

Job Description of Officers of The Johnston District Missionary Baptist Association, Inc.

I General Duties

- * All officers must be in good moral and ethical standing with the word of God and active in an Association member church.
- * All officers must conduct business in an orderly manner.
- * All officers must attend the Association Mid-Year and Annual Sessions.
- * All officers must keep the Executive Board and Moderators informed of accomplishments, meeting times, goals and any matter that may be of concern to the Association.
- * All officers must demonstrate Christian love and respect while performing their duties
- * All officers shall provide a written report of accomplishments annually to the Executive Board.

II Specific Duties

A. Moderator

The Moderator is the presiding officer in the Association. The Moderator shall be in good moral and ethical standing with the Word of God. The duties include, but are not limited to:

- * Serve as chairperson of the Executive Board.
- * Conduct business matters in an orderly manner.
- * Appoint committees.
- * Represent Association at the National Baptist Convention.
- * Ensure Association's constitution is complied with at all times.
- * Castes deciding vote if Association body is deadlocked.
- * Deliver "State of the Association" address during the annual session.
- * Preside during Shaw and Central Children's Home Day.

B. 1st Vice Moderator

The 1st Vice Moderator is second in succession in the Association after the Moderator. The 1st Vice moderator shall be in good moral and ethical standing with the word of God. The duties of the 1st Vice Moderator shall include, but not limited to:

- * Serve in the absence of the Moderator
- * Assist the moderator in carrying out the functions and duties of the Association.
- * Represent the Association at the State Convention and the Annual Session.
- * Serve as director of the Training Institute.
- * Serve as liaison and oversee the Sunday School Union, Laymen's League and Baptist Training Union Auxiliaries.
- * In the event that the Moderator is unable to fulfill his/her duties or unable to complete his/her term due to sickness or death, The 1st Vice Moderator shall complete the remainder of the Moderator's term.

C. 2nd Vice Moderator

The 2nd Vice Moderator is third in succession in the Association after the Moderator and 1st Vice Moderator. The 2nd Vice Moderator shall be in good moral and ethical standing with the word of God. The duties of the 2nd Vice Moderator shall include, but is not limited to:

- * Serve in the absence of the Moderator and 1st Vice Moderator.
- * Assist the Moderator in carrying out the functions and duties of the Association.
- * Represent the Association at the State Convention Mid Year Session.
- * Serve as liaison and oversee The Minister's & Deacon Union and Youth Auxiliary.
- * In the event that the 1st Vice Moderator is unable to fulfill his/her duties or unable to complete his/her term of office, The 2nd Vice Moderator shall complete the remainder of the 1st Moderator's term.

D. 3rd Vice Moderator

The 3rd Vice Moderator is fourth in succession in the Association after the Moderator, 1st Vice Moderator, and 2nd Vice Moderator. The 3rd Vice Moderator shall be in good moral and ethical standing with the word of God. The duties of the 3rd Vice Moderator shall include, but is not limited to:

- * Serve in the absence of the Moderator, 1st Vice Moderator and 2nd Vice Moderator.
- * Assist the Moderator in carrying out the functions and duties of the Association.
- * Represent the Association at the State Convention Annual Session.
- * Serve as liaison and oversee The Ushers' Union, Woman's Union and Music Auxiliary.
- * In the event that the Moderator is unable to fulfill his/her duties or unable to complete his/her term of office due to sickness or death, The 3rd Vice Moderator shall complete the remainder of the 2nd Vice Moderator's term.

E. Secretary

- * Shall record and process all Association business transaction approved in Executive Board and General Body Meetings.
- * Responsible for all official Association communications.
- * Maintain current copy of the Associations' Constitution and Bylaws, copy of charter, list of Association Churches, staff and organizational leaders.
- * Preserve records for present and future use, including business-meeting minutes, legal documents, and outgoing and incoming correspondence.
- * Shall be knowledgeable of professional business techniques and proficiency in word processing.

F. Assistant Secretary

- * Shall Assist the Secretary in carrying out the function and duties of his/her office.
- * Shall serve in the absence of the secretary and shall perform similar duties as the secretary.

G. Treasurer

- * Shall be responsible for properly counting, recording and depositing of all Association monies.
- * Shall only disburse monies that have been authorized by the Association and/or Moderator.
- * Shall present a written Annual Report to the Executive Board.
- * Report shall be made available to all Association churches during the first quarter of the following year.
Shall make financial reports at Association meetings.

H. Financial Secretary

- * Assist Treasurer in preparing Annual Report.
- * Record all contributions made by auxiliaries, churches and individuals.

I. Assistant Financial Secretary

- * Serve in the absence of the financial secretary.
- * Assist the financial Secretary in carrying out the function and duties of their office.
- * Perform similar duties as the financial secretary.

J. Historian

- * Shall preserve all Associations records and relevant material.
- * Ensure records and relevant material are secured in a designed vault for safekeeping.
- * Shall report in Annual Association Sessions.

K. Parliamentarian

- * Maintain good Christian order in all Association meetings.
- * Shall be knowledgeable of Baptist Church Doctrine.
- * Shall be knowledgeable of Parliamentary Procedures as outlined by Robert's Rules of Order.

L. Director Of Christian Education

- * Shall Assist Association churches in developing and implementing Continuing Education.
- * Shall monitor Sunday School Union & Baptist Training Union to identify Association affiliated churches with Christian Education needs.
- * Shall offer a minimum of one training class annually.

M. President Ministers and Deacons Union

- * Shall lead the auxiliary in accordance to the guidelines of the Parent body. (Association)
- * Shall submit an annual written report to the association, detailing progress and accomplishments.
- * Shall attend all their Auxiliary meetings.
- * Shall coordinate Auxiliary meetings Saturday before the fifth Sunday

N. President –Woman's Union

- * Shall lead the auxiliary in accordance to the guidelines of the Parent body. (Association)
- * Shall submit an annual written report to the association, detailing progress and accomplishments.
- * Shall attend all their Auxiliary meetings
- * Shall coordinate Auxiliary meetings Saturday before the fifth Sunday.

O. President – Laymen's League

- * Shall lead the auxiliary in accordance to the guidelines of the Parent body. (Association)
- * Shall submit an annual written report to the association, detailing progress and accomplishments.
- * Shall attend all their Auxiliary meetings.
- * Shall coordinate Auxiliary meetings Saturday before the fifth Sunday

- * Shall lead the auxiliary in accordance to the guidelines of the Parent body. (Association)
- * Shall submit an annual written report to the association, detailing progress and accomplishments.
- * Shall attend all their Auxiliary meetings.
- Shall coordinate quarterly Auxiliary meetings to be held at Association member churches.

P. President – Sunday School Union

- * Shall lead the auxiliary in accordance to the guidelines of the Parent body. (Association)
- * Shall submit an annual written report to the association, detailing progress and accomplishments.
- * Shall attend all their Auxiliary meetings.
- * Shall coordinate quarterly Auxiliary meetings to be held at Association member churches.

Q. President Baptist Training Union

- * Shall lead the auxiliary in accordance to the guidelines of the Parent body. (Association)
- * Shall submit an annual written report to the association, detailing progress and accomplishments.
- * Shall attend all their Auxiliary meetings.
- * Shall coordinate quarterly Auxiliary meetings to be held at Association member churches.

R. President – Ushers' Union

- * Shall lead the auxiliary in accordance to the guidelines of the Parent body. (Association)
- * Shall submit an annual written report to the association, detailing progress and accomplishments.
- * Shall attend all their Auxiliary meetings
- * Shall coordinate quarterly Auxiliary meetings to be held at Association member churches.

S. President – Youth Auxiliary

- * Shall lead the auxiliary in accordance to the guidelines of the Parent body. (Parent Body)
- * Shall submit an annual written report to the association, detailing progress and accomplishments.
- * Shall attend all their Auxiliary meetings
- * Shall coordinate quarterly Auxiliary meetings to be held at Association member churches

T. President- Music Auxiliary

- * Shall lead the auxiliary in accordance to the guidelines of the Parent body.
- * Shall submit an annual written report to the association, detailing progress and accomplishments.
- * Shall attend all their Auxiliary meetings.
- * Shall coordinate quarterly Auxiliary meetings to be held at Association member churches.

U. Auditor

- * Shall be responsible for accounting procedures and principles.
- * Shall ensure that the books of the Association are in good order and monies are properly accounted for.
- * Shall provide a written report to the Association annually during the Semi-Annual Session.

V. Trustees:

- * Shall maintain an update inventory of association property, deeds, and insurance.
- * Shall be responsible for ensuring property is kept in good repair.
- * Shall serve as legal representatives of the Association, in business transactions.

Note 1: The Executive Board shall evaluate all officers annually. The Executive board has the authority to recommend that an Association Officer be removed from his/her position, if the person failed to comply with more than one of the prescribed job duties.

Note 2: The term "Association" refers to Johnston District Baptist Association.

Note 3: The term "Parent body" refers to General Baptist State Convention.

Note 4. The term "WBH&FM" refers to Woman Baptist Home and Foreign Missions.

Presented by Personnel Committee:

Brother Robert Melton, Chairperson

Sister Janie Clayton, Sister JoAnne Delaine, Sister Clydia Hill, Sister Joan Lucas

ARTICLE I: Name

This body shall be known as the Johnston District Missionary Baptist Association, Incorporated, and an assembly of Baptist churches located in Johnston County, NC and some adjoining counties, (hereafter referred to as the parent body) in affiliation with the General Baptist State Convention of North Carolina, Inc. and in affiliation with the National Baptist Convention, USA, Inc.

ARTICLE II: Purpose

The purpose of this Association shall be to promote the Kingdom of God among men by incorporating a spirit of unity among affiliated churches. This Association shall support Home Missions, Foreign Missions, Shaw University, Shaw University Divinity School, Central Children's Home, Human Rights, the J.J. Johnson Camp Site and other approved worthy organizations.

ARTICLE III: The Objectives

The following objectives shall be pursued by the Johnston District Missionary Baptist Association, Inc.

- A. To uphold and teach the doctrine of the Baptist Church, the true form of worship and the policy of the Association
- B. To provide the arena and instrumentality for our member churches and auxiliaries to work corporately, cooperatively, and collectively around the following concerns.
 - a. Spiritual Fellowship - Responding to the needs of members and member churches
 - b. Support the Unified Program of the Johnston District Missionary Baptist Association and the General Baptist State Convention, Inc.
 - c. To sponsor a Training Program for member churches - To provide Christian and Sympathetic Assistance and Counsel to member churches
 - d. To provide support for an Ordination Council in its efforts to maintain high Ministerial Standards so that churches in need of Pastors may place confidence in the council's decisions, To enhance membership activities socially, politically and economically

To acknowledge outstanding achievements of churches and members throughout the Association.

ARTICLE IV: Membership

Membership in the association shall be composed of affiliated churches. Any church that desires affiliation with this body must make a written request at any session of the Association. If the Association votes to receive said church, the Moderator shall extend the right hand of fellowship to its delegates. All affiliated churches of the Johnston District Missionary Baptist Association, Inc. will be expected to comply with Baptist doctrine, practices and beliefs or withdraw themselves from the Association. Churches which fail to register for 2 consecutive Annual Sessions shall be visited by a committee appointed by the Executive Board to determine the reason(s) for their absence and the committee will report its findings back to the Executive Board who will take appropriate actions in relation to those continued membership.

ARTICLE V: Associational Year and Meeting Dates

Section I: Associational Year

- A. The Association's calendar year shall be defined as beginning January 1st and ending December 31st
- B. The fiscal year will be defined as the same as the calendar year

Section II: Meeting Dates

- A. The Annual Meeting of the Association shall convene on Friday and Saturday before the third Sunday in October each year
- B. The Mid-Year Session of the Association shall be held on the Saturday before the third Sunday in March each year. The annual and Mid-Year
- C. The Annual and Mid-Year Sessions shall be held at the location determined by the Time and Place committee unless otherwise designated by the Executive Board. These dates may be amended by the Moderator and/or the Executive Board by unanimous vote. The Executive Board shall meet twice a year (before the Mid-year and the Annual Session each year or as called by the Moderator.)
- D. All Auxiliaries shall meet each Saturday before the fifth Sunday unless otherwise advised by the Association.

ARTICLE VI: Representation

- A. An annual assessment for Associational churches shall be set at an amount determined by the Executive Board and declared at the Annual Session. All churches are encouraged to pledge beyond assessed amounts.
- B. Pledges and assessments funds may be paid at the Annual and Mid-Year Session. Each affiliated church is entitled to voting delegates based on the following distribution: