

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

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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.