

Loudon County Baptist Association, Inc. Constitution and By-Laws

Adopted by the Association October 11, 2010

Amended October 23, 2017

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CONSTITUTION

ARTICLE I – IDENTITY

Section 1 – Name

This body shall be known as the Loudon County Baptist Association, Inc. (hereinafter referred to as LCBA)

Section 2 – Articles of Faith

We adopt as our statement of faith, THE BAPTIST FAITH AND MESSAGE (2000), as adopted by the Southern Baptist Convention.

Section 3 – Cooperation

This body shall be cooperative with the Tennessee Baptist Convention and the Southern Baptist Convention.

Section 4 – Authority

This body shall be wholly advisory, and shall never assume any ecclesiastical authority over the churches.

ARTICLE II - PURPOSE

The purpose of the Loudon County Baptist Association, Inc:

- Strengthen existing churches in the areas of evangelism, teaching, training, and social ministry
- Lead the churches in establishing new churches wherever God leads
- Challenge and facilitate churches to be on mission with God locally and around the world
- Encourage Christian fellowship and unity among the churches
- Facilitate participation in the Cooperative Program and related ministries of the Tennessee Baptist Convention and the Southern Baptist Convention

ARTICLE III - MEMBERSHIP

Section 1 – Churches

The LCBA shall be composed of those churches that have applied for and have been received into membership at a Ministry Council Session. Messengers elected by the respective churches shall represent those churches at all Ministry Council Sessions.

Section 2 – Messengers

Messengers shall be elected by the membership churches, according to the following formula. Each church shall be entitled to three (3) messengers, and one (1) additional messenger for each fifty members above the first fifty (50), not to exceed ten (10) messengers.

Section 3 – Membership

Any church desiring to be received into the membership of the LCBA shall forward a letter of petition to the Association office at least six (6) months prior to a Ministry Council Session.

The church desiring membership shall include in the letter:

- A brief history of the church including its organization;
- Evidence of cooperation or intent of cooperation by supporting financially the Loudon County Baptist Association
- Evidence of cooperation, or intent of cooperation with the Tennessee Baptist Convention and the Southern Baptist Convention with contributions to worldwide missions through the Cooperative Program;
- A statement of the church's Articles of Faith which demonstrates theological harmony with the LCBA Articles of Faith;
- A brief history showing the achievements of the church up to the date of the petition.

A body shall be formed to examine the credentials of the petitioning churches. Recommendations from this body shall be made to the Association at a Ministry Council Session. Upon approval of, three-fourths (3/4) of the messengers present and voting to receive the church, the moderator shall declare the church received and its messengers seated. A church may choose to withdraw from the membership of the LCBA with written notification.

The Association reserves the right to withdraw membership by three-fourths (3/4) majority vote at a Ministry Council Session from any church it deems:

- to have departed from the teaching of the New Testament in doctrine or conduct as previously stated in the Articles of Faith of the Association;
- To have refused to support financially the program of the Association;
- To have failed to correspond with the Association for two (2) consecutive years. This church shall first be visited by a body formed to examine the credentials of the nonparticipating church to determine the cause and seek resolution.

BY-LAWS

ARTICLE I - MEETINGS

Section 1 – Ministry Council Sessions

The LCBA shall have Ministry Council Sessions, at such time and place as determined by the Administrative Leadership Team. All reports to any Ministry Council Session shall be written and included in the Book of Reports. No reports, other than those in the Book of Reports, shall be heard unless by the expressed approval of the body.

Section 2 – Special Sessions

Upon the advice and consent of the Administrative Leadership Team the Moderator may call a special session at any time during the year. Notification must be made in writing to the churches at least two (2) weeks prior to the meeting. It must include the reason for the meeting and the matter(s) to be considered. Only business for which the meeting is called may be transacted in such a called session of the Association.

Section 3 – Quorum A

Quorum shall be the number of messengers in attendance.

ARTICLE II - ORGANIZATION

Section 1 – Standing Teams

The following are the Standing Teams of the LCBA:

Ministry Council (MC)

Purpose/Duties: Reference Constitution: Article III, Section 1

Accountable To: Member Churches Members: Reference Constitution: Article III, Section 2

Association Officers (AO)

Purpose/Duties: Reference Job Descriptions as defined by the Administrative Leadership Team.

Accountable To: Association through any Ministry Council session

Members: Six (6) Members: Moderator, Vice-Moderator, Treasurer, Asst. Treasurer, Clerk, Asst. Clerk Recommended by the Nominating Team and elected by the Ministry Council to serve a 1 year term (Jan-Dec)

Administrative Leadership Team (ALT)

Purpose/Duties: Empowered to act on behalf of the Association when not in session in all areas except those which encumber the Association financially, place the Association at risk, or are deemed important enough to call a special MC session. Conduct administrative functions of the Association (Finance, Budgeting, Personnel, Facilities, and Credentials). Maintain Job Descriptions for all staff (paid & unpaid) and all team (committee) positions.

Accountable To: Association through any MC session

Members: Six (6) At-Large Members Recommended by the Nominating Team and elected by the Ministry Council to serve a three (3) year term (Jan –Dec) Four (4) Ex-Officio Members: Moderator, Assistant Moderator, Director of Missions, Ministry Assistant, and Treasurer.

Trustees

Purpose/Duties: Act as legal agents as authorized by the Association, counseling with other Association teams, officers, staff or organizations concerning legal matters

Accountable To: Association through any MC session

Members: Three (3) Members Recommended by the Nominating Team and elected by the MC to serve a three (3) year term (Jan –Dec)

Nominating Team (NT)

Purpose/Duties: To place names in nomination before the MC for their approval for all open team positions except for the Nominating Team

Accountable To: Association through any MC Session

Members: Five (5) Members Recommended by the Moderator and elected by the MC to serve a three (3) year term (Jan–Dec)

Section 2 – Director of Missions (DOM)

A Director of Missions (DOM) shall be chosen and called by the Association whenever a vacancy occurs. His election shall take place at a Session or a Special Session called for that purpose. At least two (2) week notice shall be given to the churches of the Association.

A DOM Search Team of no fewer than seven (7) members shall be recommended by the ALT and approved by the MC. A minimum of two (2) laypersons and a maximum of two (2) members from the ALT will serve on the Search Team. The DOM Search Team shall consult with the ALT in matters of personnel and finance, regarding job description and compensation respectively. Both of these matters (job description and compensation) shall be brought to the MC before the candidate is recommended.

An affirmative vote of three-fourths (3/4) of those present and voting shall be necessary to determine the matter of job description and compensation. The DOM Search Team shall bring for the consideration of the MC only one (1) candidate at a time. The recommendation of the Search Team will constitute a nomination. Election shall be by secret ballot and an affirmative vote of three-fourths (3/4) of those present and voting being necessary for election.

The DOM, thus elected, shall serve until the relationship is terminated by his request or the Association's request.

- The Director of Missions shall submit a written resignation to the ALT at least two (2) weeks prior to termination of his responsibility as DOM. Upon receipt of the written resignation by the ALT, the office of DOM is considered vacant for the purpose of this Article, therefore, initiating the search process.
- The Loudon County Baptist Association, Inc. may terminate its relationship with the DOM at any regular or called MC meeting. The recommendation to terminate must come from the ALT and must be approved by a secret ballot vote by eighty (80) percent of the messengers present.

Section 3 – Staff

The ALT shall serve as a personnel department, assisting the Association in staffing needs and relations. Assignments, relationships and ministry descriptions shall be specifically defined in a Personnel Policy Manual. The Staff shall be accountable to the ALT.

Section 4 – Program Organization

The Association may establish such program/ministry groups as it deems necessary for achieving its stated purpose. Recommendations for these groups shall be brought before the MC by the ALT and confirmed at a meeting of the MC. These groups shall be accountable to the Association through the MC Sessions.

Section 5 – Ex-Officio Team Members

In keeping with Robert's Rules of Order, the term "ex officio", when no written rule addresses it otherwise, refers to a METHOD of sitting with a body, not a "class" of membership. If the rights of ex-officio members are to be restricted, that must be done in the by-laws. Otherwise, ex-officio members have the same rights as elected or appointed members.

ARTICLE III - RULES OF ORDER

All meetings of the Loudon County Baptist Association, Inc. shall be governed by Robert's Rules of Order, latest revised edition.

ARTICLE IV- AMENDMENTS

Any article of this Constitution and By-Laws may be altered or amended provided that:

- The ALT has endorsed the amendment.
- A ninety (90) days written notice for discussion of the proposed amendment has been given to all member churches of the LCBA prior to the next MC Session.
- The amendment is approved by three-fourths (3/4) vote of the messengers present and voting at the MC Session.

PROPOSED NEW BY-LAWS AS GIVEN BY THE EXECUTIVE BOARD EXPLORATORY TEAM

Loudon County Baptist Association Constitution

Article 1 - NAME

This body shall be called Loudon County Baptist Association.

Article 2 - Basis of Unity

The basis of our unity shall be "The Baptist Faith and Message 2000" as adopted by the Southern Baptist Convention on June 14, 2000.

Article 3 – Relationships

The government of the Loudon County Baptist Association is vested in the member churches that compose it. The Loudon County Baptist Association will cooperate with and support the Tennessee Baptist Mission Board and the Southern Baptist Convention.

Article 4 - Mission

The mission of Loudon County Baptist Association is to glorify God by uniting churches in fulfilling the Great Commission and the Great Commandment.

Article 5 - Authority

SECTION A - The Bible will provide ultimate authority in faith and practice.

SECTION B - This Association shall have no ecclesiastical power or jurisdiction whatsoever over the churches represented in the body.

SECTION C - This Association shall have the power to provide rules for its own government and to determine the basis of membership in its body. Robert's Rules of Order (Latest Edition) will be used as a parliamentary guide for all deliberations of the Association.

Article 6 - Membership

SECTION A - Member churches of this association shall be in accord with the basis of unity, have a stated desire to partner, and be received by majority vote of Messengers or Executive Board Members at any meeting of the association.

SECTION B - Member churches of this association are encouraged to Biblically support the mission of the association. Various ways of support include participating in active prayer, missions, functions, meetings, and giving.

SECTION C - This body shall meet and discuss business in the following manner: Executive Board Meetings regularly, special meetings initiated by associational officers, and an Annual Meeting each October.

The Director of Missions, Moderator, or Assistant Moderator will make a recommendation regarding the location, date, and time of the next Annual Meeting at the current Annual Meeting. The Moderator will call for a vote of the Messengers to approve the recommendation.

SECTION D - The basis of representation from member churches for Annual and Special Meetings shall be the Senior Pastor of every member church, two Messengers of every member church, plus one additional Messenger for every fifty resident members. The total number of Messengers will not exceed ten for any one church.

Any member church without a current Senior Pastor may elect anyone of their choosing to represent the Senior Pastor position at the Annual and Special Meetings.

SECTION E - The basis of representation from member churches for Executive Board meetings shall be the Senior Pastor of every member church and two Executive Board members of every member church.

Any member church without a current Senior Pastor may elect anyone of their choosing to represent the Senior Pastor position at the Executive Board Meetings.

Article 7 - Officers

SECTION A - The Officers of this body shall be the Director of Missions, Moderator, Assistant Moderator, Clerk, Assistant Clerk, Treasurer, and Assistant Treasurer.

SECTION B - Duties of Director of Missions - It shall be the duty of the Director of Missions to lead the Association in accordance with the Biblical mission of the Association. The Director of Missions shall work with all member churches and officers of the association and its organizations and committees in giving counsel, guidance, and oversight to every phase of the Associational work. The Director of Missions will act as the

Executive Director of the Association, and he will provide servant leadership to every aspect of its work and outreach.

Article 8 – Committees

The committees of this association shall be as follows: Leadership Committee, Personnel Committee, Properties Committee, Stewardship Committee, Church Planting and Revitalization Committee, Missions Committee, and any others as needed.

Article 9 – Ministry Teams

The ministry teams of this association shall be formed as needed by the Director of Missions. Ministry Teams will be formed to plan and carry out specific events, projects, ministry, and mission outreach activities.

Article 10 – Task Forces

The task forces of this association shall be formed as needed by the Director of Missions. They shall include a Constitution and Bylaws Task Force, Credentials Task Force, and any others as needed.

Article 11 - Constitutional Amendment

The Constitution may be amended in the following manner: Proposed changes must be presented at an Executive Board meeting, with a vote on proposed changes at the next Annual Meeting. A two-thirds (2/3) majority vote of those present and voting is required to adopt any/all changes to this Constitution.

Loudon County Baptist Association Bylaws

Article 1 – Executive Board

The Executive Board shall be composed of the representatives of the cooperating churches of the association. Each church shall be represented by their senior pastor and two members as deemed by each church. The Executive Board also includes the elected officers of the association. The Executive Board shall have the responsibility of the work of the association between the Annual Meeting sessions. The minutes of each session will be published at the Annual Meeting. The Executive Board shall be subject to the constitution and bylaws of the association; and none of its acts shall conflict with the action taken by the association in either the Annual Meeting or Special Called Meetings. The deemed church representatives of the Executive Board shall constitute a quorum in conducting business. The Executive Board sessions shall be held at the time, place, and date set by the DOM, Moderator, and Assistant Moderator.

Article 2 – Associational Officers

Section A – All Associational Officers shall be elected at the Annual Meeting. The Moderator and Assistant Moderator shall begin their duties after the conclusion of the Annual Meeting. The Clerk, Assistant Clerk, Treasurer, Assistant Treasurer, and Trustee shall begin their duties on January 1 following the Annual Meeting which follows the financial year of the association and allows the Clerk and Trustees to complete their duties after the Annual Meeting.

Section B – The Associational Officers shall be as follows:

- **Moderator and Assistant Moderator** – The Moderator shall preside over the Executive Board meetings, Annual Meeting, and any special called meeting of the association. The moderator shall work closely and in harmony with the DOM concerning the work of the association and appoint special committees or task forces as directed by the association. The Assistant Moderator shall serve in the absence of the Moderator or assumes the role as Moderator for the remainder of the term, in the event the Moderator cannot complete his term. The Moderator and Assistant Moderator shall serve no more than two consecutive years.

- **Clerk and Assistant Clerk** – The Clerk shall serve as the recorder of the Executive Board, Annual Meeting, and special called meetings. The Clerk shall assist the associational staff to collect and complete the Annual Church Profile. The Assistant Clerk shall serve in the absence of the Clerk or assumes the role as Clerk for the remainder of the term, in the event the Clerk cannot complete their term.

- **Treasurer and Assistant Treasurer** – The Treasurer shall work with the Stewardship Committee to oversee the funds of the association. The Treasurer shall work with associational staff to issue checks and payments in keeping with budget and policies of the association. The Treasurer shall be authorized to sign checks. The Treasurer shall perform other duties as authorized by the association. The Treasurer is an Ex-Officio member of the Stewardship Committee. The Assistant Treasurer shall serve in the absence of the Treasurer or assumes the role as Treasurer for the remainder of the term, in the event the Treasurer cannot complete their term.
- **The Trustees** - shall be comprised of three (3) trustees and designated as President, Vice-President, and Secretary. The Trustees are entrusted with the association’s property solely for its benefit. The transfer of the property of the association shall be conveyed only by the trustees acting upon a motion duly made and adopted by the association. The trustees should execute all associational contracts that are more than 25% of the annual budget. Trustees shall serve a three-year term with one Trustee after which he rotates off.

Article 3 – Committees

Section A - All committees are to function during the entire associational year (January – December) in the areas assigned to them either by their listed duties or by special assignments given to them by the Executive Board or Annual Meeting. The committee members shall be elected by the association at the Annual Meeting. All committee members must be 18 years of age or older. A committee member shall not be eligible to serve for one year after rotating off a committee. The Director of Missions and Moderator shall be ex-officio members on each committee.

Section B - The regular committees of the association shall be as follows:

- **Leadership Committee** - shall be comprised of six (6) members. The DOM and the Moderator shall be responsible for making these nominations. The Leadership Committee shall present to the Executive Board and/or Annual Meeting the names of people committed to serving as associational officers and committee members. They shall present to the Executive Board recommendations for filling any vacancies on regular committees occurring during the year. Members of the Leadership Committee shall serve a three-year term with two members rotating off each year.

- **Personnel Committee** - shall be comprised of six (6) members. The Personnel Committee shall serve as an advisory body to the Director of Missions in giving supervision to all other personnel employed by the association and shall serve as a liaison between the Director of Missions and the Executive Board. The Personnel Committee shall annually review the job performance of all association employees and recommend proposed salaries to the Stewardship Committee. The Personnel Committee shall have the responsibility for recommending employment of all personnel other than the Director of Mission to the Executive Board or at the Annual Meeting. Members of the Personnel Committee shall serve a three-year term with two members rotating off each year.
- **Properties Committee** - shall be comprised of three (3) members. The Properties Committee shall regularly inspect and give supervision to maintenance and upkeep of all properties owned by the association. They shall recommend to the Executive Board or Annual Meeting proposals for any major changes in structure, modernization of existing structures, or construction of additional facilities. They shall have the responsibility for establishing guidelines for the use of and changes in the use of all properties owned by the Association. Members of the Properties Committee shall serve a three-year term with one rotating off each year.
- **Stewardship Committee** - shall be comprised of six (6) members. The Treasurer and Assistant Treasurer are Ex-officio members. The Stewardship Committee shall present a proposed annual budget as an item of information to the Executive Board no later than the Executive Board Meeting before the Annual Meeting. The annual budget shall be distributed to churches at least thirty (30) days prior and voted on at the Annual Meeting. After the budget has been adopted at the Annual Meeting, any changes which are proposed to the budget shall first be referred to the Stewardship Committee and any changes shall be recommended to the Executive Board for approval. The Stewardship Committee shall review all financial accounts of the association on a regular basis. The Stewardship Committee shall be responsible for conducting an audit or audit review of all association financials at least every three years. Members of the Stewardship Committee shall serve a three-year term with two rotating off each year.
- **Church Planting and Revitalization Committee** – shall be comprised of six (6) pastors. The Church Planting and Revitalization Committee (CPR) shall be complementary to church mission strategies: planting new congregations and revitalization to renew and strengthen existing, declining churches. The CPR Committee

shall pray, encourage, and assist churches seeking to plant or revitalize. The CPR Committee shall provide resources from the association and network with the TBMB or NAMB as well as provide education or training opportunities to churches and their leadership. Members of the CPR Committee shall serve a three-year term with two rotating off each year.

- **Missions Committee** – shall be comprised of six (6) members. The Missions Committee shall promote mission projects, trips, and activities with the churches of the association to advance the Gospel of Jesus Christ in our community and all areas of Acts 1:8. The Missions Committee shall seek partnerships to provide mission opportunities for the association and the churches to engage in mission projects, trips, and activities. Members of the Missions Committee shall serve a three-year term with two rotating off each year.

Article 4 – Ministry Teams

Section A – Associational Ministry Teams shall be formed under the discretion of the DOM for the purpose of providing Gospel-centered ministry to the community and with/for the associational churches. Each Ministry Team is responsible to the DOM. Each team will present their budget to the Stewardship Committee for consideration and report to them for the stewardship of those funds. A ministry report should be presented to the Executive Board and/or Annual Meeting concerning their ministry activities.

Section B – The Ministry Teams should be as follows:

- **Immanuel House Team** – shall administer the ministry of the Immanuel House and the functions of the ministry.
- **Youth Team** – shall be responsible for ministry and events regarding the youth of our association and community.

Article 5 – Task Forces

Section A – A Task Force is a short-term group to investigate and make recommendation concerning a ministry need, topic, etc. A Task Force can be appointed by the DOM and/or Moderator, stating their purpose, and presented to the Executive Board or Annual Meeting for approval. The Director of Missions and Moderator shall be ex-officio members on each Task Force. When the duties of the Task Force as complete, the group shall disband.

- **Constitution and Bylaws Task Force** - shall be appointed by the moderator when necessary and shall consist of no less than three (3) members. The Constitution and

Bylaws Task Force shall study the Constitution and Bylaws and make recommendations for revisions or replacement at the Annual Meeting of the association.

- **Credentials Task Force** – shall be appointed by the moderator when necessary and shall consist of no less than three (3) members plus the DOM and the Moderator. The Credentials Task Force shall receive and report on any churches desiring to be affiliated with the association. If a church that desires to be affiliated with the association meets the requirements for doing so, the Credentials Task Force shall recommend them for membership at the Annual Meeting or Executive Board meeting. The Credentials Task Force shall investigate and report on the status of churches currently in the association when questions arise as to either doctrinal or other practices which may affect the fellowship and mission of the association.

Article 6 - Electing a Director of Missions

Whenever there is a vacancy in the Director of Missions position, the Moderator and Assistant Moderator shall recruit and nominate a Search Task Force of seven (7) members to be approved at the Executive Board or Annual Meeting. The Director of Missions Task Force shall be responsible for recommending to the association an Interim Director of Missions (if needed) who shall be approved by the Executive Board or Annual Meeting. The Search Task Force shall seek out and recommend a suitable candidate to serve as Director of Missions. Election as Director of Missions requires a three-fourths vote of the association in its Annual Meeting or at a special meeting of the association called for this purpose. It shall be the duty of the Director of Mission to lead the association in accordance with the approved job description and the constitution and bylaws.

Article 7 - Amendment to the Bylaws

At times, it is necessary to amend the Bylaws to keep with current practices and laws. When needed, the Constitution and Bylaws Task Force shall investigate and publish the changes 30 days prior and present proposed changes at an Executive Board or Annual Meeting. Vote on proposed changes will take place at the following Executive Board Meeting or Annual Meeting by a majority vote.

