



Greater Cleveland County Baptist Association

“Uniting Congregations in Effective Missions, Ministry, and Disciple Making.”

Policies and Procedures

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*Vacation Policy Updated 4/9/19

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Mission of the Greater Cleveland County Baptist Association (GCCBA)

The GCCBA exists to unite congregations in effective missions, ministry, and disciple-making. Our goal is to bring the churches of the association together to help them bring glory to God, make disciples, and bless their communities. We do this by offering support for pastors, staff, and church leaders. We offer fellowships and coaching for pastors and staff, as well as providing training for church leaders. We create mission partnerships in Cleveland County, other associations in the United States, as well as churches abroad. Together with the churches of the association, we want to provide community assistance to those in Cleveland County, seeking to show them the love of Jesus Christ by meeting basic physical needs. Our prayer is that as an association we can reach the 80,000 people who are far from God by making disciples who make disciples.

GCCBA Teams

Business Affairs Team

The Business Affairs Team should have quarterly meetings to handle the responsibilities assigned to this team. The agenda for the meetings will be prepared by the Associational Missionary who will rely upon the Administrative Assistant Office Manager to see that needed materials are in the hands of each team member when the team meets.

The Business Affairs Team shall follow particular guidelines as are spelled out in this Associational Handbook in carrying out their responsibilities.

Particular Responsibilities

1. Budget

The Business Affairs Team, in the process of preparing a proposed budget, should consult with the Personnel Team, Business Affairs Team, Administrative Assistant/Office Manager, and any others who would need money budgeted.

They will have the authority to make adjustments during the year in line items if needed, as long as, it will not increase the total budget nor alter the intent of the budget.

They will seek to maintain a contingency fund in a Money Market Account that will equal to at least 5% of the operating budget. In consultation with the Clerk Treasurer, the team will control the flow of money in and out of the Money Market Account.

2. Applications for Membership

The Business Affairs Team will handle all applications that come from churches desiring membership into the Association and shall follow the guidelines under By-Law I: Membership.

3. Bi-Annual Meetings & Resolutions

The Business Affairs Team and the Leadership Team will prepare the agenda for the Bi-Annual Meetings and have it printed in the Beacon the month prior to the meeting. They shall present to either of the Bi-Annual Meetings any resolution that they feel is

appropriate and necessary which shall include a resolution of appreciation to the host churches, as well as, a resolution to any organization or individual which would be worthy of commendation. They shall also dedicate the Annual Minutes to a deserving person or persons.

4. Overseeing of Operations

The Business Affairs Team shall oversee the operations of the Associational office by providing necessary and adequate equipment and supplies. They shall rely upon the office personnel to keep them informed as to the need and the approximate expenditure it would take to meet the need. Whenever possible, expenditures should be anticipated so that they might be budgeted for before the need arises.

They shall also see that all property is covered with adequate insurance and that proper and routine maintenance is timely done. For simple maintenance, help from Baptist Men groups and volunteers within our Association should be sought.

5. Memorials

The Business Affairs Team shall recognize deceased ministers in an appropriate way, as well as, laypersons who have made an outstanding contribution to the life and work of the Association,

Enlistment Team

The Enlistment Team will seek to involve as many different qualified persons from the churches within a particular group as is possible. The selection of team members should rotate among the churches within a particular group. Every cooperating church should eventually have a member on one of the teams.

In nominating team members, consideration should be given to a person's leadership ability, as well as, knowledge and skill in the area of responsibilities.

Particular Responsibilities of Enlistment Team

The Enlistment Team will provide forms at the appropriate time (for leadership in January and for teams in June) for people to nominate individuals for a particular team or a particular office in our Association. All nominees shall be given consideration by the Enlistment Team. A mere recycling of members on a team should not occur.

Whenever the Leadership Team requests the formation of a special Project Team, the recommendation for such a team should be made at the following meeting of the Leadership Team or the next Bi-Annual Meeting, whichever occurs first.

Leadership Team

The Leadership Team will address the health of the Association. They will seek to determine areas of need and how those needs might best be addressed. They will be concerned about the spirit or lack of spirit of cooperation among the churches and ways in which relationships between the Association and member churches might be strengthened. They will seek to network churches to each other and to the Association by whatever means that seem appropriate. They will also be sensitive to the overall needs of the people in Cleveland County.

Particular Responsibilities of Leadership Team

1. Moral Climate of Cleveland County

The Leadership Team should give continual attention to the moral climate of the county and do all within its power to help improve conditions in whatever area that needs to be addressed. Moral climate shall include, but not be limited to, such areas as substandard housing, proliferation of alcohol, gambling, and race relations.

2. Spiritual Enrichment of Cleveland County

The Leadership Team should address the spiritual needs of the people in the county that might best be met through evangelistic endeavors, such as, mass evangelism. They should also address the need for spiritual enrichment and provide area-wide opportunities for this to take place.

3. Mission Opportunities

The Leadership Team should be sensitive to the opportunities for reaching the unreached in Cleveland County. They shall explore all mission opportunities throughout the county and shall seek out particular churches or organizations to address those opportunities. Whenever it is determined that a mission point should be established at a particular location, they shall then assign the responsibility to a particular staff member, ask the Enlistment Team to recommend a Project Team, or assume the responsibility themselves.

4. Personnel Team

The Team Leaders from each of the six groups of churches shall compose the Personnel Team and they shall handle all personnel matters relating to the Associational staff. They shall recommend a personnel budget to the Business Affairs Team and maintain appropriate personnel policies.

They should be available if a personnel problem should arise and work closely with the Associational Missionary in all personnel matters. In December each year, the Associational Missionary (AM) will do a staff review on each staff member. The AM will share a review report with the Personnel Team at their January meeting. A mid-year review will be done in May by the AM.

OPERATIONAL PROCEDURES

Publication of Beacon

The Beacon is published each month Any item submitted for publication must be in the office no later than the 10th of the month and it must be approved for publication by both the Administrative Assistant Office Manager-and Associational Missionary. Items must be of general interest to the churches in our Association and must not personally benefit any individual.

Mailing List

Our mailing list and email list is not for the general public. We do not provide either mailing labels or mailing list to any organization other than one that relates in some way to our Association. Judgment is made by both the Administrative Assistant Office Manager and Associational Missionary.

Reserving Facilities

If someone desires to reserve the conference room or the room downstairs, they must call the Associational office and have the Administrative Assistant Office Manager record the time and date on the Reservation Calendar. There are particular times on particular days of the month that it will not be available because of scheduled Associational meetings. A key to the building must be picked up during office hours. The key must be turned in the next business day following the scheduled meeting or event. For recurring events or meetings the key may be kept until the last meeting planned. A key registry will be kept by the Administrative Assistant Office Manager.

The Belwood building is currently being used by Gethsemane Baptist Church and is not available for reservation. If the church ceases to meet there and use the facility, then the Leadership and Business Affairs team will need to determine the parameters of the building to be used.

Use of Associational Equipment

All association equipment should be inventoried. This includes tables, chairs and electronic equipment.

Any church desiring to use any audio-visual equipment may reserve any particular piece by calling the Associational office. It must be picked up during office hours and returned promptly after its use.

All the books, DVD's, teaching and learning aids, etc. in the Associational library are for the use of our churches. They may be reserved or just picked up. They will need to be checked-out by the Administrative Assistant Office Manager.

There is a limited number of tables that can be reserved if they would not be needed for a scheduled meeting at the office building. Call the Associational office for their availability.

Associational Office Hours

The Associational office is open from 8:00 AM until 5:00 Monday through Thursday.

The Associational office is closed on New Year's Day, Martin Luther King Day, Good Friday and Easter Monday, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day and the Friday following Thanksgiving, and the week of Christmas through New Years Day.

From time to time it becomes necessary to close the office for a work day, especially around the time of the Fall Bi-Annual Meeting. With the interruptions from the telephone and people dropping in, it is very difficult to produce the materials for the Book of Reports. Whenever the office sees that it will need a day, if at all possible, it will be announced in our publications and on social media and website calendar.

Whenever a staff person has a birthday the office closes at lunch in order for the staff to celebrate the person's birthday at a local restaurant. This usually will take place from 11:30 to 1:00. If there are more than one in a month, they will do one lunch to celebrate all the birthdays in that month. Also, when a staff member leaves by either retiring or resigning, that person is taken out for lunch and the same schedule is followed as when one has a birthday.

Once a year a luncheon is given for the volunteers. This is a way we show our deep appreciation to the many volunteers who help us each week. Without the help of the volunteers we could not do all that is done nor could we do what is done as effectively. Because all the volunteers are invited to the luncheon and the presence of all the staff is necessary in order to show staff appreciation, the office will be closed from 11:30 to 1:00.

The office will be closed at least one day each year for a staff retreat to plan and work on team building skills.

The Greater Cleveland County Baptist Association
Job Description
Associational Missionary

The Association Missionary will lead in planning and coordinating the work of the Association in accordance with the Purpose Statement of the Association. The Associational Missionary will also serve as the chief administrative office for the Association, its officers, staff and facilities, and will work with all the Teams of the Association.

Specific Duties/Tasks

- Supervise all GCCBA Staff. Efficiency, work hours, vacation time, etc.
- Work to maintain a team environment with all staff and volunteers.
- Communicate and visit regularly with GCCBA Pastors and Churches.
- Will be an Ex-officio member of all GCCBA Teams
- Work closely with Association Moderator and Vice-Moderator
- Submit written reports to Leadership/Business Affairs Teams at their meetings. (Usually Quarterly)
- Submit annual report for GCCBA book of reports and an oral report at Biannual Meetings of the Association.
- Work with President, Vice-President, and Treasurer of Ministers Conference to create and maintain a viable conference to GCCBA Pastors
- Keep office in a presentable manner that is welcoming to guests and visitors.
- Be available to pastors and churches for assistance and counsel.
- Maintain regular office hours.
- Maintain a good relationship with state and national partners. (NCBSC, Associations and SBC)
- Develop and maintain a good relationship with local partners, businesses, and agencies.
- Work with GCCBA Staff and Pastors to create training opportunities for the association.
- Coordinate and set up quarterly Tuesday Bible Studies.
- Oversee the Baptist Counseling Center
- Submit grant requests or funding requests to help support the ministries of the association

The Greater Cleveland County Baptist Association
Job Description
Administrative Assistant/Office Manager

The Administrative Assistant/Office Manager is vital role for the GCCBA. They are the first person that a person sees when coming into the office. They are to make sure the operations of the office are handled in a manner that is Christlike, professional, and efficient. They are to assist the Associational Missionary, GCCBA staff, and teams with administrative duties. At times, they too will be a minister and resource to pastors and church staffs in the association.

Some Specific Duties/Tasks:

- Answer the phone and greet office visitors
- Keep updated records on churches, pastors, and church staff
- Write checks and keep quickbooks updated
- Provide regular financial reports to the Associational Missionary
- Provide accountant with needed information to reconcile accounts and payroll
- Make regular deposits
- Update social media, website, and GCCBA Calendar
- Keep proper communication with churches
- Prepare, and mail out the Beacon each month.
- Keep up with petty cash balance
- Collect reports and prepare books for Bi-Annual Meetings
- Take minutes at the Bi-Annual Meetings
- Prepare necessary copies and forms for team meetings
- Distribute the Annual Church Profile (ACP) to churches for completion.
- Keep ACCESS data up to date for Diploma Program
- Make the Jail Ministry Schedule
- Coordinate and schedule building usage, and make sure rooms are ready for meetings.
- Coordinate and schedule volunteers
- Keep up with employee sick days, and vacation
- Make sure someone is in the office during office hours

As situations change in our Association, the Administrative Assistant/Office Manager may be called upon to do other tasks and duties as time and resources are available.

The Greater Cleveland County Baptist Association
Job Description
Missions and Ministry Team Leader

The Missions and Ministry Team leader is responsible for encouraging churches to be on mission in their communities. They will develop partnerships locally, nationally, and globally to help churches engage in missions. They are also responsible for the ministries of the association.

Some Specific Duties/Tasks:

- Supervising the food pantry and clothing room
- Coordinating church donations for ministries
- Assist clients and churches with any requests for monetary assistance (medicine, utilities, etc.)
- Set up the daily assistance schedule
- Coordinate or create the ministries of the association (i.e. Back To School, Toy Store, Greatest Treat Festival, Friday Feed the Hungry lunch program, etc.)
- Enlist and train volunteers for the assistance office
- Work with and train churches in the area of Compassion Ministry
- Be available for mission presentations at churches
- Assist churches with any mission need
- Work with the AM and the Summer Missionary to plan the annual summer mission trip.
- Work with AM to plan annual international mission trip
- Have a good working relationship with NC Baptist On Mission, and The Shelby Mission Camp
- Keep track of and report monthly assistance numbers
- Submit a written report for Leadership and Business Affairs Meetings and Bi-Annual Meetings

As situations change in our Association, the Missions and Ministry Team Leader may be called upon to do other tasks and duties as time and resources are available.

The Greater Cleveland County Baptist Association
Job Description
Hispanic Language Missionary

The Hispanic/Language Missionary is to serve on the staff of the Association and be allowed to serve as a bi-vocational pastor. Their main focus is to be in the Hispanic population, but to remain sensitive to the presence of other language groups and to inform the Associational Missionary as to when and how work among such groups could begin.

Some Specific Duties/Tasks:

- Seek areas in Cleveland County which need an established work among Hispanics
- Work with Associational Missionary, and Baptist State Convention of NC leaders in establishing new works
- Seek partnering churches for new works
- Work with Missions and Ministry Team leader to provide for spiritual, physical, social, and emotional needs of Hispanic and other ethnic groups
- Keep regular office hours and submit timesheet monthly
- Submit a written report to Business Affairs, Leadership Teams, and Biannual Meeting
- Be available to go on associational mission trips

As situations change in our Association, the Missions and Ministry Team Leader may be called upon to do other tasks and duties as time and resources are available.

The Greater Cleveland County Baptist Association
Job Description
Summer Missionary

The GCCBA Summer Intern is a college student who will work for ten weeks to assist churches and the association in ministry and evangelism projects including VBS, Mission Trips, Friday Lunch program for the homeless, Back to School Project, and emergency and relief ministry.

Here are some of the duties that the summer intern will do during their ten weeks:

- Answer the telephones
- Help prepare monthly newsletter
- Assist in filing papers
- Other office duties
- Assist smaller churches with outreach opportunities
- Be involved with local community ministry opportunities
- Assist with GCCBA Summer Mission Trip planning
- Assist with the Friday Lunch Program
- Assist with Back To School Project
- Other duties assigned by GCCBA staff

Personnel Policies

Introductory Statement

The Personnel Team, Associational Missionary, Leadership Team, and the body of churches have the responsibility and the authority to administer the Association's personnel policies.

Equal Employment Opportunity

In the employment of GCCBA staff, administration of work schedules, and payment of wages, GCCBA shall conform to applicable government regulations.

It is the intention of the GCCBA to provide equal employment, promotion and assignment opportunities to all employees and applicants for employment. No person will be discriminated against in employment because of race, color, sex, age, marital status, or national origin except when there is a bona fide occupational qualification involved.

Employment of Staff Personnel

In the calling of the Associational Missionary, his calling shall be conducted by a Search Team according to the By-Laws.

All other staff persons shall be sought by the Personnel Team and then recommended to the Leadership Team and Business Affairs Team for employment. The team members must receive biographical information of the candidate one week prior to voting. To be employed, a candidate must receive a positive vote from three-fourths of the members present on the day of the vote.

The position of the Summer Missionary will be decided on by the Associational Missionary.

Classification of Positions

The Fair Labor Standards Act requires that each job position be classified as exempt or non-exempt.

Exempt Employees (Elected Staff)

Generally, an exempt employee is a person who holds an executive, administrative, or professional position who spends more than sixty percent of his or her time on duties that require the exercise of independent judgement and discretion. Exempt employees are not covered by the Fair Labor Standards Act.

Non-Exempt Employees (Employed)

Generally, a non-exempt employee is subject to all the provisions of the Fair Labor Standards Act. Therefore, the wage and overtime requirements apply.

Duties of the Associational Staff

The Associational Missionary, as administrator of the Association, shall direct the members of the Association staff in the performance of their responsibilities.

All staff members are responsible for performing their duties as outlined in their respective job description and for loyally supporting the administration of the Associational Missionary.

Since the work of others often depends upon individual cooperation, tardiness of person or work should not occur.

All staff members should be courteous to fellow employees, members of the churches, and visitors who come to the office building.

For conduct unbecoming a staff member, the staff member can be suspended by the Associational Missionary immediately. Action on the suspension will be taken by the Personnel Team. The Leadership Team will then be informed as to their action and as to why such action was taken. A staff member may request a hearing before the Leadership Team. The decision of the Leadership Team will be final.

When in the judgment of the Associational Missionary, a staff member renders unacceptable service, the Associational Missionary is to inform the staff member, being specific about the problem, and offer suggestions as to how the problem might be solved. Documentation of time and content of conversation shall be made by the Associational Missionary. If the staff member continues to render unacceptable service, this procedure shall be followed a second time and the Personnel Team is to be informed. If the performance of the staff member does not improve, the Personnel Team and the Associational Missionary shall then decide what is to be done and act accordingly. The Leadership Team will then be informed as to their action and as to why such action was taken. The staff member may request a hearing before the Leadership Team. The decision of the Leadership Team will be final.

Expectations of all Associational Staff

All staff members are expected to perform their duties in a dignified and orderly manner. They are to be mindful of their dress, their personal appearance, the appearance of their work space, and their attitude toward their work, fellow staff, and members of all the churches. They are to be on time to their work and with their work. They are not to read personal material or work on personal matters during working hours.

All staff members are expected to have a sense of responsibility to God, to the Association, and to each other.

Rights of the Association Staff

Each staff member, at the time of employment, will be given a job description outlining the particular areas of the employee's responsibilities. Hours of employment, salary, annual vacation, sick leave, and paid holidays will also be given to the employee at the time of employment.

All members of the staff may submit grievances directly to the Associational Missionary. When a grievance or a problem cannot be resolved, the Associational Missionary will then take it to the Personnel Team.

Staff members may terminate their employment at any time, however a two-week notice should be given unless circumstances will not permit.

Separation of Employment

All resignations should be given to the Associational Missionary. The AM will then notify the Personnel Team, Leadership Team and the Business Affairs Team. The Associational Missionary should submit his resignation to the Leadership and Business Affairs Team.

Resignations should be given a minimum of two weeks in advance of final day of employment.

Any accumulated vacation time will be allowed or paid.

Keys and GCCBA equipment should be turned in by the last day of employment, unless other arrangements are made with AM or Office Manager.

GCCBA social media (Twitter, Facebook, or Instagram) should not be used by employee after employment is terminated.

GCCBA email will cut off on the last day of employment.

Dismissal of exempt staff shall be made by the Personnel Team after consultation with the Associational Missionary. Dismissal shall be confirmed by the Leadership Team and the Business Affairs Team.

Per the constitution the employment of the Associational Missionary shall continue until terminated by mutual consent or request of either party (Leadership Team or Association)

Termination of non-exempt Support staff shall be at the discretion of the Associational Missionary and the Personnel Team.

In cases of insubordination, breach of confidentiality, sexual misconduct, substance abuse, use of illegal drugs, or serious illegal activities, the Personnel Team shall have the authority to terminate the employment of staff member immediately by two-thirds majority vote of all team members.

Association Office Hours

The Association office will be open from 8:30 until 5:00 p.m. Monday through Thursday. On Friday, the hours will be 8:30 until noon. This schedule may be changed if the Personnel Team determines that different hours or more hours are needed in order that the necessary work might be done.

Work Week

Sunday may at times involve responsibilities for some staff members that would be considered other than normal. Additional responsibilities at the time of the Bi-Annual Meetings may also require some time that would be considered other than normal. All time spent doing associational work that would be considered other than normal should be documented with the Associational Missionary.

Time Sheets

Each staff member will be required to fill out time a time sheet and turn into the Associational Missionary each pay period. A work journal may be kept by ministerial staff, but a time sheet must be turned in along with copies of the work journal.

Pay Day

All employees will be paid twice monthly; on the fifteenth and the thirtieth of each each month. When a payday falls on a weekend, the check will be deposited on the Friday prior to the usual date. Regular employees are paid by direct deposit.

Overtime Pay

Only non-exempt employees are eligible for overtime pay. Overtime pay must be approved by the Associational Missionary.

Maternity Leave

A staff member may be entitled maternity leave up to 12 weeks with paid leave for six weeks of this time. The six weeks paid leave does not count toward sick leave or vacation time.

Personal Illness

Illness requiring absence from regular assigned duties should be reported to the Associational Missionary or Association office by 9:00 a.m. on the first day of absence and each day thereafter, unless confined for a specific period of time by a physician.

Sick Leave

Each staff member shall be entitled to sick leave with approval of the AM.

Leave of Absence

Should the occasion arise when a leave of absence is requested by a member of the staff

due to personal business, extended illness in family, etc., the granting of such leave shall be considered by the Associational Missionary, Personnel Team, and the Leadership Team.

Death in Family

In case of death of a member of the immediate family, the staff member shall be paid for a reasonable absence. What is reasonable shall be judged by the Associational Missionary and Personnel Team. Immediate family is defined as spouse, children, parents, grandparents, siblings, and spouse's parents.

Jury Duty

Should a staff member be required to perform Jury duty requiring absence from regularly scheduled work, the staff member will receive pay. But, if dismissed from Jury duty early, the staff member will be expected to return to work for the remaining hours according to work schedule.

Vacations

It is the policy of the Association to grant vacation each year to all full-time staff members with pay. All staff members who work at least 22 1/2 hours per week will be eligible for vacation.

A weeks vacation will given when hired, two weeks will be given after five calendar years, and three weeks after ten calendar years.

The Personnel Team or Associational Missionary Search team may negotiate the Vacation Policy when an employee is hired, if the employee has worked more than five years at an organization or business.

Staff will need to submit their vacation preference well in advance for the Associational Missionary to approve

The official vacation period extends from January 1 through when the office closes for Christmas. The office is closed the week of Christmas through New Years Day.

Under normal conditions, each employee is required to take vacation within the year earned

Part-Time Staff

Those employed for less than 22 1/2 hours per week shall be considered for vacation time on an individual basis by the Personnel Team.

Holidays

New Year's Day
Martin Luther King, Jr. Day
Good Friday
Easter Monday
Memorial Day
Independence Day
Labor Day
Veteran's Day
Thanksgiving Day and Friday following
Christmas Week through New Year's Day.

In the event a holiday falls on a Sunday, the office will be closed the following Monday. If a holiday falls on a Saturday, the office will be closed either on the Friday before or the following Monday. This will be determined by the Associational Missionary. If a holiday falls on a staff member's day off, regular time off lost will be honored.

Holidays and the day they will be observed should be announced in the Beacon the month of the holiday.

Inclimate Weather

In the case of inclement weather, the Associational Missionary will make a decision about opening the office. That decision should be made with the wellbeing of GCCBA staff, churches, and clients in mind. The Associational Missionary should communicate the decision to the GCCBA Staff, churches and community as best they can.

In the event the sidewalks or parking lot needs to be scraped, the Associational Missionary will arrange the work to be done.

Days missed due to incimate weather will not count toward vacation or sick time.

Christmas Bonus

All staff members, both full-time and part-time, will receive a Christmas bonus as determined by the Annual Budget. This does not apply to any contract labor.

Withholding Tax

Federal law requires the Association to deduct a specified amount from each employee's salary. The Association is also required to withhold Social Security Tax, as well as, North Carolina Withholding Tax.

Mission Trips

Each and every member of the Associational Staff will be allowed to go on one mission trip per year with their own church.

The Mission Team Leader will be allowed to make two additional trips as long as they are

Associational sponsored trips or sponsored by a church within our Association other than his/her own church.

Mileage Reimbursement

Mileage reimbursement can be obtained with approval from the AM. Speakers will be reimbursed upon request at the IRS recommended rate. GCCBA Employees will be reimbursed mileage expenses quarterly for miles traveled for GCCBA business or events. Employees cannot be reimbursed for their commute to work Monday-Friday. Mileage reimbursement includes vehicle wear and tear. The employee will be reimbursed at the recommended IRS rate.

A Mileage Reimbursement form must be filled out and signed for reimbursement to be given.

Conflict of Interest

A. Policy

Those in positions of leadership shall recognize the trust that is place in them as stewards of the resources and ministries of the Greater Cleveland County Baptist Association. They shall act in the exercise of their duties and leadership with the best interests of the GCCBA as the first priority, and exercise their best judgement in providing that leadership on behalf of GCCBA. No employee, team member, or volunteer shall use his or her position, or knowledge gained through their roles, in any manner that creates a conflict between the interest of GCCBA and his or her personal interests. In order to comply with legal principles, and to avoid any appearance of impropriety, GCCBA leadership must be sensitive to potential conflicts of interest, and comply with the following provisions of the conflicts of interests policy.

B. Procedures in the Event of Potential Conflicts of Interests

GCCBA recognizes that not all potential conflicts of interest are inappropriate, and some actually are in the best interests of GCCBA, as when GCCBA purchases supplies or property from an employee, team member or volunteer who has a financial interest in the business or property. To assure, however, that such transactions comply with conflicts of interests principles and avoid any appearance of impropriety, the following procedures shall be observed.

1. Disclosure of Interests:
 - a. Whenever a team member, staff or volunteer may have a financial or other personal interest in a proposed transaction, he or she shall disclose such interest in writing prior to the associations consideration of the transaction.
2. Non-Participation in Decisions
 - a. Team members, staff, or messengers who have a financial or other personal interest shall not vote on whether such a transaction is approved, make motions on the matter or execute documents formalizing the transaction. Such nonparticipation shall be documented in minutes of the body acting on the proposed transaction.
 - b. Staff members who may have financial or other personal interest shall not approve any expenditure or enter into any obligations on behalf of GCCBA. Such approval must be made by the Leadership and Business Affairs Teams.

Volunteer Policy

The Greater Cleveland County Baptist Association is a 501(c)(3) Non-Profit organization that uses volunteers in many areas of its ministry. We rely heavily on volunteers to serve in our assistance ministry as well as in church resource and missions.

Due to the sensitivity of the information taken in the assistance office, volunteers who work directly with clients and their information will be subject to a background check.

Volunteers will be used in the following capacities, but not limited to these:

- Crisis Assistance Desk: answering phones, getting and filing intake forms, making appointments and assisting clients.
- Stocking food pantry and making food bags
- Organizing clothing room and assisting clients
- Filing papers, answering phones upstairs, etc.
- Assisting with the mailing out of the Beacon each month
- Assisting with other ministries of GCCBA (I.E. Jail Ministry, Back To School Ministry, Toy Store, Greatest Treat Festival, etc.)

Volunteers for the GCCBA will be expected to do the following:

- Arrive to volunteer on time. (Especially in the Crisis Assistance Office)
- Provide their own transportation (not GCCBA Staff)
- Answer the phones and speak to clients in a professional and compassionate manner.
- Follow instructions given by GCCBA staff.
- Treat all client information confidentially.
- Never take or handle any money.
- Treat other volunteers in a Christ Like manner.
- Abide by all Assistance Policies

GCCBA Staff will do the following to assist volunteers:

- Provide them with a schedule or notify them when they are to volunteer.
- Provide them with the necessary material and items to complete their duties.
- Keep them up to date with current Assistance Policies.
- Instruct them with any specific instructions.
- When possible, snacks and water will be provided during the volunteers time.

Assistance Policy

The Crisis Assistance Ministry of the GCCBA is to assist the residents of Cleveland County in their time of need. Our mission is to show them the love of Jesus while trying to assist them with a physical need. This is a ministry of the churches of the GCCBA.

GCCBA Assistance Ministry always seeks to work with GCCBA Churches, other community agencies, and ministry partners to best assist residents of Cleveland County. This includes Kings Mountain Crisis Ministry, Department of Social Services, Salvation Army, Children's Home of Cleveland County, Cleveland Rescue Mission, Hospice, and Carolinas Medical Center-Cleveland, just a name a few.

GCCBA Assistance Ministry will assist using these policies:

- Clients must make an appointment.
- Appointments are in 30 minute increments to give the client the best attention.
- Appointments are Monday-Thursday, 9:30am-11:00am, and 1:00pm-3:00pm, and Fridays, 9:30am-11:00am.
- GCCBA assists with utility/power bills, medicine, clothing, and food.
- GCCBA **does not** assist with rent or deposits.
- Clothing appointments are made only for Tuesday mornings.
- Walk-ins may be assisted if there is no one in that appointment slot or the next upcoming appointment slot.
- Client must fill out an intake form.
- Client is not approved for assistance until they meet with a GCCBA Staff Member during their appointment time.
- If someone misses a scheduled appointment and did not call to cancel or reschedule, they have to wait 1 month before we can make them another one.
- If a family receives public housing (HAPP, HUDD, Section 8), gets food stamps, and Medicaid, we consider that full public assistance and do not help.
- We only assist people that live in Cleveland County.

Specific guidelines for assistance:

Utility/Power Bills

1. The bill must be in the client's name in order for us to help.
2. GCCBA will help with the last \$75. The client must pay the bill down to \$75 before they call back to make an appointment.
3. GCCBA does not pay power deposits.
4. Clients must wait 13 full months before receiving additional resources.
5. Clients will need to bring the following to their appointment: Picture ID, Power Bill, and receipts showing the part they paid.

Medicine

1. We only help with life saving medications (heart, blood pressure, diabetes, antibiotics, etc.)
2. Client will need to bring their picture ID, prescriptions, or bottles that contain refills.
3. Clients must wait 4 full months for additional resources.
4. GCCBA does not provide for pain medication.

Clothing

1. Clothing appointments can only be made when the clothing room is manned by a volunteer.
2. Clients must wait 4 full months for additional resources.

Food

1. Food appointments are made during the regular appointment times.
2. Clients must wait 4 full months for additional resources.

Computer/ Technology Policy

A log of all electronic equipment belonging to the association should be created and maintained. This includes laptops, TV's, Computers, Printers, Cell Phones, etc.

All GCCBA Staff and Volunteers are expected to use computers and technology in a moral and ethical manner. The AM, and Personnel Team may inspect any GCCBA Computer, Laptop, or Cell Phone for any misuse. This includes visiting inappropriate websites, or any activity that is not in line with the mission and vision of the GCCBA.

Credit Card, Purchasing and Spending Policy

GCCBA will issue credit cards to the following staff:

- Associational Missionary
- Administrative Assistant Office Manager
- Missions and Ministry Team Leader

GCCBA Credit Cards should only be used for the operation and expenses of the Association. In the event a GCCBA Credit Card is used for a personal item or expenses not related to GCCBA, staff should notify the Associational Missionary and Administrative Assistant Office Manager immediately. Staff should take care of this ASAP!

Staff are responsible for the security of their card. If their card is lost or stolen, they should report to the credit card company immediately. The Associational Missionary should also be notified.

Staff are also responsible for keeping receipts for each purchase along with turning the receipt and statement into the administrative assistant office manager a minimum of five days before the statement is due.

Staff should be mindful of their budget areas and GCCBA finances in their spending.

The Associational Missionary should regularly review all spending and purchases with the Administrative Assistant Office Manager.

Misuse of GCCBA Credit Cards should be reported to the Associational Missionary. Should the misuse be by the Associational Missionary, the Business Affairs and Personnel Team should be notified.

Audit Policy

GCCBA By-Law IX, Section 2, G, states, “The Business Affairs Team will have the financial records of the GCCBA, Inc. audited every third year.” The Business Affairs team will work with the Associational Missionary and the Administrative Assistant Office Manager in designating a company to conduct the audit.

The Associational Missionary and the Administrative Assistant Office Manager will comply with all requests of the auditing firm during the audit.

Document Destruction and Record Retention

The Document Destruction and Retention Policy identifies the record retention responsibilities of staff, volunteers, and outsiders for maintaining and documenting the storage and destruction of the GCCBA’s documents and records.

Document Destruction

GCCBA Staff, Team Members, and Volunteers are required to honor the following:

- a. Paper or electronic documents indicated under the terms of retention in the following section will be transferred and maintained by the Administrative Assistant/Office Manager.
- b. All other paper documents will be destroyed after three years.
- c. All other electronic documents will be deleted from individual computers, databases, networks and backup storage after one year.
- d. No paper or electronic documents will destroyed or deleted if pertinent to any ongoing or anticipated government investigation or proceeding or private litigation and
- e. No paper or electronic document will be destroyed or deleted as required to comply with government auditing standards.

Record Retention

Type of Document	Minimum Requirement
Accounts payable ledgers and schedules	7 years
Assistance Forms	5 years
Audit Reports	Permanently
Bank Reconciliations	3 years

Checks (for important payments and purchases)	Permanently
Contracts, mortgages, notes, and leases (expired)	7 years
Contrats (still in effect)	Contract Period
Correspondence (general)	2 years
Correspondence (legal and other important matters)	Permanently
Correspondence (with clients and vendors)	2 years
Deeds, and mortgages	Permanently
Donation Logs	4 years
Duplicate Deposit Slips	2 years
Year-end financial statements	Permanently
Insurance records, current accident reports, claims, policies, and so on (active and expired)	Permanently
Inventory Records	3 years
Invoices	7 years
Minute books, bylaws, and charter	Permanently
Payroll records and summaries	7 years
Personnel files (terminated employees)	7 years
Receipt books (contributions)	7 years
Retirement records	Permanently
Timesheets	7 years
Withholding tax statements	7 years

Church Planting

With the decline of churches across North America, it will be important for associations to focus on church health, church revitalization, and church planting. GCCBA will seek to work with both the North American Mission Board, The Baptist State Convention of North Carolina and other churches in like mind to plant churches. The following guidelines will be used in church planting.

A new church planting seeking partnership with the GCCBA will need the following:

- Sending church
- Local Partnering church (if the sending church is not a GCCBA member)
- Church Planter (see other guidelines)

The same guidelines for membership will be used from the GCCBA Bylaw I Membership.

The Church Planter will abide by the following guidelines.

- Have monthly meetings with the Associational Missionary, Partnering Church Pastor, and the Sending Church Pastor.
- Attend the NAMB Church Planting Assessment.
- Attend NC Baptist State Convention Church Planting Conference.

The church plant and church planter will follow any other guidelines that may be required to receiving support from the Baptist State Convention of North Carolina or NAMB.

The Sending Church and Partnering Church should work together to provide guidance, encouragement, and resources to the church plant and church planter.

GCCBA will help provide resources and support to the church plant and church planter.

If financial assistance is available, the GCCBA will help support the church plant for the initial two year startup period. This agreement will be made between the Associational Missionary, Sending Church, and or Partnering Church.

Churches planted outside of Cleveland County will be required to partner with a local association and state convention where they are planted.

GCCBA Policy and Procedure Employee Signature Sheet

I acknowledge that I have received a copy of the Policy and Procedures Manual, which describes important information about the Greater Cleveland County Baptist Association, I also understand that I should consult with the Associational Missionary if I have questions.

Since the information, policies and benefits described here are necessarily subject to change, I acknowledge that revisions to the Manual may occur. I understand that GCCBA may change, modify, suspend, interpret or cancel, in whole or part, any of the published or unpublished personnel policies or practices, with or without notice, at its sole discretion, without giving cause or justification to any employee. Such revised information may supersede, modify or eliminate existing policies. The GCCBA shall have sole authority to add, delete or adopt revisions to the policies in this Manual.

I understand and agree that I will read and comply with the policies contained in this Manual and any revisions, am bound by the provisions contained therein, and that my continued employment/volunteering is contingent on following those policies.

Employee Name: _____ Date: _____

Signature: _____

Volunteer Name: _____ Date: _____

Signature: _____