderator, Moderator-Elect, Treasurer, Assistant-Treasurer, and Clerk. The Administrative Team shall submit a list of nominations for these offices. Should additional nominations for any of these offices be offered from the floor, election for that office shall be by ballot. All nominees must be asked, be willing to serve, and capable of carrying out the duties of the office before being nominated. The elected officers shall assume office immediately following the Annual Meeting and serve through the close of the next Annual Meeting.

At the conclusion of his term the Moderator shall not be eligible to serve as either the Moderator or the Moderator-Elect until the period of one year has passed. The Clerk, Treasurer, and Assistant-Treasurer may be elected to succeed themselves in their offices without limit.

If a vacancy should occur in any of these offices, upon nomination by the Administrative Team, the Executive Board shall elect a nominee to fill the unexpired term.

Section 3: DUTIES

The Officers of the Association will serve as the Trustees of the Association. Further duties of the officers of the Association shall be found in the Association's Policies & Procedures Manual.

Section 4: REMOVAL

Any officer or leader elected or appointed by the Association may be removed by a two-thirds vote of the Executive Board, whenever in its judgment the best interests of the Association would be served, provided advance notice of at least seven days has been given with the purpose of the meeting clearly stated in that notice.

Section 5: MEETINGS

This Association shall meet at least annually at an agreed upon time and place. Business conducted at the Annual meeting shall include, but not be limited to, election of officers, an adoption of the association’s budget for the upcoming year, vote on any petitioning churches, and team reports. Upon vote of the Executive Board, special meetings of the Association shall be called by the Moderator or the Administrative Team. Through its leadership and teams the Association shall hold such meetings as are necessary to the achievement of its goals and objectives. These meetings, as far as practical, shall be announced annually in a calendar of activities. In cases of necessity, the Executive Board shall have power to change the stated time and/or place of regular and called meetings of the Association.

Section 6: QUORUM

Duly elected messengers in attendance at the meetings of the association shall constitute a quorum.

***ARTICLE VI: EXECUTIVE BOARD***

Section 1: EXECUTIVE BOARD

The Nelson Baptist Association shall have an Executive Board, which shall carry on the work of the Association between sessions, with all the powers of the Association vested in it. The Executive Board shall always act in strict accordance with the Constitution of the Association, always respecting the independence of the local churches.

Section 2: MEMBERSHIP

The Executive Board shall be composed of the Officers of the Association, the Team Leaders and Assistant Team Leaders from each of the Ministry Teams of the Association, members at large of the Administrative Team, the pastors of the full member churches represented in the membership of the Nelson Baptist Association, including recognized church plants, and one lay member from each full member church elected by that church. Each full member church may provide an alternate who is able to serve when either the pastor or lay member is absent.

Section 3: OFFICERS

The Officers of the Association will serve as the Officers of the Executive Board.

Section 4: MEETINGS

The Executive Board shall hold regular meetings at such times and places as may be agreed upon. The Moderator or the Administrative Team may call for extra meetings, but only matters stated in the call may be acted upon.

Section 5: QUORUM

Duly delegated members who attend the regular or extra meetings of the Executive Board shall constitute a quorum.

Section 6: EMPLOYEES

Employees of the Association or its agencies shall not be recognized as voting members.

***ARTICLE VII: LEADERSHIP AND TEAMS***

The Nelson Baptist Association shall have such leaders and teams as it may from time to time deem necessary. The length of service of these leaders and teams depends on the length of time it takes to accomplish their assigned tasks. Thus teams and positions can be disbanded when their assignments are completed. The Administrative Team is responsible for creating such positions, teams, assignments and the filling and disbanding of those positions in accordance with the procedures outlined below or in the Policies & Procedures Manual of the Association.

Section 1: QUALIFICATIONS

Only persons from churches represented in the full membership of the Association, including recognized church plants, are eligible to serve as a Team Leader or Assistant Team Leader on the ~~leadership~~ ministry teams of the Association. Members of full member and associate member churches can attend and participate in ministry teams. However, members of an associate member church cannot serve as a Leader or Assistant Team Leader on the ministry teams of the Association.

Section 2: ELECTION OF LEADERS

The team leaders shall be elected by the Association in its Annual Meeting or at an appropriate Executive Board meeting if a vacancy or need arises. The Administrative Team shall submit a list of nominations for these positions. Additional nominations for any of these positions may be offered from the floor. All nominees must be asked, be willing to serve, and capable of carrying out the duties of the position before being nominated. Elected leaders shall assume office at the appropriate interval in the association’s calendar. Leaders and members of the teams may succeed themselves in office without limit.

Section 3: DUTIES

The duties of the Team Leaders, Assistant Team Leaders, and Ministry Teams shall be found in the Policies & Procedures Manual of the Association.

Section 4: REMOVAL

Any officer or leader elected or appointed by the Association may be removed by a two-thirds vote of the Executive Board, whenever in its judgment the best interests of the Association would be served, provided advance notice is given by the Administrative Team of at least seven days prior to the meeting in which such removal would be discussed.

***ARTICLE VIII: ADMINISTRATIVE TEAM***

The Administrative Team will consist of the Associational Mission Strategist (who is a non-voting Ex-Officio member), the Moderator, the Moderator-Elect, the Treasurer, the Assistant-Treasurer, the Clerk, the Team Leaders (or the Assistant Team Leaders if the Team Leader can not be present) of each of the teams serving in the association, and two members-at-large who each serve a two-year rotating term ending on alternate years. At the conclusion of their term the members-at-large shall not be eligible to serve as a member-at-large again until the period of one year has passed.

“Ministerial staff, directors, and/or associates” who are serving on the Association staff, whether paid or not, are ex-officio members of this team. Other employees of the Association cannot be members of the Administrative Team. The Associational Mission Strategist will serve as facilitator of this team. In his absence the Moderator of the Association will serve as facilitator.

The Administrative Team is directly responsible to the Executive Board and ultimately to the Association as a whole. This team will serve as an advisor to the Associational Mission Strategist, office personnel, and other staff members in making decisions and will meet as needed and agreed upon by the team. This team will help guide the Association in its day-to-day operations, including the areas of finance, personnel, property, nominations, documents, credentials, planning of meetings, etc.

The Administrative Team will serve as the credentials committee of the Association.

Further explanation of the duties and responsibilities of the Administrative Team is found in the Association's Policies & Procedures Manual.

***ARTICLE IX: STAFF***

This Association shall have such staff as it may from time to time deem necessary and useful. A copy of the job description for any staff shall be placed in the Association's Policies & Procedures Manual.

Section 1: ASSOCIATIONAL MISSION STRATEGIST

This Association, if it so chooses and the available resources justify, shall have as its chief executive officer an Associational Mission Strategist, whose qualifications and responsibilities shall be determined by the Executive Board. He shall be elected by the Executive Board upon nomination by a special search committee of five members, who shall be nominated by the Administrative Team and approved by the Executive Board.

Section 2: OTHER STAFF

This Association shall have such Ministerial or Associate staff members as, in the judgment of the Executive Board, are needed and available resources justify. These staff members shall be elected by the Executive Board upon recommendation of the Administrative Team.

 Staff assistants may be employed by the Administrative Team.

***ARTICLE X: RULES OF ORDER***

Robert’s Rules of Order, as revised, shall govern questions of parliamentary procedure for this body and its Executive Board.

***ARTICLE XI: AMENDMENTS***

This Constitution may be altered or amended by consent of two-thirds (2/3) of the messengers present and voting at any annual meeting provided that three (3) months written notice of the proposed change has been given to all full member churches.

***Policies and Procedure Manual***

1. Administrative Team
2. General Officers – Duties
	1. Moderator
	2. Moderator Elect
	3. Clerk
	4. Treasurer
	5. Assistant Treasurer
3. Ministry Teams
	1. General Guidelines
	2. Area of Responsibility
4. Ministry Teams Guidelines and Protocols
	1. Church and Community Ministry Team
	2. Church Evangelism Team
	3. Church EquippingTeam
5. Ministry Teams Forms
	1. Funding Request and Action Form
	2. Accountability Form
6. Financial Guidelines and Procedures
7. Job Descriptions
	1. Associational Mission Strategist
	2. Administrative Assistant
	3. Job Performance Surveys
8. Associational Year
9. Revision of Policies

***1. ADMINISTRATIVE TEAM***

The duties of the Administrative Team are as follows:

1. This team is directly responsible to the Executive Board and ultimately to the Association as a whole.
2. This team will serve as an advisor to the Associational Mission Strategist, office personnel, and other staff members in making decisions and will meet as needed and agreed upon by the team. This team will help guide the Association in its day-to-day operations. This includes the areas of finance, personnel, property, nominations, documents, credentials, planning of meetings, etc.
3. This team will prepare a yearly budget proposal, which will be presented at the Associational Annual Meeting.
4. This team will oversee all budget and personnel needs of the Association during the year while being responsible for personnel policies and any proposed updates to the constitution and/or other documents. Approval of such updates/changes must follow the procedures outlined in each document.
5. This team will determine the time, place, and preacher for the Annual Meeting for the upcoming year to be presented at the Annual Meeting. This team will be responsible for planning the Annual Meeting, the Executive Board meetings, and any special meetings of the Association held during the year.
6. This team will serve as the credentials committee of the Association.
7. This team will nominate a list of Officers, Team Leaders and Assistant Team Leaders, members at-large of the Administrative Team, nominees for our representatives to the Mission Board of the Kentucky Baptist Convention, etc. to be approved at the Annual Meeting or at an appropriate Executive Board meeting if a vacancy or need arises.
8. This team will maintain a yearly calendar of events and/or resources (including such items as the Block Party Trailer, etct.) in consultation with the various teams and association staff.

***2. GENERAL OFFICERS – DUTIES (for qualifications, elections, and procedures see Constitution Article V)***

Section 1: The duties of the MODERATOR shall be:

1. To preside over the deliberations of the Association, to keep order, to take the vote on all questions properly brought up, and to perform all other duties usually performed by a presiding officer.
2. To serve as Chairman of the Executive Board, to preside over the deliberations of that body, and to discharge such other duties as may be directed to or as are generally incumbent upon such officer.
3. To appoint work groups as authorized by the Association or its Executive Board.
4. To serve as ex-officio member of all Association and Executive Board teams.
5. To serve as a member of the Administrative Team.
6. To serve as President of the Corporation.

Section 2: The duties of the MODERATOR-ELECT shall be:

1. To perform all the duties of the Moderator in the absence of the Moderator, and to preside over the deliberations of the Association when requested by the Moderator. At the end of the Moderator’s term, the Moderator-Elect will become the Moderator for the next term.
2. To serve as Vice-Chairman of the Executive Board, to perform all the duties of that office in the absence of the Chairman, and to preside over that body at the request of the Chairman.
3. To serve as a member of the Administrative Team.
4. To serve as Vice-President of the Corporation.

Section 3: The duties of the CLERK shall be:

1. To make and keep an accurate record of all minutes of the Association, and to keep or cause to be kept in a safe place a cumulative file of such records.
2. To serve as Secretary of the Executive Board and to perform all the duties incumbent upon that office.
3. To distribute the Annual Church Profile forms to the Nelson Baptist Association churches/missions and be responsible for seeing they are collected, compiled, and included in the statistical tables of the Association’s Annual Directory.
4. To coordinate the registration of messengers for the Annual Meeting of the Association.
5. To prepare and provide for the printing of the Association’s Annual Directory.
6. To serve as a member of the Administrative Team.
7. To serve as Secretary of the Corporation.

Section 4: The duties of the TREASURER shall be:

1. To receive and disburse all funds in keeping with the budget of the Association and to maintain adequate records of these transactions.
2. To make regular reports to the Executive Board as well as monthly reports to the Administrative Team concerning these transactions and other matters related to the financial condition and actions of the Association.
3. Work with the Administrative Team to recommend and establish fiscal policies.
4. An annual audit or financial review of the Treasurer’s books shall be made at the expense of the Association. The type of review shall be at the discretion of the Administrative Team.
5. To serve as one of the persons authorized to sign checks and withdrawals in the name of the Association.
6. To serve as a member of the Administrative Team.
7. To serve as the Treasurer of the Corporation.

Section 5: The duties of the ASSISTANT-TREASURER shall be:

1. To perform all the duties of the Treasurer in the absence of the Treasurer or as requested by the Treasurer or the Administrative Team.
2. To serve as one of the persons authorized to sign checks and withdrawals in the name of the Association.
3. To serve as a member of the Administrative Team.
4. To serve as the Assistant-Treasurer of the Corporation.

***3. MINISTRY TEAMS***

The Ministry Teams of the Nelson Baptist Association shall be the Church Evangelism Team, the Church Equipping Team, and the Church ~~and~~ Community Ministry Team. The Ministry Teams shall be empowered to carry out the assignment given to them by the Association. Other teams may be formed as the need arises. The Ministry Teams will closely work together to accomplish the ministry that God leads the churches of our Association to be involved in. They will attempt to do this as the leaders from these teams will meet regularly to pray, plan, coordinate, evaluate, etc. the ministry we do together. This work will be closely coordinated with the Administrative Team and clearly communicated with others.

Section 1: The **general guidelines** for all of these teams shall be:

1. Each team will assist, encourage, and resource churches in the Nelson Baptist Association to fulfill the Great Commission of Jesus Christ locally, regionally, nationally, and internationally.
2. Each team is directly responsible to the Administrative Team and is ultimately responsible to the Executive Board and the Association as a whole.
3. Each Team will consist of a Team Leader and Assistant Team Leader, ~~and individuals~~ who are full members of the Nelson Baptist Association churches, including recognized church plants~~, and who have a passion for these areas of ministry~~. Team members, who have a passion for these areas of ministry, shall be enlisted by the Team Leader from any full member or associate member church and will serve in accordance with the written policies and procedures of that team.
4. The Team Leaders and Assistant Team Leaders will be nominated by the Administrative Team and will be elected by the Association at the Annual meeting or by the Executive Board during the year as needed.
5. The Team Leader of each team shall be a member of the Administrative Team. If a Team Leader cannot be present for the meeting of the Administrative Team the Assistant Team Leader of that team may attend in the place of that Team Leader.
6. The Team Leaders and Assistant Team Leaders help their team to develop priority goals and to fulfill their area of responsibility as the Lord leads them. The team will meet as needed to plan and act on their ministry assignments.
7. Each team will develop and maintain in writing a list of procedures and protocols. These procedures and protocols will be published in the Association’s Annual Directory and must be presented to the Administrative Team before they are implemented.
8. All teams are requested to file reports of their meetings in the Associational Office.
9. Each team will present a yearly itemized budget request to the Administrative Team for the ministry of the whole team. The Administrative Team will consider the request in light of the Association’s priorities, other requests, budget receipts, projected receipts, etc. and will formulate a complete budget proposal for the Annual Meeting. Once a budget is approved by the Association each team is responsible for their portion of the budget. Each team will determine where and how the finances will be allocated and must follow the general guidelines of the Association as well as the written procedures and protocols of their team. Appropriate records must be kept of all transactions.
10. Each team will give a report to the Executive Board at its regularly scheduled meetings.

Section 2: The **area of responsibility** for each team is as follows:

1. **The Church Evangelism Team**

The Church Evangelism Team will assist, encourage, and resource churches to start new works (including Bible Studies, Preaching Points, Mission Points, etc...) and new churches that reach the lost and unchurched of our area as well as helping the churches of the Nelson Baptist Association to be on mission with Christ through evangelism and mission opportunities. This team identifies and assists in the starting of new churches and developing strategies to reach new people as well as the development of mission work both locally and around the world. It works to coordinate partnerships, resources, personnel and training of workers for church planting, missions, and evangelism.

1. **The Church Equipping Team**

The Church Equipping Team will assist, encourage, and resource churches to become healthy strong congregations as well as helping the leaders of each church to grow in their relationship with the Lord and to grow in their leadership skills for their area of ministry. This team serves churches by providing relevant resources, customized training and consulting services that assist in developing the overall health and growth of churches (Examples: Sunday School, Vacation Bible School Clinics, Discipleship Training, Children's Ministries, etc…). This team will facilitate training, resources, support networks and professional development as well as emotional and spiritual health for pastors, staff, ministry leaders, their wives, and families.

1. **The Church Community Ministry Team**

The Church Community Ministry Team’s purpose is to work with all Nelson Baptist Association Churches, church plants, teams, and other entities. This team desires to assist, encourage, and help in the networking of the local church in meeting community needs whether locally, nationally, and/or internationally. The team’s focus is to be an instrument for bringing together resources, gifts, and talents for the Kingdom of God. The CCMT strives together with the other teams, to evangelize, edify, and mobilize the Body of Christ.

4. ***MINISTRY TEAMS GUIDELINES AND PROTOCOLS***

***The Church Community Ministry Team***

**Objectives:**

The purpose of the Church Community Ministry Team is to assist, encourage, and be a resource for the networking of the local church in bringing the light, love, and the Gospel of Jesus Christ to their community and beyond.

**Goals:**

1. To identify and inform churches of the ministry needs of their community. Those needs may be spiritual, social, and/or political (issues only, not endorsing candidates or parties) in nature such as gambling legislation, abortion, voter registration and the like. To communicate said needs to those it may concern.
2. To help identify and connect individuals and churches with resources such as monetary funds, material items, and other assets churches may be lead to share.
3. To help churches become aware of and possibly help to organize and respond to local, national, and international needs, emergencies, and disasters.

**Guidelines:**

1. Prepare and present a yearly budget to the Administrative Team.
2. CCMT may enlist the aid of any NBA church, entity, or agency who is in good standing with the NBA.
3. All requests for funds will require a submission of a Funding Request Form along with pertinent information requested. Any funding request must be filed a minimum of two weeks before said event.
4. Any long-term ministry, such as the New Life Center, must submit a new Funding Request Form and an Accountability Form by August 1st of each year. A completed Accountability Form must be received by the CCMT before any new funding can be considered. The team leader or assistant team leader, and the Associational Mission Strategist have the final authority to approve funding request.
5. All requests will be given priority based on need, ministry, purpose, and availability of funds.
6. Any member in good standing of a NBA church may attend team meetings.
7. The CCMT is responsible to the Administrative Team and the Executive Board of the NBA and to follow its set guidelines.

***The Church Evangelism Team***

**Church Planting**

**Goals:**

1. To be a resource to the member churches of NBA by providing training, support and offering match funding to churches as they consider sponsoring a new work.
2. To be a resource to potential church planters by providing training, support, and accountability.
3. To connect qualified church planters with potential sponsor churches.

**Guidelines:**

1. Requests for funds will be accepted from a sponsoring church that is a member of the Nelson Baptist Association.
2. A church planter who is a member of an NBA church or is in process of partnering with an NBA church may approach the CEvT to receive funding to cover reasonable training expenses.
3. All requests for funds require a strategy to show the new congregation progressing from conception to launch to sustainability.
4. The amount the CEvT grants to the new work will be according to the needs as determined by the strategy and the funds made available to the CEvT for distribution.
5. NBA Funding must be matched by the sponsoring church up to $10,000 over a three-year period to be used toward the expenses of the new work.
6. The church planter and spouse must complete a Kentucky Baptist Convention church planter’s assessment.
7. The new work must agree to pursue membership of the NBA once constituted.
8. Regular partnership meetings will be held to determine the progress of the new work and ongoing funding arrangements. Partners include the Sponsoring Church(s), Church Planter, and the CEvT.
9. Covenant Agreements must be in place and signed by all parties.
10. A monthly report will be submitted by the church planter to the CEvT.
11. The CEvT will submit a proposed budget to the Administrative Team each year. Once the budget has been approved the CEvT has the authority to disperse funds as available to the approved sponsoring churches.

**Missions**

As the missions arm of the CEvT of the Nelson Baptist Association, we exist to assist NBA churches in fulfilling the great commission regionally, nationally, and internationally.

**Goals:**

1. To Encourage every NBA Church to engage in specific, intentional, regional, national, and international missions.
2. To Educate NBA Churches of existing missions opportunities in which they can engage and cooperate together toward the great commission.
3. To Equip NBA Churches to do mission through training and resources.

**Guidelines:**

1. Establish a network of contacts for missions ministries in NBA churches.
	1. To discover current missions ministries in NBA churches.
	2. To relate opportunities to cooperate with sister churches in Missions through specific missions contacts in each church.
2. Create and distribute a Quarterly newsletter to NBA Churches and host a missions fair during the annual meeting.
	1. To share testimonies of God’s work in missions through our Association.
	2. To inform Christians of needs and opportunities to partner together in missions.
3. Provide scholarships to pastors for international mission trips.
	1. In hopes of encouraging churches to establish ongoing involvement in missions.
	2. We request a total of $2000/year from association toward this end.
	3. CEvT to formulate application and approve dispersion of said funds.
4. Partner with the KBC by providing training for mission team and leaders.
	1. Provide and host annual training in our area to train mission teams and leaders.

***Church Equipping Team***

**Objectives:**

 The Church Equipping Team exists to help church leaders of the Nelson Baptist Association to develop unified strategies for implementing maturation models and processes for their local congregations so that those congregations might develop and sustain healthy church leadership. Developing local church leadership involves equipping both laypersons and paid staff; thus, resources and training should reflect the reality of a varied level of maturity even among leaders.

**Goals:**

1. To work to encourage pastors in their ministries though counseling, coaching, care, leadership support networks, and resources as needs arise for individual pastors and their families.
2. To provide training and relevant resources for churches and church leaders that are consistent with the developmental goals of the churches, within the financial parameters set by the Association in its annual budget allocations.
3. To provide relevant resources for churches and church leaders.

**Guidelines:**

1. Though there are a select number of team members for the Church Equipping Team, this team is more than willing to accommodate any Nelson Baptist Association member who wishes to attend meetings of the team.
2. Churches may request funds based on a defined strategy or specific need. Churches must demonstrate how this project, training or activity will assist them in moving forward with their vision.
3. The local congregation must be in good standing with the Nelson Baptist Association to receive funding.
4. The Church Equipping Team shall submit a proposed budget to the Association annually. The team shall have the authority to disperse the approved budget as they deem necessary.



**Nelson Baptist Association**

**Funding Request Form**

Entity requesting funds: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Nelson Baptist Association church affiliated with: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

Project to be funded: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date(s) of project: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Amount Requested from Nelson Baptist Association:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total estimated cost of project: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

List other funding/revenue sources for this projects. (Use a separate sheet if necessary for additional sources.)

Source: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Amount: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

On a separate sheet(s), please provide the following information, being specific as possible:

* What is the purpose of this project?
* How will this project help achieve the vision God has given to your church, entity, and/or our association?

• What other activities need to be planned on either side of the project to insure its success?

• How will this grant be used?

• An itemized budget for this activity/event/ministry project.

Make check payable to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

E-mail Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please sign below indicating that your agreement to return a completed Accountability Form to the Nelson Baptist Association when your activity/event/ministry project is completed or as requested by team.

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

 Person requesting funding Position

***Return Completed form to:*** *Nelson Baptist Association, PO Box 275, Mt. Washington, KY. 40047* *nelsonbaptistassociation@gmail.com*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

**FOR ASSOCIATION USE:**

Received: \_\_\_/\_\_\_/\_\_\_\_\_\_ | Reviewed by the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Team on \_\_\_/\_\_\_/\_\_\_\_\_\_

**Action Taken: O Approved O Declined** Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Amount Approved: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Budget Line: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Team Leader: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_\_\_\_ Signature of NBA Associational Mission Strategist: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_\_\_\_

Accountability Form: Sent: \_\_\_/\_\_\_/\_\_\_\_\_\_ Received completed: \_\_\_/\_\_\_/\_\_\_\_\_\_

**Actions by Treasurer:** Check Sent: \_\_\_/\_\_\_/\_\_\_\_\_\_ Check # \_\_\_\_\_\_\_\_\_ Amount: $\_\_\_\_\_\_\_\_\_\_

Check Sent: \_\_\_/\_\_\_/\_\_\_\_\_\_ Check # \_\_\_\_\_\_\_\_\_ Amount: $\_\_\_\_\_\_\_\_\_\_



**Nelson Baptist Association**

**Accountability Form**

Please complete and return this form no later than 30 days after the conclusion of event. If funds were received for a continuous ministry, please return by August 1st in order to be considered for future continuous funding. This form serves as a receipt of funds for the NBA.

Return to: Nelson Baptist Association Email: nelsonbaptistassociation@gmail.com

 P.O. 275 Telephone: (502) 348-0146

Mt. Washington, KY 40047

Name of Project or Ministry: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Event or Start of Ministry: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Amount received from NBA: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project or Ministry is (check only one):

**O** One-Time / **O** Weekly / **O** Monthly / **O** Semi-Annually / **O** Annual

Name of Sponsoring Church \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Person at Sponsoring Church: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Project or Ministry Leader’s Contact Information:**

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City \_\_\_\_\_\_\_\_\_\_\_\_\_ St \_\_\_\_\_\_\_\_ Zip\_\_\_\_\_\_\_\_\_

Home #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email or Website\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**On a separate sheet, please answer the following:**

1. Who was responsible for spending the funds and how were they used?
2. What was the purpose of event or ministry and what was/ are the results to date?
3. How can the Nelson Baptist Association better serve you and what can we pray for on your behalf? (Use back of form for more space)

**Signature** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date** \_\_\_/\_\_\_/\_\_\_\_\_\_

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**FOR ASSOCIATION USE:**

Received: \_\_\_/\_\_\_/\_\_\_\_\_\_

Reviewed by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Team on \_\_\_/\_\_\_/\_\_\_\_\_\_ Considerations for future requests:

**6. FINANCIAL GUIDELINES AND PROCEDURES**

*REVIEW OF MATERIAL PREVIOUSLY DISCUSSED IN PROCEDURE MANUAL:*

*The Administrative Team will prepare a yearly budget proposal, which will be presented at the Associational Annual Meeting. Each Ministry Team will present a yearly itemized budget request to the Administrative Team for the ministry of its whole team. The Administrative Team will consider the request in light of the Association’s priorities, other requests, budget receipts, projected receipts, etc. and will formulate a complete budget proposal for the Annual Meeting. Once a budget is approved by the Association each team is responsible for their portion of the budget. Each team will determine where and how the finances will be allocated and must follow the general guidelines of the Association as well as the written procedures and protocols of their team. Appropriate records must be kept of all transactions. Copies of all the financial forms are to be maintained in the Policies and Procedures Manual.*

*The Administrative Team will oversee all budget needs of the Association and will help guide the Association in its day-to-day operations, including the area of finance, during the year.*

*The duties of the TREASURER shall be:*

1. *To receive and disburse all funds in keeping with the budget of the Association and to maintain adequate records of these transactions.*
2. *To make regular reports to the Executive Board as well as monthly reports to the Administrative Team concerning these transactions and other matters related to the financial condition and actions of the Association.*
3. *Work with the Administrative Team to recommend and establish fiscal policies.*
4. *An annual audit or financial review of the Treasurer’s books shall be made at the expense of the Association. The type of review shall be at the discretion of the Administrative Team.*
5. *To serve as one of the persons authorized to sign checks and withdrawals in the name of the Association.*
6. *To serve as a member of the Administrative Team.*
7. *To serve as the Treasurer of the Corporation.*

*The duties of the ASSISTANT-TREASURER shall be:*

1. *To perform all the duties of the Treasurer in the absence of the Treasurer or as requested by the Treasurer or the Administrative Team.*
2. *To serve as one of the persons authorized to sign checks and withdrawals in the name of the Association.*
3. *To serve as a member of the Administrative Team.*
4. *To serve as the Assistant-Treasurer of the Corporation.*

**GENERAL GUIDELINES:**

1. The Associational Mission Strategist, in consultation with the Administrative Team, shall be responsible to the Executive Board for overseeing the processing of all Associational monies.
2. The Treasurer shall post and disburse all funds as per the association’s financial policies and procedures. A report of all funds shall be made available to the Associational Mission Strategist monthly and for each Administrative Team and Executive Board meeting.
3. The Associational Mission Strategist, 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 Administrative Team will approve any new investment programs, and report to the Executive Board.
5. Reimbursements for expenditures shall be accompanied by vouchers and/or receipts. No checks will be made payable to cash.
6. It is the responsibility of the Administrative Team to ensure the financial records and accounts of the Association are reviewed annually and examined by an accountant as needed.
7. Any special solicitation of funds from our churches, other organizations, or individuals, for any Associational ministry for either budget or non-budget ministries, must have the prior written approval of the Associational Mission Strategist.
8. All checks for Associational activities, events, programs, or ministries, are to be made payable to Nelson Baptist Association.
9. The Association shall keep and maintain a list of all fixed assets.

**BUDGET FUNDS:**

1. The Associational Mission Strategist, 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 be applied to the appropriate budget account and utilized for their intended purposes before budget monies are expended for those purposes. Any unused ‘designated’ funds may carry forward to the next fiscal year.
4. Expenses for budgeted programs or events shall be charged only to the appropriate Ministry Team accounts and/or programs involved. However, all accounts within that Ministry Team program area cannot exceed the total for their section of the budget. In the event adjustments need to be made out of necessity, approval from the Associational Mission Strategist and the Administrative Team will be required.
5. There shall be written documentation of any financial agreements with outside agencies (such as NAMB, Lifeway, and state convention).
6. The fiscal year for the Association shall be January 1 -December 31.

**NON-BUDGET FUNDS:**

1. All projects and proposals which require funding not provided for in the budget shall be submitted to the Associational Mission Strategist or Administrative Team “prior” to presenting to the Executive Board for approval.
2. “Designated” monies for 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 Associational Mission Strategist, in consultation with the Administrative Team, will handle the following:
	1. Allocation of interest income earned on fund balances;
	2. Reallocation of designated fund balances remaining after a project is completed;
	3. Reconciliation of a designated account deficit where project expenditures exceeded the deposits.

**EXPENDITURES:**

1. The Associational Mission Strategist, 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 in a timely manner, suggested 30 days, of purchase and/or conclusion of the event.
2. Expenditures for Ministry Team budget items need a “Fund Requisition Form” completed and approved prior to issuing of checks. The approval process will be concluded in a timely manner. It is suggested that the requests be presented at the next Ministry Team scheduled meeting when possible.
3. The Associational Mission Strategist may authorize non-budgeted fund requisitions up to $1,000.00. Approval of requisitions over $1,000.00 must be made in consultation with the Administrative Team or Executive Board.
4. Except in cases of an emergency, all checks will require dual signatures. The following persons are authorized to sign checks for the Association:
* Treasurer, Assistant Treasurer, Executive Assistant, Executive Board Designee, Executive Board Designee

**EXCEPTIONS:**

Any exceptions to these Financial Policies and Procedures require the approval of the Associational Mission Strategist, Administrative Team, or Executive Board.

**7. JOB DESCRIPTIONS**

**Job Description - Associational Mission Strategist**

The Associational Mission Strategist of Nelson Baptist Association shall provide responsible leadership in the work of the Association through the basic functions of administration, leadership, counsel to pastors and church staff, interpretation and communication of information, and effective public relations. He shall cooperate with the churches of the Association in developing their maximum efficiency and effectiveness. He shall work in cooperation with the Kentucky Baptist Convention and the Southern Baptist Convention in fulfilling his responsibilities.

**Qualifications:**

*Calling:*The Associational Mission Strategist should be called of God to this position.

*Character:*The Associational Mission Strategist shall be a Christian of unquestionable character.

*Education:*The Associational Mission Strategist will possess experience or educational Qualifications that will enable him to effectively carry out the duties of the position (preferably college and seminary degrees).

*Maturity:*The Associational Mission Strategist should be a leader capable of making mature judgments, and should be cooperative in spirit in carrying out the work of the Association.

*Experience:*The Associational Mission Strategist should have a working knowledge of Associational work, administrative experience, and have the ability to implement a mission’s strategy.

*Doctrine:*He shall be a person of Baptist conviction who holds to the historical Baptist faith as outlined in the Baptist Faith and Message 2000.

**Job Responsibilities:**

*Administration:*

* Provide leadership and managerial guidance to all aspects of Nelson Baptist Association including leadership development, training, and sharing of resources.
* Supervise the work of the office personnel, including all aspects of communication between the Associational Office and the churches of Nelson Baptist Association.
* Direct the process of restructuring the Association in assuring maximum effectiveness.
* Communicate to churches and leaders the purpose, vision, and mission of the association.
* Along with the appropriate Associational Leadership annually evaluate the Association Strategic Plan.

*Missions Strategy:*

* Lead the association in developing mission work among unreached people Groups.
* Guide the Missions leaders of the association in planning, conducting, and evaluating mission’s projects.

*Ministry to Church Leadership:*

* Serve as a spiritual counselor, mentor, and encourager to pastors and church staff.
* Be available to serve as pulpit supply.
* Upon request, provide counsel, guidance, and encouragement to congregations, committees, and individuals.
* The Associational Mission Strategist is expected to regularly visit the churches within the Association.
* The Associational Mission Strategist is encouraged to participate in and give leadership to International, North American, and State Partnership Mission Projects and Trips with the input of the Associational leadership.

**Personnel Policies:**

* The Associational Mission Strategist shall have three (3) weeks paid vacation per year. An additional week of vacation will be added after 5 years of service to Nelson Baptist Association.
* He may conduct two revivals per year outside the association and as many Revivals as he sees fit within the association.
* He shall maintain regular office hours. The hours should be consistent and published.
* He shall work a minimum of 40 hours per week.
* He shall be available to the churches of the Association to serve as interim Pastor or Staff member, recognizing that his responsibilities to his ministry as Associational Mission Strategist comes first. If it becomes necessary for an interim to last longer than 3 months at one church or for the AMS to serve more than 3 months out of calendar year as an interim the AMS must seek the approval of the Administrative Team.
* He shall be encouraged to attend work-related conferences, and shall be reimbursed for expenses as needed. He shall be encouraged also to pursue Continuing Education opportunities with the approval of the Administrative Team and as his schedule permits.
* He shall be free to observe the following paid holidays: New Year’s (2 Days), Memorial Day, Independence Day, Labor Day, Thanksgiving (2 Days), Christmas (2 Days).
* The Administrative Team shall conduct an annual review of the Associational Mission Strategist and annually recommend budget adjustments in the Associational Mission Strategist’s salary, benefits, and expense accounts.

**Job Description: Executive Assistant**

**Recruited By**: Associational Mission Strategist in conjunction with members of the Administrative Team

**Employed By**: Administrative Team

**Supervise By**: Associational Mission Strategist

**Principle Function**: To serve as executive assistant, responsible to provide executive support to the work of the Associational Mission Strategist

**Qualifications:**

1. Member in good standing of a full member church in the Nelson Baptist Association
2. Agree with the mission and vision of the Nelson Baptist Association
3. Good verbal and written communication skills
4. Working knowledge of computer software (such as QuickBooks, Microsoft Office, etc.), social media, and website management
5. Working knowledge of general office equipment
6. Willingness to learn
7. Ability to maintain confidentiality
8. Good organizational skills
9. Demonstrate a proven track record in organizational leadership
10. Ability to demonstrate leadership, take initiative, and execute plans
11. Ability to coordinate and communicate Association activities
12. Ability to present a Christian testimony in speech and character to all those who contact the association office

**Responsibilities:**

Perform the necessary administrative tasks related to the on going work of the Associational Mission Strategist

**Office Management:**

* Be responsible for overseeing the maintenance of all office equipment
* Assist with processing calls, emails, visitors, and the checking in and out of resources
* Be responsible for purchasing supplies as needed or as requested by Associational Mission Strategist
* Assist the Association Treasurer as directed by the Associational Mission Strategist

**Communication:**

* Develop and implement an effective communication strategy for the association including:
* Newsletter, Website, Social Media, Calendar of Events, Resource Center, Other means to communicate events and activities.
* Develop and implement an effective strategy to coordinate the meetings and ministries of the association, such as:
* Providing support to the ministry teams
* In conjunction with the Administrative Team, plan and organize the annual meeting
* In conjunction with the Administrative Team, plan and organize the Executive Board meetings
* Perform other tasks as assigned by the Associational Mission Strategist.

**General Policies**

**Hours**: Up to 20 hours per week - with set office hours and some flex time for meetings and ministry away from the office.

**Vacation:** 5 days after 1 year of employment, 5 additional days after 3 years of employment. Maximum of 10 vacation days per year.

**Personal Days:** 5 personal days per calendar year. Any personal days not used within the current year will expire:

* All time off must be approved by the Associational Mission Strategist at least 2 weeks in advance except in cases of extenuating circumstances at which time it will be left to the discretion of the Associational Mission Strategist.
* All vacation time and personal days must be used in whole day (work day) increments of 4 hours unless otherwise approved by the Associational Mission Strategist.
* Proper documentation must be turned into the Associational Mission Strategist prior to or immediately after any time taken off.

**Funeral Leave**: 2 paid days if funeral is within 100 miles of Association office. Up to 4 paid days if funeral is beyond 100 miles of Association office. \* To be applied to death of immediate family only. Immediate family is limited to parents, grandparents, children, spouse, siblings, in-laws. \* More than 2 days requires approval of the Associational Mission Strategist.

**Jury Duty:** Paid time

**Office Closed:** New Years (2 days), Memorial Day, Independence Day, Labor Day, Thanksgiving Day (2 days), Christmas Day (2 days).

* If a holiday falls on a weekend, the Friday and/or Monday before or after the weekend are to be taken as a holiday at the discretion of the Associational Mission Strategist

**Associational Team Involvement:** The Executive Assistant may not serve as a member of the Administrative Team, but is expected to attend Administrative Team and Executive Board meetings. The Executive Assistant may be a member of any other ministry team on their own time as he or she feels led.

**Year Review/Evaluation:** A yearly review/evaluation based on this job description will be conducted by the Administrative Team and Associational Mission Strategist.

***Nelson Baptist Association***

Associational Mission Strategist

Performance Survey by the Association

**Ratings** 1= Poor 2= Fair 3= Satisfactory 4= Good 5= Excellent

**Using the ratings above indicates the effectiveness in the following areas:**

\_\_\_\_\_\_ Provided Christian leadership and guidance to all aspects of the Association.

\_\_\_\_\_\_ Communicated to churches and leaders the purpose, vision, and mission of the Association, especially through the organization of the Association’s annual meeting.

\_\_\_\_\_\_ Worked to maintain communication and unity between the various teams and churches of the

 Association.

\_\_\_\_\_\_ Performed other tasks as assigned by the Administrative Team or the Executive Board of the

 Association.

\_\_\_\_\_\_ Promoted and supported regular mission conferences in the Association.

\_\_\_\_\_\_ Participated in and helped promote International, North American, and State Partnership Mission Projects and trips in coordination with the associational teams.

\_\_\_\_\_\_ Served as a spiritual counselor, mentor, and encourager to pastors and church staff.

\_\_\_\_\_\_ Served as pulpit supply if schedule allowed.

\_\_\_\_\_\_ If requested, provided counsel, guidance, and encouragement to congregations, committees, and individuals.

\_\_\_\_\_\_ Visited with each pastor and church within the Association in the past year.

 \_\_\_\_\_\_ **Total score**

**Comments and Suggestions (use the back of sheet or additional sheets if necessary):**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Please mail surveys to Current Moderator**

***Nelson Baptist Association***

**Associational Mission Strategist *Self-Performance Review***

**Ratings** 1= Poor 2= Fair 3= Satisfactory 4= Good 5= Excellent

**Using the ratings above indicate the effectiveness in the following areas:**

\_\_\_\_\_\_ Provided Christian leadership and guidance to all aspects of the Association.

 \_\_\_\_\_\_ Communicated to churches and leaders the purpose, vision, and mission of the

 Association, especially through the organization of the Association’s annual meeting.

\_\_\_\_\_\_ Worked to maintain communication and unity between the various teams and churches of the Association.

\_\_\_\_\_\_ Performed other tasks as assigned by the Administrative Team or the Executive Board of the

 Association.

\_\_\_\_\_\_ Promoted and supported regular mission conferences in the Association.

\_\_\_\_\_\_ Participated in and helped promote International, North American, and State \_\_\_\_\_\_ Partnership Mission Projects and trips in coordination with the associational teams.

\_\_\_\_\_\_ Served as a spiritual counselor, mentor, and encourager to pastors and church staff.

\_\_\_\_\_\_ Served as pulpit supply if schedule allowed.

\_\_\_\_\_\_ If requested, provided counsel, guidance, and encouragement to congregations

\_\_\_\_\_\_ Visited with each pastor and church within the Association in the past year.

\_\_\_\_\_\_ **Total score**

**COMMENTS (use the back of sheet or additional sheets if necessary):**

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AMS SIGNATURE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_

**Nelson Baptist Association**

Executive Assistant

Performance Review

**Ratings**  1= Poor 2= Fair 3= Satisfactory 4= Good 5= Excellent **Using the ratings above indicates the effectiveness in the following areas:**

**\_\_\_\_\_\_** Assists Associational Mission Strategist in organizing the work and analyzing problems related to the ministry teams.

**\_\_\_\_\_\_** Makes decisions and generates solutions in the producing of the Association’s Newsletter.

**\_\_\_\_\_\_**  Maintains the Association's Media Resource Center.

**\_\_\_\_\_\_** Works with people both inside and outside the office to maintain the Association’s Calendar

 and website.

**\_\_\_\_\_\_** Oversees the maintenance of all office equipment of the associational office in a timely manner

**\_\_\_\_\_\_**  Processes telephone calls and assists office visitors with a helpful and friendly attitude.

**\_\_\_\_\_\_** Attends all Executive Board Meetings of the Association and prepares all literature for the meeting

 in a timely manner.

**\_\_\_\_\_\_**  Assists other office staff with a helpful and courteous attitude.

**\_\_\_\_\_\_** Promotes the vision of the Nelson Baptist Association.

**\_\_\_\_\_\_**  Arrives promptly and completes job duties within the working hours of the Association.

\_\_\_\_\_\_  **Total score**

**COMMENTS (use the back of sheet or additional sheets if necessary):**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Administrative Assistant’s SIGNATURE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_

Associational Mission Strategist’s SIGNATURE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_

**8. ASSOCIATIONAL YEAR**

The Associational Ministry or Program Year as well as the Financial or Budget Year shall run from January 1st through December 31st.

**9. REVISION OF POLICIES AND PROCEDURES**

The Associational Mission Strategist and the Administrative Team shall review this Policies and Procedures Manual periodically and any changes shall be recommended at the next regularly scheduled Executive Board meeting. A majority vote of those Executive Board members present shall be necessary to approve the changes to the Policies and Procedures Manual.

**Nelson Baptist Association Annual Meeting Evaluation:**

**Please let us know what you think so we can make improvements**

 **Rating Scale: 1=Poor 2=Fair 3=Satisfactory 4=Good 5=Excellent**

1. **Food 1 2 3 4 5**
2. **Ministry Team Reports/Testimonies 1 2 3 4 5**
3. **Ministry Booths 1 2 3 4 5**
4. **Business Session 1 2 3 4 5**
5. **Worship 1 2 3 4 5**
6. **Fellowship/Networking 1 2 3 4 5**
7. **Date or time of year 1 2 3 4 5**
8. **Schedule (length/order of sessions) 1 2 3 4 5**
9. **Location 1 2 3 4 5**
10. **Format (one day) 1 2 3 4 5**
11. **Overall 1 2 3 4 5**

**If you ranked any of these aspects a 3 or below please indicate why:**

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**If you had a preschooler, child, or youth attending, please let us know your impressions of their session and make suggestions for improvement.**

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**What are two ways we can improve our annual meeting for next year?**

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**Please return this evaluation at the end of the evening or you can mail it to the NBA office at PO Box 275, Mt. Washington, KY 40047 or email it to nelsonbaptistassociation@gmail.com**