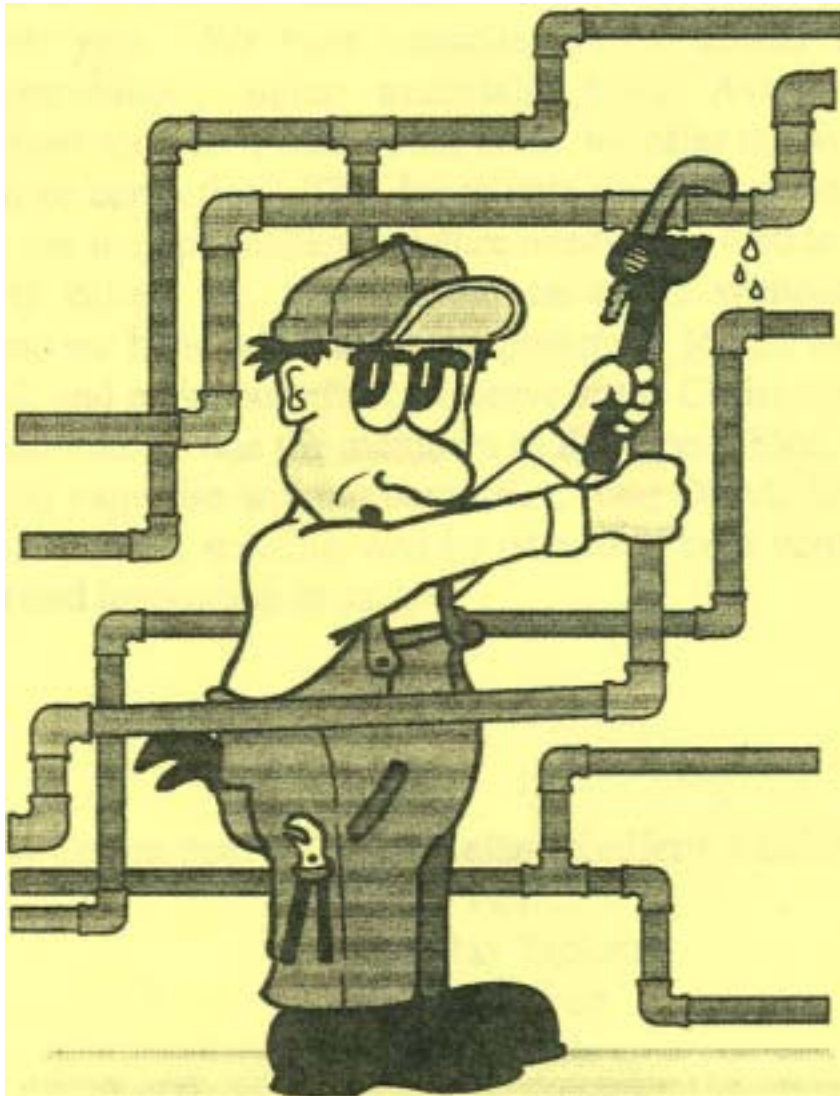


ORGANIZATION REVIEW COMMITTEE RECOMMENDATIONS



Rev Leland Redfern, Committee Chairperson

August 7, 1997

Dear Kaskaskia Baptist Association,

Your Organization Review Committee has worked diligently to carry out the task you have assigned them. We have met many times over the past year. We have consulted Associational Leaders, the present Constitution, other materials from Associational and Denominational sources. After all our labor, we offer the work up to you for adoption or correction. The documents we have presented are not perfect, nor are they permanent. Future needs may dictate change, and if change is called for, they should be made without hesitation. Nevertheless; we hope what we have presented to you will meet our present need, and make our efforts to serve Jesus Christ more effective. A big "Thank You" is due the members of this Committee, who gave of their time and expertise without complaint. Our DOM, Jim Shemwell, attended nearly every meeting, and he proved to be a veritable well of information and inspiration to us.

Sincerely,

Your Review Committee: Rev Leland Redfern, Chairperson
Tracy Pearce
Rev Ray Tackett
Wilbur Talbert
Glenn Weekley
Rev Cecil Works

ORGANIZATION REVIEW COMMITTEE

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ORGANIZAnON REVIEW COMMITTEE
Associational Treasurer

Adopted March 11, 1997

The Association's Treasurer shall be nominated by the Nominating Committee when a vacancy occurs and elected at the following Annual or Semi-Annual Meeting, whichever comes first.

The Treasurer shall be responsible for receiving, depositing and disbursing Associational monies. The Treasurer is responsible for managing designated accounts and other duties common to his/her office.

The Treasurer shall make reports to the Executive Committee, Semi-Annual and Annual Meetings.

In the case of an emergency, the Treasurer may ask the Budget and Finance Committee for counsel.

The Treasurer is accountable to the Executive Committee.

In Regards to Checks:

All checks for Associational use shall be sent thru the Associational Office, then forwarded to the Treasurer for recording and depositing. A copy of all checks shall be made by the Associational Secretary and kept on file. All cash received should be counted by at least two (2) persons before it is given to the Treasurer for deposit. Cash will be accompanied by a receipt, signed by both counters. Cash collected at the Associational Office may be deposited by the Director of Missions or the Associational Secretary, in lieu of the Treasurer.

No checks shall be issued without amount and/or payee designation filled in.

In the absence of the Treasurer, the Assistant Treasurer shall be authorized to issue checks.

ORGANIZATION REVIEW COMMITTEE

Proposed Audit Ad-Hoc Committee
and
Caretaker Job Description (by Trustees)

Adopted March 11, 1997

The Organization Review Committee suggests to the Executive Committee that an Audit Ad-Hoc Committee be appointed in each odd numbered year, commencing in 1997, at the Semi-Annual Meeting. The Audit Ad-Hoc Committee will perform their duties and report at the Annual Meeting in September.

The Organization Review Committee suggests that the Trustees compose a job description for the Caretaker, and forward same to the Executive Committee.

ORGANIZAnON REVIEW COMMITTEE

Associations) Trustees
Proposed Job Description

Adopted March 11, 1997

The Trustees shall have supervision, care and upkeep of all aspects of the campground, buildings and equipment (exclusive of office), the hiring and supervision of the Caretaker(s) and the general welfare of the Camp Facilities,

Trustees shall be the 'legal' authority to sign legal documents of any nature as designated by the Association,

Trustees shall not be held financially accountable for their actions as such signatories to any legal document providing they have signed with, and by the authority of, the Association as designated,

Two-thirds majority vote shall be considered for passage of any motion/discussion on the agenda.

Trustees shall be elected on a one, two and three year rotation basis.

The Trustees shall oversee the farm property and its use.

The Trustees shall attend to Associational business as set down by the Executive Committee or Mission Board.

Elected Trustees shall elect a Chairman from their members to act as a moderator and coordinator of their duties.

The Chairman of the Trustees shall submit an itemized budget for any proposed expenses for the coming year. The budget shall be given to the Budget and Finance Committee.

The Chairman of the Trustees shall meet with the Director of Missions, Caretaker and Kitchen/Staff (Cook) and Moderator from time to time to discuss ways and means to update and promote good relationships with each area.

Meetings of the Trustees shall be called by the Chairman as needed, Each Trustee shall be notified in ample time for him/her to attend any meeting or discussion under Trustee jurisdiction by the Chairman of the Trustees or the Associational Office.

This description of the Trustees' tasks may be amended at any regular Executive Committee meeting and approved by the Mission Board at a regular meetirig.

ORGANIZAnON REVIEW COMMITTEE
Proposed Budget and Finance Committee

Adopted March 11,1997

The Budget and Finance Committee shall be composed of five (5) members. Two members shall rotate off annually. The Treasurer, Moderator and Director of Missions shall act as ex-officio members.

This Committee shall be nominated by the Nominating Committee and presented at the Semi-Annual Meeting with their work beginning with the Annual Meeting.

The responsibilities of the Budget and Finance Committee are as follows:

1. Prepare the annual proposed budget with the cooperation of all Committees and Departments.
2. Present the annual proposed budget, in writing, to the Association for approval at the Semi-Annual Meeting to be effective with the Annual Meeting.
3. In case of emergency, or at the request of the Treasurer, this Committee shall make appropriate recommendations to the Executive Board to ensure sound financial conditions of the Association.
4. This Committee shall work with the Stewardship Committee to encourage Christian Stewardship in all areas of life.

ORGANIZAnON REVIEW COMMITTEE

Director of Family Ministries

Proposed Job Description

Adopted March 11, 1997

Director of Family Ministries is the liaison between the Kaskaskia Baptist Association and the Baptist Children's Home in Carmi, and Maternity, Adoption and Foster Care Services in MtVemon.

Director of Family Ministries is to discover, develop and coordinate ministries in the Kaskaskia Baptist Association for children and families.

Director of Family Ministries is to cooperate with other organizations, agencies and/or committees in the Association and State who are or will be involved in Children and Family Ministries.

Director of Family Ministries is to attend Semi-Annual and Annual Meetings and promote and report to the Association on activities of our Churches and children's work throughout the year.

ORGANIZATION REVIEW COMMITTEE

Associational Music Director

Proposed Job Description

Adopted March 11, 1997

The Associational Music Director must be a born-again believer.

The Associational Music Director must be biblically based and doctrinally sound.

The Associational Music Director must be an active member of an active Church in the Kaskaskia Baptist Association.

The duties of the Associational Music Director are as follows:

1. Coordinate music information among the Churches.
2. Coordinate Associational music events.
3. Provide help, through workshops, seminars, information, etc., to music directors, both volunteer and paid.
4. Serve on the Executive Committee.
5. Establish a yearly music budget.
6. Provide a written report at the Semi-Annual and Annual Meetings.

ORGANIZAnON REVIEW COMMITTEE
Associational Camp Program Director
Proposed Job Description

Adopted March 11, 1997

The Camp Program Director shall encourage prayer, offerings for the Church Camp, year-round use and stewardship of the Associational Campground Facilities.

The Camp Program Director will be available to encourage yearly preparation well in advance of Camp, and to help answer questions.

Also, in cooperation with the Director of Missions, the Camp Program Director will help in the selection of the Camp Cooks.

The Camp Program Director will bring reports concerning the Church Camp to the regular Executive Committee meetings, and the regular Associational Meetings at large.

The Camp Program Director will be available to give advice on budgeting, when asked, concerning the Church Camp.

Furthermore, it is the responsibility of the Camp Program Director to guide the selection of Church Camp Directors. In selecting these Directors, the Camp Program Director will work closely with the Director of Missions, with the Director of Missions giving approval.

The Camp Directors selected will be responsible for a sufficient number of people to help them in their particular Church Camp. Also, these Camp Directors will be responsible for ordering literature, worship, snacks, general welfare of their Camp, etc.

Camp Directors will seek the Camp Program Director's approval of literature before ordering.

ORGANIZATION REVIEW COMMITTEE
Proposed Caretaker(s) Job Description
Part I

Adopted March 11, 1997

The Caretaker(s) shall be responsible for the opening and closing of all buildings, checking for malfunctioning equipment, cleaning and sanitizing the buildings after each use and once a month when not in use. The Caretaker(s) shall be responsible for the mowing of the front of the property from the metal shed on the north to the creek on the south, from the main county road on the west to the east (rear) of the office building. Also, the Caretaker(s) shall be responsible for the cleaning of the office building every two weeks.

The Caretaker(s) shall not allow unauthorized persons to use the property or facilities permission from the Director of Missions, including the lake.

In the case of the absence of the Director of Missions, permission may be granted by an of the following, in the order listed. Renumbering may be such as fixed by the Executive Committee or Mission Board at a regular meeting.

1. Chairman of the Trustees
2. Any Trustee Available

At the present time, the salary is:

1. \$225.00 per Month
2. Occupation of House
3. Electricity

The expenses of the gas and phone utilities incurred at the Caretaker(s) home are to be paid by the Caretaker(s).

Any other duties as may be designated by the Executive Committee/Mission Board and approved by the Mission Board at a regular meeting.

At the time of this writing, the caretaker is H Dale Burner.

ORGANIZATION REVIEW COMMITTEE
Proposed Caretaker(s) Job Description
PartII

Adopted March 11, 1997

Check dormitory and gym each day for vandalism, wind damage, etc., and report same to Associational Office.

Clean buildings a minimum of once a month, whether used or not

Clean buildings before use and after party has left. Turn on water heater and ice make (if requested) before party arrives, turn off upon leaving.

Check trash cans a minimum of once a week.

Keep check on supplies and replace, and advise Office of same. (A checklist will be supplied for this purpose.)

Make any minor repairs as needed and let Associational Office know of problems as soon as possible. Repairs include changing light bulbs, repair broken door handles, etc.

May keep personal items in machine shed, in southwest corner, in an orderly fashion.

Caretaker is to keep water purifier system in working order and keep check on well pump (chlorine in water, etc.).

During camp, dormitory should be swept, bathrooms sanitized as the law instructs, check paper towels, check toilet paper, empty trash into dumpster each night and mop kitchen area.

Before camp, make sure that all items listed above are complete.

After camp, all buildings are to be cleaned and prepared for the next camp. The lights are to be checked, doors locked, fans and heat shut-off or turned down, bath and showers checked, kitchen and gym checked.

ORGANIZATION REVIEW COMMITTEE
Proposed Campers' Policies and Rules
Part I

Adopted March 11, 1997

All campers shall sign-in and sign-out at anytime leaving or returning to campgrounds during a camp program.

All driveways must be kept open for thm traffic.

Fishing in lake by children under 16 years of age must be supervised by an adult.

Absolutely no swimming in the lake.

Yanl/grounds must be kept picked up of alllitter/trash left by camping group.

No one is to use office equipment unless authorized, including computers, typewriter, copy machine, etc.

No alcoholic beverages nor tobacco products allowed on premises at any time.

Lights shall be turned off at all times in the Campground buildings when not in use.

Campers are asked to sweep dormitory and bathrooms, as well as other areas used (kitchen, gym) and place trash in dumpster. (New trash bags are on shelf in room behind kitchen.)

Upon leaving, the group leaders should be sure that all buildings and spaces used are clean, all trash has been dumped, tum off lights, lock doors, shut-off fans and/or heat or tum down same, check bath and showers, kitchen and gym areas.

ORGANIZAnON REVIEW COMMITTEE
Proposed Camp Policies and Rules for Caretaker(s)

Adopted March 11, 1997

1. All driveways must be kept open to thru traffic, including drive at Caretaker(s) home.
2. Fishing in lake by children under 16 years of age must be supervised by an adult.
3. **Absolutely** no swimming in the lake.
4. Yard must be kept picked up and mowed.
5. All buildings must be cleaned, sanitized as required by law and locked after each use.
6. All buildings must be checked once a month for cobwebs, dust and overall cleanliness.
7. Bunks in dormitory must be kept clean of dust and cobwebs.
8. Office must be cleaned thoroughly every two weeks.
9. No one is to use office equipment unless authorized, including computers, typewriter, copy machine, etc.
10. No unauthorized personnel allowed in office after closing hours.
- II. No unauthorized personnel in any buildings at any time.
12. It shall be the Caretakers' duty to open, close and lock all buildings after use.
13. House must be kept clean and presentable at all times.
14. No alcoholic beverages nor tobacco products allowed on premises at any time.
15. Lights shall be turned off at all times in the buildings when not in use.
16. After campers leave, make sure dormitory is swept, bathrooms sanitized as required by law, paper towels and toilet paper supplied, trash placed in dumpster and kitchen floor mopped.
17. After campers leave, make sure buildings are cleaned and prepared for next camp, lights turned off, doors locked, fans and heat shut-off and/or turned down, check bath and shower areas and kitchen and gym areas.
18. Caretaker(s) is to follow rules and see that Campers' rules and policies are given to incoming Campers.

ORGANIZATION REVIEW COMMITTEE

Caretaker(s) Cleaning Policy

Proposed Check-Off List

Adopted March 11, 1997

For Month of _____

OFFICE: Dust all office equipment, including desks, chairs, tables, etc.
Sweep hallways, ball and conference room, mop as needed.
Clean bathrooms, toilets and sinks, re-supply paper goods as needed
Take out trash to dumpster.
Dust walls and ceilings for cobwebs.
Check corners, behind furniture and equipment for insects and dust

DORMITORY: Inspect drains inside and out for leaks, damage, etc.
Put bleach in toilets and sinks, let set for awhile.
Sweep under beds in both boys' and girls' sides.
Wipe down beds when needed.
Clean walls and ceilings for cobwebs.
Sweep and mop bathroom floors.
Clean fireplace hearth.
Dust furniture.
Vacuum back room floors.
Check kitchen for dirty dishes or food left in refrigerator.
Sweep kitchen floor, mop if needed.
Scrub all sinks and toilets, flush and leave lids up.
Take out trash to dumpster.

GYM: Check inside and out for leaks, damage, etc.
Put bleach in toilets and sinks, let sit for awhile.
Sweep gym floor.
Put up any equipment left out by visitors.
Clean sinks and counters, wash dishes.
Sweep kitchen and storage areas.
Check water supply in purifier system.
Sweep bathroom floors and halls.
Scrub toilets and sinks, leave lids up on toilets.
Remove reachable cobwebs.
Take out trash to dumpster.

Date _____ By _____

Always check for vandalism, wind damage, etc., and report same. Please give completed form to Office. Thank You!

Comments/Repairs/Supplies Needed:

ORGANIZATION REVIEW COMMITTEE
Associational Youth Director
Proposed Job Description

Date Adopted, _____

The objective of the Associational Youth Director is to provide fellowship and inspiration to the youth of the Churches in the Kaskaskia Baptist Association. The number of meetings, times and dates shall be determined by the Association itself in conjunction with other Associational activities.

The Youth Director shall encourage youth development in member Churches through the following ways:

1. Encourage training for youth workers of member churches. This training should help workers build effective programs and attend to behavior and emotional needs.
2. Encourage Churches to support the State Youth Encounter in December and the Associational Youth Camp in the summer.
3. Shall be responsible for leading in planning, conducting and evaluating the Youth meetings of the Association.
4. Presents budget requests to the Executive Committee.
5. Makes regular reports to the Executive Board and the Association at the Annual Meeting.

ORGANIZAnON REVIEW COMMITTEE

Associations) Director of Missions

Proposed Job Description

.Date Adopted _____

Generally, our Associational Director of Missions (OOM) has a single, three-dimensional role designed to lead the Kaskaskia Baptist Association (KBA) toward greater faithfulness, effectiveness and efficiency in fulfilling its mission. The three dimensions are mission general leaders of the Association and minister to the Churches and Church Leaders.

Specifically, the KBA's OOM is responsible for the following:

1. Work With and Assist Pastors. The OOM will be the Associational pastors' friend and pastor. He will assist in church pastor conflicts when requested by either party, confer with pastors considering a move, orient new pastors in the Association with a welcome program, insure the development of a pastoral support system and promote personal and professional growth activities for pastors.
2. Work With and Assi,t Chnrches. Upon the OOM will assist Churches in the large variety of needs that routinely occur from time to time, such as Church growth events, pastor search committees and the activity of prayer. He will treat the Churches equally, visiting each routinely in order to attend to special needs, befriend the people, get to know the ministries in each Church and to worship with the people. The OOM will be available to teach, preach and otherwise assist on a temporary basis, but not for long-term interim work. He will be free to lead revivals as long as this ministry activity does not interfere with the broad scope of his duties in the Association at large.
3. Strengthen Relation,hips Among Associational OIUrches. The OOM will develop an atmosphere of mutual concern, cooperation and communication among Associational Churehes such as exists in a healthy family. He will encourage Churches to assist ooe another and to work together on projects, for an evangelism emphasis, building fellowship and other assistance that each Church can give out of their strength to another Church in their area of need. The OOM will design his work in this area so that the result is a common bond of unity, mutual awareness, bope and prayer support among Associational congregations seeing themselves as being on mission together.
4. Assist Associational Leaders. The OOM will be responsible for providing elected Associational Leaders with whatever assistance is necessary to ensure that each organization/committee within the Association is functioning effectively for the stewardship of facilities, supplies and moneys. He will work with the Executive Conunittee to assist and advise in the business and decision making activity of the Association.
5. Provide Missionary Leadershio. The OOM will lead the association in seeking out and establishing dow mission work, helping Churches to develop both gospel and social ministries in their own areas of service and together as an Association. These are "hands-on" requirements of the KBA's OOM in mission development and on-going work. He will be responsible for the operation of the Summer Camp Program, which is an important missionary outreach activity of the Association. He will be at the Camp and work through the elected leaders to ensure Camp success. He will seek to build a mission mindedness within each Church and within the Association of Churehes. He will ensure that evangelism is a top priority in the work of the Association.
6. Maintain Denominational and Other External Relation,hips. The OOM will maintain close relationships with other Associations, State Conventions, the Southern Baptist Conference (SBC), other Baptist bodies, and other denoninations and religious bodies; with business, social, educational and welfare agencies; with city, county, state and national government officials.
7. Administratioo . The OOM will oversee the activities of the Associational Office, including the position of secretary and the Campground Facilities area. He will ensure publications such as the newsletter, brochures, etc., are developed and distributed to the Churches in a timely manner. He will act as the primary coordinator for Associational meetings. He will be aware of individual Church activities occurring on the Associational grounds and ensure needed coordination is made, rules of conduct are known, safety is adequately published and appropriate safety equipment is provided for whenever people use the Campground Facilities. The OOM will be the primary manager of Associational assets and will be accoutable to the Executive Board in that managerial task.
8. Other Duties as Required. Self explanatory.

ORGANIZATION REVIEW COMMITTEE

**Associational Clerk
Proposed Job Description**

. Date Adopted _____

The Associational Clerk shall keep the minutes of all Associational meetings and take charge of records and papers of the body and conduct its correspondence as directed.

ORGANIZATION REVIEW COMMITTEE
Proposed Office Policies

Date Adopted, _____

No one is to use office equipment unless authorized, including computers, typewriter, copy machine, etc.

All library/media materials must be checked out with office personnel before removed from the office.

ORGANIZAnON REVIEW COMMITTEE
Prayer Ministries Director

Date Adopted, —

The Associational Prayer Ministries Director shall be responsible to the Association.

The function is to lead in planning, promoting, conducting prayer ministry in the Association.

The qualifications to be an Associational Prayer Ministries Director is that he must be absolutely convinced of the necessity of prayer and be a person of personal prayer

The duties of the Associational Prayer Ministries' Director are:

- 1. Promote new and strengthen ongoing prayer ministries in each Church.**
- 2. Promote prayer and fasting in the Association.**
3. Make available to the Association prayer concerns from the sister Churches,

ORGANIZAnON REVIEW COMMITIEE
Pastoral Ministries Director
Proposed Job Description

Date Adopted _____

The Director of  **Pastoral Ministries** is responsible to the Association. The purpose of the Director is to plan, promote, conduct and evaluate **Associational Pastoral Ministries work**.

The duties of the Director are:

1. Serve on the Associational Council.
2. Work with the Director of Missions, other professional Staff and/or the Associational Moderator.
3. Identify pastoral ministries' needs; plan projects or events to meet those needs.
4. **Provide services. resources. conferences/retreats for pastoral ministries persons.**
5. **Develop/strengthen/direct ongoing program of Pastoral Ministries in the Association.**
6. **Promote state, regional and national conferences for Pastoral Ministries persons.**
7. Report progress of Associational Pastoral Ministries work to the Association and to the state Pastoral **Ministries (church administrator) Director.**

ORGANIZAnON REVIEW COMMITTEE
Baptist Men's Ministries' Director
Proposed Job Description

Date Adopted, _____

The Director of Men on Missions shall have the following job description:

1. Serve as a member of the Associational Council.
2. Work with the member Churches of the Association to develop a plan to help Churches in their Association involve men, young men and boys in missions.
3. Organize Baptist Men's Ministries in the Churches and help Churches evaluate existing Baptist Men's Ministry work. Plan, promote and conduct Associational Baptist Men's missions' activities.
4. Trains local Church Baptist Men's leaders by planning, promoting and conducting training within the Association and by promoting Baptist Men's training conferences offered by the State.
5. Promote attendance at State and Convention-wide assemblies, clinics, conventions, institutes and workshops in which Baptist men are involved.

Additional duties of the Director of Baptist Men's Ministries with the Basic Organization:

- 1, Lead in the enlargement of Baptist Men's Ministries work, starting new work in Churches without any Baptist Men's Ministries work.
2. Strengthen Church and Associational Mission action and personal witnessing work.
3. Serve on Missions Development Council.

ORGANIZATION REVIEW COMMITTEE
Baptist Women's Ministries' Director
Proposed Job Description

Date Adopted _____

The Director of Baptist Women's Ministries shall have the following job descriptions:

- I. Serve as a member of the Associational Council.
2. The Director of Baptist Women's Ministries shall lead in planning, promoting, conducting and evaluating **Associational Women on Missions work**.
3. The Director shall work with the Director of Missions, other professional staff as appropriate and/or the Moderator.
4. Lead the Associational Baptist Women's Ministries' Council.
- S. Confer with other Associational Baptist Women's Ministries' officers, train them and assist them in their work.
- 6. Consult with Church leaders concerning the strengthening of existing Baptist Women's Ministries work.**
- 7. Preside at Associational Baptist Women's Ministries' activities.**
- 8. Assist the Associational Baptist Women's Leadership Committee in finding their officers.**
9. Appoints committees as needed and consults with them about their work.
10. Report progress of Associational Baptist Women's Ministries' work to the Association and to the State Office regularly.
- II. Assist in developing all women's groups doing Missions formally and informally.**

Additional duties of the Director of Baptist Women's Ministries with the Basic Organization:

- I. Lead in the entanglement of Baptist Women's Ministries work, starting new work in Churches without any **Baptist Women's Ministries work**.
- 2. Strengthen Church and Associational Mission action and personal witnessing work.**
- 3. Serve on Missions Development Council.**

ORGANIZATION REVIEW COMMITTEE
Associational Stewardship Director
Proposed Job Description

Date Adopted, _____

Associational Stewardship Director shall inform, promote and lead in activities that will help the Churches and Church members develop their stewardship potential.

The Director shall have the following responsibilities:

1. Make prayer a primary concern. Each person shall pray regularly for the Churches and the work in the Association.
2. Cooperate with Associational leadership and State Stewardship personnel in ongoing work and special projects.
3. Set goals in keeping with the Council's tasks and make necessary promotional plans to achieve goals.
4. Establish a calendar of Stewardship and Mission support activities.
5. Submit ministry proposals and estimated costs for the council's work during Associational budget development.

ORGANIZATION REVIEW COMMITTEE
Associational Moderator
Proposed Job Description

Date Adopted _____

Associational Constitution, Article IV, Section 3.a reads: The Moderator shall preside over Associational meetings, decide points of order or refer to the parliamentarian for rulings, vote in case of a tie, appoint such committees as are necessary to efficiently dispatch of the business of the Association and in general, perform any function commensurate with the objectives of the Association.

The Associational Moderator is elected for a two-year term.

ORGANIZATION REVIEW COMMITTEE
Associational Vice-Moderator
Proposed Job Description

Date Adopted _____

Associational Constitution, Article IV, Section 3.a applies to the Vice-Moderator in the absence of the Moderator. The Vice-Moderator shall assist the Moderator as requested.

The Associational Vice-Moderator is elected for a two-year term.

ORGANIZATION REVIEW COMMITTEE
Associational Audio Visual Library
Proposed Job Description

Date Adopted _____

The Associational Audio Visual Library will be maintained by the Associational Secretary. Churches/Members may **borrow the videos, materials, etc., for two weeks.**

