

Current Organizational Model & Policy Manual

TEBA's Organizational Overview

- TEBA's purpose is a "Church Driven Association".
- TEBA's organizational format will consist of four basic institutes.
- Each institute will address specific ministry issues relevant to the task of TEBA.
- Each institute will serve as a catalyst for motivation and connection in the advancement of His kingdom.
- Each institute will have at its core a purpose, a partnership plan, and a process. Strategies will be a part of the specific task and engagement of churches and various agencies.
- The institutes are designed to serve as a catalyst producing healthy growing churches.
- The Institutes are equipping centers dedicated to equip churches to carry out the great commission with purpose, power, provision, presence, and passion.
- The Institutes help to develop a mindset for ministry and mission, which engages churches in the path of kingdom advancement.
- The Institutes' purpose in starting, initiating and assisting in a total connection process, is to advance the kingdom.
- Each institution will have as an underlying developmental core the task of connecting churches by engaging them in the advancement of His kingdom.

The Institutes of TEBA are:

Institute for New Work and Church Starting
Institute for Learning and Leadership
Institute for Church Development
Institute for Strengthening Family Ministries

The Institute for New Work and Church Starting

Purpose: To serve as a catalyst for enabling TEBA churches to start great commission churches.
Partnership: To encourage a cooperative partnership in vision, mission, plan, and resource of local churches, and members of the Baptist family, Para-church organizations, and any other resource wishing to resource the development of great commission churches and church starts.
Process: A work of shared vision, strategy preparation, support exploration, focused nurturing and a reproductive heart all a part of the process of establishing this institution.

The Institute for Learning and Leadership

Purpose: To serve as a catalyst for educational and leadership development in TEBA.
Partnership: to cooperate with all interested resources in the educational and leadership enhancement of all who have a genuine desire to advance the kingdom through education and engage in learning and leadership.
Process: To achieve this goal through research and resource of modeling, methodology, and momentum. To create an enthusiastic climate and spirit focused on learning and leading.

The Institute for Church Development

Purpose: To cooperate in the ministry and mission development of TEBA churches and development partners.
Partnership: A general partnership with our association, our churches, our state, and all those willing to cooperate in a genuine developmental process.
Process: To advance His kingdom through active encouragement, direct involvement, and performance of active participation in the ministry and missions of our churches and the association.

The Institute for Strengthening Family Ministries

Purpose: to encourage TEBA churches and their families to be involved in the association, their church, and their personal development through regular fellowship and personal enhancement opportunities.

Partnership: Shall be with anyone or any agency that wish to connect with our people in a positive and supportive encounter.

Process: to offer training and awareness opportunities throughout the association. To encourage and enhance family growth and expand ministries in the families and churches of our association.

ORGANIZATION AND POLICY MANUAL

INTRODUCTION

The Organization and Policy Manual shall be bound in the Annual of the Association directly following the Constitution and Bylaws. The Association Council shall be responsible for maintaining the Manual. Any changes in the Organization and Policy Manual must be approved by a majority vote of the Executive Board.

ARTICLE I. ORGANIZATION

The organization of Tryon Evergreen Baptist Association shall be composed of an Associational Staff, Associational Council, Ministry Teams, Committees, Trustees and Task Force Teams to enable the Association to accomplish its purpose as stated in Article II of the Constitution, and provide information and recommendations to the Executive Board.

All Ministry Teams, Committees, Trustees and the Associational Council members will be nominated by the Nominating Committee and elected by the messengers to the Annual Meeting of the Association. Task Force Teams will be appointed by the Associational Council and approved by the Executive Board. In general, these members shall be both ministerial and layperson, with representation from large and small, rural and urban churches.

All Ministry Teams, Task Forces, and Committees will keep accurate minutes of all meetings. The minutes of each meeting should reflect and include, discussion emphasis, actions taken, recommendations, and members present. All recommendations requiring Associational action, should be submitted to the Executive Board in writing for approval or appropriate action.

SECTION I. ASSOCIATIONAL COUNCIL

The Associational Council will work with the Director of Missions and Associational Staff in strategy planning, annual calendar planning, and planning the Annual Meeting; appoint a Nominating Committee to be elected by the messengers to the Annual Meeting that will staff the Ministry Teams, the Associational Council, Special Committees and Trustees; appoint Task Force Teams to respond to special, temporary needs; prepare the Executive Board agenda; serve as an accountability and support group to the Director of Missions and Associational Staff. The Council shall be composed of the Moderator, Moderator-elect, Clerk, and Chairperson (or his representative) from each Ministry Team and Committee. The Moderator shall serve as Chairman of the Associational Council. Meetings of the Associational Council shall be scheduled as needed by the Council, Moderator, or Associational Staff. The Associational staff shall be ex-officio members.

SECTION II. MINISTRY TEAMS

The work of the Association shall be accomplished primarily through Ministry Teams, composed of ministerial and layperson. Each Team shall meet at least quarterly to carry out its ministry and shall report on its work, goals, and plans, regularly to the Executive Board. All Ministry Teams will be composed of nine members serving on a three-year rotating term with the exception of the Church Development Team (see team for organizational explanation).

1. Administrative Team
Oversee the administrative functions of the Association, including annual budgeting, finance management, personnel, policies, properties, endowment, and any other fiscal functions essential to the operation of the Association.
2. Ministerial Support Ministry Team (Institute for Strengthening Family Ministries)
To plan and schedule minister's fellowship meetings, special events, retreats, seminars, prayer meetings, etc., that supports and assists the minister and his family in their ministry. The ministry team will also provide counsel and support for terminated ministers and give leadership in encouraging churches participation in the Annuity Board of the SBC.
3. Missions Ministry Team (Institute for New Work and Church Starting)
To assist and encourage churches in fulfilling the Great Commission, by discovering and developing ministries and mission churches in their community; give leadership in developing the human and financial resources necessary to assist the local church in community missions and ministries; and provide directional leadership in the development and strengthening of Student Ministries on our local college and university campuses; and give leadership in developing support for Restorative Justice Ministries.

To assist and encourage church partnership in fulfilling the Great Commission by providing a current list of Global mission projects, and training resources for those projects. In addition, this ministry team will provide training and resources for mission education in the local church, and give leadership in promoting Local and Global mission causes.

The missions Team will give a full reporting on any and all new additions to or deletions from their missions funding recommendation to the Associational Executive Board. Any mission not under the sponsorship of a member church shall not receive funding.

4. Church Development Ministry Team (Institute for Church Development)
This ministry team will assist churches and missions through training events, resources, consultations, and practical help for all church programs that enhance church growth and the development of healthy Great Commission churches. This ministry team will also enlist individuals to serve on specialized teams to work with Bible Study, Discipleship Training, Worship, Evangelism, Camp Ministries, etc.
5. Church Leader Training Center Ministry Team (Institute for Leadership and Learning)
This ministry team will develop and maintain a "spiritual gifts" and "ministry expertise" resource file of ministers and church leaders who will serve as teachers and consultants in the TEBA Church Leader Training Center (TEBA's Institute for Learning). This ministry team shall serve as an Associational resource in matters concerning the leadership and educational development facilitated in and through the Association.

SECTION III. COMMITTEES

Committees shall be recommended by the Nominating Committee and approved by the Executive Board and elected at the Annual Meeting. The Nominating Committee shall be recommended by the Associational Council and elected at the Annual Meeting.

1. Credentials Committee
This committee shall be composed of six persons serving on a three year rotating term and shall examine all letters and credentials sent to the Association

for membership or recognition and make recommendations on each separate instrument at the Annual Meeting. The committee will also be responsible for the seating of messengers at the Annual Meeting, and shall evaluate all challenges to membership and actively seek to restore participation from churches inactive in Association life.

2. Nominating Committee

This committee shall have six members, serving on a three-year rotating term and be recommended by the Associational Council and elected by the messengers to the Annual Meeting. This Committee will recommend all Trustees, Ministry Teams, the Associational Council, the Moderator-elect, Parliamentarian, and other Special Committees for approval by the messengers at the Annual Meeting.

3. Resolution, Constitution and Bylaws Committee

This committee shall be comprised of six persons. With two persons serving each year of a three-year rotating term. This team will work to keep the Constitution and Bylaws current. All proposed amendments presented by messengers at the Annual Meeting, or Executive Board members will be referred to this committee to guide the process for amending as outlined in the Constitution and Bylaws. They shall after the approval of the messengers of the annual meeting, these committee members, will receive, edit, clarify and determine any resolutions that should be presented for approval by the messengers to the Annual Meeting.

4. Senior Adult Committee

This committee will consist of six members and will assist the Associational Senior Adult Leader in giving direction to, and the coordination of resources and services that develop ministries to and by Senior Adult organizations in the local church.

5. Other Committees as needed.

SECTION IV. TASK FORCE TEAMS

A Task Force Team may be formed at any time for a special project, study, or short-term need. When its work is completed, the Task Force will be dissolved. The Executive **Board** shall approve the formation of any Task Force Team upon recommendation from the Associational Council.

SECTION V. BOARDS/TRUSTEES

1. Associational Trustees

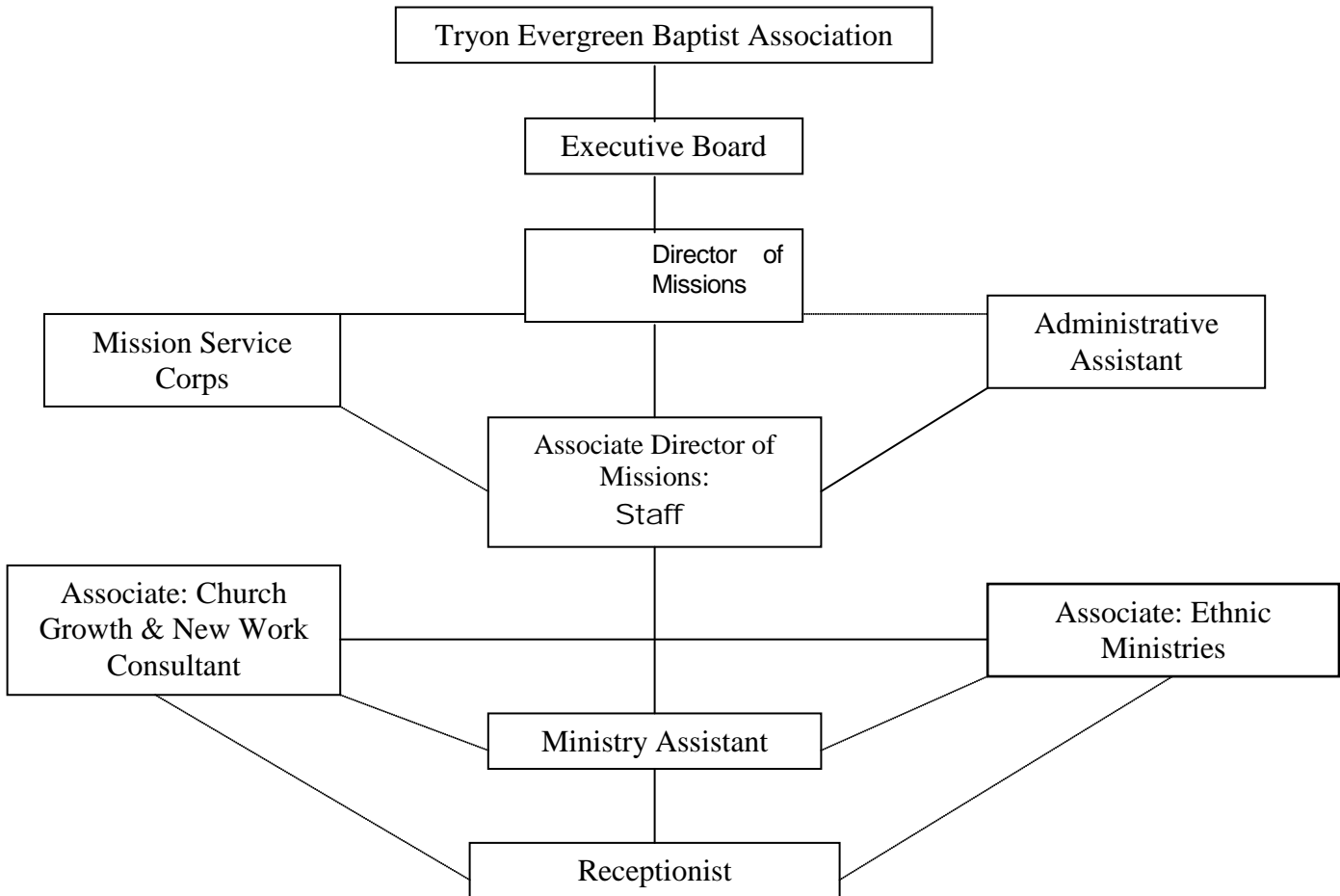
Three (3) Trustees shall be elected to serve on a three-year rotational term by the Association at its Annual Meeting. As directed by the Executive Board, Trustees are to acquire and dispose of real estate property, and to make necessary financial arrangements to borrow or sell for capital improvement.

2. Pineywoods Baptist Encampment Trustees

These Trustees shall serve Pineywoods Baptist Encampment in accordance to its Constitution, and inform the Executive Board of needs and ministries at the encampment, and assist in integrating participation of TEBA churches in Pineywoods Baptist Encampment. Terms of service shall be three years with a maximum of nine successive years.

3. Hospitality House Trustees
 In addition to their responsibilities to the Hospitality House, the Trustees shall inform the Executive Board of concerns and needs of the Hospitality House and seek to encourage churches to participate in the ministry of the Hospitality House, and of Restorative Justice Ministries. There shall be five trustees appointed for service. Terms of service shall be three years, with a maximum of six successive years

SECTION V. STAFF AND ORGANIZATIONAL STRUCTURE



In this chart, the solid line indicates primary responsibilities. The broken line indicates secondary responsibilities. In the organizational structure of the associational team, it should be noted that primary and secondary responsibilities have been assigned and specifics are reflected in the revised job descriptions (see personnel documentation for detail)

ORGANIZATION RELATIONSHIPS

The Administrative Staff of TEBA consist of the positions listed below. It is the responsibility of each staff member to serve as liaison based on a relationship of team management with any teams or committees listed. Where specific referrals are needed, the teams shall be listed under the staff member responsible for that team. However, in many instances each team member shall be called upon to relate in multiple areas of responsibility. The Director of Missions shall be ultimately responsible for all teams and committees. He may assign responsibilities of various teams to any member he so desires.

Director of Missions

Executive Board
Associational Council
Administrative Team
Credentials Committee
Resolutions Constitution & Bylaws Committee
Trustees
Missions Team (Institute for New Work and Church Starting)
Nominating Committee

Associate Director of Missions

Administrative Team
Church Development Team (Institute for Church Development)
Church Leader Training Team (TEBA's Institute for Leadership and Learning)
Senior Adult Committee
Ministry Support Team (Institute for Strengthening Family Ministries)
Nominating Committee
Associational Council

Executive Board

Associate: Ethnic Ministries Consultant

Missions Team (Ethnic Work)
Church Leader Training Team (Ethnic Training)

Associate: Church Growth & New Work Consultant

Missions Team (Mission Development) (Institute for New Work and Church Starting)
Church Development Team (Church Growth and Development) (Institute for Church Development)

ARTICLE II. POLICIES

SECTION I. FINANCIAL

1. The financial statement of the Association is to be prepared monthly and presented at each Executive Board Meeting. The expenditures shall be reported to reflect amounts expended for the respective period and amounts remaining in each budget classification. Gifts from churches shall be reported in detail at each Executive Board Meeting and published quarterly. A separate accounting shall be made for revenues, expenditures, and cash and investment balances in the General Funds, Church/Missions Development Fund and any other funds.

2. Accounting procedures shall be those as generally accepted accounting principles as they may be applicable.

3. Signatories of checks, shall be selected as needed and approved by the Administrative Team.

4. To maintain the trustworthiness of the accounts, the Administrative Team shall receive and review a copy of all financial statements prepared by the Association.
5. The Administrative Team shall be responsible for scheduling outside audits.
6. The Administrative Team may approve financial institutions for purpose of deposits, loans, investment, or any other needs that may arise prior to an Executive Board Meeting.
7. The Administrative Team shall report to the Executive Board and to the Annual Meeting.

SECTION II. STAFF POSITION DESCRIPTIONS

Position descriptions of all Tryon Evergreen Baptist Association Staff are on file in the associational office. Staff descriptions are a part of all files and are a part of the employee's packet and permanent record.

SECTION III. PERSONNEL POLICIES AND PROCEDURES

1. The Administrative Team, in consultation with the Director of Missions, shall develop employee procedure manuals as necessary for the day-to-day operation of the Association office. These procedure guides will be maintained, as deemed necessary, for such policies as vacation time, sick leave, maternity leave, termination, severance pay, overtime, etc. These policies and procedures will be maintained in a file in the Association office.
2. Amendments to the employee policies and procedures shall be made as necessary by the action of the Administrative Team. Changes to the policies and procedures should be dated and signed by the Director of Missions. Superseded procedures and policies shall be maintained in a separate file.
3. Job descriptions shall be kept on file for all staff and employees.
4. Employee evaluations shall be completed by the appropriate supervisor. The Evaluations shall be in the form stipulated by the Administrative Team and shall be completed for consideration of salary recommendations for the annual budget.
5. Employee records shall be maintained for all ministerial staff and ministry assistant staff. These records shall include job descriptions, contract-indicating rate of pay, specific time off, benefits, annual evaluations and where applicable reason of any terminations.

SECTION IV. SEXUAL HARRASSMENT POLICY

The Tryon Evergreen Baptist Association Executive Board affirms its commitment to ensuring a working environment for all employees and patrons that is fair, humane, and respectful; an environment that upholds Christian values, morals, and ethics as mandated by Scripture.

In keeping with the commitment, sexual harassment of employees of Tryon Evergreen Baptist Association will not be tolerated. Sexual harassment may consist of unwelcome sexual advances, request for sexual favors or other physical conduct of a sexual nature. Sexual harassment may also involve a hostile or offensive work environment created by sexually oriented conversation or insults.

Sexual harassment of an employee by non-employees, or a non-employee by employee, will not be tolerated. If you believe you are the victim of sexual harassment in any form, report the matter immediately to the Director of Missions, Associate DOM, and/or to the chairperson of the Administrative Team.

SECTION V. EQUIPMENT AND FACILITIES USE

General Policies: The facilities and equipment of Tryon Evergreen Baptist Association are to be used primarily for the ongoing ministry of the association in relationship to the churches that make up the associational membership. Tryon Evergreen Baptist Association (hereafter referred to as “the association”) and its programming events have building use priority in each and every circumstance. It is the purpose of the Association to serve the churches of the Association. We are committed to being good stewards of our time, resources, and facilities. We are sensitive to realize that this facility is made possible through the cooperative efforts of all the churches of the Association. Our facility serves as an ongoing testimony of our Lord’s goodness and His grace to our community and the churches of our association.

In outlining the usage of this facility, it should be clear that our primary desire is to be available and cooperative whenever possible. We pledge to be sensitive to God’s leadership in scheduling and making available the facilities of the association. Common areas shall be: main entrance (east and west), restroom areas, conference room, kitchen, meeting room, parking lots, surrounding grounds designated for the association and all others as assigned or designated. The common areas are those areas designed to service the main facility of the association and are therefore open and available with proper request.

Procedures for securing use of facilities:

1. All requests for use of building, grounds and equipment should be made in writing with the appropriate information concerning the event through the associational office (receptionist or ministry assistant). TEBA will coordinate usage with appropriate staff before approving the request. A phone request may be taken if applicable with written request received by designated TEBA staff member. All requests must be signed, authorized, and placed in file before usage can occur.
2. All scheduling of outside events that require conference or assembly areas are subject to the Associational calendar.
3. All Associational events shall take first priority in building use.
4. An individual must be selected as the responsible party for each usage or event. This person must submit a signed building request form. This person shall agree to maintain the building facilities to the highest of standards. It is the responsibility of the individual to acquire entrance information and secure said information prior to the event.
5. It is the responsibility of the user to set up and tear down all equipment such as tables and chairs after the event is concluded. The equipment used shall be retrieved from and placed in the appropriate storage areas. The storage areas should be maintained in a clean and orderly fashion. It is not the responsibility of the association to provide any food items, paper goods, or various miscellaneous items without prior agreement in writing.
6. The area of use must be vacuumed, swept and/or mopped after each use. No food or drink will be left in the kitchen without specific authorization from Associational personnel. Failure to provide the service requested will result in forfeiture of the deposit (if applicable) and the inability to use the building area in the future.

7. All fees and building usage shall be determined by the Administrative team and signed authorization from designated team must be presented to designated TEBA staff.

All catered events must be handled in a fashion reflecting the high standards of cleanliness and maintenance expected by the churches and direction of the association. At any time no alcoholic beverages may be used in or around the buildings. The caterer or food handler is responsible for all clean up and removal of items not the property of the association. All areas must be left clean and ready for service after each use.

Confirmation of event is suggested prior to the event. This may be done by phone or by personal visit.

Signs, posters, pictures, promotional materials and other items, which might need to be displayed, should be done so in such a fashion that it will not damage the walls or building.

It is the policy of the association that no tables or chairs shall be loaned or removed from the associational office and conference area. There shall be no exceptions to this policy.

Addendum:

Tryon Evergreen Baptist Association
New Church Guidelines for Financial Support

Purpose:

Tryon Evergreen Baptist Association will serve as a catalyst and resource in assisting new work and starting new churches to reach their Great Commission potential.

Guiding Principles:

- This process should enable your church to start a new work.
- The partnership team works through a process of prayer, assessment, training, planning, support, launch and evaluation.
- Funding is directly related to potential and growth, and not to the needs of the ministry.

Process Information:

The level of support shall be controlled by:

The new works build-out potential (based on location, launch group, style, etc).

The new work's capacity to become a self-sustaining autonomous work in 3 years.

All new work is done in partnership with sponsor churches, the association and other resources and agencies.

- The new church shall establish responsible giving practices from the beginning by budgeting and contributing toward total mission giving.
- Funding is based on a total resource not to exceed a three (3) year maximum. (This shall be interpreted to mean three (3) years of funding, not three (3) years of age.)
- All funding is directly related to the ability of the New Work to produce positive growth principles as they are related to stewardship.

Financial Guidelines:

- 1) The covenant planning process begins when all partnership parties are enlisted and present.
- 2) Start-up phase 3 months. All covenant parties plan initial start-up resource as needed. (No limits)
- 3) During the sustaining phase (4 months thru three (3) years, all the covenant parties shall contribute on-going support. The total outside support shall not exceed the projected actual income of the new church.
- 4) Association support can match, but not exceed, the combined support of sponsor churches.
- 5) All the covenant partners will follow the same phase-out schedule and will not exceed three years from funding start date.
- 6) Outside support may be increased if projected new work income exceeds expectations.

Implementation:

Covenant group (Strategic Leadership Group) will conduct an assessment and maintain a continuing planning relationship.

Plan start-up costs, as needed maximizing all support groups. (3 months)

Identify, as best possible, ultimate size potential and per capita according to worship attendance.

Identify start-up group size and per capita to define healthy limit of financial support.

Fourth month – Implement long-range support, not to exceed the income of the New Work.

Checks shall be disbursed on associational receipt of report and associational missions gift.

Total Association Support for a new work proportional to the potential of the new work.

	Potential	Monthly	Total Project	
	Members			
Tier	1	0-50	\$300	\$10,000
Tier	2	51-150	350	12,000
Tier	3	151-250	400	18,000
Tier	4	251-350	450	24,000
Tier	5	351-500	500	30,000
Tier	6	501-1000	550	35,000
Tier	7	1001-2000	550	40,000
Tier	8	2001-5000	550	50,000