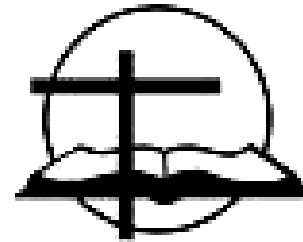


**Leadership Manual: Basic  
Information For TRBA Leadership**

**All Committees & Council  
Members Meeting**



**The purpose of the Tar River  
Baptist Association:**

**To strengthen the local  
church and impact lostness**

**TAR RIVER BAPTIST  
ASSOCIATION**

**Date: 03/14/2011**

**RESERVE PARTY TRAILER BY EMAILING  
MEREDITH@TARRIVERBAPTIST.COM**

**Current Staff and Contact Information**

**Associational Missionary: Dougald McLaurin**

dougald@tarriverbaptist.com  
252-883-7896 (cell)

**Ministry Assistant: Sherri Barham**

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**Associational Ministry Intern: Meredith Byrd**

meredith@tarriverbaptist.com

**Bookkeeper: Susan Stamper**

susan@tarriverbaptist.com

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**Moderator: John Byrd**  
**Vice-Moderator: Henry Stamper**  
**Treasurer: J.W. Reel**  
**Ass't Treasurer: Jean Lloyd**

**Office Hours**

Monday—Friday: 8:30 AM—4:30 PM

(We make every effort to communicate when there is a change in our office hours. If it is short notice, we make announcements on FaceBook. It is always a good idea to make appointments before coming to the office to work on a special project or to meet with a member of the staff. )

***Your TRBA is dedicated to serving our member churches in your efforts to strengthen the local church. Feel free to call on us!***

***Please—as in all ministry—strive to be fluid and OPEN to the Leadership of Holy Spirit.***

## Teleconferencing Procedure

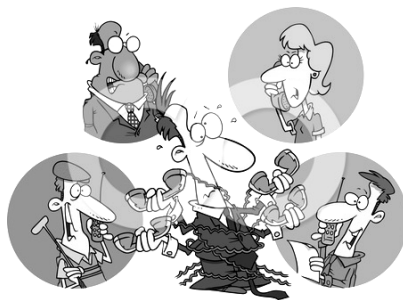
Truth is, by the time some of you can drive to Louisburg, a well-planned meeting could have already been completed with the use of teleconferencing. **If you can make a telephone call, then you CAN use teleconferencing!**

TRBA has set up an account with Mr. Conference for telephone conferences. The procedure is simple:

- Dial 712-338-8710
- Your extension (room number) is 842—so, when prompted, enter 8 4 2 # on the keypad
- Our “conference room” is available 24/7 so you can set the time for your conference call, email/call team members, and conduct the meeting from anywhere at any time
- Simply follow the verbal instructions and you can enter into the meeting.

### Special keys are:

5 to mute  
4 to unmute  
# to check number  
of people in  
the room



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**Music will play until the next caller enters the room if you are the first to enter.**

*Pray that God will bless our efforts to better serve Him in the life and work of the association. In all that we do, our ultimate goal is to strengthen the local church and impact the lostness of the world we live in during THIS generation!*

## Meeting Agenda

### Opening Prayer

### Meeting Primary Purpose

Though the meeting’s purpose is multifold, the primary purpose of tonight’s meeting is to provide information to all committees and councils regarding our establishment of TRBA “meeting nights” to more effectively serve the needs of our member churches as an association.

### CCM Interim Update

After prayer and evaluating the needs of the association, the ALT will be recommending to the full association that TRBA use an interim (CDMI partnership with SEBTS ) to (1) evaluate the CCM ministry needs of the association, (2) evaluate additional needs of the association prior to bringing on a person in a permanent position, and (3) that we use funds from the current CCM Salary line item to fund this position. Details will be forthcoming and considered at the Spring Meeting.

### TRBA Spring Meeting

Will be held TUESDAY night, April 26th at Sandy Creek Baptist Church. PLEASE NOTE THIS IS A CHANGE IN THE MEETING NIGHT DUE TO VOTE BY THE FULL ASSOCIATION. ***It is expected that all written reports for the meeting should be in Sherri’s hands NO LATER THAN March 15th (tomorrow) - for THIS INSTANCE, we will delay the deadline until Tuesday, March 22nd to include in the Book of Reports, and that the chair and/or representatives from each council/committee be in attendance at the quarterly meetings.***

**To be more effective, we need to adhere to the following schedules:**

1. Check requests should be made to TRBA Staff, with full details and instructions (preferably with appropriate forms), NO LATER THAN the 10th and 25th of the month. We MUST allow several days to get checks signed as TRBA staff members do not sign checks.

## Meeting Agenda (continued)

To be more effective, we need to adhere to the following schedules: (continued)

2. For written reports to be in the agenda documents for quarterly meetings and/or to be placed on the agenda for quarterly meetings, you need to adhere to the following deadline schedule:
  - April Spring Meeting Deadline: March 15th
  - July Quarterly Meeting Deadline: July 10th
  - October Fall Meeting Deadline: September 15th.
  - January Quarterly Meeting Deadline: January 10th.
3. Deadlines for TRBA monthly/periodic publications:
  - **Currents of the Tar** (Feb/Apr/June/Aug/Oct/Dec) - 10th day of the month preceding
  - **Mid-Stream** (Jan/Mar/May/July/Sep/Nov) - 10th day of the preceding month
  - **The Navigator** (Monthly e-zine to pastors @ 15th of the month detailing next 4 weeks and announcing upcoming events) - the 10th day of each month
  - **Calendar Connections**—basically, this is a calendar link and you may add items to the TRBA Calendar and/or to Church and Community Events Calendar AT ANY TIME. ONCE A MONTH, around the end of the month, TRBA will send out an e-zine with links to the TRBA Church calendar.

*Please note: we are attempting to NOT fill people's email boxes with so much stuff from TRBA that they ignore the important information we are sending out. Less frequent, but detailed information is far better than more frequent emails. Please assist us by getting the info to us in a timely manner.*

## TRBA Connecting Pathway Teams (continued)

8:15 PM Leadership Council Meets

The true purpose of this BRIEF meeting is to coordinate the next month's meeting needs an follow-up prior to leaving the office. As much follow-up is put off "until later" and often not until the day or two before the next meeting, this may be the most important element of this strategy.

### ALT and Finance—No, not yet!!!!

At present, it is assumed that the ALT and the Finance Committee will NOT be able to meet on fourth Mondays.

They are currently scheduled to meet at 7:30 AM (ALT) and 10:00 AM (Finance) on SECOND Wednesdays. ***It may be that other teams will need to meet at alternate times.***



**“Any two people, genuinely seeking God can work together.” (Jimmy Draper, former President LifeWay Christian Resources)**

(This has become a guiding principle as I strive to be obedient to the call of God to strengthen His church!)

**TRBA Connecting Pathway Teams (continued)****Leadership Council**

The Leadership Council will be made up of the five Team Leaders and the Associational Missionary. The Leadership Council will serve to coordinate the teams and to make recommendations to the ALT from the various ministry teams and sub-teams. The Leadership Council will meet on a monthly basis or as required. The Associational Missionary serves as the chair of the Leadership Council.

**Meeting Schedule**

An attempt will be made to set up meetings to require a minimum number of meetings, but comply with the TRBA ByLaws. Much business will be conducted via email and telephone conferencing to avoid being away from family and church to do the work for the association. The ultimate goal is to have ONE meeting night per month (maximum and if needed) in which the following structure is followed:

6:00—7:15 PM      All sub-teams meet

**Not all committees/councils will be meeting monthly as there is not a need. Eventually we will be able to “assign” regular meeting nights to the various committees/councils.**

7:15—8:15 PM      All Teams meet

**The purpose of this meeting is to coordinate efforts in each area of ministry need in the association, to avoid duplication of effort, to more effectively communicate and coordinate efforts between committees, etc. As our efforts increase on these teams, we will become more efficient/effective in the work we have been called to do together. Our ultimate goal is to work toward five ministry teams empowered to do the work of the association.**

**TRBA Connecting Pathway Teams**

Thus far, the theme of this meeting has been “to be more effective.....” To maximize our effectiveness in delivering to our member churches activities, training, resources, and missions/ministry opportunities, we are moving to a different approach in our meeting schedule. Though the process may **APPEAR** complicated, it will—eventually—**NOT** be!!! However, I believe it will produce stronger missionally engaged member churches. The process will need to be “tweaked” in the beginning, but the basic guidelines/process will be as follows: **Fourth Monday Nights of Each Month Will Be “Meeting Night” at TRBA.** Most likely, December will NEVER be in this rotation!

**Basis for this decision:**

1. Quarterly meetings are already scheduled for association-wide meeting nights.
2. All councils and committees are scheduled to meet at least quarterly according to the ByLaws.
3. Staff members will be in attendance and available to all committees and councils/questions can be immediately addressed. This—more effective..
4. As we learn the process, committees and councils that need to meet together and/or have follow-up needs with other committees to accomplish their tasks can schedule combined meetings, etc. Thus—more effective.
5. Having Council Directors/Committee Chairs to stay briefly after meetings or coming in for that later meeting provides opportunity to work together more effectively.
6. Allows us to more effectively plan as staff and leadership so that we will not interfere as much with the local church.

**TRBA Connecting Pathway Teams continued)****All Councils/Committees Divided Into Teams****Administrative Team**

The Administrative Team will be responsible for day-to-day operation needs of the Association's organization.

The Administrative Team serves at the direction of the Messengers in Session. No decisions that are not supported by previous Messengers in Session authorizations or directives may be enacted by the Administrative Team. The Administrative Team will be made up of the current TRBA Ministerial Staff (AM, Ministry Assistant, CDMI) and members of the Sub-teams (Committees and Councils) related to the daily administration of the association.

Sub-teams: Personnel, Finance, Building and Grounds, Nominating, ByLaws, Credentials, Tech Council, Crisis Care (Benevolence), Ordination Advisory Council, History Council. The Moderator serves as the Administrative Team Leader and he and the Associational Missionary would work together to accomplish this area of work. **The chairs and directors of the above sub-teams serve as the actual members of the Administrative Team.**

**Church Strengthening/Leadership Development Team**

The Church Strengthening Team will be comprised of those persons demonstrating a passion and giftedness in the area of assisting churches/church leaders to be healthy and in pursuit of their God-given vision. The Church Strengthening/Leadership Development Team is to intentionally assist churches toward developing and following God's vision and mission and to assist member churches with creative, customized development of leaders to enable church health and vitality.

**TRBA Connecting Pathway Teams (continued)****TRBA Team Leaders' Commitments  
(Continued)**

- Will agree to conduct meetings with an agenda, getting as much information to team members in advance as possible, etc. to make the best of team members' time.
- Will use e-mail and teleconferencing to keep team members informed.
- Will get minutes of all meetings to TRBA Ministry Assistant in a timely manner after each meeting and communicate with the next level of leadership after each meeting for all follow-up needs.
- Will seek to get all information to the various TRBA communication tools in a timely manner to maximize effectiveness as a servant leader in the association.
- Will seek to be learners as well as leaders to best help churches in the association have the best resources available.
- Will value working together as a team with other team leaders, associational staff, and other associational leadership.
- Will commit to pray regularly for the members of their team and associational leadership.

***All of us genuinely making the above commitments will strengthen the church and impact lostness!***

**TRBA Connecting Pathway Teams (continued)****TRBA Team Leaders' Commitments**

- Will commit to serve with a sense of a call of God to impact Kingdom.
- Will not allow the commitments of the association to interfere with their responsibility as an active church member in the local congregation.
- Will acknowledge that their service as team leader has great impact on the member churches of TRBA; that the leadership of Holy Spirit is needed to accomplish his tasks in this leadership position (we lead best when we are led by the Spirit); and will dedicate themselves to personal spiritual practices that will enhance the Holy Spirit leading in their lives.
- Will agree to assist TRBA in implementation of their core values – strengthening the local church and impacting lostness, and bring forward only those recommendations in keeping with those core values.
- Will agree to be open to the insight and input of others working with them in the work before the team and, as new principles are learned, take those ideas into their local church to strengthen the church in its ministries to the community.
- Will be prepared to meet at least once per month (including quarterly meeting nights of the association). If the Team leader can not be present, he/she will make arrangements for someone else to lead or represent the team.

**TRBA Connecting Pathway Teams (continued)**

Sub-Teams: Sunday School Council, Discipleship Council, Music Council, Media/Library Council, Youth Council. The Sunday School Director will serve as the Church Strengthening/Leadership Development Team Leader. **The chairs and the directors of the above sub-teams serve as the actual members of the Church Strengthening/Leadership Development Team.**

**Impacting Lostness Team**

The Impacting Lostness Team will be comprised of those persons demonstrating a passion and giftedness in the area of evangelism development and church planting. The Impacting Lostness Team's mission is to assist churches to plant relevant reproducing churches and to assist existing churches to be engaged in evangelistic efforts.

Sub-Teams: Evangelism Council, Missions Development Council, Recreational Council, Crisis Care (Benevolence). The Missions Development Council Director serves as the Impacting Lostness Team Leader. **The chairs and the directors of the above sub-teams serve as the actual members of the Impacting Lostness Teams.**

**Ministry and Missions Team**

The Ministry and Missions Team will be comprised of those persons demonstrating a passion and giftedness in the area of recognizing and developing methods of ministry to meet human needs in the local community and around the world. The Mission and Ministry Team's mission is to assist member churches to explore and engage in ministry and mission to the community and around the world and to assist churches to network with other churches for the outward expression of the gospel.

**TRBA Connecting Pathway Teams (continued)**

Sub-Teams: Baptist Men's Council, CCM Council, Partnership Missions Council, Women of Tar River. The Partnership Missions Council Director (currently vacant) serves as the Missions and Ministry Team Leader. **The chairs and the directors of the above sub-teams serve as the actual members of the Missions and Ministry Team.**

**Prayer Team**

The Prayer Team will be comprised of those persons demonstrating a passion and a giftedness in the area of prayer. The team will lead in maintaining on-going prayer for the churches and members of the churches in specific areas of Kingdom needs. The team will engage and encourage people to pray for renewal and revival and for the impacting of lostness in TRBA and surrounding areas. The prayer team will also encourage and enable the development of prayer coordinators in all TRBA churches.

Sub-teams: TRBA Leadership Prayer Team (Comprised of representatives from each team (not the team leader), Women's Prayer Team (both new sub-teams). The chair of the TRBA Leadership serves as Team Leader for the Prayer Team. **Two members from each of the Prayer Team sub-teams, one being the chair of each, serves as the actual members of the Prayer Team.**

**TRBA Connecting Pathway Teams (continued)****General Team Information**

- Teams have permission under the guidance of the Leadership Council to form temporary sub-teams (other than the ones already ascribed) to carry out short term assignments consistent with the mission of the team and vision/mission of the association.
- Each team is accountable to the Messengers of the Association for the general directives and overall team mission.
- The team is financially accountable to follow the policies and procedures approved by the full association for requesting and dispensing funds.
- Accurate and complete records must be kept by each team and monthly activities submitted to the Leadership Council prior to its monthly meeting. Minutes from each meeting must be emailed to the TRBA Ministry Assistant for historical records and auditing purposes.
- The Associational Treasurer is restricted from approving checks for payment without appropriate protocol records.

*This division into teams, orchestrated meeting nights, and permission to move forward in your charge as ministry teams will strengthen the church and impact lostness!*