

Constitution and By-Laws

Randolph Baptist Association

Proposed Revision October 2020

On the 25th of October 1934, 73 messengers from 17 Baptist churches in Randolph County met at Franklinville High School and voted unanimously to set up a permanent associational organization. The goal of this organization would be to help baptist churches in Randolph County develop as they should by encouraging unity and fellowship among these churches.

ARTICLE I: NAME

The name of this body shall be known as the Randolph Baptist Association. It may hereafter be referred to as the Association.

ARTICLE II: RELATIONSHIPS

The Association is a self-determining Baptist body, created and sustained by the churches affiliated with her and responsible to them through their messengers. The Association will cooperate with the Baptist State Convention of North Carolina and The Southern Baptist Convention to fulfill the Great Commission of Jesus Christ as stated in Matthew 28:19-20.

ARTICLE III: PURPOSE, MISSION STATEMENT, VISION STATEMENT, CORE VALUES

Section 1. **Purpose:** To partner together to empower and equip churches to fulfil Christ's mission. Matt. 28:19-20; Eph. 1:22-23.

Section 2. **Mission Statement:** Glorify Jesus Christ by:

1. EQUIPPING churches and believers to fulfil their mission;
2. ENABLING churches to fulfill their mission...
 - through cooperative efforts to spread the gospel locally,
 - through ministry in the local community,
 - through cooperative mission endeavors around the world and
3. INSPIRING the churches and believers through worship, ministry and missions.

Section 3. **Vision Statement:** Randolph County filled with...

1. Churches partnering together to grow in their effectiveness in sharing the good news of Jesus Christ.
2. Churches reaching all people groups.
3. Churches starting new churches.
4. Churches utilizing technology for Christian growth.
5. Churches receiving timely information to enhance involvement in association work.
6. Churches that are empowering every believer. to be a minister of Jesus Christ.

Section 4. **Core Values:**

1. We value Jesus as our servant model for ministry.
2. We value the Bible as truth without any mixture of error as our guide in ministry.
3. We value disciples making disciples as the heart of our ministry.
4. We value cooperation in missions and ministry as the demonstration of our servant role.
5. We value customized training to equip the local congregation.
6. We value unity as an expression of our common relationship with Jesus Christ.
7. We value prayer as a foundation in everything we do.
8. We value autonomy of the local church under the leadership of Jesus Christ.

ARTICLE IV: MEMBERSHIP

Section 1. The Association shall be composed of cooperating Baptist churches within the area of the Association. A cooperating church shall be defined as one which annually:

1. Contributes to the financial program of the association. (SBC recommends at least 3% of undesignated gifts.)
2. Returns the [Annual Church Profile \(ACP\)](#) to the association.
3. Elects messengers who attend at least one of the quarterly meetings.

Section 2. The Association shall be sole judge of its membership and may receive churches, according to the Constitution and By-laws. Member churches may withdraw from the Association as they desire.

Section 3. Any church in the Association which fails to cooperate with the Association over a period of two years shall be contacted by the Credentials Committee of the Association to determine the intentions of the church regarding its desire to remain in the Association. In the event the church does not respond to the efforts of the Credentials Committee, the church will be considered as having chosen to withdraw from the Association.

Section 4. Any church that has departed from Baptist faith and practices and has failed to abide by the provision of the Constitution and By-laws of the Association, will be contacted by the Credentials Committee. Such church upon recommendation of the Credentials Committee and a vote of the Association shall be placed on probation until the conditions prompting such actions have been corrected. Messengers from any church on probation shall not be allowed to vote in the Meetings of the Association.

- Section 5. **New Churches...**
1. Churches desiring to affiliate with the Association shall make a written request to the Credentials Committee of the Association at least three months prior to any quarterly meeting for examination and recommendation to the Association.
The church will be recommended on the basis of its:
 - a. Church covenant, intentions, and relations with other member churches of the Association
 - b. Willingness to abide by the Constitution and By-laws of the Association.
 2. A church (or mission) is first received into the watch care of the Association.
 3. Upon completion of one year in a watch care relationship, a church may be received into full membership of the Association by a recommendation of the Credentials Committee and a vote of two-thirds majority of the messengers present at the Associational Meeting for the petitioning church (or mission) to become a regularly affiliated member church of the Association.
- Section 6. It is understood that each church in this Association is independent and sovereign in its own affairs, and the Association has no authority over the churches, except in an advisory nature, and this by invitation only.

ARTICLE V: MEETINGS

- Section 1. The Associational meetings shall be composed of Messengers elected by the affiliated churches according to the plan. Each church shall be entitled to three (3) Messengers, including the pastor, and one additional Messenger for each fifty (50) members or fraction thereof, above one hundred in its resident membership, but not to exceed ten (10) such Messengers. The Associational Missionary and General Officers shall be Messengers in all Associational Meetings.
- Section 2. The Associational Meetings will be held as follows:
1. The **Annual Meeting** shall meet in October.
 2. The Winter Meeting shall meet in January.
 3. The Spring Meeting shall meet in April.
 4. The Summer Meeting shall meet in August
- Section 3. Other meetings of the Association shall be held when called by the Moderator and/or the Associational Missionary. Before calling a special meeting, a notice of at least two weeks shall be given to the Messengers, with a clear explanation as to the purpose of the meeting. No other business can be considered. A quorum of **thirty-five (35)** Messengers must be present to conduct a special meeting.

ARTICLE VI: OFFICERS AND THEIR DUTIES

- Section 1. The officers of this Association shall be Moderator, Vice-Moderator, Clerk, Treasurer, and three (3) trustees.
- Section 2. These officers shall be elected in the Summer Meeting in August by the Messengers of the Association. The Nominating Committee will present nominees to the Messengers with the privilege of other nominees from the body. Prior approval and consent to serve shall have been received from a prospective nominee before placing his name in nomination before the body.
- Section 3. The officers of this Association shall serve from January 1 through December 31 of the following year. Any officer may be re-elected with the exception of the Moderator, who shall serve no more than two years in succession.
- Section 4. For Duties of the Officers see By-Law IV- “Duties of Officers”
- Section 5. In the event the Office of the Moderator of the Association shall become vacant, the Vice-Moderator shall immediately become the Moderator for the unexpired term of office without any further action by the Association.
- Section 6. The vacancies occurring in the office of Vice-Moderator and other General Officers, except Moderator, will be nominated by the Nominating Committee at the next Association Meeting.
- Section 7. The Moderator, Vice-Moderator, Clerk, Treasurer, and Chairman of the Trustees shall serve as members of the Administrative Committee.
- Section 8. The Associational Officers will serve as members of the Association Council.

ARTICLE VII: MISSION PERFORMANCE “TEAMS”

- Section 1. The Association endorses the continued operation of Teams among the churches for the promotion and training of the various phases of their work.
- Section 2. The Leaders of these Teams shall be:
1. Sunday School Team Leader
 2. Discipleship Team Leader
 3. Woman's Ministry Team Leader
 4. Men's Ministry Team Leader
 5. Music Team Leader
 6. Evangelism Team Leader
 7. Missions Team Leader

8. Stewardship Team Leader
9. Family Ministries Team Leader
10. Youth Ministry Team
11. Baptist Aging Ministry Team

Section 3. Team Leaders shall be elected at the Summer Meeting, (August), or no later than the Fall Meeting (October), for a term of three years. Team Leaders shall be contacted and nominated by the Nominating Committee.

Section 4. Team Leaders shall assume their duties on January 1, and serve through December 31, of the third year, or until their successors are elected. They will be Leaders-Elect in the Summer Meeting and will have the privilege of training, planning and enlistment of their team members until January 1.

ARTICLE VIII- EXECUTIVE COMMITTEE

Section 1. The Executive Committee is composed of the Moderator, Vice-Moderator, Clerk, Treasurer, Chairman of Finance, Chairman of Properties, Chairman of Trustees, and the Associational Missionary.

Section 2. If there are major decisions to be made between the Quarterly Associational Meetings, the Executive Committee will act on behalf of the Association and will report the actions to the next Quarterly Meeting.

Section 3. The Executive Committee will meet as needs arise between the Quarterly Meetings.

ARTICLE IX - ASSOCIATION COUNCIL

Section 1. The Associational Council shall be composed of the Team Leaders of all Mission Performance Teams, the Associational Officers, the Associational Staff, and the Chairman of Finance, Strategy and Communication, and others deemed necessary to attend the Council in planning the work of the Association.

Section 2. The Associational Missionary will serve as the Chairman of the Council. Other officers will be elected in their meetings, such as Vice-Chairman and Secretary.

Section 3. The Associational Council will conduct at least six meetings per year, at least once every other month. The time and place for the meetings will be set by the Associational Missionary in cooperation with the Associational Council.

Section 4. The purpose of the Council is

1. To coordinate the overall program and calendar of the Association
2. Evaluate the progress toward fulfilling the plan
3. Give guidance to the work of the Associational Missionary.

Section 5. The Association Council will re-assess the Constitution and By-laws of the

Randolph Baptist Association every 2 years, making recommendation for any revisions or changes as needed. (see By-law X)

ARTICLE X - COMMITTEES

Section 1. The Association shall have the following Committees (see By-law VI) with terms of office extending three years from the time duties of the office are assumed on January 1 of each year. To be nominated by the Nominating Committee and elected at the April Meeting:

1. Associational Meetings Committee
2. Communications Committee
3. Credentials Committee
4. Finance Committee
5. Nominating Committee
6. Properties Committee
7. Search Committee
8. Personnel Committee
9. Association Historian

Section 2. Each Committee nominated by the Nominating Committee will begin serving on January 1, and will serve for three years with the terms rotating, so that only 1/3 of the members are elected each year.

Section 3. Each Committee should have a fair representation of both ministers and lay-persons from every area of the Association.

Section 4. Each Committee should meet **at least** once each quarter to fulfill its duties.

ARTICLE XI - AMENDMENTS

The Constitution may be amended at any quarterly Meeting of the Association, by a two-thirds majority vote of the Messengers present, provided the proposed Amendment shall have been presented in written form in the Associational newsletter in the month prior to the meeting.

ARTICLE XII

The Constitution and By-Laws shall take effect immediately upon its adoption by a two-thirds majority of the Messengers present and shall supercede any and all Constitutions, By-laws and Amendments previously adopted.

BY-LAWS

BY-LAW I - PARLIAMENTARY RULES

ROBERT'S RULES OF ORDER, Latest, revised edition, shall be followed as the Association's rules for conducting the business and assemblies, except as the Association prescribes otherwise.

BY-LAW II - ASSOCIATIONAL YEAR

The Associational Year shall begin January 1, and close on December 31.

BY-LAW III- ORDINATION OF NEW MINISTERS

Section 1. When a church desires to ordain a candidate for the Gospel Ministry, it may petition the Credentials Committee of the Association for an examination and approval for ordination. The Credentials Committee shall work with the requesting church concerning date, time, and other persons forming the Examining Committee.

Section 2. After the examination of the candidate has been conducted by the Examining Council, a report of its findings shall be given the requesting church.

Section 3. Associational Guidelines for Ordination:

1. A copy of the minutes, signed by the clerk, of the church conference at which the requesting church voted to request examination of the candidate shall be provided to the Credentials Committee.
2. The Association requires that the candidate be called by a church for ministry before requesting examination.
3. The Association requests that the candidate be examined at least two weeks prior to his ordination.
4. The Committee shall examine the candidate about his conversion, his call, his priorities, his doctrine, personal and family life. The Committee may also counsel the candidate.
5. The candidate should feel free to seek advice from the Committee regarding any area of the Gospel Ministry.
6. In every instance, the Committee shall be guided by the Scripture under the leadership of the Holy Spirit, especially I Timothy 3:1-7, and Titus 1:5-9.

Section 4. The Credentials Committee shall provide a written report of the examination of candidates to the Gospel Ministry to the Annual Meeting of the Association.

BY-LAW IV - DUTIES OF OFFICERS

Section 1. The Moderator

1. The Moderator shall preside over all the Quarterly and called meetings of the Association, and fulfill such duties as required upon the presiding officer of this Associational body.
2. As the presiding officer, the Moderator will:
 - a. Open the meetings punctually, at the appointed time.
 - b. Observe the rules.
 - c. Preserve the order
 - d. Exercise all the prerogatives of a presiding officer, according to the principles of established parliamentary usage. "Robert's Rules of Order" will be followed for guidance.
3. The Moderator, if desired, appoints a parliamentarian to serve at any or all meetings of the Association during his term. This person is to be approved by the Messengers-in-session.

Section 2. The Vice-Moderator

The Vice Moderator shall perform the duties of the Moderator in the absence of, or at the request of the Moderator.

Section 3. The Clerk

1. The Administrative Assistant of the Association will serve as Clerk.
[see By-Law VII, Section 2.1.c]
2. The Clerk will record and keep in permanent form all proceedings of all Associational meetings and make this information available upon request.
3. The Clerk will distribute the Annual Church Profile (ACP) forms to the church clerks affiliated with the Association.
4. The Clerk will compile the reports and statistics of the churches and issue a book of minutes as soon as practical after the Annual meeting.

Section 4. The Treasurer

1. The Treasurer will serve as an ex-officio member of the Finance Committee.
[see By-Law VI, Section 4.3]
2. The Treasurer will be one of three authorized check signers on the Association checking account and will visit the Association office weekly along with one of the other two authorized signers to sign checks.

3. The Treasurer will at least quarterly:
 - a. access the checkbook and bank statements for balance verification
 - b. access the bank account and payroll account for balance verification
 - c. will provide full accounting of these activities to the Association
4. The Treasurer will provide a full and complete report of all receipts and disbursements at each Quarterly meeting.
5. The Treasurer will provide a year end financial report at the Winter meeting.

Section 5. The Trustees shall have the authority to transfer or hold title to any properties for the Association. All transaction of the elected trustees shall be authorized by the Association in its meetings. One of the three trustees will serve as Chairman, and represent the trustees on the Executive Committee.

BY-LAW V - "DUTIES OF MISSIONS PERFORMANCE TEAMS"

*Duties for the following teams are in the process of being developed

- Section 1. Sunday School Team Leader
- Section 2. Discipleship Team Leader
- Section 3. Women's Ministry Team Leader
- Section 4. Men's Ministry Team Leader
- Section 5. Music Team Leader
- Section 6. Evangelism Team Leader
- Section 7. Missions Team Leader
 1. Help plan and coordinate missions and ministries in the Association, mission trips, mission projects, etc.
 2. Enlist team members to lead the projects
 3. Communicate all projects through the Associational newsletter
- Section 8. Stewardship Team Leader
- Section 9. Family Ministries Team Leader
- Section 10. Youth Ministry Team
- Section 11. Baptist Aging Ministry Team

BY-LAW VI - DUTIES OF COMMITTEES

Section 1. **ASSOCIATIONAL MEETINGS COMMITTEE**

1. This Committee will be responsible for:
 - a. planning and conducting the regular and called meetings of the Association.
 - b. proposing an order of business and enlist all program personnel
 - c. publicizes the program to the churches in advance of the Meetings.
2. This Associational Meetings Committee will consist of six members, each elected for a three-year term, with the terms rotating, so that only two members are elected each year.

Section 2. **COMMUNICATIONS COMMITTEE**

1. This Committee will be responsible for communicating the programs, ministries, resolutions, and services of the Association to the churches and to the general public.
2. The Communications Committee will consist of three members, each elected for a three-year term, with the terms rotating, so that only one member is elected each year.
3. The Administrative Assistant will serve as ex-officio member of the Committee.
4. The Chairman of the Communications Committee will serve on the Association Council.

Section 3. **CREDENTIALS COMMITTEE**

1. This Committee will:
 - a. Assist the Association in counseling churches who fail to cooperate with the Association.
 - b. Help churches to meet the qualifications for being properly accepted in the Associational fellowship.
 - c. Assist in the examination of the candidates for the Gospel Ministry upon the request of the member churches. Procedure for ordination is located in By-Law III, Section 3.
2. The Credentials Committee will consist of six members, each elected for a three-year term, with the terms rotating, so that only two members are elected each year. It is suggested that three pastors and three deacons serve on this committee.

Section 4. **FINANCE COMMITTEE**

1. This Committee assists the Association in securing, administering and

reporting its finances. They shall study the Association's financial needs for an adequate program, prepare and present a budget to the Association and report to the Quarterly Associational Meetings and a final report to the Annual Fall Meeting.

2. The Budget will be prepared, and copies mailed to the Churches two weeks before the Fall meeting so that copies can be prepared to be distributed to the Messengers of the Association. The Messengers will vote on the proposed Budget during the Fall Meeting of the Association. The fiscal year of the Association will be from January 1 through December 31.
3. The Finance Committee will consist of nine members, each elected for a three-year term, with terms rotating so that only three members are elected each year. The Treasurer serves as an ex officio member of the Committee.
4. The Finance Committee chairman will serve on the Associational Council and Executive Committee and will be one of the check signers.

Section 5. **NOMINATING COMMITTEE**

1. The Nominating Committee leads in coordinating the selection of all Association-elected leaders except paid personnel. They shall nominate a complete slate of General Officers, Organization Directors, and Council members, and Committee persons. Equal representation should be given from all pastors, staff members, men and women.
2. The first report of the nominations will be in the April Meeting of the Association, in which Organization Directors and Team Leaders are elected for training, planning and enlistment of their council members.
3. The second report of nominations will be in the August Meeting of the Association, in which the General Officers, Program Council members and Committee members are elected.
4. The Nominating Committee will consist of six members, representing all areas of the Association, each elected for a three-year term, with the terms rotating, so that only two members are elected each year.

Section 6. **PROPERTIES COMMITTEE**

1. The Properties Committee shall have general oversight over all property owned or leased by the Association. It will make recommendations at the Association Quarterly Meetings concerning upkeep and improvements of the property.

2. The Properties Committee will make recommendations to the Personnel Committee if and when the need arises for custodial services.
3. The Properties Committee shall consist of three members, each elected for a three-year term, with the term rotating so that only one member is elected each year.
4. The Committee shall give a written report to the Fall Meeting of the Association.

Section 7. **SEARCH COMMITTEE**

1. The Search Committee will serve only as needed to secure an Associational Missionary.
2. The Committee will consist of two pastors, one layman, two women, representing each geographical area and church size, all nominated by the Nominating Committee; plus the Moderator, and the Chairman of Finance Committee. If the committee's work is not completed before the end of the term for the Moderator and Chairman of the Finance Committee expires, they will continue to serve until the committee's work is completed.

Section 8. **PERSONNEL COMMITTEE**

1. The Personnel Committee will consist of three members, each elected for a three-year term, with the terms rotating, so that only one member is elected each year.
2. The Committee will prepare and update as necessary, position descriptions of all Association other employed personnel (see By-law VII, Section 2)
3. The Committee will survey the need for additional staff positions, recruit, interview, and recommend to the association new personnel with the guidance and approval of the Associational Missionary; and when necessary, recommend to the Association the termination of employment of staff personnel.
4. The Associational Missionary will conduct annual reviews for other employed personnel (see By-law VII, Section 1.4.e). Any grievances or differences other employed personnel have may be appealed to the Personnel Committee by that employee.
5. The Committee will review annually, salaries, benefits, and make recommendations to the Budget Committee.

Section 9. **ASSOCIATIONAL HISTORIAN**

1. The Historian will gather, preserve, and interpret historical records of the Association's life and work. The Historian will make a report at the Fall Meeting of the Association.
2. The Historian will be elected for a three-year term.

BY-LAW VII - EMPLOYED PERSONNEL In accordance with Personnel Policies and Procedures Manual – September 2018

Section 1. **ASSOCIATIONAL MISSIONARY**

1. The Associational Missionary shall be an officer of the Association. As an Officer and administrative head of the Association, he shall be an ex-officio member of all Committees, Councils, and groups of the Association.
2. He shall be elected to this office upon a recommendation of the Search Committee, and by a two-thirds majority vote of the Messengers present at a regular quarterly meeting of the association. Letters of information concerning the prospective Associational Missionary will be mailed to the Churches two weeks before the Meeting so that copies can be prepared to be distributed to the Messengers of the Association.
3. The time of his service shall continue until terminated by the request of the Associational Missionary to the Association, or at the request of the Association, which would require a two-thirds majority vote of the Messengers to the Associational Meeting. Proper notice and explanation of termination shall be provided to or by the Associational Missionary and/or the Association.
4. The Associational Missionary shall promote the work and ministry of the Association and denomination, cooperating with the churches, their pastors and officers, and Associational Committees and organizations.
 - a. He shall be responsible for planning, promoting and executing the ministry of the Association in cooperation with the Associational Council.
 - b. He shall serve as Chairman of the Associational Council and make an annual report to the Association at the October Meeting.
 - c. He shall seek to visit each church in the Association in order to:
 1. Enrich Christian fellowship among the churches.
 2. Encourage and strengthen the ministry of the churches.
 3. Enhance the cooperative relationship between the churches and the Association.

- d. He shall have full responsibility for supervising all other employed personnel employed by the Association.
- e. The Associational Missionary will conduct an annual review for other employed personnel of the Association. It will be submitted to the Personnel Committee for use in their budget recommendation.
- f. If the finances of the association deem it necessary, the associational missionary can become a bivocational position. The personnel committee, along with the finance committee will determine the details, such as job requirements, benefits, pay, etc. at that time.

Section 2. **OTHER EMPLOYED PERSONNEL**

Other personnel shall be employed as needed by the Association with a two-thirds majority of the votes from the Messengers in a regular Meeting of the Association. All personnel must come as a joint recommendation of the Budget and Personnel Committees.

1. ADMINISTRATIVE ASSISTANT

- a. The Administrative Assistant shall serve primarily in a secretarial role, assisting the Associational Missionary with the daily administrative matters of the Association.
- b. The Administrative Assistant shall be responsible for the media and resource center, making available materials, pamphlets, DVD and other equipment for individuals and churches in the Association.
- c. This person shall also serve as the Associational Clerk unless Personnel Committee deems otherwise.
- d. This person shall supervise the work of office help, along with Associational Missionary.
- e. The Personnel Committee shall recommend to the Budget Committee salary and benefits annually.

2. TEMPORARY OFFICE ASSISTANT

- a. Office help shall be provided as needed with approval of the Personnel Committee.
- b. This Temporary Office Assistant shall fill in for the Administrative

Assistant during leave times, such as vacations, sickness, conferences, etc.

- c. The Personnel Committee shall recommend to the Budget Committee, salaries and benefits.

3. CUSTODIAL SERVICES

- a. Custodial services shall be provided in order to keep the associational properties in clean and acceptable condition.
- b. This person(s) shall be recommended by the Properties Committee to the Personnel Committee who shall consider the selection, and upon approval, shall present the person(s) to the Association for final approval.
- c. The Properties and Personnel Committee will recommend to the Budget Committee salaries and benefits for service rendered.
- d. The Properties Committee and the Associational Missionary shall jointly supervise the custodial services personnel.

BY-LAW VIII - ANNUAL REPORTS

Persons preparing reports for the Annual Meeting of the Association in October, shall present the same in writing for inclusion in the [printed Annual that will be released the following January](#). These reports are to be limited to 300 words each.

BY-LAW IX-MARRIAGE

The Randolph Baptist Association upholds the Scriptural definition of marriage as being between one man and one woman.

Gen. 1:27 & 28a: So God created man in his own image, in the image of God created he him: male and female created he them. And God blessed them and God said unto them, be fruitful, and multiply, and replenish the earth.

Matt. 19: 5-6a: And said, For this cause shall a man leave father and mother, and shall cleave to his wife: and they twain shall be one flesh? Wherefore they are no more twain, but one flesh.

BY-LAW X- CONSTITUTION

The constitution and By-laws of the Randolph Baptist Association shall be re-assessed every 2 years by the [Association Council](#). (see [Article IX, Section 5](#)).

BY-LAW XI - AMENDMENTS

Amendments to the By-laws may be made at any quarterly Meeting of the Association when presented in writing and approved by a majority of the Messengers present and voting.