



POLICY & PROCEDURES MANUAL

Fourth District Missionary Baptist Association of Louisiana
President, Moderator Rene' F. Brown
Vice-President Isaiah Webster

Year 2019

District Policies and Procedures

I. Voting

- a. Each church receives one vote for each year the church has registered and been active during the course of five years.
- b. The church must be paid up by a said date in the fourth year preceding the election year.
- c. The church must be paid up the last two years prior to the election.

II. Ordination

- a. **Each district officers shall comprise a list of all parish district officers complete with contact information.**
- b. **Ordination council shall be comprised of one pastor from each parish.**

III. Parish Presidents

- a. Parish presidents Meeting to discuss the purpose of the association, history of the association, the role it plays in the ordination and installation of preachers.

IV. Our vision statement is to:

- a. Reestablish a sense of camaraderie and fellowship between pastors, ministers, and delegates.
- b. Realign to the Word of God!
- c. Reaffirm the Body of Christ
- d. Recommit to the Great Commission
- e. Retention and Recruitment of all Black Baptist churches in the six parishes.
- f. Revive the connection between Louisiana Baptist and Leland College

V. Our mission statement is to

- a. Promote the Ministry
- b. Protect the Mission
- c. Preserve the Message
- d. This cannot be done without our six pillars:
 - i. People
 - ii. Education
 - iii. Resources
 - iv. Health
 - v. Finances
 - vi. Business
- e. We want a ministry that meets the needs of our churches.

VI.

ARTICLE 5. Convention Auxiliaries

Section 1: The following entities, are hereby recognized and designated as auxiliary bodies of this Convention, and shall work in harmony with this Convention to contribute to the accomplishment of its mission, working of its ministries, and attainment of its corporate purposes:

- Missionary Baptist State Convention of Kansas Woman's Auxiliary
- Missionary Baptist State Convention of Kansas Congress of Christian Education
- Missionary Baptist State Convention of Kansas Laymen's Auxiliary
- Missionary Baptist State Convention of Kansas Ushers and Nurses Auxiliary
- Missionary Baptist State Convention of Kansas Ministers Council

Section 2. Auxiliary and subsidiary entities and their officers and directors shall not possess or exercise power or control over their affairs and properties independent of the Convention. All such entities shall amend their by-laws to reflect that they are subordinate and subject to the governance, jurisdiction, and control of the Convention.

Section 3. Auxiliary and subsidiary entities and bodies shall submit annual reports of their activities, revenues, and all assets, expenditures, and operations to the Convention. These reports shall be subject to approval by the Convention.

Section 4. All officers, of auxiliary or subsidiary entities to this Convention shall be members in good standing of churches affiliated with this Convention as members.

ARTICLE 6. Meetings

Section 1. The Convention shall convene in its Annual Session Saturday morning before the first Sunday in October and continue Monday through Thursday evening.

The Adjourned Session of the Convention shall be held Saturday before the first Sunday in April and continue Monday through Wednesday evening of that week provided that Easter does not fall on the first Sunday. In the event that Easter does fall on the first Sunday in April the adjourned Session shall begin on the Saturday immediately following Easter and continue the Monday through Wednesday of that week.

Section 2. The Program Planning Committee will plan the Adjourned Session and Annual Session of the Convention on the fourth Thursday in January and August respectively.

Section 3. The Congress of Christian Education shall convene in its annual session on the last Thursday in July and close the following Saturday.

The Laymen shall hold their Congress Session on the Saturday before the second Sunday in June.

Section 4. The Youth Convention and Sunbeams of the Women's Auxiliary shall convene on the Saturday before the second Sunday in June and close the following Tuesday.

Section 5. The Ministers' Council shall convene during the Annual Session and the Adjourned Session of the Convention.

Section 6. The Ushers shall convene during the Annual Session and Adjourned Session of the Convention.

Section 7. The Laymen's Movement shall meet Saturday morning during the Adjourned Session, and the Annual Session of the Convention.

ARTICLE 7. Elections and Terms of Office

Section 1. Each Church shall be allowed twelve (12) voting delegates from the Church including the Pastor for a total of thirteen (13) and each delegate must be listed on the church letter and registered at the Annual Session.

Before the election shall take place the President shall appoint a Credentials Committee, which shall be responsible for certifying all candidates for the office of Convention President and eligible voters. The committee shall include a representative for each candidate.

Section 2. All candidates for the office of Convention President shall declare their candidacy in the Annual Session of the fourth year of the sitting President's term of office, and shall have registered in the previous year.

The President of the Convention shall be elected in the Annual Session of the Convention once every five years. He shall be eligible to serve two (2) consecutive five-year terms in the same office.

Upon election, the President-Elect shall take office 30 days thereafter immediately following the announcement of the election results the President-Elect shall present a slate of persons, to fill Parent Body offices & Auxiliary Presidencies. No person shall be presented for office, by the President or otherwise, to serve in any office who is not a member in good standing with their church and district association. The Credentials Committee must verify eligibility. Each officer shall be affirmed by the convention to serve one term and may be re-affirmed for no more than a second term in the same position.

The President, with the approval of the Board of Directors, shall appoint a person to serve out the unexpired term of any office vacated. Service in an unexpired term shall not prohibit eligibility to election or confirmation to two consecutive terms in that office.

Section 3. The sitting President of the Convention shall chair and appoint a Transition Team to complete its work in Forty-five (45) days after the election of a new president. All forms of

records, minutes, registration, finances and Convention correspondence shall be submitted to the Convention office within thirty (30) days of the election and the Auditor's report shall be submitted to the transition team within fifteen (15) days of same election.

Section 4. There shall be a service of Installation for all new officers in the Adjourned Session following the election in the previous Annual Session of the Convention.

ARTICLE 8. Board of Directors

Section 1. The Board of Directors shall consist of the Parent Body Officers, Moderators, State Auxiliary Presidents, District Auxiliary Presidents, Dean of the State Congress and six At-Large Members (one from each district recommended by District Moderators). In addition to all other governance duties and responsibilities incumbent upon corporate boards of directors, the Board of Directors of this Convention shall:

- Complete any unfinished business referred to it by the Convention;
- Enforce the orders of the convention, its auxiliaries, and boards;
- Examine and determine the validity of all claims against the Convention; and
- Exercise corporate oversight of all business and operations of the Convention.

ARTICLE 9. Duties of Officers

Section 1. PRESIDENT

- Shall be responsible for leading the convention in implementing the goals and objectives of this Convention as stated in Article 2.
- Shall preside over the sessions and activities of the Convention.
- Shall appoint all committees and commissions.
- Shall be the official representative of the Convention.
- Shall administer the benevolent fund referred to in Article 10.
- Shall serve as Chairman of the Board of Directors.

Section 2. FIRST VICE-PRESIDENT

- Shall serve in the absence or inability of the President to exercise the duties of the office.
- Shall serve out the unexpired term .of the President in the event of death or resignation.
- Shall Serve as Chairman of the Education & Theological Ministry (Doctrine & Church Polity).
- Shall serve as Co-Chairman of the Program Planning Committee.
- Shall develop systems and methods by which the Convention can continue its ministry in Christian Doctrine & Church Polity.
- Shall submit an annual report detailing activities, accomplishments and achievements. The report shall include goals and plans for the next year to be included in the Convention's Annual Report.

- Shall serve in other areas assigned by the President and be accountable to the President.

Section 3. SECOND VICE-PRESIDENT

- Shall serve in respective order of office for the President or Vice-President in their absence or inability to exercise their duties.
- Shall serve as Chairman of Home Mission Ministry.
- Shall serve as liaison with the six districts to keep the convention aware of ministers and their wives who are retired or are no longer active in the ministry.
- Shall serve as a member of the Civil Rights & Political Actions Commissions.
- Shall serve as a member of the Camp Ministry.
- Shall submit an annual report detailing activities, accomplishments and achievements. The report shall include goals and plans for the next year to be included in the Convention's Annual Report.
- Shall serve in other areas assigned by the President and be accountable to the President.

Section 4. THIRD VICE-PRESIDENT

- Shall serve in respective order of office for the President or First Vice, Second Vice-President in their absence or inability to exercise their duties.
- Shall serve as Chairman of Evangelistic Ministry.
- Shall serve as the Co-coordinator for the six districts to determine the number of new converts and the number of members in the local congregations.
- Shall assist the District Moderators in developing an Evangelistic plan for winning the lost.
- Shall serve as a member of the Evangelistic Commission.
- Shall submit an annual report detailing activities, accomplishments and achievements. The report shall include goals and plans for the next year to be included in the Convention's Annual Report.
- Shall serve in other areas assigned by the President and be accountable to the President.

Section 5. FOURTH VICE-PRESIDENT

- Serves in respective order of office for the President or First Vice, Second Vice, Third Vice-President in their absence or inability to exercise their duties Shall
- Shall serve as Chairman of the Stewardship Commission.
- Shall serve as a member of the budget and finance committee.
- Shall develop plans to ensure economic empowerment.
- Shall set strategies to ensure healthy financial support for the Convention's ministries.
- Shall submit an annual report detailing activities, accomplishments and achievements. The report shall include goals and plans for the next year to be included in the Convention's Annual Report.
- Shall serve in other areas assigned by the President and be accountable to the President.

Section 6. EXECUTIVE ASSISTANT

- Shall serve as Director of Public Relations for the Convention, will review all phases of communication from the Convention Office (President's Office) and review all communications from auxiliary offices. This would include and not be limited to the following areas: Personal communications for the President, communications to the local churches, pastors, media communications and spokesperson, point of contact for inquiries from Pastors and Churches, assist in program format, notifications and publications for the Conventions Adjourned Session, Annual Session and special programs held in conjunction with the State Convention
- Shall serve in other areas as assigned by the President and be accountable to the President.

Section 7. GENERAL SECRETARY

- Shall serve as a member of the Board of Directors and Executive Committee of the Convention.
- Shall serve as the recording officer of the Convention and the custodian of the records except such as are specifically assigned to others such as the treasurer's books.
- Shall keep a register or roll of the members and call the roll when required; shall notify officers, committees and delegates of their appointment, and sign, with the president, all orders on the treasury authorized by the Convention, unless otherwise specified in the by-laws.
- Shall send out proper notices of all called meetings and of other meetings when necessary, and conduct the correspondence of the Convention, except as otherwise provided.
- Shall perform and coordinate the work of assistant secretaries, recording secretary, and secretary of the Board of Directors.
- Shall perform other duties as assigned by the President and be accountable to the President.

ARTICLE X. Church Membership

Section 1. CHURCH

A church maintains its membership by regular financial contributions consistent with the church membership fee schedule approved by the Association and participation in Association activities, programs and ministries. Moreover, the church must agree with and support the doctrinal statement contained in Article fl.

If a Church does not financially support the Association in accordance with the stated will of the Association, then it will be placed on probation and lose its privilege to vote in Association affairs and access to the benefits and services offered by the Association. A Statement of Probation shall be forwarded to the Church in writing by the General Secretary of the Association at the direction of the President.

A Baptist Church outside the geographic region of the six parishes which comprise the Association may apply for membership with the Association with the Approval of the President and the assent of the body at a regular or called meeting of the Association.

A Church may withdraw its membership with the Association at any time. Withdrawal must be done in writing through a resolution from the Church, signed by the Pastor and the Church Secretary. The resolution should include stated reasons why withdrawal was deemed appropriate by the congregation.

ARTICLE XI. Officers and Election

Section 1: OFFICERS

- The offices of this Association shall be the President (Moderator), Vice President (Vice Moderator), General Secretary, Financial Secretary/Treasurer. Only Pastors are eligible to be elected or appointed as officers.
- The Vice President (Moderator), General Secretary, Financial Secretary/Treasurer shall be appointed by the President.

Section 2: DUTIES

Duties of the President

- The President (Moderator) is the Chief Executive Officer of the Association.

- He shall seek to organize, train, and develop the Association membership for the best possible service to God, member churches, and to the communities the Association serves.
- He shall coordinate and supervise the work of the officers of the Association and Ministry Leaders.
- He shall supervise the Association's budget.
- He shall watch over the membership and promote the total interests of the Association.
- He shall have the authority to appoint persons to positions as needed.
- He shall have the authority to hire and terminate personnel as deemed necessary.
- He shall normally moderate the general meetings of the Association and make sure messengers receive a regular status report on the work and ministries of the Association.
- He shall uphold without fear or favor the rules of order as established by the Association.
- He shall be an Ex-officio member of all auxiliaries of the Association.
- He shall be the official representative of the Association to the Louisiana Missionary Baptist Convention and the National Baptist Convention, USA, INC

Duties of the Vice President

- Assist the President as requested or required.
- Preside for the President at meetings when:
 - The President is absent.
 - The President wants to debate.
 - A personal motion about the President is made.
- Assume the duties of the President, if the President becomes incapacitated, resigns or goes to be with the Lord prior to the end of his term in accordance with Section 3 of Article VI.

Duties of the General Secretary

- The General Secretary maintains the records of the Association. The General
- Secretary must be able to explain the pending business when called on.
- The specific duties of the General Secretary are to:
 - Process all official communications and general correspondences including the agenda for meetings, and send out notices of meetings.
 - Keep committees reports on file.
 - Maintain the official membership roll.
 - Have the By-laws and Rules, a list of committees with their members, a record of membership, and an agenda available at each meeting.

Duties of the Financial Secretary – Treasurer

- The Financial Secretary - Treasurer shall be responsible for the banking of all Association funds. He is the Association's official custodian of the monies and trustee of the accounts, and must be able to explain the budget to members.
- The Financial Secretary - Treasurer shall be bonded at a commensurate rate with the Association finances.

The specific duties of the Financial Secretary- Treasurer are to:

- He shall maintain and provided official financial reports to the President on a regular basis.
- Properly receive and disburse monies.
- Keep an accurate record of all monies received and disbursed.
- Deposit all monies received in the account of the Association in an approved bank as soon as possible.
- Pay only by check as authorized.
- Issue a receipt for monies received.
- Provide a financial report quarterly to the Association.
- Prepare and submit an annual report to the Association.
- Keep all receipts, bank statements, cancelled checks, etc.
- Collect membership fees.

Section 3: Election

The President of this Association shall be elected every five years.

He shall be limited to two consecutive terms, not to exceed ten {10} years in office.

If the office becomes vacant for any reason {i.e} death, resignation, unable or unwilling to fulfill the duties the Vice President shall assume the office of President for the remainder of the current term.

The person receiving the highest number of votes for the office of President shall be declared the winner.

The President is the only elected officer of the Association.

The Vice President, General Secretary -Treasurer are appointed by the President and serve at the pleasure of the President.

Section 4: Qualifications - Eligibility

Must have been a pastor for five consecutive years.

Pastor and church must have been a member of the Association for the last five consecutive years.

The Parent Body of the Association may amend these qualifications - eligibilities by a majority vote at a regular board meeting with a 30 day notification.

ARTICLE VII- Board of Directors

Section 1: The Board of Directors

In accordance with the Articles of Incorporation, the business affairs of this Association shall be managed by, and all corporation powers vested in and exercised by the Board of Directors.

Actions taken by the Board of Directors shall be presented to the Parent Body in the next regular meeting following the said action for review by the Parent Body and when required the approval of the Parent Body.

The membership of the Board of Directors shall be the President of the Association; President of East Baton Rouge Parish Ministers' Conference; President of West Baton Rouge Parish Ministers' Conference; President of East Feliciana Parish Ministers' Conference; President of West Feliciana Parish Ministers' Conference; President of Iberville Parish Ministers' Conference and President of Pointe Coupee Parish Ministers' Conference.

The President of the Association shall serve as the Chairman of the Board of Directors and shall conduct all board meetings, but may designate this responsibility to another member of the board.

The General Secretary of the Association shall serve as Secretary of the board.

The board shall have a regularly scheduled monthly meeting to review and conduct the affairs of the Association.

Four board members present and the President shall constitute a quorum. Or five board members present and the President absent shall constitute a quorum.

ARTICLE VIII- Appointed Officers

Those officers, ministry leaders and Committee leaders deemed as necessary and helpful to the Association for the operation and completion of its work may be appointed by the President (Moderator) and approved by the Board of Directors.

ARTICLE IX- Standing Ministries- Auxiliaries

Section 1. Women's Auxiliary

Section 2. Laymen's Auxiliary

Section 3. District Missionary

Section 4. Music Ministry

Section 5. Usher Auxiliary

Section 6. Congress of Christian Education Ministry

Section 7. Christian Education Ministry

Section 8. Evangelism Outreach Ministry

Section 9. Youth Ministry

Section 10. Recreation Ministry

ARTICLE X- Voting Privileges

Each member Church in good standing will have the right to vote on the business of the Association. Good standing is defined in Article V of these By-laws.

Each member Church shall have the right to send messengers to the Association meetings. For voting purposes, each member Church will be entitled to messengers as follows:

- Six {6} messengers for the first fifty {50} members.
- One {1} messenger for every additional fifty {50} members, not to exceed a total of twenty-five {25} messengers.

The Pastor and Secretary of the Board of Directors of the member Church must certify, in writing, to the Secretary of the Association the total Church membership in January of each year. If this certification is not submitted to the Association, then the member Church's messengers will not be allowed to vote.

ARTICLE XI-The Ordination of Ministers

Persons shall be ordained as Gospel Ministers upon written request of member Churches for such ordination and upon approval of such requests by the Association or the President.

Criteria to be considered in approving such a request shall be as follows:

- A call to perform special work such as the Pastorate, missionary work or other work which the judgment of the Association necessitates the services of an ordained minister.
- The call to be an Assistant Pastor upon the request of a Church when such a call is based on a reason considered valid by the Association and is endorsed by the Pastor of the requesting Church - physical impairment of the Pastor, excessive workload on the Pastor, special ministries that require the services of an ordained minister.
- Proof from the requesting Church that the individual to be ordained has received satisfactory training and possesses reasonable knowledge of Baptist doctrine, teaching and practices.
- If the prospect is a senior at an accredited Theological Seminary the Association reserves the right to acknowledge duties and assignments in the selection of persons for ordination based on its own criteria.

ARTICLE XII- Discipline of Fellow Ministers

Any minister connected with this Association known to teach, preach or practice any doctrine in direct opposition to the doctrine of the Association and/or the Baptist Church, or whose moral conduct brings reproach on himself, his Church or Jesus Christ, shall be subject to censure by the Association. He shall be made to appear before the President {Moderator} and the Board of

Directors to explain his actions. Censure will be in effect for a stated period of time and will include the withdrawal of voting privileges within the Association, the right to hold office within the Association or to enjoy the privileges of the Association.

ARTICLE XIII-The Order of Business for Quarterly District Meetings

The order of business for all District Meetings shall be as outlined below.

- I. Call to Order
- II. Religious Exercise
- III. Adoption of the Agenda
- IV. Reading and approval of minutes
- V. Reports of Officers, ministries and standing committees
- VI. Reports of Special committees
- VII. Unfinished Business and General Orders
- VIII. Other Business
- IX. Adjournment and Closing Ceremony

ARTICLE XIV- Personnel

The President of the Association is authorized to employ an Executive Director and other administrative personnel to operate day-to-day business affairs of the Association. The President will submit a position description for all personnel and their compensation to the Board of Directors for their approval. The employment of the Executive Director, as selected by the President, must be approved by the Board of Directors. All other administrative personnel shall be employed by the President and Executive Director without the approval of the Board of Directors.

The Executive Director will report to and be supervised by the President. All other administrative personnel will report and be supervised by the Executive Director.

ARTICLE XV- Repeal and Amendment to By-Laws

Any and all parts of these By-laws may be revised or amended by an affirmative vote of a majority of the members of the Association who are present and in good standing with the Association provided the proposed action to repeal or amend has been announced 30 days in advance to the member Churches of the Association.

Where amendments, changes, additions, or deletions hereto are made by the members of the Association, said amendments, changes, additions and deletions shall refer only to those parts changed, added, deleted or amended and the remainder of these by-laws shall remain in full force and virtue insofar as the same can be given applicability.