

**OPERATIONS & POLICIES
FOR THE
STANLY-MONTGOMERY
BAPTIST ASSOCIATION**



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Our Purpose

Stanly-Montgomery Baptist Association exists to serve and glorify Jesus Christ by encouraging, assisting, and resourcing affiliated churches to fulfill their unique, God-given mission.

Our Mission

Build a community of churches to carry out a comprehensive array of missions and ministry.

1. Serve existing, affiliated churches.
2. Connect churches to start or extend missions and ministries.
3. Support current and rising church leaders to grow.

Our Organization

ASSOCIATION IN SESSION
Church Messengers + Officers + Staff

MISSIONS

1. Women's Missions
2. Men's Missions
3. Partnership Missions
4. Missions Development

MINISTRY

1. Prayer Ministry
2. Church Strengthening
3. Senior Adult Ministry
4. Family Ministry

LEADER DEVELOPMENT

1. Minister's Conference
2. Music Ministries
3. Deacons Fellowship
4. Children's Ministries
5. Student Ministries

RESOURCE TEAM

1. Stewardship Team
>Scholarship Team
>Legacy Team
2. Mobilization Team
3. Properties Team
4. Session Team

SUPPORT TEAM

1. SMBA Officers and Staff
2. Resource Team Representatives
3. Missions Team Representative
4. Ministry Team Representative
5. Leadership Development Team Representative

Overview of Team Assignments

Support Team manages the administrative issues of the Association, aimed at supporting and resourcing SMBA teams.

1. Associational Officers,
2. Associational Staff,
3. Representatives from the Missions, Ministry, Leadership Development, and Resource Teams.

Resource Teams support for SMBA Ministry, Missions, and Leadership Development Teams.

1. Stewardship Team - monitors the financial status of the association and provides leadership in developing budgets and foundations. They will also serve churches who request assistance with stewardship issues. They will manage the associational scholarship programs and oversee Legacy giving initiatives.
2. Mobilization Team assists all teams in keeping teams staffed with quality volunteers. They shall regularly communicate with churches to encourage associational service and to discover potential resource persons for service.
3. Property Team cares of SMBA facilities and leads the association to determine its property needs. This team will maintain and communicate policies and procedures concerning property use. They will also serve churches who request assistance with property/ facility policies and plans.
4. Session Team plans themes, speakers, locations and worship experiences for regular sessions.

Ministry Teams assist churches to make disciples and develop Christian leaders.

1. Prayer Ministry Team – promote prayer ministries in local churches & equip prayer leaders
2. Church Strengthening Team – provide trained volunteers to assist churches as consultants/coaches
3. Senior Adult Ministry – provide support for local church senior adult ministries
4. Family Ministry Team – provide support for local church family ministries

Missions Teams assist churches to demonstrate and declare the Gospel in the world.

1. Women’s Missions – promote missions & ministries in local churches.
2. Men’s Missions – promote missions and ministries in local churches
3. Partnership Missions – recommend and promote mission partnerships that link local churches
4. Missions Development Team – a. discover opportunities for local missions & evangelism.
b. serve as a catalyst for starting Missional communities;
c. present and manage watchcare churches.

Leadership Development Teams

1. Leadership Development Team – guides strategy and resources to assist church leaders
2. Minister’s Fellowship – provides encouragement and on-going equipping for church staff
3. Music Ministries – provides encouragement and on-going equipping for music leaders
4. Deacons Fellowship – provides encouragement and on-going equipping for deacons
5. Children’s Ministries – provides encouragement and on-going equipping for children’s workers
6. Student Ministries – provides encouragement and on-going equipping for student workers

Associational Staff Assignments

A. The Lead Missionary will:

1. cast a God-sized vision for the Association;
2. assist churches and their pastors/leaders to discern and engage in God's plan;
3. coordinate & communicate with teams and Associational Teams
4. serve as an ambassador for Stanly-Montgomery Baptists among community and denominational leaders
5. serve as chief executive officer of the Association.

The Lead Missionary is accountable to the Association through the Associational Officers with the assistance of the Associational Support Team.

Suggested activities in fulfillment of the task:

1. Provide responsible leadership in the work of the Association through planning, correlating, implementing, and evaluating programs, services and ministries in cooperation with Associational leadership.
2. Serve as chief executive officer of the Association.
3. Serve as an ex-officio member of all Associational teams.
4. Manage the office, business affairs, and staff of the Association as defined within the Bylaws.
5. Report to the Association in Session, as it relates to the planning, promoting and implementing of Associational, State, and Southern Baptist Convention work.
6. He shall make himself available, upon request, to work with and assist any church or pastor of the Association, as his schedule permits.
7. Help to start new work as needed.
8. Seek to maintain cooperative relationships with Baptist Associations, Baptist State Convention, and the Southern Baptist Convention.

Miscellaneous Considerations:

1. He shall not consider serving any church as interim pastor and is required to consult the Associational Officers before serving any church more than six consecutive Sundays.
2. Outside Ministries: A maximum of four (4) weeks of revivals, World Missions Conferences, and other ministries shall be allowed outside the Association. Should unusual or special circumstances arise the Associational Officers may approve additional time at its discretion.
3. Conventions: He shall have the privilege of attending State and Southern Baptist Conventions, assemblies, and conferences pertaining to his particular program of work, with expenses paid by the Association to the amount provided by the budget.
4. Sick Leave: The responsibility lies within the Associational Officers to decide if sick leave is excessive, otherwise no accounting of individual sick days will be required.
5. Vacation: The Missionary shall receive two (2) weeks vacation per year for the first two years of service, after which a third week of vacation will be added up to seven years of service at which time a maximum of four weeks vacation per year will take effect.
6. Office Hours: He shall not be confined to the office during daytime hours but will be free to spend time in or out of the office according to his discretion in order to accomplish the goals and missions of the Association and by requests of pastors and/or members of Stanly-Montgomery Baptist churches.

- B. The Administrative Assistant** will assist the Associational Missionary with the following:
1. assist with communication and coordination,
 2. manage office operations,
 3. support associational officers and team leaders,
 4. serve to promote the association in public and church relations,
 5. serve as secretary for the Association in Session, and
 6. serve as the historian for the Association.

The Administrative Assistant will be accountable to the Association through the Missionary with the assistance of the Support Team.

Designated activities in fulfillment of the task

1. Assists churches with printing needs.
2. Maintains appropriate mailing lists for promoting the work of the Association.
3. Prepares items as the Associational Newsletter, Directory, Calendar of Activities, Book of Reports, and other Associational reports.
4. Maintains and orders sufficient office supplies.
5. Travels to such places as the Post Office and office supply businesses as needed.
6. Oversees the operation and maintenance of office equipment.
7. Maintains up-to-date files for the Association.

Miscellaneous Considerations:

1. Maintains posted office hours.
2. Receives two (2) weeks of vacation each year with full salary.
3. Salary recommended by the Stewardship Team and approved by the Association.
4. Associational Officers decide if sick leave becomes excessive.

Associational Officer Assignments

Associational Officers work with the Associational Staff to monitor spiritual and financial dynamics and needs. They will serve as a “sounding board” to teams in responding to church and associational needs. They are also responsible for making recommendations to the Association pertaining to all matters related to paid personnel such as staffing, annual performance reviews, and salary and benefit packages. The officers will plan for the annual theme for the Association in Session.

Board of Directors for the Corporation - The board is composed of the Moderator as Chairman, the Vice-Moderator as Vice-Chairman, and the Treasurer as Secretary/ Treasurer. The Board of Directors also serves as the Trustees.

The following positions comprise the body of officers, elected annually by the association in session:

- A. Moderator - The Moderator shall preside at each meeting of the Association; shall serve as ex officio member of all teams; shall represent the Association in official capacity and dialogue with other groups, associations, conventions, etc.; and perform such other tasks as assigned by the Association. He shall also serve as chairman of the Board of Directors of the Corporation.
- B. Vice-Moderator - The Vice-Moderator shall assist as called upon by the Moderator to fulfill the functions of the Moderator office, and shall automatically assume that office when it

becomes vacant between annual meetings. He shall serve as Vice-Chairman of the Board of Directors of the Corporation.

- C. Treasurer The Treasurer shall serve as the recipient, depositor and disbursing officer of all monies received by the association in accordance with the prescribed policy and under the direction of the Stewardship Team, and shall make regular reports to the Association in session. He shall serve as the Secretary/Treasurer of the Board of Directors of the Corporation.

Support Teams

Support Teams are composed of Associational Officers, one member from each team, and any associational staff. The Moderator shall preside over the Support Team. This team will be responsible for the following:

1. support all teams in order to promote the mission of the Association.
 2. clarify written job descriptions for each team, presenting Operations Manual updates to the Association;
 3. manage and communicate a calendar of events;
 4. assist the associational staff;
 5. provide a suitable bond for the Associational Treasurer (paid for by the Association);
 6. direct all additional staff to work under the direction of the Missionary, (appointing three of its members to serve as a Personnel Team, as needed to serve as liaison for the Missionary and all staff to clarify issues and/or resolve conflict).
- A. Property Team maintains a team of trained, passionate people to assist the association in the care of SMBA facilities and lead the association to determine its property needs. This team will maintain and communicate policies and procedures concerning property use. They will also serve churches who request assistance with property/ facility policies and plans.
 - B. Mobilization Team maintains a team of trained, passionate people to assist all teams in keeping teams staffed with quality volunteers. They shall regularly communicate with churches to encourage associational service and to discover potential resource persons for service.
 - C. Stewardship Team maintains a team of trained, passionate people to assist the association in monitoring the financial status of the association and provide leadership in developing budgets to support teams and projects. They will also serve churches who request assistance with stewardship issues. They will manage the associational scholarship programs and ministry/mission foundations.
 - Scholarship Team works in conjunction with the Stewardship Team in setting scholarship guidelines and selecting recipients.

Guidelines for SMBA Scholarship Funds. Applicants considered for SMBA scholarships must be members of a Baptist Church affiliated with the Stanly-Montgomery Baptist Association with plans to enter vocational ministry. Applications are managed by the Stewardship Team.
 - Legacy Team works in conjunction with the Stewardship Team to establish, promote, and guide foundations for missions and ministries through the association.

Missions Teams

Missions teams assist churches with (1) missions education, (2) prayer & support for missions, and (3) promoting mission action. In addition, they will develop strategies (1) to mobilize churches in evangelism and missions with Stanly-Montgomery County residents through planting new congregations and (2) to develop mission partnerships in the county and beyond.

- A. Women's Missions Team maintains a team of trained, passionate persons to assist churches in missions programs and ministries for women, girls, and preschoolers through training and support networks.
1. Submit a report to the Annual Associational Meeting.
 2. Supervise, train, and assist the WMU Associational Council at regular meetings.
 3. Work with the Associational Missionary in relating the work of the WMU to general Associational plans.
 4. Work in close relationship with mission personnel, Baptist Men, and Mission Teams.
 5. The Leader and Council proposes appropriate programs and activities to the Support Team.
- B. Baptist Men's Team maintains a team of trained, passionate persons to assist churches in missions programs and ministries for men and boys through training, shared resources, and support networks.
1. Enlist the workers needed to carry out the Baptist Men's Ministries.
 2. Seek to provide assistance to Stanly-Montgomery Baptist churches by:
 - a. Interpreting Baptist Men's work to church and Associational leaders.
 - b. Helping to improve existing work.
 - c. Training Baptist Men leaders.
 - d. Providing inspiration, information, and fellowship through Associational meetings.
 - e. The implementation of projects, initiating involvement of men and boys in mission work.
 3. The director plans and proposes appropriate programs.
 4. Submit a report to the Annual Associational Meeting.
 5. Present an annual budget request to the Stewardship Team
 6. Maintains a readiness of volunteers and equipment to respond to disasters in the name of Christ through training and support networks by the following:
 - a. Communicate with BSC missions projects
 - b. Promote opportunities in Stanly-Montgomery Baptist churches
 - c. Oversee the use and care of the response trailer
 - d. Submit a report to the Annual Associational Meeting.
 - e. Present an annual budget request to the Stewardship Team.
- C. Partnership Missions Team maintains a team of informed, passionate people to investigate and lead Stanly-Montgomery Baptists to be on mission including partnerships established by the BSC, community ministries, and other Great Commission organizations. This team will lead the association to engage in mission action and will manage all volunteer fund requests.

Volunteer Funds may be requested by churches participating in mission partnerships recognized by the SMBA. Special consideration may be given outside of these partnerships for strategic mission impact.

Requirements:

1. Must receive the pastor's recommendation
2. Giving a personal, verbal witness must be the major emphasis of the trip

3. A detailed account of the cost and agenda must be submitted to the Missions Partnership Team.
4. Funds must be available in the missions partnership account with priority going to recognized SMBA partnership mission projects.

Limitations:

1. Up to 1/3 of the cost as needed –
2. No more than \$500.00 per person
3. A person may receive assistance from this fund only once every three years.

Requests will be made to Partnership Missions Team Captain.

- D. Missions Development Team helps initiate, encourage, and resource missional communities throughout Stanly-Montgomery County. The association does not strive to start new churches, but empowers and encourages churches in planting new work.

A missional community is any group that engages people with the gospel for the purpose of sharing the truth and grace of Jesus Christ. The groups may take the form of Bible study groups, mission teams, groups that meet human need in Jesus' name, or gather people for spiritual conversations. The purpose of missional communities is to reach out to the lost and broken communities with the life-changing gospel of Jesus Christ. This team consistently investigates Stanly-Montgomery missions needs/opportunities, including unreached people groups in the county, and develops a strategies and forms partnerships for meeting such needs/opportunities.

This team also manages the process of potential affiliate congregations, investigating of the petitioning church's covenant, articles of faith, location, history, practices, cooperative spirit, its relationship to other churches of the Association, and its willingness to abide by the Charter and Bylaws of the Association.

The Team shall also recommend to the Support Team how the funds returned from the State Baptist Convention Missions Offering should be applied.

Ministry Teams

Ministry teams assist churches with information, training, and shared resources toward making and growing disciples in obedience to the Great Commission and the Great Commandment.

- A. Prayer Ministries Team maintains a team of trained, passionate persons to assist churches in developing and expanding local prayer ministries through training and support networks.

1. Elevate the primacy of prayer in personal and church life
2. Promote National Day of Prayer and other prayer training/experiences.
2. Submit a report to the Annual Associational Meeting.
3. Encourage fellowship among the prayer ministry directors in the SMBA.
4. Present an annual budget request to the Stewardship Team. .

- B. Church Strengthening Team maintains a team of trained, passionate persons to assist churches in understanding and applying principles and processes that promote congregational & missional health.

1. Assist pastors & church leaders to evaluate local church needs and develop relationships and strategies to assist churches in congregational health.
2. Submit a report to the Annual Associational Meeting.
3. Communicate/network with churches to provide training in the SMBA.
4. Present an annual budget request to the Stewardship Team.

- D. Senior Adult Ministries Team maintains a team of trained, passionate persons to assist churches in reaching, teaching, and caring for adults 55 and older through ministries and programs such as Sunday School and Small Groups through training, events, and support networks
1. Present to the Association plans for activities and programs that will meet senior adult needs.
 2. Promote missions and ministry opportunities to or with senior adults
 3. Partner with NC Baptist Aging Ministry for training and networking
 4. Present an annual budget request to the Stewardship Team
 5. Submit a report to the Annual Associational Meeting.
- E. Family Ministries Team maintains a team of trained, passionate persons to assist churches in family ministries. This would include counseling, parenting, and addressing community/national family issues.
1. The scheduling and promoting family ministry opportunities made available by our denomination.
 2. The planning and implementation of appropriate family ministry programs in the Association.
 3. The procurement of appropriate family ministry media materials for the Resource Center.
 4. Present an annual budget request to the Stewardship Team
 5. Submit a report to the Annual Associational Meeting.

Leader Development Teams

Leader Development teams assist churches to discover and equip church leaders. This includes current and potential lay leadership and vocational church staff. Key areas include the spiritual, physical, emotional, familial, and vocational health of the leaders and their families.

A. Leadership Development Team assist churches to discover and equip church leaders. In addition, this team coordinates and promotes educational opportunities, internships and leadership training events.

- B. Minister's Conference maintains programs and a network to encourage and challenge pastors and those in church staff in missions and ministries through monthly conferences, special training, and support networks. Conference officers will also serve the association upon request in the following areas:
1. preachers and places for annual sessions,
 2. associational resolutions,
 3. memorials, and
 3. ordination councils upon request.

Conference officers shall administer the Ministers' Emergency Fund. It shall have authority to investigate and approve giving \$50.00 per week up to 12 weeks, to any minister in the Association, without additional approval.

- C. Music Ministry Team assists and encourages those serving churches in music programs and ministries through training and support networks. The team will facilitate a sharing network of used musicals and helpful information.

- D. Preschool and Children's Ministries Team assists and encourages those serving churches in preschool or children's ministries through training, shared strategies, and support networks.
- E. Student Ministries Team assists those serving churches in student ministries (grade 6-college) reaching, teaching, and caring for middle school, high school, and college through training, shared resources, and support networks.
- F. Deacon Ministry Team assists deacon bodies through training, shared resources, and support networks.

STEWARDSHIP POLICIES

The mission of the Association is advanced through applying resources toward a clearly communicated strategy reflected in an annual budget. The budget relies on systematic giving from member churches. Designated funds and contingency resources are made available in a timely fashion in order to further respond to unforeseen opportunities or needs. The Administrative Team is responsible to oversee budget planning and execution. Only the Executive Team is authorized to disburse non-budgeted funds requested by teams or as they deem expedient for the mission. Proper documentation for receipts and disbursements are required for accountability. Gifts and contributions offered from sources outside of member churches or designated Great Commission Partners are subject to approval by the associational officers and staff. Gifts other than cash are subject to the guidelines of Legacy Giving.

Legacy Giving

Individuals, families or organizations may designate contributions in a variety of forms to further Christian causes through the Association. Such gifts may be accepted or rejected by the associational officers. To honor God and further the mission, the Association assists individuals or groups through the appropriate distribution of the assets to family, friends, and ministries, as well as receiving of planned gifts and gifts other than cash.

By educating church leaders in the area of Estate Stewardship, the Association may establish and maintain appropriate fund agreements with donors that will financially support sharing Christ with our world through one or more of the following:

1. a local congregation
2. the Association
3. a Baptist Convention and/or its institutions or causes
4. a recognized Great Commission partner

Gift Instruments:

1. Last Will and Testament
2. Gift Annuities
3. Charitable Remainder Trusts
4. Insurance
5. Outright Gifts
 - a. Cash gifts or a percentage of the estate
 - b. Personal property such as real estate, artwork, antiques, other valuables
 - c. Restricted gifts
 - d. Memorial gifts

Gift Acceptance Policy:

1. The Association is a 501-C3 Charitable Organization, so gifts to the Association are tax deductible.
2. Cash and checks may be made payable to the Association or the account established under the tax number of the Association to which it is applied.
3. Publicly Traded Securities, readily marketable securities, and such as those traded on the stock exchange, can be accepted by the Association. Gifted securities are to be sold immediately. In accordance with the IRS, the gift value of the securities for accounting and receipting will be the average of the high and the low on the date of the gift.
4. Closely Held Securities, non-publicly traded securities may be accepted after consultation with the legal advisor(s). The fair market value of the closely held securities must be determined by a "qualified" appraiser. The cost of the appraisal is the responsibility of the donor. Prior to the acceptance, the team must explore the methods of immediate liquidation of the closely held securities through redemption or sale. No commitment for repurchase or sale of closely held securities should be made prior to the completion of the

- gift, as the transaction might be viewed by the IRS as a sale rather than a gift, with adverse tax consequences for the donor.
5. Life Insurance – The Association should only hold, arrange premium payment, and extend a receipt for a tax-deductible contribution for a life insurance policy when the Association is owner and a beneficiary of the policy.
 6. Real Estate – The Association may receive gifts of real property with approval of the associational officers. The NC Baptist Foundation guidelines for real estate gifts will be followed.
 7. Tangible Personal Property – Gifts of tangible personal property to the Association should have a use related to its tax-exempt purpose. Prior to acceptance, gifts of tangible personal property must have an appraisal establishing the fair market value of the gift. The appraisal’s cost will be the responsibility of the donor. The association will follow all IRS requirements in connection with the disposing of gifts of tangible personal property and filing of appropriate tax reporting forms.
 8. Charitable Trusts and Endowments – The administration of trusts and endowments may be performed by the North Carolina Baptist Foundation, Inc. Thrivent Financial or a trustee named by the donor. In assisting with the establishment of a trust or endowment, the Association will follow the established guidelines of the trustees and the IRS.
 9. Bequest – When an individual determines to include the Association as a beneficiary in his or her Last Will and Testament and notifies the Association, the Executive Team will assist the donor in determining the designation of the gift. If the gift is to fund an endowment, the services of the NC Baptist Foundation, Thrivent Financial, or a trustee or foundation selected by the donor will be asked to assist with the receiving of the gift.

Great Commission Partnerships (GCP)

The Association recognizes and values its role within the broader Christian community. Desiring to fulfill the Great Commission, the Association cooperates with select groups which hold complimentary faith and values. GCPs are eligible for associational support and Legacy Giving. GCPs may be added or removed at the discretion of the Support Team.

Recognized Great Commission Partners

LOCAL	REGIONAL/NATIONAL	INTERNATIONAL
Bridge to Recovery	Baptist State Convention of NC	Gideons International
Christian Coalition	Baptists on Mission	International Mission Board, SBC
Community Inn	C.A.R.E. Cafe (Respite)	
Esther House	NC Baptist Aging Ministry	
Habitat for Humanity	NC Baptist Children's Homes	
Homes for Hope	NC Baptist Foundation	
Live-Again Ministries	NC Baptist Retirement Homes	
Pregnancy Resource Center	North American Mission Board	
Stanly Christian Ministries	Southeastern Baptist Theological Seminary	
West Stanly Christian Ministries	Thrivent Financial	
Montgomery Baptist Food Pantry		

CHURCH PLANTING STRATEGY

PHASES OF THE STRATEGIC PLAN

Phase 1 – Recruitment of Church Planter

Phase 2 – Assessment of Planter and Potential Fields

Phase 3 – Training & Support

Phase 4 – Planting the Church

PHASE #1 – RECRUITMENT

Success in church planting is connected to two distinct factors:

1. The Church Planter
2. The Church Planter's calling

Our recruitment plan needs to work to attract planters who:

1. Are equipped to plant churches (education).
2. Are prepared to plant churches (experience).
3. Are called to plant the kind of churches we need planted.
4. Are called to plant churches in an area like ours (southern, rural, & traditional).

PHASE #2 – ASSESSMENT

With the understanding that the success of a church plant is so connected to the Church Planter, we need to assess the planters and their calling.

Our planter assessment process needs to include:

1. A multiple-perspective approach with the Church Planter
 - Interview with multiple assessment tools.
 - Interviews with references.
2. A panel interview with the Church Planter and spouse.
3. An evaluation of the Church Planter's personality and giftedness.
4. A credit report of the Church Planter.

The team must approve the candidate before establishing a partnership with the Association.

Our field assessment includes the following:

- a demographic study of the area
- spiritual and sociographic study of the targeted people group.

PHASE #3 – TRAINING & SUPPORT

To assist our Planters we provide both financial support and training.

Support will be contingent on the following factors:

1. The Planter receives Missions Team approval through the assessment process.
2. The Planter establishes a partner relationship with an associational church (recommended).
3. The Planter builds a team of at least 25 committed adults to assist him. No more than a third of the team can come from another church, without their expressed approval and the church providing some other form of financial support. If another church is sponsoring the Church Planter as a partner/parent church, the team is allowed to be from the church. In this case the Association will only provide ½ of the monthly support provided from the parent church.
4. The Planter raises at least \$10,000 start-up funds.
5. Once the planter meets the prior criteria, the Association will provide \$250 a month of support for two years, at a total of \$6000 for the total package. Supported churches will be required to sign a covenant and agree to support the Association in the future. Half of contributions received from church plants by the Association for their first 7 years of the church plant will be dedicated to the associational Church Planting.

To provide training for our Planters, we will:

1. Provide formal training through partner planting networks (up to \$500.00).
2. Establish a reading list and require reports on the required reading.
3. Provide on-going coaching and mentoring from a local Pastor.

PHASE #4 – PLANTING

There are multiple ways to plant churches, and we want to be open to different methodologies and different types of churches.

To support the plant, we want to assure that:

1. A church must have secured a location to meet with at least a year's lease.
2. The team must have grown to be able to facilitate the ministry they are preparing for.
3. The church must have the financial resources secured to take care of their first few months of operation.
4. The church must have a plan to facilitate evangelism, discipleship, assimilation, and ministry.

CHURCH REVITALIZATION STRATEGY

Church Strengthening Team maintains a team of trained, passionate persons to assist churches in understanding and applying principles and processes that promote congregational & missional health. The team assists pastors & church leaders to evaluate local church needs and opportunities. The team also assists churches through planning leadership conferences and workshops. The Team selects its own membership in coordination with the Mobilization Team and recommends to them priority initiatives that require funding.

Stage 1: Select and Train Team

- The Church Strengthening Team is comprised of individuals with a passion to learn and apply best practices of healthy churches.
- Team training is a continual process to define and refine the processes for their own church and sister churches.
- Team members assist churches to discover and apply healthy church principles and practices.

Stage 2: Identify and Rank Churches in terms of Revitalization Need and Openness:

Review annual church profiles and listen to pastors attentive to the following benchmarks:

- Churches with a base (for finances and workers) of 50-70, unless they are looking to be a Missional community format.
- Churches demonstrate strong approval of the revitalization project (>80%).
- Churches appoint a leadership team (or steering committee) that includes the legitimizers within the church
- The pastor must be all in to participate and at some points, lead the process.
- Funds for assistance are aimed at up-fitting the campus, providing essential materials, and at times, for a consultant. These funds are matched by the church.
- Church leaders are to engage in a community mission/ministry project to develop experience/skills. (The project may be to assist a sister church which is in a revitalization project)

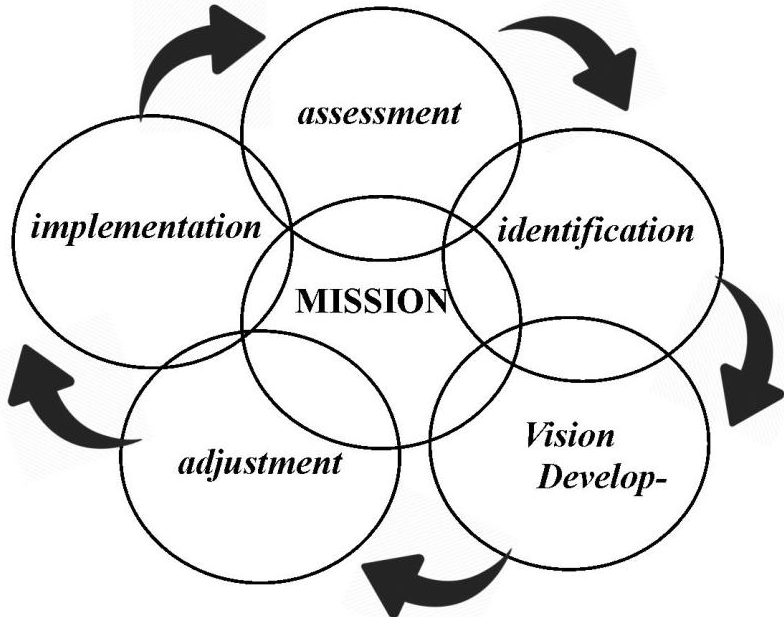
REMEMBER: It is critical to remember that we do revitalization WITH a congregation, not FOR a congregation. The hard work is winning over the power brokers while keeping the passionate members.

Stage 3: Early stages of the revitalization track:

- Overview with the key leadership (usually, pastor, deacons and church council)
- Assessment & conversation starts with the quantitative (symptoms) and move to the qualitative (life change).
- Once the current reality becomes clear, the church begins serious discussion of the following matters: What is a church? What membership should know, believe, be, & do).

Stage 4: Church confirms their commitment to the process.

The Lead Missionary and Church Strengthening Team will assist the pastor and church through the following process over a period of 12-24 months:



The church or Church Strengthening Team member may choose a limited scope of intervention in order for the church to experience some form of progress. Therefore, the process may be repeated with less assistance the second time.

GUIDELINES FOR BUILDING USE

I. WHO MAY USE THE BUILDING

1. Building use gives preference to organized and official groups from member churches of the Stanly-Montgomery Baptist Association.
2. Reservations for use of the building should be made as far in advance as possible.
3. No fees shall be charged for use of the Association building.

II. WHAT DOES SMBA PROVIDE?

Association provides facilities only. All paper products, flatware, cups, towels, utensils, etc. shall be provided by the user.

III. FOOD

1. Food and eating is restricted to the kitchen, and conference rooms.
2. The area is expected to be left clean with all trash removed from the building.

IV. DECORATIONS & SETUP

1. Nothing is to be attached to walls or windows with tacks, tape, or any other means.
2. Groups may provide their own table decorations and centerpieces for the conference rooms.
3. It is recommended that set-up for functions be done during regular office hours (as posted)

V. CARE OF FACILITIES

1. Rooms should be left basically as the group found them with tables and chairs returned to proper storage areas.
2. Care should be taken to prevent damage to the carpet. Dragging chairs and tables across the room will cause damage.
3. The Association's vacuum cleaner, mop, and cleaners may be used for clean up.

VI. DAMAGES

1. The Association expects to be compensated for any damages sustained to the buildings and furnishings.
2. If any damage is noted before usage, please report damaged area or items to the secretary.

VII. PROHIBITIONS

1. Use of tobacco products, in any form, is not permitted anywhere in the building.
2. Use of alcoholic beverages, in any form, is not permitted in the building or on the property.

ASSOCIATIONAL VEHICLE POLICIES AND PROCEDURES

Purpose: The Association provides the use of its vehicle principally for the following:

1. Transport food from food banks and donation sites to the Food Pantry or mobile distribution sites.
2. Disaster Relief and Recovery Projects and to supply and tool pull trailer.

The vehicle will not be available to anyone for personal use. With approval, it may assist churches with projects.

Responsibility: The borrower is responsible for the care and control of the vehicle/trailer. The Association is responsible for the all policies and guidelines governing its use.

The Associational Administrative Assistant is responsible for the following:

1. maintaining a vehicle use schedule/calendar,
2. processing Vehicle Use Requests,
3. maintaining a Vehicle Use Record Book,
4. receiving expense reports/vouchers for vehicle use,
5. reimbursing users for all authorized vehicle expenses,
6. paying all vehicle related expenses such as insurance, registration, maintenance, fuel, etc.,
7. reconciling all vehicle related financial accounts, and
8. controlling all vehicle keys and record books.

The drivers are responsible for the following:

1. inspecting the vehicle after each approved use for fluid levels and safe return of vehicle,
2. confirming the vehicle has been cleaned by the group using it and/or cleaning the vehicle, if necessary, and
3. recommending any maintenance concerns and repairs.

Authorized Drivers must be at least 25 years of age, with a current NC driver's license and a satisfactory driving record. Each organization must provide the Administrative Assistant with the names of regular drivers, whose name will be included on the "Approved Drivers List" (for insurance purposes). These are the only persons authorized to drive the vehicle. Any exceptions must be approved by Associational Staff.

Record Keeping: A book containing the vehicle owner's manual, insurance verification form and Trip Record Sheets will remain in the vehicle at all times. During each use of the vehicle, the Authorized Driver must complete all information requested on the Trip Record Sheet. The key and completed trip sheet must be returned to the office at the time designated on the Vehicle Use Request.

The Authorized Driver will be given instructions of whom to contact in case of delayed return. The Administrative Assistant will maintain a permanent record book of all Vehicle Use Requests and corresponding completed Trip Record Sheets.

In the event vehicle repairs are necessary during a trip, they must be approved by the Associational staff. Authorized Drivers should be prepared to pay for emergency repairs during a trip. They will be reimbursed for those expenses by submitting a written report of repair expenses incurred, with all receipts attached.

GUIDELINES FOR ASSOCIATION TRAILERS

Always pray before work is started daily and asking for God's blessings at all meals.

1. Trailer is principally insured by the one that pulls the trailer.
2. Take inventory before the unit goes out and when it returns.
3. Replace all tools that are broken or lost. Be sure all items are ready for future missions.
4. The coordinator will see that is available before the unit goes out, also water supplies.
5. Keep all records of materials used, such as food QA1 and receipts for such items that are purchased.
6. Be prepared for the worst conditions. Safety is our first concern.
7. Be flexible. Due to situation, people are subject to be depressed, irritable and can be very hard to cope with. Do not be demanding.
8. If volunteers are available, leave someone with the unit at all times, to avoid vandalism and looters.
9. Coordinator should encourage all volunteers to be prepared and to have sufficient clothing, sleeping bags, heavy boots or shoes, and have rain suit, and gloves. Tee shirts will be furnished to all volunteer workers - so people will know who you are and your mission.
10. Try to have volunteers enough so no group will have to stay more than 4 days if possible.
11. All volunteers should plan for their transportation if not planned for by coordinators.