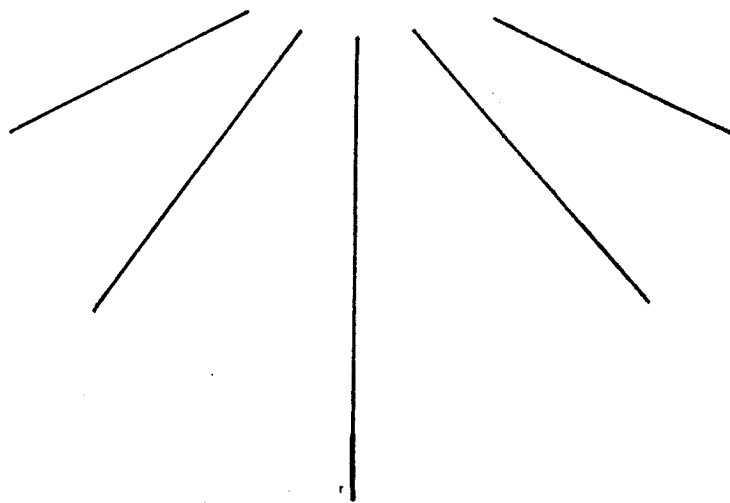


A
BAPTIST
ASSOCIATION



THE
EXTENDED
FAMILY

SUGGESTED GUIDE FOR BAPTIST ASSOCIATIONS

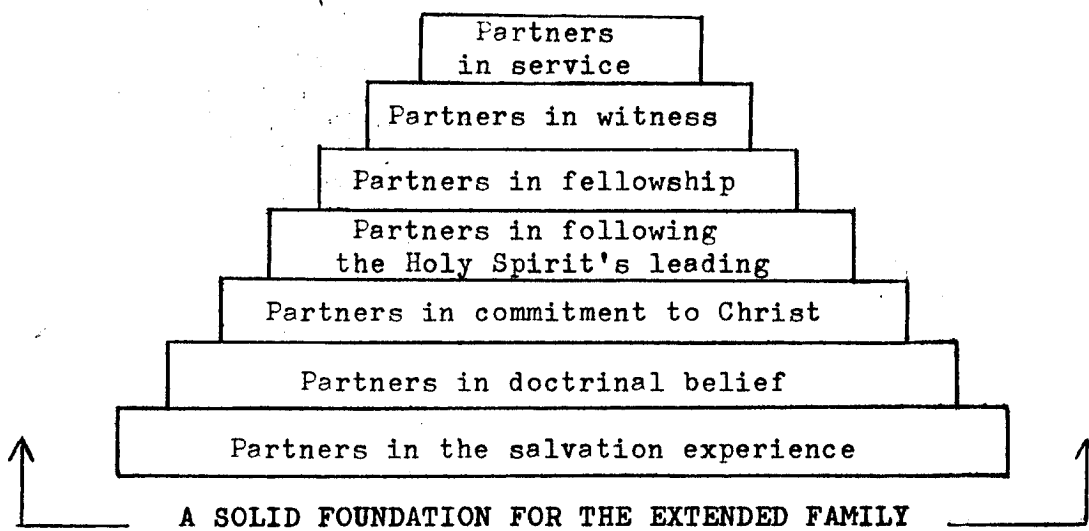
Dr. Ken G. Branton

E. Doreen Branton

1991

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T H E B A P T I S T A S S O C I A T I O N

"The Extended Family"

INTRODUCTION: It is necessary and important for Baptist churches to relate and interrelate. There is much strength and encouragement gained by such a relationship. Doctrinal purity can be maintained by churches conferring with each other. An example of this is in Acts 15 when the church at Antioch sent Barnabas and Paul as messengers to Jerusalem to discuss a doctrinal issue. Often human needs can be met by the participation of churches. An illustration is recorded in 2 Cor. 8 and 9 when Paul led the churches to cooperate in raising an offering to help the poor believers in Jerusalem. It demonstrated the effectiveness of the gospel in drawing people together showing Christian concern. The churches selected messengers to accompany Paul in delivering the offering.

These references indicate the independence and sovereignty of each individual church. This is not surrendered in the act of cooperation in an association. Churches voluntarily associate together on the local level to encourage and assist one another in Kingdom work. Churches also voluntarily associate together on the national level as a convention.

I WHAT IS A BAPTIST ASSOCIATION?

1. A Baptist Association is a group of Baptist churches voluntarily working together to accomplish what they cannot do separately. Further, it is a group of independent, self-governing churches, each responsible to minister to and reach its own community, but drawing strength and encouragement from the larger group.
2. It is the first line of Baptist cooperation. It is Baptist cooperation closest to the churches.
3. This body is organized by messengers from the churches meeting to accomplish the will of the churches voted by those messengers at annual (or semi-annual) meetings called for the purpose of doing associational business.
4. The officers are elected to carry out the plans of that body doing the assigned work and reporting back.

II WHY HAVE A BAPTIST ASSOCIATION?

1. For encouragement and challenge. Often churches feel alone. They need the encouragement of others. They need to feel that others are standing for the same principles and faith. They benefit from the information and challenge of what other bodies are doing in witness and ministry. They gain uplift and help from meeting with other believers from time to time.
2. For witness and doctrinal purity. Churches can cooperate together in efforts of witness. Cooperation shows to the community that the Baptist churches can work together without a "boss". When a doctrinal issue arises, the messengers from the churches may meet together to discuss the issue and come to a concensus. The association may withdraw fellowship from an erring church and thus help to keep the purity of the faith.
3. For the pooling of resources for leadership training and evangelism. An association can select and elect skilled workers from cooperating churches to be a training team to help member churches train workers. A group of churches may plan a simulta-

neous evangelism campaign and pool their resources. Then they can rejoice together in the reports of what God has done in bringing the lost to Himself and into the churches.

4. For a stronger Baptist voice in the area. The cooperation of churches gives a more unified position on various issues of ethics and justice. Together Baptist churches can speak with more power.

5. For a link between the denomination and the churches. This shows itself in at least three ways:

(1) The denomination is much more successful in gaining reports from the churches when it goes through the association. Churches are much more willing to share important information regarding their membership, organizational enrolment, income, baptisms, etc., with sister churches near at hand, than they are with denominational leaders. The information shared with the association is useful in helping the association serve the churches better, and the association is more willing to share statistics with the denomination. All of this is a matter of cooperation to further the cause of Christ.

(2) The association provides a channel of information from the convention to the churches and back. Information is important in the cooperative work of Baptists. Messengers of churches elect leaders on the denominational level and set up programmes of cooperative work. The doing of this work is a cooperative effort of the churches. Information must be passed on to the churches. The association is an effective channel for this.

(3) Programme goals of the denomination, designed to help churches grow, are more effectively carried out through the association. The denomination may plan strategies for accomplishment, but the communicating of these and the help needed to accomplish these is more efficiently done through the association. Examples of this may be seen in goals that relate to the increase in baptisms, the beginning of new work, the teaching ministry of the churches through Sunday Bible Study, etc. The churches work to accomplish these goals with the help of the association.

III HOW HAVE A BAPTIST ASSOCIATION?

1. The beginning is in the decision of two or more churches who feel and recognize the need of mutual help and cooperation. After consultation together, the pastors of the two churches may ask their respective churches to elect messengers to meet together at an agreed upon time to discuss the need and procedure for organizing an association. A date could be set to organize.

2. In the organization procedure at least six factors need to be considered.

(1) The statement of purpose. What is the reason for forming the body? What functions will it perform? What can it do that the churches cannot do separately?

(2) The statement of doctrinal beliefs -- a confession of faith. This will be a clear statement of commonly held doctrines which will bind the churches together in their mutual task of evangelical witness.

(3) The constitution which will give the organization legal

status and provide a guide for its work. This document will clearly state the make-up of the association.

(4) The officers. The constitution will state what officers will be needed, how they will be elected, how long they will serve, and what their responsibilities will be.

(5) A calendar of activities will be drawn up to provide time for the work to be done.

(6) A plan of support and budget will be prepared.

Assistance from sister association or denominational leaders may be sought to help in forming the new association and in training its leaders. The doctrinal statement most likely will be the same as that of the denomination.






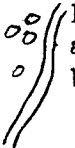


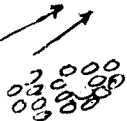


CONCLUSION: The associational idea is deeply rooted in the New Testament. Independent, self-governing churches willingly decide to work together in the cause of Christ. Strength, encouragement, and assistance is gained in doing the work of our Lord. The association should never exercise control over the churches. The churches should seek always to work together in fellowship.

The association is a vital link between the individual churches and the national body of churches, the convention. It is the best means by which the denomination can gather information on the work of the churches and on the progress of the denomination toward its goal. Further, the association is the best means by which the denomination can communicate to the churches. Strong associations help to build strong churches and a strong denomination. Both the association and the convention are servants of the churches, never vice-versa.


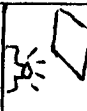


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Church Training/Disc.
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
STEPS TO BIRTHING AN ASSOCIATION



BIRTHING A NEW TESTAMENT CHURCH - Philippi

 Paul & Silas called of God	 Holy Spirit leads them to strategic, important city	 They find city people meeting for worship	 Paul shares the gospel
 Lydia, her family and workers saved	 Believers are baptized	 Paul stays to disciple/evangelize	 People provided place to stay, and other help
 Persecution, more saved	 Church left in hands of spiritual men - overseers and deacons	 Paul writes & visits to encourage	





BIRTHING A ZIMBABWEAN CHURCH - #1




 Missionary & a pastor/evan. go to new area	 Show "Jesus film", teach/preach (Sunday)	 People are saved	 Evangelist stays to disciple (mornings)
--	--	---	---

 Evan. & discipler visit (afternoons)	 Evangelist preaches (nights)	 Baptisms, Lord's supper, teach/organize (Sunday) (missionary helps)
--	--	---



 Church left in hands of spiritual leader	 Missionary/evangelist encourage new church
--	--



BIRTHING A CHURCH - #2


 Baptist church wants to reach out to new area	 Church surveys area/witness	 Church finds a Baptist family	
--	--	---	--


 Church sends leaders to work with family	 People are saved, baptized, disciplined, organized	 Church left in hands of called leader/pastor
--	--	--

BIRTHING A CHURCH - #3


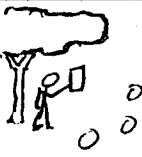

 Baptist family moves to new area	 Baptist family meets new people	 Family begins Sun. Bible Study
--	---	---

 People are saved	Church/sem. student asked to help	 Baptisms, teaching, preaching, organized
--	-----------------------------------	--




 Church left in hands of called leader/pastor
--

CHURCH GOAL - EACH CHURCH BIRTH A CHURCH EVERY TWO YEARS!	
---	---

CHURCH ALL ALONE - ISOLATED

 <p>Church #1 feels lonely, needs fellowship and encouragement</p>		<p>Church #2 needs training-SBS, CT/Disc./WMU, BMF, Music, church polity</p>	 <p>Church #3 sees new areas to reach, but can't do it by themselves</p>
---	---	--	---

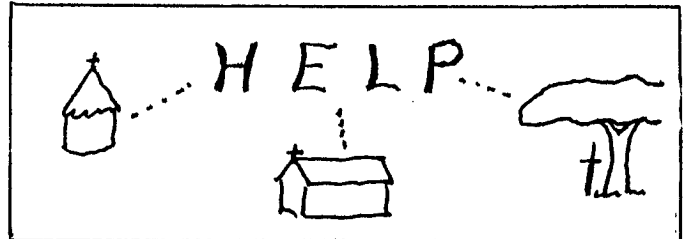
ENLARGING THE FAMILY - NEW TESTAMENT CHURCHES

<p>Church at Philippi-</p>  <p>"A partner in the gospel", Shared a worker "for the work of Christ", "sent aid again & again"</p>	<p>Church of Thessalonians-</p>  <p>"model to all believers in Macedonia & Achaia" "Lord's message rang out from you" "Imitated God's churches in Judea"</p>	<p>Brothers at Colosse-</p>  <p>"You and those at Laodicea... be encouraged, united in love"</p>
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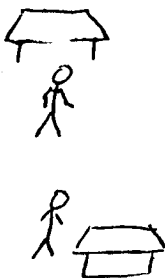

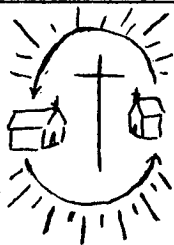
NT Churches - Prayer support
Financial support, evangelism, human needs, social problems, doctrine, worship, leadership, stewardship

GAVE HELP

ZIMBABWE CHURCHES SEEK PARTNERSHIP



BIRTHING THE ASSOCIATION - THE EXTENDED FAMILY IN ZIMBABWE HELPS

 <p>Churches #1 & 2 are close enough to get together occasionally</p>	 <p>Pastors/leaders meet, discuss needs & how to organize</p>	 <p>They study CT help "The Baptist Association" & get help from missionary/others</p>
 <p>They agree on what an association can be for them.</p>	 <p>Each church elects messengers to organizational meeting of the Association</p>	<ul style="list-style-type: none"> ✓ They organize with Statement of Purpose, ✓ Statement of Doctrinal Beliefs, ✓ Constitution, ✓ Officers elected, ✓ Calendar of activities, ✓ Plan of support/budget
 <p>Church #3 is too far away. As they reach out churches will be established. A new association will be born!</p>	 <p>Each church remains independent/sovereign. All benefit in fellowship & working together to do Kingdom work in their Associational areas.</p>	

SOME ASSOCIATIONAL ACTIVITIES SUGGESTIONS

Suggestions are based on four (4) meetings per year besides any other committee meetings or specially designated functions called for.

These four meetings would be held best on a Saturday (or Friday night-Saturday if a longer time were needed for a workshop, outreach, or SBS Training Conference).

FIRST QUARTER

Sunday Bible Study focus. Purpose: 1. to aid the churches in preparing their work for the new year. 2. to assist in the training of new S.B.S. workers. 3. to stimulate the churches in the task of reaching more people.

Programme: Select an appropriate theme which will meet the needs of the largest number of churches.

Song and welcome

Prayer

A focus on and explanation of the theme

Dismiss to conferences

Re-assemble with a song

Message, panel discussion, or special feature to help the churches in their S.B.S. work

Song, prayer and adjourn.

(This would be about a 2-hour meeting with the conferences being 1 to 1 1/4 hours)

SECOND QUARTER

Church Training and Discipleship focus.

Purpose:

1. to help the churches in developing a good, effective training ministry for new Christians and more mature Christians, including leadership training.
2. to stimulate the churches in doing better training or beginning a training ministry.

Programme: a similar format could be adopted as that used by S.B.S.

(NOTE: Leadership for these conferences would be drawn from the associational leaders elected to serve in the respective areas of ministry and specialization, or help from the convention in these specific fields.)

THIRD QUARTER

Baptist Brotherhood and Woman's Missionary Union focus.

Purpose:

1. to assist the churches in developing and improving ministries in these areas of work
2. to keep before the churches the mandate of missions.

Programme: similar to above with variations developed by the leaders.

FOURTH QUARTER

Stewardship, finance, budget building and associational business.

OTHER ASSOCIATIONAL ACTIVITIES MAY INCLUDE:

- . Youth rallies
- . Retreats
- . Music - hymn singing, choir festival, training
- . Mass evangelistic rally - beginning or end of local churches' revivals
- . Bible Book Study - together each night for one week to study one book
- . Christian Social Action - A combined effort to meet the physical needs of persons or an area in need
- . Sports - fellowship as church sports teams play each other and finally the two winning teams play each other
- . Building a church building, toilets, etc. - help each other, stretch the money, enjoy fellowship.

SUGGESTED ASSOCIATIONAL SCHEDULES

ASSOCIATIONAL BUSINESS MEETING (fourth quarter of year, possibly Saturday)

10:00 a.m.	Registration	1:30 p.m.	Prayer
10:15	Welcome/Prayer		Music/Hymns
	Roll Call	2:00	Guest Speaker
	Music/Hymns	2:30	Prayer
10:30	Opening Address		Hymn
11:00	Music/Hymn		The Work of the Assoc.
	Convention Focus (new year)	3:00	<u>Business Session II</u>
11:20	<u>Business Session I</u>		Exec. Com. Recommendations
	Church Reports		Constitutional Amendments
	Treasurer's Report		Budget Proposal (new year)
	Association Programme Reports		Nominate.Com. Report/Adopt.
12:30	Prayer		Calendar (new year)
			Any other business
		4:00	Closing Prayer

ASSOCIATIONAL TRAINING CONFERENCE (Saturday)

10:00 a.m.	Registration	12:20 p.m.	Lunch
	Welcome/instructions	1:00	Conferences
10:15	Conferences (small groups)	2:00	Large group challenge
11:15	Break	2:30	Adjourn
11:20	Conferences		

Order/pay when register \$ ____ drink and sandwiches
 or individuals bring own (peanut butter/jam)
 food. \$ ____ sandwiches only
 \$ ____ drink only

Distribute conference materials when register.
 Register by church and conference attending (e.g. age-group, etc.)

ASSOCIATIONAL RETREAT (Spiritual Renewal; Planning; Special Emphasis; Seasonal; Age-Group; Organizational)

<u>Day 1</u>		<u>Day 2 continued</u>	
6:00 p.m.	Sadza	11:00 a.m.	Group time
7:00	Music/Fellowship	12:30 p.m.	Lunch
	Theme interpretation	2:00	Recreation
8:00	Outside fellowship/ devotional/film	4:30	Groups/sharing
		6:00	Dinner
		7:00	Music/hymns/drama/stories
<u>Day 2</u>			Group time
7:00	Morning devotions	8:00	Outside service/film
7:30	Breakfast		
8:30	Group time	<u>Day 3</u>	
10:30	Tea break	7:00 a.m.	Morning devotions
		7:30	Breakfast
		8:30	Worship/travel well

SUGGESTED ASSOCIATIONAL BUDGET STRUCTURE

Use Simply Planning as a guide in determining steps in planning, needs of churches and fellowships, establishing priority concerns, setting goals and action plans and cost to accomplish the whole.

Complete a proposed budget. Present the annual budget proposal to the association for consideration and adoption.

BUDGET

Administration:

Secretarial expenses - Postage	\$			
Envelopes	\$			
Paper/printing	\$		\$(total)	
Treasurer's expenses	\$			
Honorarium	\$		\$ (total)	

Associational Programmes of Work:

Evangelism/Missions	\$		
Sunday Bible Study	\$		
Church Training/Discipleship	\$		
Church Music Ministry	\$		
B.M.F.	\$		
W.M.U.	\$		
Youth Ministry	\$		
Student Ministry	\$		\$ (total)

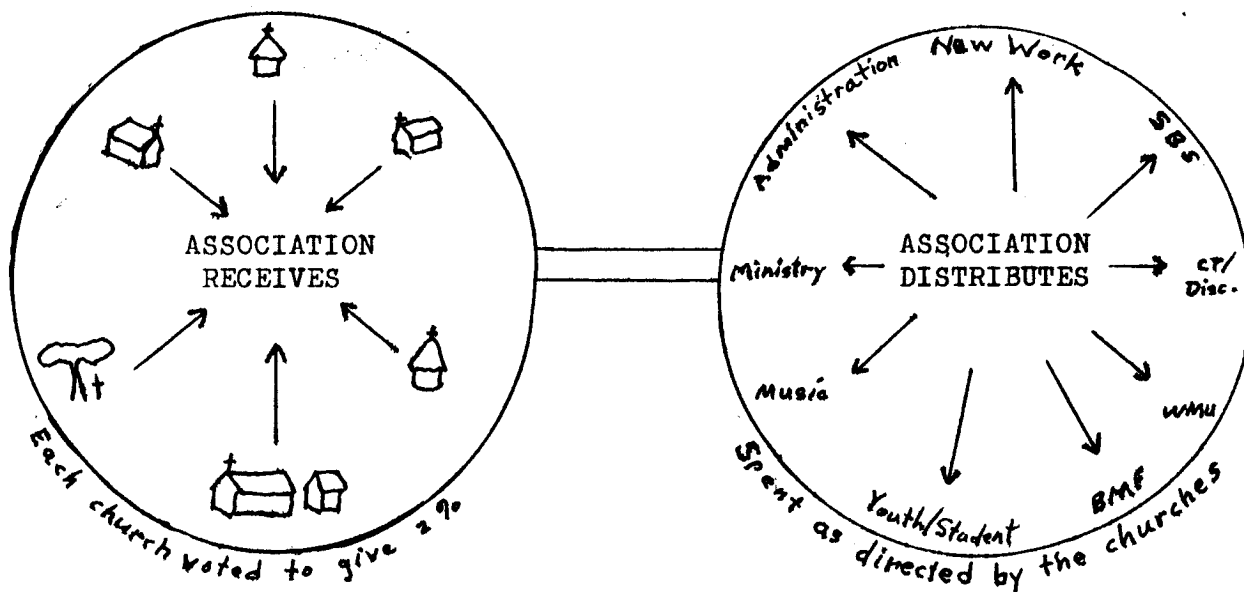
Total budget needed

SOURCES OF INCOME

1. New member-church affiliation fee
2. Contributions from the churches (2% of church's monthly income, sent to the association quarterly)
3. Conference fees from participants to pay for food costs, etc.

* Available at Baptist Publishing House

PARTNERS IN GIVING FOR FELLOWSHIP, WITNESS AND SERVICE



ASSOCIATIONAL LEADERSHIP

TO ALL ASSOCIATIONS

We greet you in the name of our wonderful Saviour.

In order to be of greater service to you, your help is needed by supplying the following information and sending it to the Baptist Convention of Zimbabwe as quickly as possible after the Association's annual meeting. Thank you.

- Baptist Convention of ZW

NAME OF ASSOCIATION _____

Assoc'l Office	Name of person	Address of person
Executive Committee:		
Chairman		
Vice-Chairman		
Secretary		
Vice-Secretary		
Treasurer		
Council Coordinator		
Assoc'l Council:		
(Programme Leaders)		
Evangelism/Missions		
Sunday Bible Study		
Church Training/ Discipleship		
Church Music Min.		
B.M.F.		
W.M.U.		
Baptist Youth		
Student Ministry		
Programme Committees:		
Sunday Bible Study -		
General Officers		
Adult		
Youth		
Children		
Preschool		
Church Training/ Discipleship -		
New Member Training		
Church Member "		
Leadership "		
Discipleship "		
Baptist Men's Fellow.		
Baptist Men		
Bapt. Young Men		
R.A.s		
W.M.U. -		
Baptist Women		
Y.W.A.		
G.A.		
Little Helpers		

Assoc'l Office	Name of person	Address of person
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Programme Committees continued:

Church Music Min. -		
Church Choirs		
Youth Choirs		
Children's Music		
Instrumental		

Baptist Youth/Student-		
Evang/Disc.		
Leadership Train.		
Music/Recreation		
Conferences		
Social Ministries		

Evangelism/Missions-		

Other:		
Stewardship		
History		

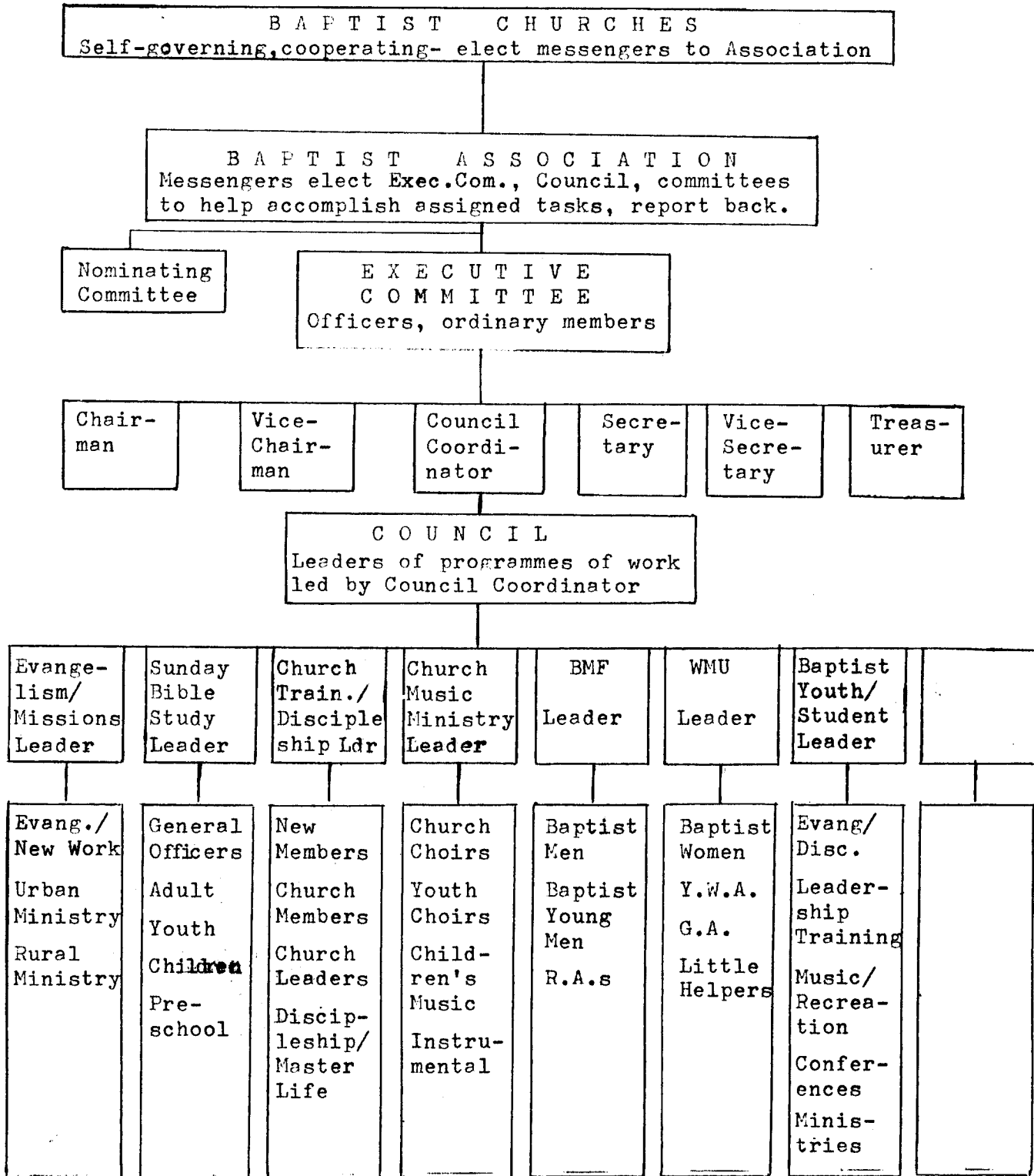
Note: Just fill in the names of those you have asked to serve. No Association is expected to have a person for all of the above. The purpose of the association is for the association to have associational leaders/workers to help meet the need of the churches in doing their work.

To the Baptist Convention of Zimbabwe:

We are requesting the Baptist Convention of Zimbabwe to help us with the following:

<u>Programme of Work</u>	<u>Suggested Dates</u>
Evangelism/Missions	
Sunday Bible Study (SBS)	
Church/Training/Discipleship (CTD)	
Church Music Ministry (CMM)	
Baptist Men's Fellowship (BMF)	
Woman's Missionary Union (WMU)	
Baptist Youth	
Baptist Student	
Other: _____	

SUGGESTED ORGANIZATIONAL STRUCTURE OF A BAPTIST ASSOCIATION



SAMPLE

CONSTITUTION OF THE _____ ASSOCIATION

I NAME

This association of churches (hereinafter called "the Association") shall be called the "_____ Baptist Association".

II PURPOSE

1. To help churches do a better job in reaching people and planting churches;
2. To provide leaders to help the churches accomplish their tasks;
3. To train workers in the churches to do their work of ministry;
4. To provide for fellowship in the bond of love.

III ARTICLES OF FAITH

1. The Association recognizes the Lord Jesus Christ, the Son of God, as the Head of His churches and the New Testament as the sole authority in all matters pertaining to faith and to religious doctrine. Each church has, under the guidance of the Holy Spirit, the liberty to interpret the teachings of the New Testament and to administer the spiritual laws of the New Testament.
2. Christian baptism is the immersion in water of a believer, in the name of the Father, the Son and the Holy Spirit, to show forth in a solemn and beautiful emblem one's faith in the crucified, buried, and risen Saviour. It is a prerequisite to the privileges of church membership and to participation in the Lord's Supper.
3. The Lord's Supper is a sacred memorial in which the members of the church, by the use of elements such as bread and wine, commemorate together the saving love of Christ.
4. It is the duty of every disciple to bear personal witness to the Gospel of Jesus Christ and to take part in the evangelization of the world.
5. Recognizing monogamy as the ideal state of family life according to the New Testament, this Association places on record its adherence thereto.

-- adapted from The Baptist Convention of Zimbabwe Constitution

IV POWERS

Although the Association is independent in its own work, it shall have no power over any member church. The Association shall carry out its own work by the agreement and co-operation of the Association churches. A church has the right to request the Association to assist where it deems appropriate.

V MEMBERSHIP

The Association shall be for all organized Baptist churches within the Association's geographical area. These shall abide by the Word of God in following the teachings of the New Testament in building the work of God. Fellowships, which are under organized churches, shall remain so until they have formally organized themselves. They shall then be considered as Members, subsequently being informed and confirmed to be full-fledged members.

1. Membership application: All churches applying for membership shall do so thirty days before the annual Assembly. Applications shall be on written

forms provided by the Association. The application shall include steps to be taken in applying for membership. A committee of five, by election, shall investigate the state of that church and shall give a report to the next Associational E.C. meeting. Recommendations shall be submitted for approval at the Association's annual business meeting. All churches accepted as member churches are expected to adhere to the binding of this Constitution.

2. Membership responsibilities: Each member church shall be expected to build and establish God's Kingdom; assist other member churches in prayer and the unity of the faith; witness the growth of the Association through His Word.
3. Discipline: Every organized member church shall be eligible to remain a member church of the Association provided that: (a) In the reasonable opinion of the Association that church upholds the doctrines and objects of the Association; (b) has lodged with the Association its current constitution which is in a form acceptable to the Association; (c) is financially contributing to the Association. Should the Association need to disfellowship itself from a church, all member churches shall uphold that decision until that church's discipline has ended. Similarly, should an individual be so disciplined by the local church, all member churches shall abide by and uphold such discipline.
4. Voting privileges: Each member church shall send five delegates for its first fifty members and one delegate for every other fifty members thereafter. Only the Association has the power to elect its own officers. The Association shall have the power to dismiss any officer from a position if not satisfied by the performance of the officer in the Association. This shall be done by the total vote of the Association. No members of a church under discipline shall be given positions in the Association.
5. Membership termination: Should a member church cease to interpret the Bible as per Baptist beliefs and practice, the Association shall cease fellowship with such a church. Should a member church cease to support the programmes of the Association as agreed to and enshrined in its Constitution, the Association shall cease fellowship with such a church. A member church shall cease to be a voting member church of the Association if it fails to financially support the Association during any given year. A two-thirds majority vote of messengers present and voting is required to enforce any of these actions.

VI MEETINGS

There shall be a minimum of two meetings annually, in May and December as arranged by the Association's Executive Committee. Meeting venues shall be at the member churches places of worship or such venues as agreed by the Executive Committee. Except for the annual business meeting or an emergency Executive called meeting, the Associational Council shall be responsible for preparing programmes for the Association meetings.

VII FINANCE

The Association shall be sustained by agreed contributions and offerings from member churches and individual contributions. The money is to be spent in keeping with budgeted needs. The Executive Committee and Associational Council, with its Programme Committees, shall only use the money as per Budget adopted by the Association.

VIII EXECUTIVE COMMITTEE

The officers of the Executive Committee shall be: Chairman, Vice-Chairman, Sec-

retary, Vice-Secretary, Treasurer and Council Co-ordinator. The Executive Committee shall further include the pastors of all member churches. Each church may elect one member as an observer. The pastors and observers shall hold no office in the Executive Committee. The Executive Committee shall meet at least quarterly. It shall carry out the work of the Association assigned to it by the Association and report back to the Association. The duties of the officers shall be according to Association-approved job descriptions.

IX ASSOCIATIONAL COUNCIL

The Associational Council is responsible for planning and carrying out the ministry of the Association. The Council shall be composed of the Council Co-ordinator and a leader for each programme of work. Meetings shall be held at least quarterly. The duties of each shall be according to Association-approved job descriptions.

X PROGRAMME COMMITTEES

Programme Committees, under the direction of a leader for each ministry, shall include Sunday Bible Study, Church Training/Discipleship, Baptist Men's Fellowship, Woman's Missionary Union, Church Music Ministry, Evangelism/Missions, Baptist Youth - with the addition of Baptist Student Ministry, Stewardship, Historian, etc. as is requested by the association of churches. Each programme of work shall meet at least quarterly and oftener as needed to effectively carry out its work. The duties shall be according to Association-approved job descriptions.

XI NOMINATING COMMITTEE

The Nominating Committee shall be elected by the Association during its annual business session. Members shall serve for one year. The Committee shall be composed of no more than one member from each member church. The Committee shall bring recommendations for all officers and leaders, to the Association's December meeting. The Association delegates may elect candidates other than those so recommended. All candidates must be members of a member church and shall be elected to a one-year term of office with the eligibility of standing for re-election. Vacancies or additions needing to be filled during the year may be presented to the Association as need arises.

XII MINISTRY

The Association shall encourage its members to begin new work in areas where there is no work, especially in the Association's geographical area. The Association will seek to help the churches to grow to maturity by providing training and encouragement through the Association's programmes of work.

XIII AMMENDMENTS TO CONSTITUTION

The Constitution may be amended by a two-thirds majority vote at any session of the Association provided thirty (30) days notice has been given to the churches.

- Adapted from various constitutions including the following:
Gweru Baptist Association;
Harare Baptist Association;
KweKwe Baptist Association;
Baptist Convention of Zimbabwe

BYLAWS OF THE _____ BAPTIST ASSOCIATION

I PROCEDURES

1. Rules of Order: The proceedings of the Executive Committee, the annual assembly of the Association, or any other called business session of the Association, shall be regulated in accordance with the procedures laid down in F.H. Kerfoot: Parliamentary Law (Broadman Press).
2. Meetings: There shall be a minimum of two meetings of the Association, one May, one in December. The messengers registered at any business session shall constitute a quorum provided all churches shall have been properly notified of the meeting. The December meeting shall be the annual business meeting of the Association. The Executive Committee shall meet quarterly, four times a year, the January meeting is for the follow-through business of the Annual Association meeting. Other meetings shall be held in the following months: _____, _____, _____. The Executive Com. may call special meetings of the Association. The Association Chairman may call special Executive Committee meetings. Notification of the meeting with its stated purpose shall be given two weeks before the time of meeting. The official language to be used shall be _____.
3. Reports: All member churches shall be requested to send their church annual reports. Forms for reports shall be sent to each church to be filled out and returned to the Association by January 30. Information from these reports shall be shared in the Association's May meeting.

II FINANCES

1. Fiscal Year: The fiscal year of the Association shall be January 1 to December 31.
2. Fiscal Policies: Budgets shall be prepared for general associational work and for all programmes of work of the Association. All budgets shall be presented to the Executive Committee for review and coordination. The proposed budget shall be presented to the Association in its December meeting for adoption. Financial reports shall be presented to the Executive Committee quarterly. The Executive Committee shall oversee the expenditures and cash flow of the budget. The financial records of the Association shall be audited annually.
3. Property: No Associational property shall be used to secure a bond, mortgage, or any financial debt. There shall be no purchases or sales of anything belonging to the Association without the direct vote of the Association.

III ORGANIZATION

1. Tenure: A candidate elected into the Executive Committee shall not serve for more than three consecutive years. Each shall be elected for a period of one year with the possibility of re-election up to the limit of three years.
2. Programme Leaders: The Programmes of work leaders shall work with the Nominating Committee in the selection of qualified individuals to work as a team with each leader.
3. Coordinating Organizations: The Executive Committee shall consist of a chairman, vice-chairman, secretary, vice-secretary, treasurer, council co-ordinator, and ordinary members not to exceed one person per church. The Associational Council shall consist of the leaders of the programmes of work. It shall be led by the Council Coordinator. The Association shall determine its programmes of work. It is encouraged to consider: Evangelism/Missions, Sunday Bible Study, Church Training/Discipleship, Church Music Ministry, Baptist Men's Fellowship, Woman's Missionary Union, Baptist Youth/Student, and any other programme of work needed to carry out its purpose.
4. Job Descriptions: The job descriptions adopted by the Association shall be the official guide for all candidates elected to office. They shall be reviewed annually and any changes or additions shall be approved by vote of the Association. All job descriptions shall be considered to be a part of these

By-Laws. Each officer shall have an approved job description.

5. Support: The Association recognizes and looks to the Baptist Convention of Zimbabwe for the support it is able to give in the growth of the work in Zimbabwe.

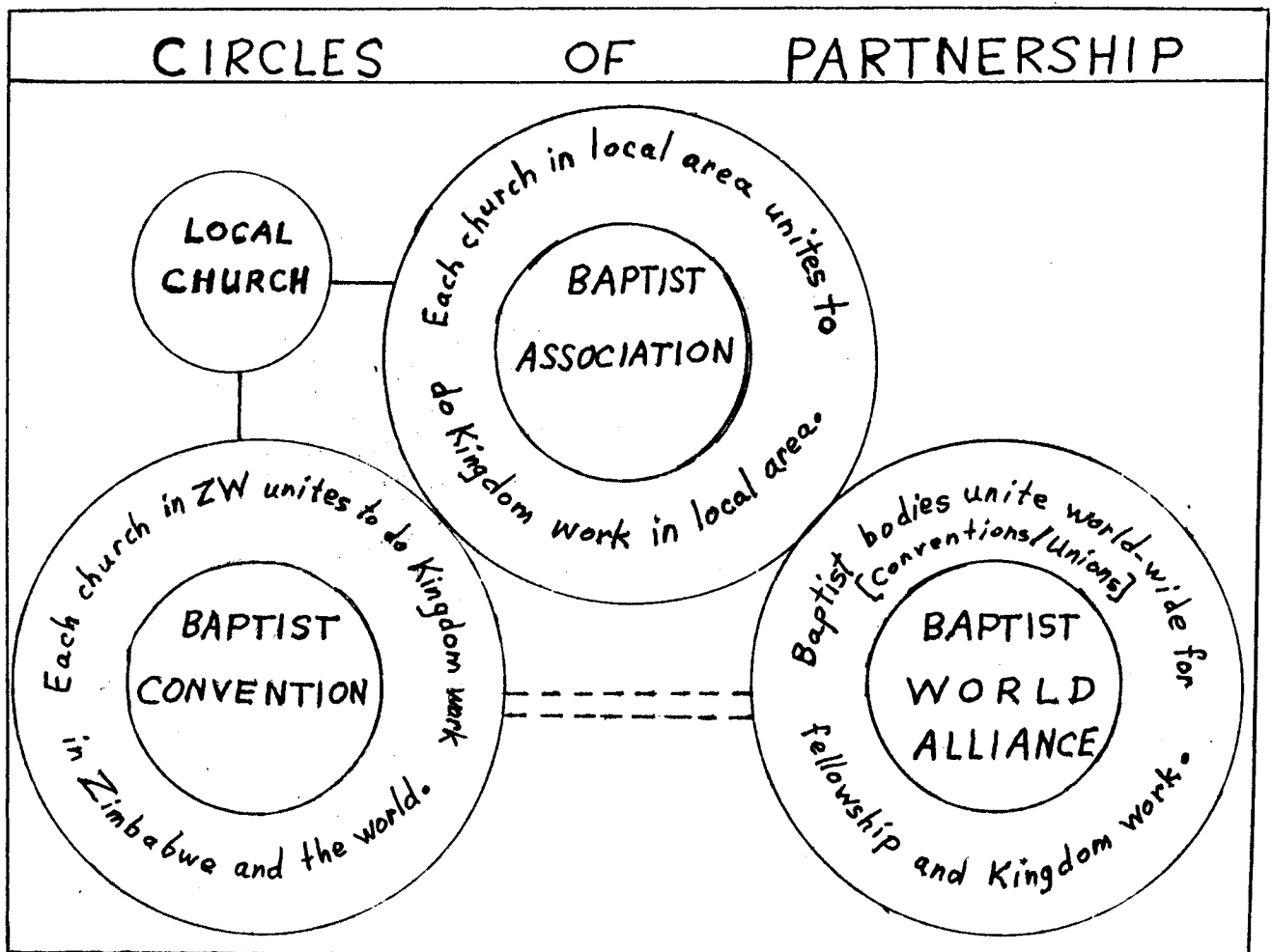
IV DISSOLUTION

Dissolution of the Association shall be decided at a general meeting by two-thirds of the members present after sixty days notice has been given to all member churches. All money and property shall be equally divided among the churches which formed the membership of the association. No disbursement shall be made until after an audit has been done and any debts incurred have been settled.

V AMMENDMENTS

The By-Laws may be amended (except for dissolution of the Association) by majority vote at any session of the Association provided thirty (30) days notice has been given to the member churches.

- Adapted from various By-Laws including:
Gweru Baptist Association;
Harare Baptist Association;
KweKwe Baptist Association;
Baptist Convention of Zimbabwe



SAMPLE

APPLICATION FOR REGISTRATION

(Adapted from the Baptist Convention of Zimbabwe form)

We, the Congregation of the
..... church
hereby apply to be registered with the
..... Baptist Association.

We attach hereto the following:-

1. A certified copy of our Constitution.
2. A list of our present office bearers and other members.
3. An application fee of \$.....

It is understood that in consequence of our registering the Association will, so long as our Church remains a member, endeavour to assist us with any problems so far as is reasonable and practicable.

SIGNED at
..... this day of 19...
.....
Witness:- CHAIRMAN

1.
2.

SIGNED at
.....this day of 19...
.....
Witness:- SECRETARY

1.
2.

SIGNED at
.....this day of 19...
.....
Witness:- TREASURER

1.
2.

SIGNED at
.....this day of19...

ACCEPTED FOR THE.....BAPTIST ASSOCIATION
.....

Date: 19...

JOB TITLE: Associational Chairman

PRINCIPAL FUNCTION: The Associational Chairman is responsible to the Association for leading in planning for and presiding over the annual and called meetings of the association in session and of the executive committee, encouraging fellowship among the churches.

RESPONSIBILITIES:

1. Lead in preparing agenda for the association in session and the executive committee.
2. Preside over meetings of the association in session and the executive committee.
3. Appoint members of special committees as needed.
4. Encourage development of fellowship and caring for one another among the churches and church leaders.
5. Encourage among all the churches a strong commitment to work individually and together to fulfill their mission.

ORGANIZATIONAL RELATIONSHIPS:

1. To the Association and E.C. as Chairman
 2. To the Associational Council as a member
-

JOB TITLE: Vice-Chairman

PRINCIPAL FUNCTION: The Vice-Chairman is responsible to the association in helping to develop fellowship and mutual care among the churches and church leaders.

RESPONSIBILITIES:

1. Work among the churches and church leaders to develop a caring fellowship.
2. Preside over meetings of the association or executive committee as requested by the Chairman.
3. Encourage study and discussion on Baptist faith and practice.
4. Help people and churches to understand the nature and purpose of the association.
5. Encourage associational organization leaders to set a good example of mutual care and fellowship.
6. Minister to particular needs of pastors, deacons, church councils, church officers and committee members as requested.

ORGANIZATIONAL RELATIONSHIPS:

1. To the Association and E.C. as Vice-Chairman
 2. To the Associational Council as a member
-

JOB TITLE: Associational Secretary

PRINCIPAL FUNCTION: The Associational Secretary is responsible to the association for keeping permanent records of all transactions of the association in session and the executive committee and makes this information available on request.

RESPONSIBILITIES:

1. Serve as recorder for the association in session and the executive committee.
2. Secure vital statistics and reports from the churches for the association and copy information to the Executive Secretary of the Convention for a back-up to the information he receives from the churches.
3. Train and assist Church Secretaries as needed.

ORGANIZATIONAL RELATIONSHIPS:

1. To the Association and E.C. as secretary
2. To the Associational Council as a member

JOB DESCRIPTION

Effective Date

JOB TITLE: **Associational Vice-Secretary**

PRINCIPAL FUNCTION: The Associational Vice-Secretary is responsible to the association for assisting the Secretary in keeping permanent records of all transactions of the association in session and the executive committee as needed.

RESPONSIBILITIES:

1. Assist Secretary as recorder for the association in session and the executive committee.
2. Assist Secretary in securing vital statistics and reports from the churches for the association and in copying information to the Executive Secretary of the Convention for a back-up to the information he receives from the churches.
3. Assist Secretary in training and assisting Church Secretaries as needed.

ORGANIZATIONAL RELATIONSHIPS:

1. To the Association and E.C. as Vice-Secretary
2. To the Association Council as a member

JOB DESCRIPTION

Effective Date

JOB TITLE: **Associational Treasurer**

PRINCIPAL FUNCTION: The Associational Treasurer is responsible to the association in receiving, accounting for, and disbursing all the association's monies and encouraging the churches in stewardship.

RESPONSIBILITIES:

1. Maintain adequate records of all monies received and disbursed.
2. List records of contributions of each participating church and fellowship reporting at least quarterly.
3. Work with the E.C. in establishing policies for use of monies.
4. Keep monthly financial reports for the Chairman and the Council Coordinator.
5. Make a quarterly report to be given at E.C. and/or Associational meetings.
6. Lead and encourage the churches in stewardship growth.
7. Train Church Treasurers in their responsibilities as needed.

ORGANIZATIONAL RELATIONSHIPS:

1. To the Association and E.C. as Treasurer
2. To the Associational Council as a member

JOB DESCRIPTION

Effective Date

JOB TITLE: **Associational Council Coordinator**

PRINCIPAL FUNCTION: The Associational Council Coordinator is responsible to the association for leading the association in mission strategy, in ministering to the churches and leaders of the churches, and giving general leadership to the total life and work of the association.

RESPONSIBILITIES:

1. Encourage Pastors and Church Leaders in their ministries.
2. Provide personal growth opportunities for Pastors.
3. Assist and encourage churches in fulfilling their mission.
4. Be a resource to churches.
5. Encourage fellowship among the churches and lead churches to continue developing a sufficient degree of unity in faith and practice to enhance that fellowship.

6. Lead the association to organize in an appropriate way.
7. Serve as Associational Council chairman leading the programme organizational leaders to develop a leadership team planning their work both together and individually.
8. Serve as an Executive Committee member.
9. Lead the entire association of churches to develop and maintain a missions perspective, leading the association to begin new work, evangelize and minister with a strategy for evangelizing the area.
10. Relate the association to the Baptist Convention of Zimbabwe interpreting the Convention to the churches and the churches to the Convention.
11. Lead the association in planning, implementing, and evaluating the total work of the association.

ORGANIZATIONAL RELATIONSHIPS:

1. To the Association and E.C. as Associational Council Coordinator
2. To the Associational Council as chairman

JOB DESCRIPTION

Effective Date

JOB TITLE: Associational Evangelism/Missions Leader

PRINCIPAL FUNCTION: To lead the association (as churches and as programmes) to address the priority of evangelism and missions in its area.

RESPONSIBILITIES:

1. Lead in planning and assistance to churches in their evangelism/missions ministry.
2. Serve as a liaison between the association and the Convention Mission's Department.
3. Promote evangelism/missions among the churches.
4. Develop an evangelism strategy and strategy for starting new churches in the area.
5. Plan special training events for Evangelism and Church Planting teams.
6. Serve on the Associational Council responsible to the Council and the Associational Council Coordinator for planning and coordinating evangelism/missions with the other programmes of the association.

ORGANIZATIONAL RELATIONSHIPS:

1. To the Association as Evangelism/Missions Leader
2. To the Associational Council and the Associational Council Coordinator as the Evangelism/Missions Leader

JOB DESCRIPTION

Effective Date

JOB TITLE: Associational Sunday Bible Study Leader (SBS)

PRINCIPAL FUNCTION: To lead in assisting and challenging churches to improve and enlarge all areas of the Sunday Bible Study ministry through planning, training, consulting and cooperative projects among the churches of the association as well as with the Sunday Bible Study Department of the Baptist Convention of Zimbabwe.

RESPONSIBILITIES:

1. Lead in planning assistance to churches in Sunday Bible Study.
2. Serve as a liaison between the association and the Convention Sunday Bible Study Department.
3. Promote Sunday Bible Study among the churches.
4. Make churches aware of Sunday Bible Study materials and other resources.
5. Plan special training events for Sunday Bible Study workers.
6. Serve on the Associational Council responsible to the Council and the Associational Council Coordinator for planning and coordinating Sunday Bible Study work with the other programmes of the association

ORGANIZATIONAL RELATIONSHIPS:

1. To the Association as Sunday Bible Study Leader
2. To the Associational Council and the Associational Council Coordinator as the Sunday Bible Study Leader

JOB DESCRIPTION

Effective Date

JOB TITLE: **Associational Church Training/Discipleship Leader (CTD)**

PRINCIPAL FUNCTION: To lead in assisting and challenging churches to improve and enlarge all areas of the Church Training/Discipleship ministry through planning, training, consulting and cooperative projects among the churches of the association as well as with the Church Training/Discipleship Department of the Baptist Convention of Zimbabwe.

RESPONSIBILITIES:

1. Lead in planning and assistance to churches in Church Training/Discipleship.
2. Serve as a liaison between the association and the Convention Church Training/Discipleship Department.
3. Promote Church Training/Discipleship among the churches.
4. Make churches aware of Church Training/Discipleship materials and resources.
5. Plan special training events for Church Training/Discipleship workers.
6. Serve on the Associational Council responsible to the Council and the Associational Council Coordinator for planning and coordinating Church Training/Discipleship work with the other programmes of the association.

ORGANIZATIONAL RELATIONSHIPS:

1. To the Association as Church Training/Discipleship Leader
2. To the Associational Council and the Associational Council Coordinator as the Church Training/Discipleship Leader.

JOB DESCRIPTION

Effective Date

JOB TITLE: **Associational Church Music Ministry Leader (CMM)**

PRINCIPAL FUNCTION: To lead in assisting and challenging churches to improve and enlarge all areas of the Church Music Ministry through planning, training, consulting and cooperative projects among the churches of the association as well as with the Church Music Department of the Baptist Convention of Zimbabwe.

RESPONSIBILITIES:

1. Lead in planning and assistance to churches in Church Music Ministry.
2. Serve as a liaison between the association and the Convention Church Music Department.
3. Promote Church Music Ministry among the churches.
4. Make churches aware of Church Music Ministry materials and other resources.
5. Plan special training events for Church Music Ministry workers and choirs.
6. Serve on the Associational Council responsible to the Council and the Associational Council Coordinator for planning and coordinating Church Music Ministry with the other programmes of the association.

ORGANIZATIONAL RELATIONSHIPS:

1. To the Association as Church Music Leader
2. To the Associational Council and the Associational Council Coordinator as the Church Music Ministry Leader

JOB DESCRIPTION

Effective Date

JOB TITLE: Associational Baptist Men's Fellowship Leader (BMF)

PRINCIPAL FUNCTION: To lead in assisting and challenging churches to improve all areas of the Baptist Men's Fellowship through planning, training, consulting and cooperative projects among the churches of the association as well as with the Baptist Men's Fellowship Department of the Baptist Convention of Zimbabwe.

RESPONSIBILITIES:

1. Lead in planning and assistance to churches in Baptist Men's Fellowship work.
2. Serve as a liaison between the association and the Convention Baptist Men's Fellowship Department.
3. Promote Baptist Men's Fellowship work among the churches.
4. Make churches aware of Baptist Men's Fellowship materials and other resources.
5. Plan special training events for Baptist Men's Fellowship workers.
6. Serve on the Associational Council responsible to the Council and the Associational Council Coordinator for planning and coordinating Baptist Men's Fellowship work with the other programmes of the association.

ORGANIZATIONAL RELATIONSHIPS:

1. To the Association as Baptist Men's Fellowship Leader
2. To the Associational Council and the Associational Council Coordinator as the Baptist Men's Fellowship Leader

JOB DESCRIPTION

Effective Date

JOB TITLE: Associational Woman's Missionary Union Leader (WMU)

PRINCIPAL FUNCTION: To lead in assisting and challenging churches to improve and enlarge all areas of the WMU through planning, training, consulting and cooperative projects among the churches of the association as well as with the WMU Department of the Baptist Convention of Zimbabwe.

RESPONSIBILITIES:

1. Lead in planning and assistance to churches in WMU work.
2. Serve as a liaison between the association and the Convention WMU Department.
3. Promote missions and WMU among the churches.
4. Make churches aware of WMU materials and other resources.
5. Plan special training events for WMU workers and officers.
6. Serve on the Associational Council responsible to the Council and the Associational Council Coordinator for planning and coordinating WMU work with the other programmes of the association.

ORGANIZATIONAL RELATIONSHIPS:

1. To the Association as WMU Leader.
2. To the Associational Council and the Associational Council Coordinator as the Woman's Missionary Union Leader

JOB DESCRIPTION

Effective Date

JOB TITLE: Associational Baptist Youth Leader

PRINCIPAL FUNCTION: To lead in assisting and challenging churches to improve and enlarge their ministry to young people inter-related with the existing programmes of the church through planning, training, consulting and holding cooperative projects among the churches of the association as well as with the Youth Department of the Baptist Convention of Zimbabwe.

RESPONSIBILITIES:

1. Lead in planning and assistance to churches in ministering to youth through the programmes of the church.

2. Serve as a liaison between the association and the Convention Youth Department.
3. Promote Youth activity among the churches.
4. Make churches aware of materials and resources available to help in ministering to youth.
5. Plan special training events for Youth workers and special ministry events for associational youth.
6. Serve on the Associational Council responsible to the Council and the Associational Council Coordinator for planning and coordinating Youth Ministry with the other programmes of the association.

ORGANIZATIONAL RELATIONSHIPS:

1. To the Association as Baptist Youth Leader
2. To the Associational Council and the Associational Council Coordinator as the Baptist Youth Leader

JOB DESCRIPTION

Effective Date

JOB TITLE: **Associational Baptist Student Leader**

PRINCIPAL FUNCTION: To lead in assisting and challenging churches to establish, improve and enlarge their ministry to students at colleges and technical schools in the association through planning, training, consulting and cooperative projects among the churches of the association as well as with the Student Department of the Baptist Convention of Zimbabwe.

RESPONSIBILITIES:

1. Establish, enlist volunteer personnel and assist the programme of Baptist Student Ministries at the colleges and technical schools within the association.
2. Assist churches in establishing and supporting ministries with students in their immediate area as well as together in the association.
3. Provide continuing training and resources for workers with students in the churches.
4. Serve as a liaison between the association and the Convention Baptist Student Department.
5. Serve on the Associational Council responsible to the Council and the Associational Council Coordinator for planning and coordinating Baptist Student Ministries with the other programmes of the association.

ORGANIZATIONAL RELATIONSHIPS:

1. To the Association as Baptist Student Leader
2. To the Associational Council and the Associational Council Coordinator as the Baptist Student Leader

- - Adapted from Gweru Baptist Association
Job Descriptions.

ANNUAL STATISTICAL REPORT - Church/Fellowship
 (year) (January 1 - December 31)

TO ALL CHURCHES/FELLOWSHIPS/PREACHING POINTS

We greet you in the name of our wonderful Saviour.

In order for us all to see what is being done, and the growth that is in our churches, and so we can all analyze and determine ways we can be of greater service to one another, your help is needed by completing the following information form and sending one copy to the association and one copy to the Baptist Convention of Zimbabwe.

The report is for the previous year and should be posted no later than Jan. 30. Use your Church Record Book and Church Membership Record to help you.

NAME OF CHURCH/FELLOWSHIP/P.P. _____
 Address _____
 Meeting place _____
 Pastor and/or Leader _____

MEMBERSHIP

Total resident members _____
 Number joined church during year _____
 Number of decisions: _____
 1. rededications _____
 2. professions of faith _____
 Number left by transfer of letter _____
 Number baptized _____

PROGRAMMES OF WORK

Have Sunday Bible Study? (yes/no) _____
 Number enrolled in SBS _____
 Adults (Adult/young adult) _____
 Youth (Intermediates/youth) _____
 Children (Pri./Juniors) _____
 Preschool (Beginners) _____
 Order SBS literature from BPH? (yes/no) _____
 Have Church Training/Discipleship? (yes/no) _____
 Number enrolled in CT/Disc. _____
 New member training _____
 Church member training _____
 Leadership training _____
 Discipleship training _____
 Number Disc. groups _____

Have Baptist Men's Fellowship? (yes/no) _____
 Number enrolled in BMF _____
 Baptist Men _____
 B.Y.M.F. _____
 R.A.s _____

Have Woman's Missionary Union? (yes/no) _____
 Number enrolled in WMU _____
 Baptist Women _____
 Y.W.A. _____
 G.A. _____
 Little Helpers _____

Have Church Music Ministry? (yes/no) _____
 Number enrolled in CMM _____
 Church choir _____
 Youth choir _____
 Children's music _____
 Instrumental _____

Have Baptist Youth Fellowship? (yes/no) _____
 Number enrolled in BYF _____

(Annual Statistical Report continued)

Have other Bible Study groups? (yes/no) _____ No. groups ... _____

Number enrolled in BS groups _____

Number enrolled in Weekday Preschool programme _____

OTHER - EVANGELISM/MISSIONS

Number evangelistic meetings held _____

Did your fellowship begin this year? (yes/no) _____

Did your church begin this year? (yes/no) _____

Did your church begin a new work this year? (yes/no) _____

Number of churches begun this year _____

Number of fellowships begun this year _____

Number of preaching points begun this year _____

Number of fellowships/P.P.s you are responsible for _____

OTHER - STEWARDSHIP

Total tithes/offerings received this year \$ _____

Total contributions to Convention (10% or more? _____) \$ _____

Total contributions to Association (2% or more? _____) \$ _____

Total gifts to Missions Projects (special offerings) \$ _____

Total gifts to Relief Projects (special offerings) \$ _____

Are you supporting your pastor fully? (yes/no) _____

Are you supporting your pastor partially? (yes/no) _____

OTHER - COOPERATIVE RELATIONSHIPS

Are you a member-church of the Baptist Convention of Zimbabwe? _____

If not, reason? _____

Are you a member-church of the local Baptist Association? _____

If not, reason? _____

ANY OTHER INFORMATION/COMMENTS YOU MAY WISH TO GIVE

Number of students enrolled in university/college _____

Names: _____ School & location: _____

Number of students enrolled in seminary _____

Resident programme _____

Short term programmes (_____) _____

T.E.E. _____

being supported by your church _____

full support _____

partial support _____

New Works started during the year:

Name

Address

ANNUAL STATISTICAL REPORT - Association/Area

Please include the following statistical information in your report to the Baptist Convention of Zimbabwe, to be included in the Book of Reports, B.C.Z. The information given should be for the year of _____. The report is needed by February 28. Thank you for your help. (Compile from Church/Fellowship Reports).

EVANGELISM AND CHURCH DEVELOPMENT

_____ Name of Association or Area.

_____ Total Number of Churches (not fellowships/preaching pnts)

_____ Total Number of New Churches this year

_____ Self-Supporting Churches (Pay pastor's salary; oppor-
ating expenses; contribute to convention)

_____ Fellowships/Preaching Points

_____ Pastors (anyone responsible for leading the church or
fellowship)

_____ Baptisms

_____ Membership (total membership of all churches)

_____ Contributions of churches (total offerings collected)

Enrollment:

_____ Sunday Bible Study (include those in regular on-
going Bible studies)

_____ Church Training (excluding MasterLife, Christian
Witness Training or other discipleship training)

_____ [Discipleship Training enrollment (____ groups)
WMU: " " completed since 1980 _____

_____ Baptist Women _____ G.A.

_____ YWA _____ Little Helpers

_____ BMF:

_____ Baptist Men _____ R.A.s

_____ Baptist Young Men

_____ Youth

_____ Other Bible study groups (not meeting regularly
and not included in any of the above. Include
those meeting in schools)

_____ Week-day Preschool enrollment; _____ # of groups

_____ Number of special programmes (not listed above)

_____ Revivals

_____ Other (list): _____

_____ Number of new works started this year

Names of cities entered this year: _____

_____ Number of new people groups entered

List the people groups: _____
