



Greater Atlanta Baptist Network Manual of Procedures (Revised September 13, 2016)

Section I -- Purpose

The purpose of this manual shall be to detail the responsibilities of the Administrative Team, officers, employees, and volunteers.

Section II -- Administrative Team

2.1 The purpose of the Administrative Team is to oversee the work of the Network.

2.2 The Administrative Team shall make recommendations to the Network regarding hiring or dismissing full-time employees. The Administrative Team may hire and manage part-time employees to help carry on the work of the Network.

2.3 The Administrative Team is authorized to make expenditures within the guidelines of the approved, annual budget.

Membership

2.4 The Administrative Team shall recommend to the Network at the Annual Meeting churches seeking admission. Before a recommendation shall be made, the applying church must:

Submit an application for membership;

Affirm the “Baptist Faith and Message” (2000);

Deny alignment with the Cooperative Baptist Fellowship; and

Evidence friendly cooperation with and contributions toward the causes of Southern Baptist Convention.

2.5 The Administrative Team may grant temporary membership for church plants. A church plant is not yet a church. Therefore, the Administrative Team will distinguish for the Network between churches and church plants.

2.5.1 Membership for a church plant is temporary. A church plant will have all the rights of membership. The Administrative Team shall revoke a church plant’s membership if the church plant does not mature into a church in due time.

2.5.2 It is important for the Administrative Team to be intimately involved in the progress of church plants to discern whether they have constituted membership, elected leaders, and begun to practice baptism and the Lord’s Supper. At this stage, whether or not the

church plant is financially independent and regardless of how long it is has been operative, it is a church and ought to be treated as such.

2.6 To be considered for membership at the GABN Annual Meeting, applicant churches must have their paperwork in by August 1 of that year and should send at least one representative to that year's Annual Meeting.

2.7 The Administrative Team shall evaluate any church or church plant that is known to practice doctrine that is contrary to "The Baptist Faith and Message" (2000) or that is non-cooperative with the Network. Upon a recommendation from the Administrative Team, such churches may be dismissed by the Network. Church plants may be dismissed by the Administrative Team.

Finances

2.8 The Administrative Team, with the assistance of the treasurers, shall prepare the annual budget to be presented to the Network for adoption in September of each year and develop financial procedures that are necessary for proper accounting.

2.9 The fiscal year is November 1 through October 31.

2.10 Financial matters related to Network personnel may be referred to the Administrative Team. Personnel salaries and benefits shall be reported as a lump sum.

Nominations

2.11 The Administrative Team shall nominate officers to the Network for consideration at the Annual Meeting.

2.12 Officers and Administrative Team members shall be nominated for a term of one year. As stated in the bylaws, the Moderator and Vice-Moderator are the only officers with a restriction on how many consecutive terms they may hold (two). All the other officers can be re-nominated and elected to subsequent terms at the will of the Administrative Team and Network.

2.13 The Administrative Team shall present a nomination report to the churches of the Network one month prior to the Annual Meeting.

Section III -- Officers

3.1 The officers of the Network include a Moderator, Vice-Moderator, Treasurer, Assistant Treasurer, Clerk, and no more than five Officers-at-Large.

Moderator

3.2 The Moderator shall be elected by the Network on the basis of his leadership skills and ability to preside. He shall be committed to the purposes, statement of faith, and bylaws of the Network.

3.3 The Moderator shall chair the Administrative Team meetings and preside over the Annual and special meetings.

3.4 The Moderator, if applicable, shall work closely with the Network Missionary to help ensure that the resources of the Network are used wisely.

3.5 The Moderator shall lead in conjunction with the will of the Administrative Team.

3.6 The Moderator, on behalf of the Administrative Team, shall communicate Network activities with the members of the Network.

Vice-Moderator

3.7 The Vice-Moderator shall be elected by the Network on the basis of his leadership skills and ability to preside. He shall be committed to the purposes, statement of faith, and bylaws of the Network.

3.8 The Vice-Moderator shall serve on the Administrative Team.

3.9 When necessary, the Vice-Moderator shall assume the duties of the Moderator unless the Network elects a different moderator.

3.10 The Vice-Moderator will assist the Administrative Team by keeping track of applications for membership, pursuing relationships with interested churches and church plants, and bringing recommendations to the Administrative Team. The Vice-Moderator will depend upon other members of the Administrative Team to assist in interviewing candidates for membership.

Treasurer

3.11 The Treasurer shall be elected by the Network to a renewable one year term.

3.12 The Treasurer shall serve on the Administrative Team.

3.13 The Treasurer shall ensure that all funds and securities of the church are properly secured in such banks, financial institutions, or depositories as designated by the Network.

3.14 The Treasurer shall also ensure that full and accurate accounts of receipts and disbursements are kept in books belonging to the Network, and that adequate controls are

implemented to guarantee that all funds belonging to the Network are appropriately handled by any officer, employee, or agent of the Network.

3.15 The Treasurer shall render to the Administrative Team at least once in every year, or whenever they require it, an account of all financial transactions and of the financial condition of the Network.

3.16 The Treasurer shall also be responsible for presenting regular reports of the account balances, revenues, and expenses of the Network.

Assistant Treasurer

3.17 The Assistant Treasurer shall be elected by the Network.

3.18 When necessary, the Assistant Treasurer shall assume the duties of the Treasurer unless the Network elects a different Treasurer.

3.19 The assistant Treasurer will be a non-voting member of the Administrative Team.

Clerk

3.20 The Clerk shall be elected by the Administrative Team to a renewable term of one year.

3.21 The Clerk shall record the minutes of all Annual, special, and Administrative Team Meetings.

3.22 The Clerk shall keep an accurate roll of Team membership, and assist the Administrative Team in collecting information from each church or church plant.

3.23 The Clerk may be in the paid employ of the Network.

3.24 The Clerk will be a non-voting member of the Administrative Team.

Network Missionary

3.25 The Network Missionary ensures that the budget is spent in accordance with the will of the Network and the Administrative Team.

3.26 The Network Missionary serves as the Network primary liaison to other groups such as the Georgia Baptist Convention, North American Mission Board, and Southern Baptist Convention.

3.27 The Network Missionary meets regularly with GABN pastors and staff to encourage and equip other churches for faithful ministry.

3.28 The Network Missionary works closely with the Administrative Team to assist in executing the purposes of the Network.

3.29 The Network Missionary is typically a volunteer position to be filled by a GABN pastor.

Section IV – Employees

4.1 The hiring of an employee will not be considered as creating a contractual relationship between the employee and the Network. The employment relationship is defined as “employment at will” where either party with appropriate notice may dissolve the employment relationship.

4.2 Employees may be classified as either:

Permanent “Full-Time” Support Staff: Those employees who work a full work-day, five days a week, 52 weeks of the year.

Permanent “Part-Time” Support Staff: Those employees who work less than a full work day, on a weekly basis.

Temporary Staff: Those employees who work for brief, temporary periods of time.

Section V – Pastoral Fellowship

5.1 The Administrative Team will ensure regular pastoral fellowship among pastors in the Network.

5.2 These fellowships will be seen as central to accomplishing the mission of the Network.

5.3 Leadership of the fellowship will be authorized by the Administrative Team.

Section VI – Church & Church Plant Support

6.1 The majority of the Network budget shall be devoted to church and church plant support.

6.2 As a theologically-driven network of local churches committed to the protection and promotion of the gospel, the Administrative Team will strive to support only those works that are both in the greatest need and best reflect the values of the Network.

6.3 Expository preaching, careful membership, and plural leadership are each core values that the Administrative Team will use in determining which works to financially support.

6.4 Financial support will also be tied to participation in the Network, including but not limited to regular attendance at the pastors fellowships.