

A MANUAL OF ORGANIZATIONAL POLICIES

of the

LUBBOCK AREA BAPTIST ASSOCIATION

(Adopted October 28, 2009 and

Updated January 19, 2012, September 13, 2012,

October 25, 2015, & July 2, 2020)

PARTNERS IN CHRIST'S KINGDOM

PURPOSE

Lubbock Area Baptist Association
exists to be a catalyst
for churches to partner
in fulfilling the Great Commission.

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SECTION I

GENERAL POLICIES SECTION

- I. **The Director will be the Chief Executive Officer of the Lubbock Area Baptist Association (LABA).**
- II. **Financing the Partnership Missions and Ministries of the LABA.**
 - A. The missions and ministries of the partnering churches will be financed by the member churches of the LABA.
 - B. Every church is free to give as they feel directed by the Lord and the perceived value in partnerships.
 - C. Other funds for designated purposes may be contributed by agencies of the Southern Baptist Convention, state conventions, and individuals.
 - D. The LABA's Annual Budget will provide the limits of expenditures of the program promoted during that respective year.
 - E. The financial year will run from January 1 through December 31.
- III. **The Administrative Clerk (LABA Administrative Assistant to the Director) will:**
 - A. Be responsible for presenting the minutes from meetings to the Partnership Board.
 - B. Recognize and recommend the seating of the messengers at the Annual Meeting.
- IV. **The Acting Treasurer (LABA Financial Administrator) will:**
 - A. Be responsible for monies handled by the Association, receiving and disbursing all finances according to the instructions of the Partnership Board, Finance Committee, First Vice-President and Director.
 - B. Be bonded.
 - C. Ensure that two persons sign checks. These may include the Financial Administrator, Director, Administrative Assistant to the Director, Treasurer, and the Highland Financial Administrator.

SECTION II

VOLUNTEER LEADERSHIP SECTION

The polity structure of the LABA will consist of Boards, Advisors/Trustees, Committees, and Teams. Each fulfilling a unique role within the organization.

PART I:

Positions

Partnership Board

- A. Partnership Board Members
- B. Non-voting Members
 - 1. Director
 - 2. Director of Bi-Vocational/Church Starts
 - 3. African American Church Consultant
 - 4. Administrative Clerk (LABA Administrative Assistant)
 - 5. Acting Treasurer (LABA Financial Administrator)
- C. Partnership Advisors/Trustees
 - 1. President
 - 2. First Vice-President
 - 3. Second Vice-President

Partnership Committees

- A. Enlistment Committee
- B. Finance Committee
- C. Personnel Committee
- D. Plans and Policies Committee

Partnership Teams

Members of the Plains Baptist Assembly Board of Trustees

Texas Tech Baptist Student Ministry Work Team

PART II: General Guidelines

- I. **All Partnership Board Members, Advisors/Trustees, Committees and Teams will:**
 - A. Work with the Director and staff with regard to calendaring and funding the program.
 - B. Coordinate all meetings with appropriate leadership through the Associational office.
 - C. Abide by specified amount in the budget.
 - D. Present a written request to the Finance Committee for additional funds as needed.
 - E. Members of churches of the Lubbock Area Baptist Association will not receive an honorarium for serving on an Associational program or be reimbursed for expenses incurred unless specified in the annual budget.

PART III: Positions, Compositions, Duties, and Tenure unique to Partnership Board Members, Advisors/Trustees, Committees and Teams

- I. **Partnership Board Members** – The Partnership Board is charged with the responsibility of the final decision over all programs, budgets, and transactions of the LABA.
 - A. Composed of the Partnership Advisors; pastors and called staff of cooperating churches and missions; two members of each cooperating church elected thereby; and all persons elected for positions of leadership.
 - B. The Board will hold meetings in January, May and August, and such will be scheduled in the Association Calendar.
 - C. Under unique circumstances, initiated at the request of the Advisors and affirmed by a majority vote to proceed by the Partnership Board as the first order of business, a Quarterly Meeting and an Annual Meeting can occur through electronic means with voting.
 - D. The Board may be called in special session if the President deems it essential and wise.
 - E. The Board will follow a printed agenda.

- F. The Annual Meeting in October will be considered a Board Meeting, but will include all messengers representing LABA churches.
 - G. The Board will transact the business of the Association.
 - H. Elected annually by cooperating churches with no year term limits.
 - I. Thirty board members will constitute a quorum for the transaction of business by the Partnership Board.
- II. **Partnership Advisors/Trustees will be charged with guiding and holding accountable the Director and staff in day to day operations of the Associational office in areas of finance, personnel, program decisions, and calendaring.**
- A. Partnership Advisors are composed of a President, First Vice-President and Second Vice-President.
 - B. Partnership Advisors will recommend individuals to serve on the Enlistment Committee at the August Quarterly Meeting.
 - C. A three-year commitment will be encouraged by those serving as Partnership Advisors.
 - D. At the end of each year, the President will roll off and the First Vice-President will assume the position of President and Second Vice-President will assume the position as First Vice-President and a new person will be added as Second Vice-President.
 - E. This is subject to yearly approval by the Partnership Board.
 - F. When a Partnership Advisor finishes their term, he/she will not be allowed to hold another elected Associational leadership position for one year.
 - G. **The Partnership Advisors will act as Trustees overseeing all legal transactions on behalf of the Association. The Trustees are composed of the President, First Vice-President, and Second Vice-President. The Partnership Trustees will:**
 - 1. Sign all documents in transactions requiring authorized and legal signatures.
 - 2. Assist in keeping intact all legal documents pertaining to the Association in cooperation with the Financial Secretary.
 - 3. In all cases, the Trustees will act only on expressed authority of the Association in its Annual Meetings or on that of the Partnership Board in keeping with all general policies of the Association.

4. The Trustees will supervise any work on properties authorized by the Partnership Board and will handle all emergencies related to the Associational properties.
5. A one-year term at each office held as a Partnership Advisor and not more than three consecutive years.

H. The President will:

1. Serve as President of the Corporation for one year.
2. Preside at sessions of the Annual Meetings.
3. Chair the Partnership Board.
4. Chair the Trustees.
5. Chair the Personnel Committee.
6. Direct the Partnership Advisors.
7. Meet a minimum of every other month with the Director and the other two Advisors.
8. Appoint a Credentials Committee as stated in Article X, Section 2 of the Constitution.
9. Report four times a year to the Partnership Board.
10. In the event of the vacancy of the Director, the President will fulfill the administrative responsibilities.

I. The First Vice-President will:

1. Serve as First Vice-President for the Corporation for one year.
2. Serve as President in his/her absence.
3. Serve as a Partnership Advisor.
4. Chair the Finance Committee.
5. Serve as a Trustee.
6. Serve as President upon the completion of his/her term.
7. Serve as President upon the vacancy of the President position. If he/she assumes the office of President prior to the completion of a calendar year, he/she will complete the year as President, and then begin his/her one-year term in that position.

J. **The Second Vice-President will:**

1. Serve as Second Vice-President for the Corporation for one year.
2. Serve as President in the absence of both the President and First Vice-President.
3. Serve as a Partnership Advisor.
4. Chair the Plans and Policies Committee.
5. Serve as a Trustee.
6. Serve as First Vice-President upon the completion of his/her office.
7. Serve as First Vice-President upon the vacancy of his position. If he/she assumes the position of the First Vice-President prior to the completion of a calendar year, he/she will complete the year as First Vice-President, and then begin his/her one-year term in that position.

III. **Partnership Committees** - Standing Committees serve the Association in four specific structural polity areas.

A. **Enlistment Committee will be charged with nominating individuals from participating churches to serve LABA entities.**

1. Eight Enlistment Committee members from participating churches – The committee members will represent all aspects of the LABA Associational life (size, culture, ethnicity, location).
2. The Partnership Advisors will be charged with bringing a list of potential Enlistment Committee volunteers to the August Quarterly Partnership Board meeting for approval to send to the Annual Meeting for election. These will be individuals who have previously agreed to serve if elected. Nominations can also be added by any Partnership Board member at the meeting and requires a second. The nominations made from the floor must be present or have agreed to serve in writing prior to their nomination (the desire is that no one is nominated to serve and then refuses to do so). A secret ballot vote will be taken at the Annual Meeting if additional nominations are received exceeding the original nominations by the Partnership Advisors. Those receiving the highest number of votes will be elected to serve for one year.
3. A Chairperson will be elected from within the Committee.

4. At the August Quarterly Meeting, the Enlistment Committee will be charged with bringing nominations to the Partnership Board to serve as Partnership Advisors. The First Vice-President will become President and the Second Vice-President will become First Vice-President. They will also bring a recommendation to the Board to fill the Second Vice-President position (this person will have previously agreed to serve). Additional names for all three positions can be submitted at that point from the floor and require a second (the person must be present who is nominated from the floor to be introduced and to affirm their willingness to serve if elected). If more than one candidate is presented for any position, a secret ballot for that position will be taken at the Annual Meeting to determine who will serve.
5. Enlist people to serve on the Personnel, Finance, and Plans and Policies Committees and present them at the August Quarterly Meeting and approve them at the Annual Meeting.
6. Enlist people to serve on the Texas Tech BSM Team and present them at the August Quarterly Meeting and approve at the Annual Meeting.
7. Enlist people to serve on the Plains Baptist Assembly Board and present them at the August Quarterly Meeting and approve at the Annual Meeting.
8. Recommend to the Partnership Board the filling of any vacant positions that occur during the year at any Quarterly Meeting.
9. Committee members will serve for two years on a rotating basis. A person will be voted on annually, but he/she is asked to serve for two years. There will be a rotating membership so that four return every year for a continuance of voice on the Committee.
10. No Enlistment Committee member will be allowed to serve as a Partnership Advisor or on another committee.
11. When an Enlistment Committee member finishes the term, he/she will not be allowed to hold another elected position in the Association for one year.
12. No person will be enlisted whose church does not financially support the LABA.

B. **Finance Committee** – will be charged with overseeing the operations of the monthly budget and expenditures. They will report directly to the Partnership Board.

1. The First Vice-President will chair the Finance Committee and will serve as Treasurer.
2. Eight Committee members from participating churches.
3. They will prepare an Annual Budget to be made available to the Partnership Board a week prior to the August Quarterly Meeting. It will be presented at the August Quarterly Meeting for discussion and be voted on at the Annual Meeting.
4. By June 1, all requests for funding must be received by this Committee.
5. The Committee will be responsible for an annual review of the books and other records of the Association's financial accounts, as kept by the Financial Administrator and Treasurer. When deemed appropriate, the committee may call for a partial or complete audit. The review will be made either by selected committee members, or if they deem best, the committee will choose an individual or firm to perform it. The review will be made as near the first of each regular calendar year, after the books and records are closed for the past year, and the annual statements have been made by the Financial Administrator. The Committee will furnish sufficient copies of the review or audit for all members of the Partnership Board, plus enough copies for anyone desiring such.
6. Committee members will serve two years on a rotating basis. A person will be voted on annually, but he/she is encouraged to serve for two years. There will be a rotating membership so that four return every year for a continuance of voice on the Committee.
7. When a Finance Committee member finishes their term, he/she will not be allowed to hold another elected position in the Association for one year.

C. **Personnel Committee** – will be charged with overseeing personnel and issues related to them. They will report directly to the Partnership Board.

1. The President will chair the Personnel Committee.
2. Eight Committee members from participating churches.

3. The Committee will deal with any personnel issues related to job performance and morality.
 4. The Director will present to the Committee an annual performance review for each member of the staff. The Committee will annually submit to the Finance Committee recommendations for salaries and compensation changes.
 5. Committee members will serve for two years on a rotating basis. A person will be voted on annually, but he/she is encouraged to serve for two years. There will be a rotating membership so that four return every year for continuance of voice on the Committee.
 6. When a Personnel Committee member finishes his/her term, he/she will not be allowed to hold another elected position in the Association for one year.
- D. **Plans and Policies Committee** – will be charged with overseeing all plans and policies of the Association. They will report directly to the Partnership Board.
1. The Second Vice-President will serve as Chairperson.
 2. Eight Committee members from participating churches.
 3. The Committee will overview all plans and policies as needed.
 4. The Committee will keep current the policies of the Association.
 5. The Committee will be familiar with the Constitution and By-Laws.
 6. The Committee will study all suggested changes to the Constitution and By-Laws and present any changes to the Partnership Board for approval.
 7. Committee members will serve for two years on a rotating basis. A person will be voted on annually, but he/she is encouraged to serve for two years. There will be a rotating membership so that four return every year for continuance of voice on the Committee.
 8. When a Plans and Policies Committee member finishes his/her term, he/she will not be allowed to hold another elected position in the Association for one year.

IV. **Partnership Teams** – Impact Teams will serve in specific ministry, missions, and evangelism areas of Associational life as deemed necessary to facilitate collaboration for greater Kingdom impact.

- A. Partnership Teams will be formed as needed by the LABA staff or by partnering churches. These teams will be made up of people with like passion for a specific ministry, mission, and evangelism. Each team determines its numerical size based on its specific needs and goals. A staff member is required to serve as a liaison person between the Team and Partnership Board of the Association.
- B. Kingdom Impact Teams must be founded on sharing the Gospel as the main priority.
- C. Stay within allotted budget approved amount.
- D. Report periodically to the Partnership Board.
- E. Partnership Teams will be presented at The Annual Meeting but do not have to be voted on by the Partnership Board. There are no tenure restrictions for teams. It is hoped that people who have a passion for a specific area will serve.

V. **Members of the Plains Baptist Assembly Board of Trustees** -- The Partnership Board will elect representatives for the Lubbock Area Baptist Association on the Plains Baptist Assembly's Board of Trustees

- A. The management and administration of the affairs of this Corporation will be by the Board of Trustees, so far as permitted by law, and subject to the Articles of Incorporation and to other provisions of this Constitution/By-laws.
- B. The Board will have and may exercise all the powers of the Corporation.
- C. The Board will make such rules and regulations as will be deemed necessary and take such actions as may be necessary to carry out the intent and purpose for which this encampment was founded.
- D. To be eligible to serve as a trustee, one must be a resident member of a church cooperating with the Association electing him/her. If he/she moves from said Association, his/her place as a trustee of this Corporation will be automatically vacated.

E. The active members of the Board of Trustees will be:

Lubbock Area Baptist Association	5
Caprock Plains Baptist Area Association	5
South Plains Association	2
Trustees at Large	2

Totaling to fourteen members from all associations/areas and at Large.

F. Trustees will be elected to a four-year term. Terms will begin on January 1, unless they are elected during the middle of the year, fulfilling a vacated position. A partial year does not count toward a four-year term.

G. A Trustee who has served two full four year terms will not be eligible for re-election until one year has lapsed.

H. Any vacancy which occurs between sessions of the Annual Associational Meeting will be filled by the Executive Board of the Association. Any trustee who is absent from three consecutive board meetings without acceptable excuse, will be automatically removed from the board and the Association notified to name a replacement.

VI. **Texas Tech Baptist Student Ministry Work Team** – The work team will be selected through the LABA Enlistment Team with the cooperation of the BSM staff and be representative of the churches that comprise the Lubbock Area Baptist Association.

A. The work team will represent the BSM throughout the churches of the LABA. This will include each work team member selecting 3-5 individuals/Sunday school classes/small groups/churches each year to provide opportunities to partner with BSM ministry by praying, giving financially, or any other means appropriate and helpful to the BSM ministry.

B. The work team will work to help strengthen relationships between students and local churches.

C. The work team will help support BSM staff via encouragement, prayer, and any other means deemed appropriate.

D. The work team will guide the hiring of BSM staff through interviewing and endorsing candidates of which confirmation and support of the decision will be given by the Association of partnering churches in either Quarterly or Annual Business Meetings.

- E. The work team will give guidance and accountability concerning matters of budget as financial statements will be provided to team members along with the LABA staff and the Finance Committee of the LABA as deemed necessary.
- F. The work team will give guidance in accordance with LABA policies and to the administrative staff of the BSM.
- G. Service on the BSM work team is unlimited, however, each team member will recommit and be reaffirmed by the LABA Enlistment Committee if he/she so chooses to serve at the beginning of each year.