

**BY-LAWS
OF
NEUSE BAPTIST ASSOCIATION, INC.
(October, 2022)**

ARTICLE 1. ASSOCIATION MEETINGS

Section 1. Annual Meeting- The Association will convene the single session annual meeting on the fourth Sunday night in October unless the time is changed by the Executive Board or Leadership Team. The meeting will be hosted on a rotating schedule among the churches. Notice of all meetings and changes thereof will be made no less than two (21) days of regular and special called meetings of the Association. The agenda of the meeting will be made available no less than five (5) days prior to the meeting.

Section 2. Executive Board - The Executive Board of the Association will meet four (4) times yearly in February, April, June, and September. Special sessions may be called as need arises. No less than a two (2) week notice of regular and special called Executive Board sessions will be given to all affiliated churches. The agenda of the meeting will be made available no less than five (5) days prior to the meeting.

Section 3. Messengers Registration – All duly elected messengers must register for both the Annual and the Executive Board meetings using the registration method provided by the Clerk/Secretary. Only registered messengers are eligible to vote. Visitors are invited to register their attendance.

Section 4. Quorum – All elected messengers present at the Annual Meeting or the Executive Board meeting shall constitute a quorum for conducting the business of the Association.

Section 5. Agenda– An Agenda will be adopted at the beginning of each meeting of the messengers. Any changes to the agenda will require a two-thirds approval of the messengers. Any new item for consideration by the messengers must be placed on the agenda at least seven (7) days prior to the meeting date. The agenda for the meeting will be made available no less than five (5) days prior to the meeting.

Section 6. Emergency Actions – In the event of an emergency, the Administrative Team is empowered to act on behalf of the messengers to the extent of those decisions necessary to protect life and property until such time as a Special Session of the messengers may be called.

ARTICLE 2. LEADERSHIP COUNCIL

Section 1. Members of Leadership Council – The Leadership Council will be comprised of the Team Leaders of the five (5) Standing Ministry Teams, the Association Moderator and Vice Moderator, and the Association Mission Strategist who will serve as chair.

Section 2. Duties of the Leadership Council

Sub-Section 1. The Leadership Council serves to coordinate the directives of the Messengers of the Association through the work of its five Standing Ministry Teams. The Leadership Council does not have authority beyond that which is specifically delegated to them by vote of the messengers in either the Annual and/or Executive Board Sessions.

Sub-Section 2. A full report of the Leadership Council will be presented at the Annual and Executive Board Sessions of the Association, together with plans and recommendations for the promotion and extension of the ministry of the Association.

Sub-Section 3. The Leadership Council will meet on the third Monday of each month except for the months in which there is an Executive Board Meeting. Meetings may be rescheduled or omitted upon two thirds approval of the Leadership Council at the previous Leadership Council Meeting.

Sub-Section 4. Minutes of each Leadership Council meeting will be maintained in the Association office.

Sub-Sections 5. The Leadership Council will be responsible for planning and coordinating the Annual Meeting.

ARTICLE 3. OFFICERS OF THE ASSOCIATION

Section 1. Moderator and/or Vice-Moderator – They will preside at the Annual Meeting and Executive Board meetings. The Moderator and/or Vice-Moderator will serve a two-year term with a limitation of two consecutive terms.

Section 2. Association Clerk – The Clerk will keep an accurate record of the proceedings of the Association and will prepare and cause to be published and distributed, as directed by the Association, minutes and statistics of the Association in the Annual Book of Reports. The Clerk will serve a two-year term with no limitation on the total consecutive years they may serve.

Section 3. Association Treasurer – The Treasurer will receive all funds of the Association, deposit, disburse funds, and present a written report to the Annual and Executive Board meetings of the Association. The Treasurer will furnish the Administration Team Leader and the Finance Committee a monthly report. The Treasurer may enlist the services of the Associations employees as needed and in consultation with the Association Mission Strategist. The Treasurer will serve a two-year term with no limitation on the total consecutive years they may serve.

Section 4. Officers of The Neuse Baptist Association, Inc Corporation – Officers for the incorporated entity shall be as follows:

The Association Moderator shall act as the Corporation President, the Association Vice Moderator shall act as the Corporation Vice President, the Association Clerk shall act as the Corporation Secretary, and the Association Treasurer shall act as the Corporation Treasurer. The Corporation will hold legal titles to all properties of the Association. These officers will sign the necessary instruments on behalf of the corporation in connection with legal titles as directed by the Association.

ARTICLE 4. CHURCH LETTERS

Each affiliated church will send to the Association Clerk of the Association, prior to the Annual Meeting of the Association, the Annual Church Profile forms furnished by the Clerk, which represents a full report of the churches work for the church year ending September 30th.

ARTICLE 5. MINISTRY TEAMS

Section 1. Teams Description and Areas of Responsibility

Sub-Section 1. Administration Team - The Administration Team will be responsible for day-to-day operational needs of the Association's organization. The Administration Team serves at the direction of the Messengers in Session. All decisions enacted by the Administration Team must have been approved in principle in prior action by the Messengers. The Administration Team will be made up of the Administration Team Leader, Association Mission Strategist, Moderator, Vice Moderator, Treasurer, Clerk, and the Chairs of the following Committees:

- **Personnel Committee** - Will handle all matters relating to Association Staff and will make recommendations to the Messengers in session for any actions relating to Staff. The Vice Moderator of the Association will serve as the chair of the Personnel Committee. The committee will be comprised of five members.
- **Finance Committee** - Will handle all matters relating to finances and will recommend to the Messengers in session an annual ministry-oriented budget. The Finance Committee will have an internal financial audit yearly and an outside financial audit conducted every ten years. The committee will be comprised of five members in addition to the Treasurer and Assistant Treasurer.
- **Property Committee** - Will handle all issues related to the assets of the Association such as the building, properties, and contents, etc. The committee will be comprised of five members.
- **Nominating Committee** - Will be responsible for seeking, recruiting, and recommending appropriate leaders for the various positions of service in the Association for approval by the messengers in session. The committee will be comprised of five members.
- **Scholarship Committee** – Will be responsible for administering scholarship on behalf of the Association, including the Ault Scholarship, within the defined guidelines of the scholarship. The committee will be comprised of the members of the Nominating Committee.

Sub Section 2. Church Strengthening Team - The Church Strengthening Team will be comprised of those persons demonstrating a passion and giftedness around assisting churches to be healthy and in pursuit of their God given vision. The Church Strengthening Team's mission is intentionally assisting churches toward developing and following God's vision and mission.

Areas of focus will include church revitalization, assisting churches with a discipleship process, leadership pipeline strategy, and trainings and gatherings intended to strengthen the effectiveness church leadership (pastors, staff, and lay leaders). The Church Strengthening Team

may include team members with interest in Discipleship, Senior Adult Ministries, Youth Ministries, Children's Ministries, and Worship Ministries.

The Ordination Committee will also be a part of the Church Strengthening Team. This committee will be comprised of Senior Pastors from the churches of the Association, for the sole purpose of examining the prospective candidate. They will meet with any candidate recommended by a church in the Association to examine and make recommendations to the church as to the readiness of the candidate. The Ordination Committees recommendation is not a binding recommendation, it is an attempt to assist churches discern the readiness of the candidate for the step of ordination. Only churches vote and approve candidates for ordination. This committee will be comprised of five members selected by the Nominating Committee.

Sub Section 3. Impacting Lostness Team - The Impacting Lostness Team will be comprised of those persons demonstrating a passion and giftedness around evangelism development and church planting. The Impacting Lostness Team's mission is to assist churches to plant relevant, reproducing churches and to assist existing churches to be engaged in evangelistic efforts.

Sub Section 4. Ministry and Mission Team - The Ministry and Mission Team will be comprised of those persons demonstrating a passion and giftedness around recognizing and developing methods of ministry to meet human needs in the local community and around the world. They will also assist churches to network with other churches for the outward expression of the gospel. Areas of focus will include developing a mission's strategy and the development of ministry and missions partnerships.

The Mission and Ministry Team may include team members with interest in Disaster Relief, Handyman Ministry, Cross Cultural Ministry, local and international missions, as well as the Baptist Men Coordinator and Women's Missionary Union Coordinator.

Sub Section 5. Prayer Team - The Prayer Team will be comprised of those persons demonstrating a passion and giftedness around prayer. The team will lead in maintaining ongoing prayer for the churches and members of the churches in the specific area of Kingdom needs. The team will also be tasked with training and encouraging the churches of the Association toward an intentional Kingdom-focused prayer ministry within the churches.

Section 2. Ministry Team Operational Protocols

Sub Section 1. Special Committees – The Ministry Teams have permission under the guidance of the Leadership Council to form special committees to carry out short term assignments consistent with the mission of the team.

Sub Section 2. Accountability – Each Team is accountable to the Messengers in Session for general directives and overall team mission.

Sub Section 3. The Nominating Committee – Will seek to be as geographically representative as possible when recommending persons to serve on the Ministry Teams.

The number of persons on each Team will be determined by the Nominating Committee in consultation with the Ministry Team Leader to maximize team effectiveness.

Sub Section 4. Financial Guidelines – All Teams will operate under the financial guidelines approved by the messengers in the annual budget. The Team is financially accountable to follow the protocols for requesting and dispensing funds. Accurate and complete records must be kept by each team and monthly activities submitted to the Leadership Council prior to its monthly meeting.

ARTICLE 6. FINANCIAL SUPPORT

The contributions from the affiliated churches will be for the purpose of defraying the expenses of the missionary program and other activities of the Association. Association churches are encouraged to support the mission work of the Association on the basis of a percentage (3% suggested) of the undesignated offering plate dollar.

ARTICLE 7. LEADERSHIP COUNCIL/OFFICER VACANCIES

The Nominating Committee will submit nominations for the upcoming year at the Annual Meeting held in October. In the event there is a vacancy during the year, the Nominating Committee may submit additional nominations for approval at an Executive Board meeting.

ARTICLE 8. ASSOCIATION STAFF

Section 1. Salaries of Association personnel will be of such amount as may be provided for in the Annual Budget of the Association and approved by the Association in the Annual Meeting in October for the upcoming year.

Section 2. Professional staff of the Association will be the Association Mission Strategist and any ministerial staff needed to carry out the work of the Association.

Section 3. Support staff of the Association will be the Office Manager, Administrative Assistant, Custodian, and any other staff persons needed to give support to the operations of the Association Office.

Section 4. The Administrative Team's Personnel Committee is charged with the responsibility of caring for the needs and concerns of the Association Staff.

Section 5. The Personnel Policy Manual will be the operational guidelines for all matters relating to the Association Staff.

ARTICLE 9. MINUTES OF THE ASSOCIATION

The minutes of all sessions of the Association will be signed and kept by the clerk and approved by the messengers at the following session.

ARTICLE 10. AMENDMENTS

The By-Laws may be amended through a special Constitution Committee, once the amendment has been read in the September Executive Board Meeting, and ratified by a two-thirds (2/3) vote at the Annual Meeting. The amendment is to be distributed to the affiliated churches at least two weeks prior to the September Executive Board Meeting.

ARTICLE 11. EFFECTIVE DATE

Upon adoption, these By-Laws shall become the By-Laws of the Neuse Baptist Association, Inc. and shall make null and void all previously adopted rules in conflict herewith.