

POLICIES & PROCEDURES OF THE WALTON COUNTY BAPTIST ASSOCIATION

Section 1 General Procedure Guidelines

- A. The Association is organized to function through a team-based structure. The Executive Board approves any changes in team leadership and team members unless otherwise stipulated.
- B. An Administrative Team administrates the Association's organization, giving attention to the areas of personnel, property, finance, credentials, documents, and nominations. They will present the annual budget to the Association for approval at the Annual Meeting.
- C. The Association staff, in consultation with Association leadership teams, plans and coordinates the Association's calendar and events. The calendar will be presented for approval to the Executive Board.
- D. The Director of Missions shall serve as ex-officio member of all teams.
- E. A quorum for a team is a majority of its members present unless otherwise stipulated.
- F. Any team member who fails to attend at least 60% of their team meetings or functions may be replaced at the discretion of the team leader.
- G. Each team shall have the authority to spend the funds budgeted for their area of ministry (as overall budget funds are available).
- H. The Association shall govern itself in accordance with its Constitution/By-Laws.
- I. Any changes in the Policies & Procedures manual must be recommended in writing at any Executive Board meeting. Changes must be approved by a two-thirds vote of the members present and voting.

Section 2 Staff Policies/Procedures

- A. Relationships
 - 1. Churches: Each staff position directly relates to the needs of the churches of the Association and shall benefit the Association in serving the churches.
 - 2. The Association: Association staff and staff assistants are employed to serve the churches, and the officers and teams of the Association under the leadership of the Director of Missions.
 - 3. The Florida Baptist Convention: Cooperation with the Florida Baptist Convention is expected. Attendance at Convention retreats and conferences as schedules and finances permit is encouraged.
 - 4. The Southern Baptist Convention: Knowledge of and cooperation with programs and activities of the Convention is expected. Attendance at Convention retreats and conferences as schedules and finances permit is encouraged.
- B. Employment
 - 1. The Association's staff are all employees of the Association.

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2. Employees are classified as:
 - a. Full-time salaried Association staff.
 - b. Full-time hourly staff Administrative Assistant (at least 30 hours per week).
 - c. Part-time hourly assistant (less than 30 hours per week).
3. Job Descriptions
 - a. Director of Missions (DOM)

The DOM shall be elected according to Article IV of the Association's Constitution/By-Laws. His principle function will be the overall leadership of the Association in fulfilling its purpose. He will be accountable to the Executive Board through the Administrative Team.

 - 1) Responsibilities/Duties:
 - a) Provide leadership in the development of an associational strategy to accomplish its vision.
 - b) Coordinate the work of the Association through its team-based organization.
 - c) Assist the Administrative Team in the calendaring, budgeting, nominating, and credentialing processes.
 - d) Lead/Encourage member churches to be on-mission, both locally and globally, and counsel, encourage, and support member churches and their pastoral staff.
 - e) Emphasize the concept of the Association as a family of churches giving and receiving assistance among themselves.
 - f) Facilitate and maintain denominational relationships.
 - g) Facilitate and maintain relationships with city, county, state business, social, educational, and welfare agencies.
 - h) General leadership and administration. This involves responsibility for leadership for the entire associational life and discerning priorities for the allocation of time, money, and other resources. Administering includes such processes as planning, organizing, enlisting, equipping, stimulating, guiding, coordinating, communicating, and evaluating the total work of the Association. Those administrative functions, which cannot be assigned more specifically to other categories, would fall under general leadership and administration. This work will be in conjunction with the Administrative Team.
 - 2) Qualifications:
 - a) Christian commitment and concern for people.
 - b) Sense of call to the position of Director of Missions.
 - c) College and Seminary training. Southern Baptist Seminary degree preferred.
 - d) Southern Baptist pastoral experience.
 - e) Commitment to the local church.
 - f) Committed to the Southern Baptist denomination doctrinally and theologically.
 - g) Possess leadership skills and the ability to relate to people of all social and economic levels.
 - h) Meet the requirements of 1 Timothy 3:1-7
 - 3) Conditions of Employment:
 - a) Salary and benefits will be as recommended by the DOM Search Committee and approved by the Executive Board.
 - b) Ministry related travel will be reimbursed at the allowed IRS rate not to exceed budgeted amounts unless approved by the Executive Board.
 - c) Honorariums may be received when offered.

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- d) Moving expenses incurred in moving to the field will be reimbursed to the DOM as recommended by the DOM Search Committee.
- e) DOM pay period, weekly, bi-monthly, or monthly may be at the DOM's request.
- f) Time away related to work is allowable for the State and National Conventions, DOM Annual Retreat, DOM led conferences and revivals.
- g) Vacation, holidays, personal leave, sick leave, and termination shall be in accordance with Section 2 of the Policies & Procedures.
- h) The DOM will make a written report to the Executive Board as requested and annually to the Association.
- i) The call of the DOM shall be for an indefinite time period.

b. Administrative Assistant

The Administrative Assistant shall be recruited by the DOM and Administrative Team. This person shall be responsible to the DOM to provide administrative support and clerical services to the DOM and to the Association.

1) Responsibilities/Duties:

a) Association Office

- Under the direction of the DOM, organize the work of the associational office and establish workflow procedures.
- Maintain an efficient filing system for the associational office.
- Pick-up and deposit mail, receive, review correspondence; distribute mail to appropriate persons.
- Serve as a receptionist, answer telephone, and maintain communication log.
- Compile and edit the associational newsletter and other materials (ex. Website, Facebook) produced by the Association in cooperation with the DOM.
- Maintain necessary mailing and address lists for newsletter distribution, and current addresses on Administrative Team, pastors, and Executive Board members.
- Maintain biographical file on all Association pastors.
- Maintain adequate inventory of office supplies for use in Association office.
- For those materials prepared on the computer, maintain back-up copies for historical purposes and future references.
- Maintain and distribute résumés on perspective church staff as directed by the DOM.
- Prepare Association Annual for publication.
- Maintain an inventory of all associational equipment.
- Maintain and preserve legal and historical documents.
- Perform other duties as assigned by the DOM.

b) Financial Records

- Receive, deposit, and record all financial contributions and receipts of the Association.
- Process and secure appropriate approval for all bills.
- Prepare payroll and keep payroll records.
- Prepare DOM and/or Administrative Team monthly financial reports and a financial report for all Executive Board meetings.
- Serve as a resource person to all organizational teams of the Association in matters related to budget and finance.

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- Serve as one of three persons authorized to sign checks and withdrawals in the name of the Association.
- Work with the Association auditors by providing adequate records.
- c) Provide Staff Support to Association Clerk in the following areas:
 - Record minutes of the Associational Annual Meeting, Executive Board meetings, Administrative Team meetings, and any special called meetings.
 - Distribute, receive and proof the Annual Church Profiles and send them to the Florida Baptist State Convention.
 - Train church clerks to prepare the Annual Church Profiles.
 - Supervise the registration of messengers for the Annual Meeting and members attendance at the Executive Board meetings.
 - Send email notifications as required with meeting dates, times and places.
- 2) Qualifications:
 - a) Relate to other members of the Association as a source of information.
 - b) Have considerable experience in bookkeeping, financial matters, and office machines.
 - c) Be able to function at a high level of efficiency in dealing with the constituency of the Association.
 - d) Have adequate working knowledge of a local Baptist church and denominational life.
- 3) Conditions of Employment:
 - a) Salary and benefits will be as recommended by the DOM and Administrative Team and approved by the Executive Board.
 - b) Ministry related travel will be reimbursed at the allowed IRS rate not to exceed budgeted amounts unless approved by the Executive Board.
- 4. Termination:
 - a. Resignation: As much notice as possible is expected. Staff members resigning from their positions should advise the DOM and/or Administrative Team, in writing, of their intention at least one month in advance of the effective date. Administrative assistants should give a minimum of two weeks advance notice. Adjustments in regard to the period of notice may be made by the DOM where deemed necessary.
 - b. Dismissal: the Association may dismiss employees for the following reasons. (The DOM in consultation with the Administrative Team may initiate such action)
 - 1) Misconduct:
Defined as any unlawful or immoral behavior which is detrimental to a continued relationship with an employee. Procedure: DOM/Administrative Team may suspend said employee with full pay and benefits until appropriate entities are notified and actions determined.
 - 2) Incompetence: Factors such as the adequacy of the employees personality for sound relationships with members, volunteers, staff, etc., growth and progress on the job, skill in the performance of duties, and professional community relationships will be considered in relation to the extent that each applies to the job in question. When the work of an employee appears to be unsatisfactory, that employee shall receive a verbal and written evaluation clearly citing concerns, specific actions expected for improvement and reasonably adequate time for improvement (generally 30-60 days). If improvement is considered insufficient, dismissal procedures shall be initiated.

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- c. Motions from the Floor: Any motion presented to the Executive Board at any Executive Board meeting by a person or team, other than the Administrative Team, to dismiss a paid employee shall be referred to the Administrative Team for action. A report/recommendation shall be presented at the next scheduled Executive Board meeting.

C. Employee Administration

All Association employees are to be supervised by the DOM. The Administrative Team whose responsibilities include staff policies, salaries, benefits, and job descriptions, in consultation with the DOM, will recommend to the Executive Board the employment and dismissal of all Association staff as deemed necessary.

D. Vacation, Holidays, Illness, Convention, Study Leave

1. Vacation

- a. Full-time Association staff will be entitled to three (3) weeks vacation each year for the first five (5) years of employment and four (4) weeks each year thereafter.
- b. An employee must be in the employ of the Association for eight (8) months before taking vacation time.
- c. Vacation time will be established on the calendar year basis as soon as possible after employment.
- d. Vacation must be approved in advance with exceptions allowed at the discretion of the DOM. Vacation in excess of two (2) weeks in succession must be approved by the DOM.
- e. Upon termination an employee will be paid for any vacation time not taken during that year.

2. Holidays

The following paid holidays will be observed: Birthdays, New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving (Thursday and Friday), Christmas week. If a holiday comes on a non-working day, the day preceding or following will be observed at the discretion of the DOM.

3. Personal Illness

Paid sick leave for all employees accumulates at one (1) day per month up to a maximum of thirty (30) days. The Executive Board upon recommendation of the Administrative Team may approve extended sick leave.

4. Personal Leave

All employees shall be allowed ten (10) days of personal leave each year, to be taken in half day or full day increments, with no more than two (2) such days in succession. Such leave will be granted by the DOM.

5. Jury/Witness Duty

Employees will be paid for time called to jury or witness duty.

6. Conference and Convention

Attendance is encouraged as time and finances permit so as to benefit the general work of the Association.

E. Compensation

- 1. The DOM will recommend to the Administrative Team salaries and benefits to be included in the Association budget process.

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2. Within restraints of the budget and insurability, medical insurance for all full-time employees and their immediate family will be provided. Cost of such insurance cannot exceed twenty percent (20%) of their base salary and housing allowance for the year.
3. Retirement: Full-time ordained Association staff shall be provided retirement benefits of up to ten percent (10%) of their base salary and housing allowance. Full-time non-ordained Association staff shall be provided retirement benefits of up to seven and one half percent (7½%) of their base salary. Retirement benefits may not be received in cash. Social Security will be provided for full-time and part-time non-ordained employees, the Association paying the employer's portion.
4. Workman's Compensation will be provided in a plan covering all employees.

F. Office Management

The office operation will be under the supervision of the DOM.

Section 3 Financial Policies/Procedures

A. General Guidelines

1. The DOM, in consultation with the Administrative Team, shall be responsible to the Executive Board concerning the processing of all Associational monies.
2. The Association Administrative Assistant shall disburse and post all funds as per the Association's financial Policies & Procedures. A report shall be made available to the DOM monthly and for each Executive Board meeting.
3. The DOM, in consultation with the Administrative Team, shall be responsible for the appropriate use of any interest that may accrue from any invested monies of the Association.
4. The petty cash fund for the Association will be set at a minimum of \$100.00 and not to exceed \$200.00 maximum. All expenditures will be accompanied by receipts.
5. All checks received for Association events, programs, activities, and ministries shall be payable to Walton County Baptist Association. Any cash so received must be accompanied by a signed receipt.
6. The financial records and accounts shall be reviewed annually and an audit performed every third (3rd) year.

B. Budget Funds

1. The Administrative Team, in consultation with the DOM, is responsible for planning the annual budget of the Association. Each year's budget will be approved by the Executive Board at the Annual Meeting.
2. All "undesignated" receipts shall be interpreted as being for the General Fund. "Designated" monies shall be applied as designated. If intended for budgeted accounts, "designated" monies will be utilized before budgeted monies for that account.
3. Expenses for budgeted programs or events will be charged only to that account involved. Surplus funds in budgeted accounts will show as surplus and will remain in the general fund. Deficits in budgeted accounts will show as a deficit in that account. However, all accounts within that program area cannot exceed the total for their section of the budget.
4. The fiscal year for the Association shall be January 1 – December 31. At the end of each year all budget account balances will be transferred into the general fund. Remaining money in designated fund accounts will be evaluated by the DOM and Administrative Team annually. If

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designated fund account needs to be dissolved a report will be made to the Executive Board for approval in the October Meeting before fiscal year end. Once Executive Board dissolves a designated fund account the monies will be placed in the General Fund.

C. Non-Budget Funds

1. All projects or proposals which require funding not provided in the budget shall be submitted to the DOM and Administrative Team for approval.
2. "Designated" monies for approved non-budget items shall be placed in a non-budget account. The DOM and Administrative Team reserves the right to decline any designated monies that are not in their judgment in the best interests of the Association.
3. The DOM, 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 upon project completion.
 - c. Distribution of designated account deficit.

D. Expenditures

1. The DOM, in consultation with the Administrative Team, shall ensure that expenditures are consistent with approved budget allocations. Appropriate documentation must be presented within ten (10) working days of purchase and/or event conclusion.
2. Reimbursement for job related travel expenses outside the Association shall be reimbursed at the current IRS mileage rate for automobile or economy airfare whichever is the least. Lodging and meals incurred will also be included.
3. Honorariums paid to individuals for services rendered on behalf of the Association shall be based on current Florida Baptist Convention guidelines.
4. All checks will require dual signatures.

Section 4 General Officers - Duties

A. Moderator

1. Election and Tenure

Election and tenure shall be according to the Constitution/By-Laws, By-Law I, Section B.

2. Qualifications

- Active member of a church affiliated with the Association.
- Be committed to and supportive of the work of the Association and denomination as a whole.
- Be familiar with the structure of the Association.
- Have a working knowledge of parliamentary procedure.
- Be willing to attend regular meetings of the Executive Board and meetings of the Association.

3. Duties

The duties of the Moderator shall be:

- To preside over the deliberations of the Association, to take the vote on all questions, motions, and recommendations properly presented, to keep order, and to perform all other duties usually performed by a presiding officer.

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- To preside over the deliberations of the Executive Board and to perform other duties as may be directed or are generally incumbent upon such office.
- To encourage mutual care, trust, and fellowship among member churches, pastors, and church leaders.

B. Vice-Moderator

1. Election and Tenure

Election and tenure shall be according to the Constitution/By-Laws, By-Law I, Section B.

2. Qualifications

- Active member of a church affiliated with the Association.
- Be committed to and supportive of the work of the Association and denomination as a whole.
- Be familiar with the structure of the Association.
- Have a working knowledge of parliamentary procedure.
- Be willing to attend regular meetings of the Executive Board and meetings of the Association.

3. Duties

The duties of the Vice-Moderator shall be:

- To perform all the duties of the Moderator in his absence and to preside over the deliberations of the Association when requested to do so by the Moderator.
- To preside over the deliberations of the Executive Board, performing all the duties of that office in the absence of the Moderator and/or at the request of the Moderator.
- To serve as Moderator-elect to the Association.
- To encourage mutual care, trust, and fellowship among member churches, pastors, and church leaders.

C. Clerk

1. Election and Tenure

Election and tenure shall be according to the Constitution/By-Laws, By-Law I, Section B.

2. Qualifications

- Active member of a church affiliated with the Association.
- Be committed to and supportive of the work of the Association and denomination as a whole.
- Be familiar with the structure of the Association.
- Be willing to attend regular meetings of the Executive Board and meetings of the Association.

3. Duties

The duties of the Clerk shall be:

- Serve as recorder for the Association in Annual Meeting and the meetings of the Executive Board.
- Record and keep in permanent form minutes of the Association in Annual Meeting and Executive Board meetings, and make this information available on request.
- Keep minutes of all meetings of the Administrative Team and provide a printed copy to members at the next scheduled/called meeting.
- Facilitate the registration of messengers at the Association Annual Meeting.

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D. Treasurer

1. Election and Tenure

Election and tenure shall be according to the Constitution/By-Laws, By-Law I, Section B.

2. Qualifications

- Active member of a church affiliated with the Association.
- Be committed to and supportive of the work of the Association and denomination as a whole.
- Be familiar with the structure of the Association.
- Possess competence in basic good business practices and accounting procedures.
- Be willing to attend regular meetings of the Executive Board and meetings of the Association.

3. Duties

The duties of the Treasurer shall be:

- In consultation with the Association's Administrative Assistant, provide a financial report, at each Executive Board meeting and the Association's Annual Meeting, of all monies received and disbursed to date, to include contributions of each church, throughout the Associational year.
- Facilitate the preparations of the Association's annual budget through the Administrative Team and present at the Association's Annual Meeting.
- Serve as co-signer on Association checks and withdrawals.

Section 5 Team Based Organization

A. Administrative Team

The Administrative Team shall consist of the General Officers, Team Leaders, and the DOM. The DOM will serve as team leader. All positions (General Officers and Team Leaders) will be from different churches that are active in the Association. The Administrative Team shall meet at the call of the DOM. The Administrative Team shall act for/on behalf of the Executive Board between meetings of the Executive Board. For Administrative Team to take any action there must be a quorum of five (5) team members present. Any/all action taken will require an explanatory report at the immediately following Executive Board meeting and a written record kept on file at the Association office. Verbal reports may be given as appropriate. The Administrative Team, in consultation with the DOM, shall guide the Association in its day to day operations to include the areas of Personnel, Property, Finances, Credentials, Documents, and Nominations. The team will also be responsible for reviewing the By-Laws and Policies & Procedures every three years. The team will give a report as to functionality and Kingdom focus of the By-laws and Policies & Procedures and present changes to Executive Board as needed for vote.

B. Leadership Team

The Leadership Team shall consist of a team leader and three (3) persons nominated by the Administrative Team and elected by two-thirds (2/3) vote of the members present and voting at any Executive Board meeting. Team members shall serve three (3) year terms and shall not be eligible to succeed themselves until one (1) year has expired. The Leadership Team shall, in consultation with the DOM, identify and plan any and all Discipleship, Bible Study, Sunday

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School, and Pastoral Support events and efforts, to include all training and education required throughout the associational year.

C. Missions Awareness/Planning Team

The Missions Awareness/Planning Team shall consist of a team leader and four (4) persons nominated by the Administrative Team and elected by two-thirds (2/3) vote of the members present and voting at any Executive Board meeting. Team members shall serve three (3) year terms and shall not be eligible to succeed themselves until one (1) year has expired. The Missions Awareness/Planning Team shall identify and plan any and all Association mission events locally, within and outside the state of Florida, and outside the USA. They shall also, in consultation with the DOM, identify and plan any and all Evangelism and Prayer events and efforts to include training and education necessary throughout the associational year.

D. Disaster Relief/Community Ministries Team

The Disaster Relief/Community Ministries Team shall consist of one Coordinator and five (5) persons nominated by the Administrative Team and elected by two-thirds (2/3) vote of the members present and voting at any Executive Board meeting. Team members may succeed themselves annually without limit. The Disaster Relief/Community Ministries Team shall coordinate the response of the Association to local disasters (floods, tornados, storm damage, etc.). They shall also respond to disasters outside the Association in cooperation with the Florida Baptist Convention. They shall develop and maintain a Disaster Relief Unit for use in such activities. The team shall also identify and conduct non-disaster projects locally and outside the Association.