



Handbook

of

The Henry County Baptist Association

Revised 2017

HENRY COUNTY BAPTIST ASSOCIATION HANDBOOK

TABLE OF CONTENTS

	Page
I. Constitution and By-Laws	3
II. Office Administrator	5
III. Group Structure	
Diagram	7
Groups	8
Teams	8
Committees	9
IV. Important Note on Groups	10
V. Mission/Ministry Development Group	11
VI. C³ (Community, Connections, Celebration) Group	13
VII. Church Health Group	16
VIII. Administration Group	17
Executive Committee	17
General Officers	18
Moderator	
Vice-Moderator	
Facilitators	
Clerk	
Treasurer	
Trustees	
Standing Committees	21
Audit Committee	
Finance Committee	
Membership Committee	
Nominating Committee	
Personnel Committee	
Property Committee	
IX. Guidelines for Burroughs Lodge	24

CONSTITUTION
(Revised October 17, 2017)

ARTICLE I – NAME

The name of this body shall be the Henry County Baptist Association of Virginia, hereinafter referred to as the Association.

ARTICLE II – PURPOSE

The purpose of this Association shall be mutual encouragement, fellowship, spiritual edification and promotion of all phases of education, evangelism, ministry, missions and worship to the exalting of Jesus Christ as Lord and Savior through the churches.

ARTICLE III – MEMBERSHIP

This body shall be composed of the officers of the Association, together with messengers duly elected from the cooperating Baptist churches.

A church shall be considered in cooperation by (1) being represented by sending a messenger(s) to the Annual Meeting, (2) submitting an annual report to the Association Clerk, and (3) participating financially in the mission of the Association.

Each church shall be entitled to two messengers and one additional messenger for every twenty-five members over one hundred, providing that no church shall be entitled to more than ten messengers. Representatives from missions sponsored by member churches, representatives from corresponding bodies, visiting ministers and others, by vote of the Association may be offered all privileges of regular members except that of voting.

Churches desiring to cooperate with this body shall make it known by submitting a letter, following guidelines provided by the Clerk of the Association. This letter shall set forth views of divine truth, church order, and willingness to cooperate with the Association and shall be presented to the Chairman of the Membership Committee.

Upon a recommendation of the Membership Committee and a favorable vote of the Association, the Moderator will welcome their messengers into the Association.

ARTICLE IV – RELATIONSHIPS

Henry County Baptist Association is a voluntary association of autonomous churches. The Association has no allegiance except to our Lord, Jesus Christ and member churches.

However, the Association recognizes the importance of participation in the Southern Baptist Convention.

Each member church has the right to relate to state and national Baptist bodies and other Christian organizations within the dictates of conscience and the guidance of the gospel. The Association may also relate to those same organizations.

Member churches are free to maintain relationships with and use resources from Christian organizations which strengthen those churches. Since the Association exists to strengthen HCBA churches, the Association (its staff, officers, and program leaders) is free to utilize resources from the same Christian organizations.

ARTICLE V – OFFICERS

GENERAL OFFICERS of this Association shall be Moderator, Vice-Moderator, Group Facilitators, Clerk, and Treasurer who shall be elected annually by the Association to assume office at the conclusion of the annual meeting.

TRUSTEES shall be elected by the Association as nominees for court appointment to serve as long as both the Trustee and the Association are in accord.

Officers shall perform all duties defined in the Constitution and/or Henry County Baptist Association Handbook (referred to herein as the Handbook).

ARTICLE VI – ORGANIZATION

The Association officers, teams and committees shall be organized into four Groups according to function:

Mission/Ministry Development Group – Create and coordinate cooperative mission and ministry opportunities for member churches, training volunteers and energizing participation.

C³ (Community, Connections, Celebration) Group – Foster connection and fellowship between member churches and with the larger Baptist family.

Church Health Group – Strengthen the health and growth of member churches through providing training and resources.

Administration Group – Oversee the ongoing operation of the Association itself.

The makeup of each Group is defined in the Handbook.

ARTICLE VII – ASSOCIATION HANDBOOK

The Handbook of the Henry County Baptist Association shall contain the policies, procedures and position descriptions for all elected and employed positions.

A copy of the Handbook shall be sent to each member church. Additional copies of the Handbook may be obtained, upon request, from the Association office.

The Handbook may be amended (with exception of the Constitution and Bylaws) by the Executive Committee at any regular meeting, provided that written notice of any proposed change had been given to members of the Executive Committee fifteen days before the meeting.

ARTICLE VIII – EXECUTIVE COMMITTEE

The Executive Committee shall be composed of all Association officers, Group Facilitators, Team Leaders, Committee Chairpersons, the representatives to the Baptist General Association of Virginia, and the pastor and one lay member from each member church or mission sponsored by a member church. Representatives of new church starts shall not have voting privileges.

The Executive Committee shall meet at least three times annually. Fifteen members shall constitute a quorum. Each church representative to the Executive Committee shall be named to the Association in the church's annual report.

The Executive Committee shall perform all duties defined in the Constitution and/or the Handbook. The Executive Committee shall serve as the Association between annual meetings in administering the work of the Association.

ARTICLE IX – MEETINGS

The Association shall convene annually at a time and place determined by the Association or the Executive Committee. The Association shall have the authority to regulate its own meetings and may adjourn to meet at any member church. A quorum shall consist of messengers representing a majority of the member churches. A majority of legal voters shall constitute a legal action, unless otherwise stated herein.

The Association year shall run from October 1 through September 30.

The program for the annual meeting shall be arranged by the Annual Meeting Committee in

counsel with the Executive Committee. Each session shall include worship.

ARTICLE X – DUTIES OF THE CHURCH

Each member church shall send one or more messengers to the Annual Meeting.

Each member church shall submit an annual report to the Clerk of the Association, on a form supplied by the Clerk, at least ten (10) days prior to the annual meeting.

Each member church shall contribute regularly toward the Association budget for defraying expenses connected with the promotional, educational, and missionary work of the Association.

A church that is not represented at the annual meeting, or does not report, or participate financially in the mission of the Association shall be visited by officers of the Association.

ARTICLE XI – BUDGET

The Finance Committee shall prepare a budget, for the fiscal year January 1 to December 31, for adoption by the Association. It shall also recommend the best method and procedure for raising funds for the annual budget and any other funds needed by the Association.

ARTICLE XII – AMENDMENTS TO THE CONSTITUTION

The constitution may be amended at any regular annual meeting by a two-thirds vote of messengers present, representing a majority of the member churches, provided written notice of the proposed change has been given to the Executive Committee at least thirty (30) days prior to the annual meeting.

BYLAWS

1. **ROBERT'S RULES OF ORDER** (Revised) shall be used as the standard of parliamentary procedure for the transaction of business.
2. Within this Association there shall be full recognition of the autonomy of each member church.
3. The Executive Committee shall not have the authority to reverse the action of the Association.
4. No language in the constitution and bylaws shall be construed as limiting any position to men, or to women, except in Woman's Missionary Union and Baptist Men's Ministry.
5. The Nominating Committee shall seek to enlist persons from all Association churches for the elected positions within the Association.
6. Any officer, Group Facilitator, Team Leader, or committee chairperson, elected by the Association that incurs necessary expenses in the work of their office shall be reimbursed from the Association treasury in keeping with the adopted budget of the Association.
7. These bylaws may be amended at any annual meeting by a majority of the messengers present and voting. The amendment must be presented in writing.

OFFICE ADMINISTRATOR

PRINCIPAL FUNCTION

To oversee the day to day operations of the association office.

RELATIONSHIPS

The office administrator shall report to the Personnel Committee.

QUALIFICATIONS

The office administrator must:

1. Be a Christian, preferably a Baptist familiar with Baptist polity, procedure, and terminology;
2. Have training in basic office work, including computers, with sufficient experience to meet the demands of the office;
3. Have a pleasing personality and ability to meet and relate well to people;
4. Have sufficient skills and initiative to organize the office work;
5. Have reliability in confidential matters.

RESPONSIBILITIES

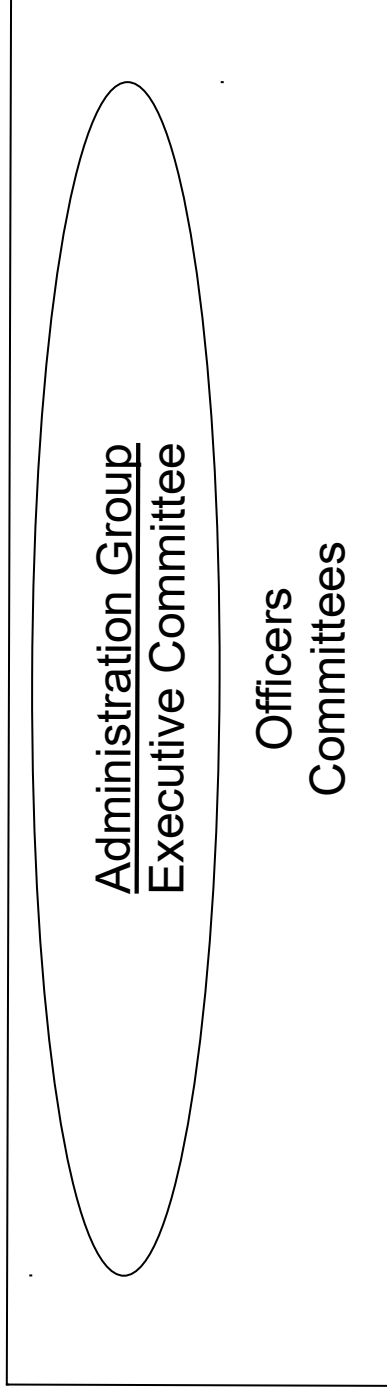
Manage the association office:

1. Establish work flow procedures in line with accepted office practices;
2. Maintain an efficient filing system for the association office;
3. Serve as receptionist;
4. Deposit all monies received by the Association.
5. Write checks and distribute funds (as authorized by the Association's treasurer);
6. Maintain association financial records and prepare quarterly and annual financial reports (as authorized by the Association's treasurer);
7. Receive and process mail;
8. Prepare for printing and mailing the Association newsletter and other materials produced by the association office;
9. Prepare all mailings in accordance with current postal regulations;
10. Maintain necessary address and mailing lists;
11. Maintain an adequate inventory of office supplies;
12. Coordinate, print, distribute, and maintain the Association calendar;
13. Be responsible for the preparation and printing of the annual minutes;
14. Serve as clerk in the absence of the Association Clerk at any Executive Committee or annual meeting.
15. Delegate work and responsibilities to office staff and volunteer workers;
16. See that regular office hours are maintained.
17. Carry out all other duties as directed in the Constitution and as commissioned by the Association or its Executive Committee.

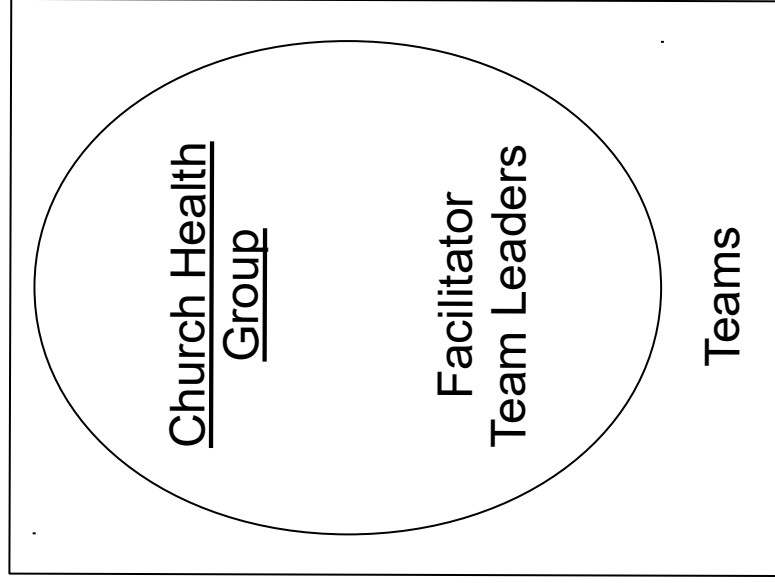
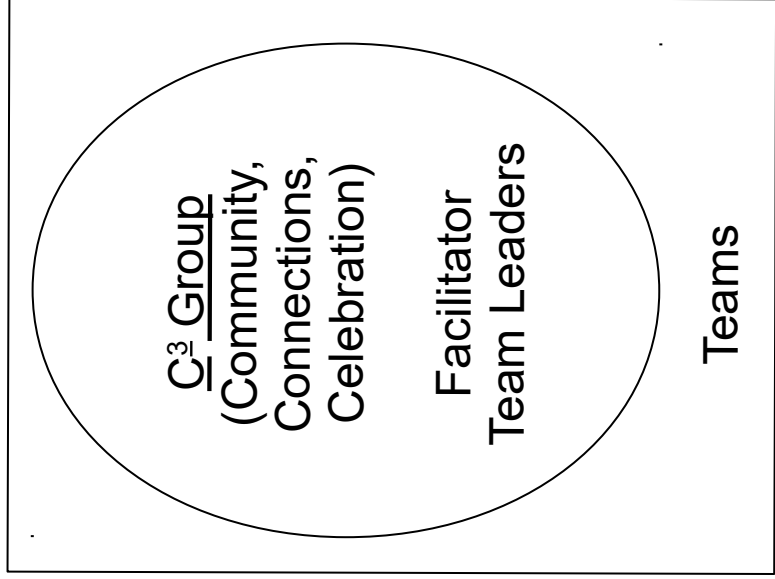
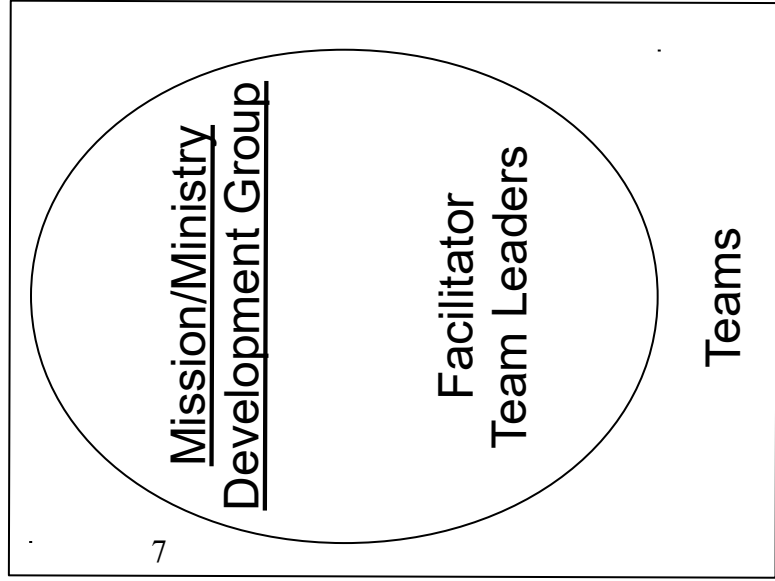
GENERAL GUIDELINES FOR EMPLOYMENT

Refer to the Henry County Baptist Association Employee Handbook.

Group Structure HCBA



Office
Administrator



To strengthen congregations by equipping them to maximize their mission and ministry potential, the work of the Association is divided into four groups:

1. **Mission/Ministry Development Group**
2. **C³ (Community, Connections, Celebration) Group**
3. **Church Health**
4. **Administration Group**

The work in each group will be coordinated by a facilitator and implemented by teams or committees.

GROUPS

The Facilitator for each group will convene its meetings and is responsible to see that reports and recommendations from the Group come to the Executive Committee or Association in a timely manner. The term of service for the Facilitator is one (1) year, renewable annually, beginning at the close of the annual meeting each October.

At the start of the new program year, groups will meet to review and plan for the coming calendar year. Team leaders or chairpersons, as appropriate, will share their respective concerns and plans, coordinate the calendar for their events, and determine priorities and financing.

Each Group is charged with looking at the larger picture of the Association to consider opportunities and needs it should address in the coming calendar year. If there is a new area of concern, the Group will decide which team is best prepared to address it, or whether the creation of a new short-term or long-term team would be better to provide leadership for the project or event. Each Group will also recommend the elimination of teams which it feels are no longer vital to the Association. At the January meeting of the Executive Committee each Facilitator will present recommendations for new teams and/or elimination of teams for approval.

TEAMS

Teams are project oriented and consist of people who have a passion, experience, and abilities needed to carry forward the particular area of ministry. Teams review and adjust goals and responsibilities for the coming year. Newly created teams will develop a purpose statement and a list of goals and responsibilities.

Team Leaders

1. Team leaders are nominated by the Nominating Committee and elected by the Executive Committee at its April meeting and take office at the close of the annual meeting in October, for one year, and can be renewed annually.
2. Team leaders serve as a member of a Group.
3. Team leaders must be members in good standing of member churches.
4. Team leaders recruit and cultivate people with passion and expertise to be on the team.
5. Team leaders will submit names of team members to the Executive Committee by the September meeting in order to be included in the Book of Reports for the annual meeting.

Team Members

1. Team members serve one year terms, which can be renewed annually.
2. Team members can recommend other people with a passion for the ministry to serve on the

team.

ADMINISTRATIVE COMMITTEES

1. Members of administrative committees are nominated by the Nominating Committee and elected by the Association at its annual meeting to serve three (3) year terms.
2. Chairpersons of committees are presented for election at the April meeting of the Executive Committee. Other committee members are presented at the September meeting of the Executive Committee. The term of service begins at the conclusion of the annual meeting.
3. All committees are rotating, with one-third (1/3) rotating off each year.
4. Upon completion of a three-year term, a person may not be elected to the same committee until one year (1) has elapsed.
5. All members of administrative committees must be members in good standing of member churches.
6. The purpose, duties, and membership of administrative committees are found in subsequent pages of this Handbook.
7. Special committees can be appointed by the Moderator or recommended by the Nominating Committee for election by the Association or its Executive Committee.
8. Committee chairpersons are responsible for convening its committee within the first two months to review its responsibilities and develop plans for the work of the coming year. The chairperson is also responsible to report to the Executive Committee.

Important Note on Groups

The following pages list purpose and responsibilities of existing teams and committees that will make up the transition groups for the initial year under the new structure. **They are to serve as examples only.** During the January meeting of the Executive Meeting each group will determine the necessary teams for the coming year. Those teams which are already in existence and deemed vital to the Association should review and adjust their responsibilities for the goals of the coming year. Newly created teams will need to develop a purpose statement and list of responsibilities. Current lists may serve as a guide for items to be considered.

Mission/Ministry Develop Group

Facilitator: nominated by the Nominating Committee

This group is charged with creating and coordinating cooperative mission and ministry opportunities for member congregations, training volunteers, and energizing participation. (Examples: Operation Inasmuch, Hispanic ministries, Habitat projects, area crisis ministries, etc.) Recommendations for annual projects and priorities are made to the Executive Committee.

Associational WMU

The Woman's Missionary Union (WMU) engages women to support, study, and engage in missions:

1. To provide Association-wide events for training, education, and inspiration.
2. To assist churches in beginning or expanding their WMU organizations.
3. To plan and promote mission action projects that involve more than one church, as needed.
4. To report their work annually.

Builders on Mission/Disaster Relief

The Builders on Mission Team develops, promotes, and implements projects which provide free labor to renovate, repair, or provide other construction related tasks to residents and community groups who are unable to do so themselves. Responsibilities include:

1. To identify job sites and building materials, secure homeowners approval to receive HCBA assistance, and the homeowner's signatures on the Eligibility Form.
2. To work with the agency or church to estimate the cost and how the building materials will be purchased and delivered.
3. To solicit workers as needed.
4. To prepare a "work site form" of the work to be done, materials to be used and made available to the workers on site, and keep a record of individuals who participate.
5. To report to the Association the projects planned and completed.

The Disaster Relief Team coordinates volunteers to respond to disasters, arranges training, and communicates the needs and opportunities to the association churches.

Developmental Disabilities Ministries (DDM)

The DDM Team oversees and administers the partnership responsibilities of the HCBA with Hope Tree Family Services in the operation of the Chevis and Helen Horne Home for Developmentally Disabled Adults. Ex officio members will include any Hope Tree trustee residing in Martinsville/Henry County and the DDM director for Hope Tree. Responsibilities include:

1. To serve as a liaison with the DDM director of Hope Tree.
2. To raise funds and oversee the funds held by the Association.

3. To see that the house, furnishings, and property is maintained and upgraded as needed.

Raceway Ministries

The Raceway Ministries Team is responsible for leading in a ministry to fans at the races at Martinsville Speedway. Responsibilities include:

1. To develop and oversee a ministry to fans at the Martinsville Speedway.
2. To secure and maintain equipment and resources needed.
3. To enlist, train, and supervise Raceway Ministry volunteers.
4. To promote the ministry in the association churches.
5. To make an annual report to be included in the book of reports.

C³ Group

(Community, Connections, Celebration)

Facilitator: Vice-Moderator

This group is charged with fostering connection and fellowship between member congregations and with the larger Baptist family.

Annual Meeting Team

The Annual Meeting Team shall plan and make necessary arrangements for the annual meeting. The Vice-Moderator of the Association shall serve as Team Leader. The team has the following responsibilities:

1. To work in consultation with the Moderator and C³ Group to:
 - (a) select a theme for the meeting;
 - (b) secure a speaker and an alternate; and
 - (c) prepare the program agenda, with time allotments for worship, reports and business.
2. To receive invitations from churches in the Association who wish to host the Annual Meeting and to recommend a time and place to meet that will accommodate the anticipated attendance.
3. To distribute the program to all churches attending the Annual Meeting.
4. To publicize to the churches, general public, and Baptist General Association of Virginia information about the program for the Annual Meeting.
5. To present proposed budget needs to the Finance Committee.
6. To report, when appropriate, to the Executive Committee and the Association.

BGAV Representatives

History/Heritage Team

The History/Heritage Team shall interpret information of historical significance to help churches appreciate and celebrate their heritage as Baptists. The Clerk of the Association shall serve as an ex officio member. Responsibilities include:

1. To gather and preserve official records and materials related to the Association.
2. To develop and recommend policies and procedures for gathering, preserving, and sharing historical material.
3. To help churches establish history committees and to be a resource for their training in preserving, interpreting and sharing their histories.
4. To lead the Association in planning and conducting heritage events and the celebration of significant anniversaries.
5. To prepare an annual report of events of the Association and member churches to be included in the book of reports.

6. To coordinate with and use the resources and services of the Virginia Baptist Historical Society and help churches to know and use these resources.

Hospitality Team

The Hospitality Team serves principally at the Annual Meeting. Their responsibilities include:

1. To meet and greet messengers and perform other duties as requested by the Annual Meeting Team.
2. To work in conjunction with the host church.
3. To work with the Messenger Registration Team.

Messenger Registration Team

The responsibilities of the Messenger Registration Team include:

1. To assemble name tags for messengers.
2. To register messengers at the Annual Meeting.

Ministers Team

The responsibilities of the Ministers Team include:

1. To plan and promote association-wide events to foster fellowship among the ministers of the association.
2. To seek to provide opportunities for church ministers to gather for mutual encouragement, coordination, and the sharing of ideas.

Music Team

The responsibilities of the Music Team include:

1. To provide fellowship and inspiration for the Association through music.
2. To provide assistance to churches for starting or expanding a church music program.
3. To coordinate music for the Annual Meeting, as requested.

Senior Adult Team

The responsibilities of the Senior Adult Team include:

1. To plan and promote a program to provide worship, ministry, social, educational and life enrichment experiences for senior adults on an associational level.
2. To recommend to the Finance Committee a budget for Senior Adult events.

Youth Team

The responsibilities of the Youth Team include:

1. To plan and promote association-wide events for fellowship and inspiration for youth.
2. To provide opportunities for church youth leaders to gather for mutual encouragement, coordination, and the sharing of ideas.

Church Health Group

Facilitator: nominated by the Nominating Committee

This group is concerned with strengthening the health and growth of member congregations through providing training and resources. The areas include discipleship development, church administration training, staff development, lay leadership development, evangelism, strategic planning, and skills in conflict resolution.

Discipleship Development Team

The Discipleship Development Team assists churches in discovering resources and training teachers and leaders for their Sunday School, Discipleship Training, and new member training. The team can provide association wide events for training or inspiration in areas of discipleship development.

Evangelism Team

The Evangelism Team plans and promotes training in how to share the gospel and may plan, promote and implement area wide events of an evangelistic nature.

Ministerial Well-being Team

The Ministerial Well-being Team plans for events and programs that promote the health and self-care of ministers physically, spiritually, and psychologically.

Ordination Team

The Ordination Team is available to churches for the examination of candidates for ordination to the gospel ministry.

VBS Team

The Vacation Bible School (VBS) Team provides training and support for churches planning their annual VBS program. It may provide an association wide training event.

Administration Group

Facilitator: Moderator

This group is charged with overseeing the ongoing operation of the Association itself.

EXECUTIVE COMMITTEE

The Executive Committee shall serve as the Association between annual meetings in administering the work of the Association.

Membership

1. The Executive Committee shall be composed of association officers, group facilitators, team leaders, office manager (ex officio), chairpersons of committees, representatives to the BGAV, the pastor and one layperson from each member church and recognized new church starts.
2. Each church is responsible to notify the Association of the name of its lay representative in its annual report to the Association.
3. Mission churches or new church starts do not have voting privileges.

Officers

The Moderator, Vice Moderator, Facilitators, Clerk, Treasurer and Trustees of the Association shall serve as officers of the Executive Committee.

Responsibilities

1. To act for the Association between annual meetings and on any emergency that may arise.
2. To receive reports from Groups, Teams, Committees, representatives to the BGAV, and HCBA staff.
3. To act on recommendations from any officer, group, or committee, or motion from any member in accordance with the Constitution and Bylaws of the Association.
4. The Executive Committee shall not have the authority to reverse an action of the Association taken in its annual meeting.

Meetings

1. The Executive Committee shall meet on the third Thursday of January, April, and September unless otherwise directed by the Moderator..
2. Special meetings may be called by the Moderator. In the absence of the Moderator, the Vice Moderator, with the approval of the Clerk, may call and preside over meetings.
3. Written notices shall be sent to all members at least one week before a regularly scheduled meeting.
4. Fifteen members shall constitute a quorum.

Reports

A written report of the activities of the Executive Committee shall be made by the Clerk to each annual meeting of the Association and included in the book of reports.

GENERAL OFFICERS

Moderator

Responsibilities

The moderator is the executive officer of the association, elected for the following:

1. To preside over all meetings of the Association.
2. To serve as chairperson of the Executive Committee.
3. To serve as an ex officio member of all groups and committees.
4. To serve as liaison between the Association and member churches.
5. To encourage participation, fellowship, and spiritual growth among churches, church leaders, and Associational leadership.
6. To work closely with the Group Facilitators, staff, and committees in carrying out the directives of the Association.
7. To appoint a parliamentarian for the annual meeting of the Association and at others times as necessary.
8. The moderator shall serve as the facilitator for the Administration Group.

Term of Service

The Moderator shall be nominated by the Nominating Committee and elected by the Association at its annual meeting and begins a one-year (1) term at the close of the annual meeting. Upon completion of a one-year term, the moderator may be elected to serve an additional one-year term. In so far as it is in the best interest of the Association, the office of Moderator shall alternate between a minister and a layperson.

Vice-Moderator

Responsibilities

The Vice Moderator has the following responsibilities:

1. To serve as chairperson of the Annual Meeting Team.
2. To assist the Moderator in the performance of his/her responsibilities as requested.
3. To preside over meetings of the Association or Executive Committee in the absence of the Moderator or as requested by the Moderator.
4. To facilitate the C³ Group.

Term of Service

The Vice Moderator shall be nominated by the Nominating Committee and elected at the annual meeting and begins a one-year (1) term at the close of the annual meeting. Upon completion of a one-year term, the Vice Moderator may be elected to an additional one-year term. In so far as it is in the best interest of the Association, the office of Vice Moderator shall alternate between a minister and a layperson.

Facilitators

Responsibilities

The Facilitator for each group will convene its meetings and is responsible to see that reports and recommendations from the Group come to the Executive Committee or Association in a timely manner.

Term of Service

The term of service for the Facilitator is one (1) year, renewable annually, beginning at the close of the annual meeting each October.

Clerk

Responsibilities

The Clerk shall serve as recording secretary for the Association and its Executive Committee with the following responsibilities:

1. To keep an accurate, legible, and permanent record of all proceedings and transactions of the Association and its Executive Committee.
2. To notify Executive Committee members of regular called meetings.
3. To preserve a regular file of minutes of all meetings and deliver the file, with all books and papers pertaining to the office, to his/her successor.
4. To distribute the annual Church Profile to the church clerks not less than thirty (30) days before the annual meeting.
5. To keep a permanent record of the Annual Church Profile reflecting the accomplishments of the churches during the year.
6. To assist the Associational Ministry Assistant in the publication of the Associational Annual.

Term of Service

The Clerk shall be nominated by the Nominating Committee and elected by the Association at its annual meeting for a one-year (1) term that begins at the close of the annual meeting. The Clerk may be re-elected for succeeding terms.

Treasurer

Responsibilities

The Treasurer shall supervise the receipt, disbursement, and accounting of all monies of the Association according to the adopted budget or the instruction of the Association or its Executive Committee. Other responsibilities include:

1. To make regular quarterly financial reports to the Executive Committee and to provide a financial statement at other times as requested by the Executive Committee.
2. To serve as an ex officio member of the Finance Committee.
3. To sign checks . The Treasurer is the authorized person to sign all checks. In the absence of the Treasurer, the chairperson of the Finance Committee, or a third person designated by the Association shall be authorized to sign checks.
4. Checks in excess of \$1500 require two signatures, except payroll checks.

Bonding

The Treasurer, as well as the Chairperson of Finance, and any third person authorized to sign checks in the absence of the first two, shall agree to be bonded and have a background check with any cost to be covered by the Association.

Term of Service

The Treasurer shall be nominated by the Nominating Committee and elected by the Association at its annual meeting for a one-year (1) term that begins at the close of the annual meeting. The Treasurer may be re-elected for succeeding terms.

Trustees**Responsibilities**

The Trustees shall be the legal representatives of the Association with the following responsibilities:

1. To transact all legal business of the Association upon instructions from the Association or its Executive Committee.
2. To hold title, insurance policies, and all legal documents pertaining to all Association property in accordance with the laws of the Commonwealth of Virginia.
3. To make recommendations for the proper insurance coverage of the Association.

Term of service

The Trustees shall be nominated by the Nominating Committee and elected by the Association as nominees for court appointment. They serve as long as both the Trustee and the Association are in accord.

STANDING COMMITTEES

Audit Committee

Responsibilities

The Audit Committee will provide an annual review of financial books, accounts, and procedures of the Association to insure accurate accounting and best financial practices. An annual report will be included in the book of reports for the annual meeting of the Association.

Membership

The Audit Committee shall be composed of three (3) members elected and rotated according to Associational committee policy.

Finance Committee

Responsibilities

The Finance Committee shall lead the Association in developing and implementing comprehensive plans for securing, administering, and reporting its finances. Responsibilities include:

1. To develop and recommend an annual budget based on plans of the various program ministries of the Association. The budget is to be ready for distribution to the Executive Committee at its September meeting and inclusion in the book of reports for the Annual Meeting.
2. To review expenditures in terms of budget allocations and church support, and to recommend budget adjustments as needed at Executive Committee meetings.
3. To study and make recommendations to the Association or its Executive Committee concerning proposed expenditures not included in the budget. The committee shall have the authority to authorize non-budgeted expenditures to a maximum of \$1,000.
4. To arrange for the best investment of the funds of the Association.

Membership

The Finance Committee shall be composed of six (6) members elected and rotated according to the Associational committee policy. The Treasurer will serve as an ex officio member.

Membership Committee

Responsibilities

The Membership Committee will counsel with churches considering membership in the Association and with member churches as needed. Responsibilities include:

1. To counsel with churches seeking admission to the Henry County Association, advising them of the following procedures:
 - Any request for admission must be received in writing at least ninety (90) days prior to the annual meeting of the Association.
 - The request for admission must include a statement of faith, a copy of the constitution and bylaws, budget, and roll of church membership.

2. To make a thorough study of the petitioning church as to its doctrines, practices, and commitment of cooperation with this Association and recommend to the Association at an annual meeting (1) acceptance of the messengers of that church into the Association for membership; (2) further consideration for action at the next annual meeting of the Association; or (3) rejection of the petition for membership.
3. To develop and recommend guidelines and procedures for receiving churches into the Association and for dealing with churches that cease to cooperate, as defined in the Constitution.
4. To reach out to, encourage, and seek to involve churches that fail to provide an Annual Church Profile to the Association, withdraw financial support to the Association, or discontinue fellowship and participation in the programs and ministries of the Association.

Membership

The Membership Committee shall be composed of three (3) members elected and rotated according to Associational committee policy.

Nominating Committee

Responsibilities

The Nominating Committee will enlist and recommend for election by the Association all officers, group facilitators, team leaders, and committee members as provided in the Associational Handbook. Responsibilities include:

- . To determine leadership needs and requirements necessary for persons to fill each leadership position.
- . To accept assistance from church leaders in determining persons who have leadership gifts necessary to perform the responsibilities of each position.
- . To ensure, as much as possible, that HCBA Leadership is evenly distributed among all churches utilizing both ministers and laity.
- . To recommend officers, group facilitators, team leaders and committee chairpersons for election at the April meeting of the Executive Committee, and all other nominations by the September meeting of the Executive Committee. The complete slate shall be presented at the annual meeting of the Association.
- . Nominations to fill vacancies may be made at any meeting of the Executive Committee or at the annual meeting of the Association. It is understood that nominations may be made from the floor.
- . To inform each person being enlisted of the responsibilities of the office as outlined in the Handbook of the Association.
- . To nominate persons as leaders of special teams or for special committees whenever assigned by the Association or its Executive Committee.

Membership

The Nominating Committee shall be composed of six (6) members elected and rotated according to Associational committee policy.

Personnel Committee

Responsibilities

The Personnel Committee shall serve as the liaison between the Executive Committee and the paid staff with the following responsibilities:

1. To develop and recommend to the Executive Committee all policies and practices for the paid personnel of the Association.
2. To administer all personnel policies and practices.
3. To review annually the salary and benefits for all paid personnel and make budget requests to the Finance Committee.
4. To meet annually with the paid staff to review and evaluate work load, work performance, and fulfillment of expectations. In the case of unsatisfactory performance, the committee will offer advice and counsel, and if deemed necessary, may recommend a course of action to the Executive Committee.
5. To receive and consider grievances from all paid personnel, from persons or organizations within the Association regarding all paid personnel.
6. To serve as a search committee for support staff, making recommendations for employment to the Executive Committee.
7. To interpret to the Association the ministry of paid personnel.

Membership

The Personnel Committee shall be composed of six (6) members, three ministers and three laypersons, elected and rotated according to Associational committee policy. These members shall have been active in the Association for at least two years prior to taking office.

Property Committee

Responsibilities

The Property Committee shall be responsible for maintaining and enhancing the physical property and assets of the Association including land, buildings, and office equipment. Its responsibilities include:

1. To develop and recommend, in cooperation with appropriate Associational leaders, policies and procedures for using Associational facilities and equipment.
2. To prepare and present to the Finance Committee an annual maintenance and equipment budget.
3. To develop, recommend, and administer a program of preventive maintenance.
4. To develop and maintain, in consultations with the Trustees, an adequate insurance plan to protect the property of the Association.

Membership

The Property Committee shall be composed of three (3) members elected and rotated according to Associational committee policy.

**GUIDELINES
FOR THE USE OF
THE BURROUGHS LODGE
OF THE
FIRST BAPTIST CHURCH, MARTINSVILLE
AT
EAGLE EYRIE BAPTIST CONFERENCE CENTER
BY THE MEMBER CHURCHES
OF THE
HENRY COUNTY BAPTIST ASSOCIATION**

The Henry County Baptist Association is indeed fortunate to have available to us the lodge of the First Baptist Church of Martinsville at the Eagle Eyrie Baptist Conference Center. The lodge was made possible by a gift from the N. R. Burroughs family for use by the First Baptist Church and the Association. By having access to this lodge, members of our churches can participate in training and inspirational activities at Eagle Eyrie at substantially reduced costs.

In order to better coordinate the use of the lodge with the policies of Eagle Eyrie and the First Baptist Church, a committee of the Association met with representatives of the First Baptist Church and drew up guidelines to help us in making the most effective use of the opportunities available at Eagle Eyrie. We want you to use the lodge and feel that these guidelines will help us to be good stewards of a fine facility.

These guidelines were approved by the Executive Board on January 10, 1991, and were updated and restated January 6, 1994.

1. The lodge is available for use by the churches and program ministries of the Henry County Baptist Association.
2. Reservation of the lodge is to be done through the Association office. Reservations made by phone must be confirmed in writing. When a request for the lodge is received in the Association office, a form will be sent to the person making the request. When the form is completed and returned, the reservation will be confirmed.

When the lodge is to be reserved, the person making the reservation shall give:

- (1) Name and telephone number;
- (2) The conference and conference date;
- (3) The number of rooms requested (when the group is male and female, males are housed on the lower level and females on the upper level.) The lodge was renovated in 1993 and both the upper and lower level are now equipped with:
 - two rooms with two bunk beds;
 - one room with one bunk bed and one single bed;
 - one room with one queen size bed

This makes for a capacity of 13 on each floor (including two persons in the queen bed).

- (4) Whether the kitchen will be used for preparing meals.
3. The number and gender of the persons using the lodge must be given to the Association office at least thirty (30) days before the scheduled use.

PLEASE NOTE: Any space not filled must be released for use by Eagle Eyrie thirty (30) days

before each scheduled event. Groups will not be required to release partially filled rooms. If the number and gender of persons using the lodge has not been given to the Association office at least thirty (30) days prior to the scheduled event, the reserved space will be released to Eagle Eyrie. Sending a copy of the Eagle Eyrie reservation list to the Association office would be the simplest way to insure this.

4. If the lodge is not filled, another group may share the lodge.
5. The charge for using the lodge is \$5.00 per person registered per night. Each group using the lodge will be expected to pay the \$5.00 fee for each person registered. The fee is to be paid to the First Baptist Church of Martinsville. The fees collected will go into the Burroughs Lodge fund at First Baptist Church and will go toward the maintenance of the lodge.
6. The key to the lodge is to be picked up at First Baptist Church of Martinsville.
7. Conference reservations and all fees, except the \$5.00 per person lodge fee, are to be made directly with Eagle Eyrie.
8. While there are certain cooking and eating utensils in the lodge, persons are advised to take what they will need.
9. Each group using the lodge will provide its own linens. These may be rented from Eagle Eyrie for a nominal charge.
10. Each group will need to take bathroom supplies, dish towels, and cleaning supplies.
11. Each group using the lodge will be responsible for cleaning and closing the lodge. A checklist for reporting the condition of the lodge will be given to the group leader by Eagle Eyrie upon check-in. It is to be completed after the lodge has been vacated and returned to Eagle Eyrie before departing the grounds.
12. Damage to the lodge or its furnishings and conduct unbecoming of a spiritual retreat can result in a refusal of the use of the lodge to that group in the future. Damage to the lodge or its furnishings will result in repair costs being levied against the responsible group.
13. All rules and regulations of Eagle Eyrie will be adhered to by all persons using the lodge.