

**Constitution and By-Laws**  
**Randolph Baptist Association**  
**Revised: January 2012**

**ARTICLE I: NAME**

Section 1. The name of this body shall be known as the Randolph Baptist Association. It may hereafter be referred to as the Association.

Section 2 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 II: 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: EQUIPPING churches and believers to fulfil their mission;

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

INSPIRING the churches and believers through worship, ministry and missions.

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

- Churches partnering together to grow in their effectiveness in sharing the good news of Jesus Christ.
- Churches reaching all people groups.
- Churches starting new churches.
- Churches utilizing technology for Christian growth.
- Churches receiving timely information to enhance involvement in association work.
- 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 III: 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 report 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. 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 the any quarterly meeting for examination and recommendation to the Association. A church (or mission) is first received into the watch care of the Association. 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. There must be 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 IV: MEETINGS**

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.

The Associational Meetings will be held as follows:

- 1) The Fall 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

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 fifty (50) Messengers must be present to conduct a special meeting.

## **ARTICLE V: 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. Duties of the Officers:

- 1) The Moderator shall preside over all Meetings of the Association, and fulfill such duties as required upon the presiding officer of this Associational body.
- 2) The Vice-Moderator shall perform the duties of the Moderator in the absence of, or at the request of the Moderator.

- 3) The Clerk shall fulfill the following duties:  
The Clerk shall record and preserve the proceedings of all the Associational Meetings and distribute the Congregation Profile forms to the clerks of the churches affiliated with the Association. The Clerk shall compile the reports and statistics of the churches and issue a book of minutes as soon as practical after the Fall Meeting.
- 4) The Treasurer shall fulfill the following duties:  
The Treasurer will be an authorized check signer for the Association and when the checks have been written, will visit the Association and sign the checks along with one of two other authorized check signers. The Treasurer will periodically observe the checkbook and will look at the bank statements and have internet access to the bank account and payroll account to verify balances. The Treasurer will make a full and complete report of all receipts and disbursements at each Quarterly Meeting, plus a year-end report at the Winter Meeting.
- 5) The trustees shall have the authority to transfer or hold title to any properties for the Association. All transactions of the elected trustees shall be authorized by the Association in its meetings.
- 6) 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.
- 7) 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.

#### **ARTICLE VI: MISSION PERFORMANCE ORGANIZATION**

- Section 1. The Association endorses the continued operation of organizations among the churches for the promotion and training of the various phases of their work.
- Section 2. The Directors of these organizations shall be: Sunday School Team Leader, Discipleship Training Team Leader, Woman's Missionary Union Director, Brotherhood Director, Music Team Leader, Evangelism Team Leader, Mission Team Leader, Stewardship Team Leader, Family Ministries Team Leader, Christian Life Team Leader, Pastoral Ministries Team Leader and Seminary Extension Team Leader.
- Section 3. These Organizational Directors and Team Leaders shall be elected at the Summer Meeting, (August), or no later than the Fall Meeting (October), for a term of three years. The Directors and Team Leaders shall be contacted and nominated by the Nominating Committee.

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

#### **ARTICLE VII-ADMINISTRATIVE COMMITTEE**

Section 1. The Administrative 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 Administrative Committee will act in behalf of the Association, and will report the actions to the next Quarterly Meeting.

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

#### **ARTICLE VIII - ASSOCIATION COUNCIL**

Section 1. The Associational Council shall be composed of the General Directors of all Mission Performance Programs, 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 to coordinate the overall program and calendar of the Association, and evaluate the progress toward fulfilling the plan. Also, the Council gives guidance to the work of the Associational Missionary.

## **ARTICLE IX - COMMITTEES**

- Section 1. The Association shall have the following Committees 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:
- a. Annual Meetings, By-Law VI, Section 1
  - b. Finance, By-Law VI, Section 5
  - c. Nominating, By-Law VI, Section 7
  - d. Properties, By-Law VI, Section 8
  - e. Credentials, By-Law VI, Section 3
  - f. History, By-Law VI, Section 6
  - g. Strategy, By-Law VI, Section 10
  - h. Communication, By-Law VI, Section 2
  - i. Search, By-Law VI, Section 9
  - j. Personnel, By-Law VI, Section 11
- 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 once each quarter to fulfill its duties.

## **ARTICLE X - 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 XI**

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 - NEW CHURCHES**

Section 1. Any church or mission seeking membership in the Association shall petition the Credentials Committee at least three months prior to any quarterly meeting of the Association. The church shall be studied for its Church Covenant, intentions, relations to other member churches of the Association, and its willingness to abide by the Constitution and By-laws of the Association. The Credentials Committee shall report to the Association at any quarterly meeting its findings and recommendations for Associational action.

Section 2. Each church or mission applying for membership in the Association, upon approval, shall be received under the watch care of the Association for a period of one year. Each church received under a watch care relationship shall submit a Quarterly Report to the Credentials Committee of the Association, and also submit the Annual Associational Letter at the end of the year.

## **BY-LAW IV - 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 V - DUTIES OF OFFICERS**

Section 1. The Moderator will preside over the Quarterly and called meetings of the Association. As the presiding officer, the Moderator will open the Meetings punctually, at the appointed time, observe the rules, preserve the order, and exercise all the prerogatives of a presiding officer, according the principles of established parliamentary usage. "Robert's Rules of Order" will be followed. The Moderator, if desired, appoints a parliamentarian to serve at any or all Meetings of the Association during his term of office. This person must be approved by the Messengers-in-session

Section 2. It would be the duty of the Vice-Moderator to discharge the duties of the Moderator in the absence of, or at the request of the Moderator

Section 3. The Clerk will record and keep in permanent form all transactions of the Association and make this information available upon request. The Administrative Assistant of the Association will serve as Clerk.

Section 4. The Treasurer, in cooperation with the Finance Committee, will be one of three check signers on the Association checking account, verify the checkbook, the bank account balances and activity and will provide a full accounting to the Association. The Nominating Committee will nominate a person to serve as Treasurer.

#### **BY-LAW VI - DUTIES OF COMMITTEES**

##### **Section 1. ASSOCIATIONAL MEETINGS COMMITTEE**

- (1) This Committee will be responsible for planning and conducting the regular and called Meetings of the Association. They will propose an order of business and enlist all program personnel, and publicize 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 six members, each elected for a three year term, with the terms rotating, so that only two members are elected each year.

**Section 3. CREDENTIALS COMMITTEE**

- (1) This Committee will assist the Association in counseling churches who fail to cooperate with the Association, help churches to meet the qualifications for being properly accepted in the Associational fellowship, and assist in examination of the candidates for the Gospel Ministry upon the request of the member churches. Procedure for ordination is located in BY-LAW IV.
- (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 will be one of the check signers.*

**Section 5. 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.

**Section 6. 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 7. PROPERTIES COMMITTEE**

- (1) The Properties Committee shall have general oversight over all property owned or leased by the Association. It will make recommendations to the Associational Meetings concerning upkeep and improvements of the property.
- (2) 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.
- (3) The Committee shall give a written report to the Fall Meeting of the Association.

**Section 8. 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 9. STRATEGY COMMITTEE**

- (1) The Strategy Committee will assist the Association in determining its Strategic Objectives and in staying on course in achieving them. The Committee also shall be available to study change or revisions in the Constitution, and make recommendations as needed.
- (2) This Committee will work very closely with the Associational Council. The Strategy Committee Chairman will be an active member of the Associational Council.
- (3) The Strategy 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. Also, two members from the Associational Council should serve with the Committee in determining Annual planning objectives.

**Section 10. 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 Associational staff personnel, except the Associational Missionary, whose responsibilities are described in BY-LAW VIII, Section 1.
- (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) Annual review will be conducted by the Associational Missionary to the employees, and employees' differences and grievances may be appealed to Personnel Committee by the individual.
- (5) The Committee will review annually, salaries, benefits, and make recommendations to the Budget Committee.

**Section 11. MISSION 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.

## **BY-LAW VII - TRUSTEES**

The Trustees will act as the legal agent of the Association. The duties will be to hold title to the property for the Association and to handle the legal matters of the Association, with the Association's foreknowledge and approval; and to comply with the Constitution and By-laws of the body, and with state laws as they affect the Association.

## **BY-LAW VIII - EMPLOYED PERSONNEL**

### **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 personnel

employed by the Association.

- e. 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, video tapes, 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 Committees 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 IX - 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 Book of Reports two weeks before the Fall Meeting. These reports are to be limited to 300 words each.

**BY-LAW X-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 XI- CONSTITUTION**

The constitution and By-laws of the Randolph Baptist Association shall be re-assessed every 2 years by the elected constitution/by-laws committee.

**BY-LAW XII - 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.