

Organizational Overview

Tryon Evergreen Baptist Association

VISION

To be a partnership of healthy reproducing congregations cooperating together to transform our community and our world.

PURPOSE

The purpose of this Association is to relate to and assist the member churches individually and cooperatively in carrying out the fulfillment of the Great Commission through the leadership of the Holy Spirit.

We are a Church First Association ~ We are a Church Driven Association

VALUES

- **Connection** – We value the importance of healthy relationships with member churches, clergy, lay leadership and our cooperating partners.
- **Community** – We value the influence of genuine community where life is lived out loud, transformation is encouraged, and the needs of others are placed before our own.
- **Cooperation** – We value the imperative to work together cooperatively for Kingdom impact as member churches and with our cooperating partners.
- **Creativity** – We value the inspiration of creativity in the context of excellence to respond to present needs and future opportunities utilizing all of the gifts and abilities of our member churches.
- **Clarity** – We value the impact of clarity in carrying out the missional focuses of the Association.

MISSIONAL FOCUS

- **Missions/Church Planting** – We will serve as a catalyst to enable TEBA churches to plant healthy reproducing congregations as well as initiate and support partnership missions for Kingdom growth.
- **Leadership Development** – We will provide opportunities for training, mentoring, coaching, educational and personal development for church staffs and laity.
- **Church Strengthening** – We will offer training, resources, and consultations to assist churches in the creation, development and growth of their individual ministries.
- **Church Health** – We will provide assessments and consultative models which will aid churches in evaluating their health and give assistance in strategic planning and the transformational processes.

STRATEGY

- **Networking** – We will seek to create and foster connections between both clergy and member churches which result in personal development, mutual benefit and Kingdom growth.
- **Partnering** – We will seek to create and foster partnerships between our member churches and cooperating partners for ministry development while focusing on the Great Commission.
- **Resourcing** – We will seek to locate, create or provide resources to benefit our member churches within the context of our missional focus.

Organization & Policy Manual

Tryon Evergreen Baptist Association

INTRODUCTION

The Organization and Policy Manual shall be bound in the Annual of the Association directly following the Constitution and Bylaws. The Leadership 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, Officers, Leadership Council, Ministry Teams, Task Force Teams and Trustees 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 Officers, Leadership Council, Ministry Teams, Task Force Teams and Trustees will be nominated by the Nominating Committee and elected by the members of the Executive Board of the Association. Task Force Teams will be appointed by the Leadership Council. In general, these members shall be both ministerial and layperson, with representation from large and small, rural and urban churches.

The Leadership Council, Ministry Teams, Task Force Teams and Trustees will keep accurate minutes of all meetings. The minutes of each meeting should 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. LEADERSHIP COUNCIL

The Leadership Council will work with the Executive Director and Associational Staff in strategy planning, annual calendar planning, and planning of the Annual Celebration. The Leadership Council will prepare the Executive Board agenda; serve as an accountability and support group to the Executive Director and Associational Staff. The Council shall be composed of the Moderator, Moderator-elect, Past Moderator, and Chairperson from each Ministry Team. The Moderator shall serve as Chairman of the Leadership Council. Meetings of the Leadership Council shall be scheduled as needed by the Leadership Council, Moderator, or Associational Ministry Staff. The Associational Ministry Staff shall be ex-officio members.

The Leadership Council will appoint Tasks Forces as needed.

SECTION II. PRIMARY MINISTRY TEAMS

The work of the Association shall be accomplished primarily through five primary Ministry Teams, composed of ministerial and laypersons. 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 no team member serving more than two consecutive three year terms (total of 6 years) without at least a one year lapse in service.

1. Administrative Team (9 Members)

Serves to oversee the general administrative functions of the Association related to the financial and personnel matters essential to the operation of the Association.

- Create Annual Ministry Budget, Overall Financial Management, Properties, Endowments and other related Financial Functions
- Give General Oversight of Personnel, Employee Policies and assist in Employment Processes
- Communicate, Encourage, Cultivate and Develop Support for the ongoing Resource Needs of the Association

2. Missions / Church Planting Team (9 Members)

Serves as a catalyst to enable TEBA churches to plant healthy reproducing congregations as well as initiate and support partnership missions for Kingdom growth while supporting and encouraging Cooperative Community Ministries.

- Serve as a Catalyst to assist in planting Healthy Reproducing Churches and Alternate Strategic Models
- Foster Mission Awareness and Partnership Missions among Member Churches in a Local and Global context
- Encourage and Provide Directional Leadership for Cooperative Community Ministries such as Restorative Justice, local College and University campuses and other ministry objectives

3. Leadership Development Team (9 Members)

Serves as a resource to provide opportunities for training, mentoring, coaching, educational and personal development for church staffs and laity.

- Encourage and Create Learning Opportunities for Church Staffs and Lay Leadership
- Create or Collaborate on Regional Events focusing on Leadership Development
- Provide Resources to Support on going Leadership Development for Church Staff and Lay Leadership

4. Church Strengthening Team (9 Members)

Serves as a channel to offer training, resources, and consultations to assist churches in the creation, development and growth of their individual ministries.

- Provide training events, resources, and practical help for church ministries to support the development of healthy reproducing congregations
- Recruit individuals to serve on specialized teams to support Bible Study, Discipleship Training, Worship, Evangelism, Camp Ministries, etc
- Provide Consultations as requested to Support Healthy Ministry Development

5. Church Health Team (9 Members)

Serves as a support to provide assessments and consultative models which will aid churches in evaluating their health and give assistance in strategic planning and the transformational processes.

- Provide opportunities for Minister's for events, retreats, seminars and other means of personal development
- Serve as a resource for counsel and support of ministers in distress, transition or dealing with termination.
- Aid in the provision of Assessments, Processes and Support to assist in the development of Healthy Reproducing Churches
- Encourage the provision of adequate support and benefits for all church staffs including participation in the GuideStone Retirement.

SECTION III. Short Term Committees

These Committees are formed to accomplish a specific task on behalf of the Association and by their nature are meant to be short term in their operation.

1. Nominating Committee (as required or yearly)

This committee shall have six members made up of the Chairpersons of the 5 Primary Ministry Teams and the Moderator. This Committee will recommend all Trustees, Primary Ministry Teams, the Leadership Council, the Moderator-elect, Parliamentarian, and other Special Focus Teams for approval by the Executive Board. The Associational Ministry Staff shall be ex-officio members.

2. **Constitution and Bylaws Committee (as required or every year ending in an even number)**
This committee shall be comprised of six persons appointed by the Nominating Committee. This committee will review the Constitution and Bylaws on a biannual basis or as requested to keep them current. All proposed amendments presented by Executive Board members will be referred to this committee to guide the process for amending as outlined in the Constitution and Bylaws. The Associational Ministry Staff shall be ex-officio members.

SECTION IV. SPECIAL FOCUS TEAMS

These Teams are formed to accomplish a specific ongoing ministry on behalf of the Association. Members of the Team are recommended to the Nominating Committee by the participants in the ministry, existing team members or the Associational Ministry Staff. The members of the team may serve on an ongoing basis with primary leadership required to be rotated on a regular basis. Team members shall be recommended by the Nominating Committee and elected by the Executive Board.

1. **Preteen Camp Team**
Shall be made up of up to nine but no less than 6 members for the purpose of providing for the development, coordination and oversight of the Associational Preteen Camp.
2. **Senior Adult Team**
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 ministries.

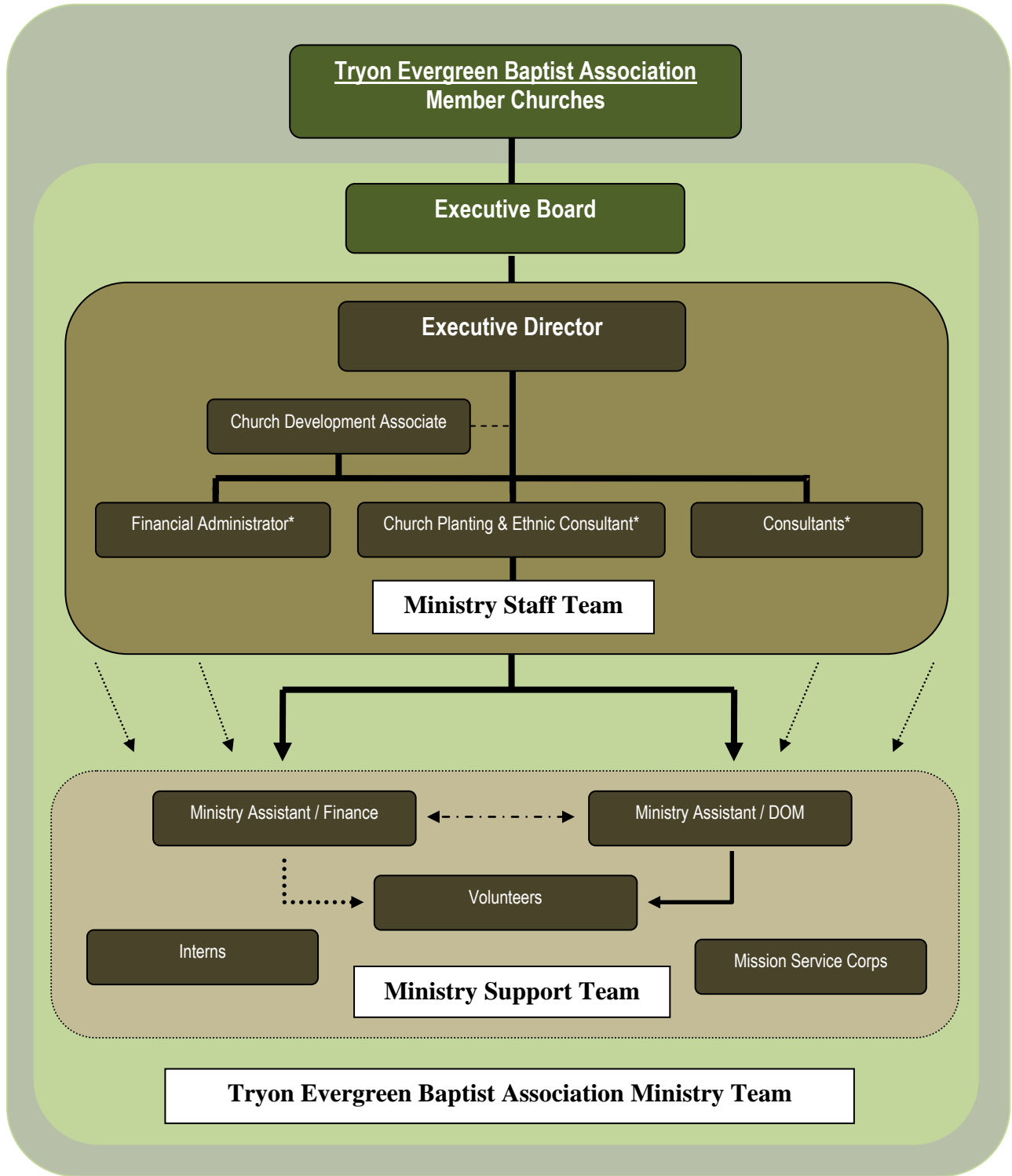
SECTION V. TASK FORCE TEAMS

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 Leadership Council will appoint Task Forces as needed.

SECTION VI. 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 six successive years.
3. **Hospitality House Trustees**
The Association shall name Trustees to the Hospitality House in accordance to its Constitution, and 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. Terms of service shall be three years with a maximum of six successive years.

SECTION VII. 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 specifics 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 Executive Director shall be ultimately responsible for all teams and committees. He may assign responsibilities of various teams to any member he so desires.

Executive Director

Executive Board

Leadership Council

Administrative Team

Leadership Development Team

Missions / Church Planting Team

Church Health Team

Constitution & Bylaws Committee

Nominating Committee

Trustees

Church Development Associate

Leadership Council

Church Strengthening Team

Church Health Team

Preteen Camp Special Focus Team

Senior Adult Special Focus Team

Nominating Committee

Church Planting & Ethnic Ministries *Consultant*

Missions Team

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, investments, or any other needs that may arise prior to an Executive Board Meeting.
7. The Administrative Team shall report to the Executive Board.

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 Executive Director, 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 Executive Director. 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 Executive Director, 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

ILLUSTRATION OF RELATIONSHIPS AND MINISTRY MODEL

