**OPERATIONS MANUAL**

**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

**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

**MISSIONS**

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

**RESOURCE TEAM**

1. Stewardship Team

>Scholarship Team

>Legacy Team

1. Mobilization Team
2. Properties Team
3. 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 Organizational Assignments**

**Support Team** manages the administrative issues of the Association, aimed at supporting and resourcing SMBA teams. The Support Team is made up of the Associational Officers, Associational Staff, and 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
7. **Associational Staff**
8. **The Lead Missionary** will:
9. cast a God-sized vision for the Association;
10. assist churches and their pastors/leaders to discern and engage in God’s plan;
11. coordinate & communicate with teams and Associational Teams
12. serve as an ambassador for Stanly-Montgomery Baptists among community and denominational leaders
13. 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 mission~~s~~ of the Association and by requests of pastors and/or members of Stanly-Montgomery Baptist churches.
7. **The Administrative Assistant** will assist the Associational Missionary with the following:
8. assist with communication and coordination,
9. manage office operations,
10. support associational officers and team leaders,
11. serve to promote the association in public and church relations,
12. serve as secretary for the Association in Session, and
13. 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.

**2. 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:

1. 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.

1. Treasurer The Treasurer shall serve as the recipient, depositor and disburser 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.

**3. 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).
7. 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.
8. 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.
9. 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.

**4. 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.

1. 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

1. 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.

1. 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.

1. 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.

**5. 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.

1. 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.

1. 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.

**6.**

A. Leadership Development Team assist churches to discover and equipchurch leaders. coordinates and promotes educational opportunities through Southeastern Baptist Theological Seminary and the North American Bible Institute.

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.

**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.

**GUIDELINES FOR DISASTER RELIEF TRAILERS**

Ask for God's blessings at all meals, and before work is started daily

1. Insured by the one that pulls the trailer.

2. Someone will take inventory before the unit goes out and as it returns from the mission trip.

3. Replace all tools that are broken or lost and be sure all items are ready for future missions.

4. Keep 2 in unit for saws and generators at all times.

5. The coordinator will see that is available before the unit goes out, also water supplies.

6. Keep all records of materials used, such as food QA1 and receipts for such items that are purchased.

7. Be prepared for the worst conditions.

8. Be flexible. Due to situation, people are subject to be depressed, irritable and can be very hard to cope with. Do not be demanding.

9. If volunteers are available, leave someone with the unit at all times, to avoid vandalism and looters.

10. 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.

11. Try to have volunteers enough so no group will have to stay more than 4 days if possible.

12. All volunteers should plan for their transportation if not planned for by coordinators.