

LAKE COUNTY BAPTIST ASSOCIATION

CONSTITUTION

Article I – Name, Location, and Relationships

The name of this corporation shall be Lake County Baptist Association, Inc. (LCBA) an Illinois not-for-profit corporation (herein referred to as “the Association”).

The Association shall have and continuously maintain in the state of Illinois a registered office, and a registered agent.

The Association shall cooperate with the Illinois Baptist State Association and the Southern Baptist Convention in those endeavors that strengthen the churches and provide a means of cooperatively carrying out the work of the Kingdom of God.

Article II - Purpose

Lake County Baptist Association exists to encourage, assist and resource the unique, God-given vision of every affiliated congregation in fulfilling the Great Commission both locally and globally.

The Association seeks to accomplish this purpose by:

1. Equipping People for Ministry as we ...
 - a. Assist each local church in carrying out their God-given vision of evangelism, missions, and church and community ministry.
 - b. Provide opportunities to develop ministers, members, and their families, both spiritually and personally.
2. Evangelizing the Lost as we ...
 - a. Resource member churches to fulfill their God-given vision.
 - b. Investigate, inquire, and lead in the development of healthy new churches.
 - c. Revitalize struggling churches by providing training and assistance in strategy planning and church growth programs.
 - d. Involve Christians in active mission opportunities, both locally and globally.
3. Encouraging Fellowship among the Churches as we ...
 - a. Partner with one another in covenant fellowship on mission with God.
 - b. Build relationships among the member churches through intentional prayer, mission, and fellowship opportunities.

- c. Cooperate in providing opportunities for spiritual, physical, intellectual, social and cultural development.
4. Exemplifying a Spirit of Cooperation and Unity as we ...
 - a. Develop relationships with each other that present a powerful, positive, and persuasive witness in the communities in which we live and minister.
 - b. Practice integrity and excellence in all that we do.

The Association actively promotes a “Kingdom Mindset” among member churches.

Article III - Statement of Faith

The Bible is the sole authority upon which all doctrinal issues are settled. *The Baptist Faith and Message* is a broad, general description of historic Baptist doctrines and serves as the general statement of faith for the Association.

Article IV – Membership

The Association shall have one classification of members. The process for admission and discipline is stated in the By-Laws.

The Association shall be composed of Baptist churches:

1. Who are in doctrinal harmony with the historic faith and practice expressed in *The Baptist Faith and Message*.
2. Who cooperate in spirit and financial support.
3. Who participate to achieve and advance the stated purpose of the Association.
4. Who annually provide a copy of its Annual Church Profile (ACP) to the Association.

Article V – Governance (Governing Board)

The Association is governed by an Executive Board, composed of representatives from member churches, that meets at least annually.

The principles of Christian conduct and belief as taught in the Bible shall govern the meetings, ministries, and relationships of the Association. All business meetings shall be governed by the latest edition of *Robert’s Rules of Order (Revised)* and shall be conducted as “open” meetings, except where executive session is required for personnel or litigation matters.

The Association is an autonomous body and will determine its own policies and business. The Association, as a cooperative body, does not have any ecclesiastical authority over any church. It shall not interfere in any way with the legitimate functions of any church, and shall recognize the independence of member churches. The Association has the right to discipline a member church in violation of membership commitments and may suspend all privileges of its representatives.

Article VI – Leadership

The Officers of the Association shall be the Director of Missions, Moderator, Vice-Moderator, Treasurer, and Trustees.

A Leadership Team, composed of the Director of Missions, Moderator, Vice-Moderator, Treasurer, and Ministry Team Leaders shall carry out the ministries of the Association as directed by the Executive Board.

Associational Officers and Ministry Team Leaders shall be limited to a maximum of three from the same Church, including any combination of Moderator OR Vice-Moderator and Treasurer, Trustee, and Ministry Team Leader.

Associational Officers and Ministry Team Leaders may serve in only one position per term.

Article VII – Property

The Association may own and control property as it deems necessary.

Article VIII – Dissolution

Notwithstanding any other provisions of these articles, LCBA shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code or the corresponding provision of any future federal tax code, or (b) by a corporation, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code or the corresponding provision of any future federal tax code.

Upon dissolution of LCBA, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by a Court of competent jurisdiction the county in which the principal office of LCBA is then located, exclusively for such purposes or to such organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

Article IX – Amendments

Amendments to this constitution must be presented in writing during an annual Executive Board business meeting. If the proposed amendment is accepted by three fourths majority vote of the Executive Board members present and voting, it will be held for presentation at the next annual Executive Board business meeting. If such accepted amendment is approved by three fourths majority vote of the Executive Board members present and voting at that subsequent annual Executive Board business meeting, it will take effect at the close of said meeting.

LAKE COUNTY BAPTIST ASSOCIATION

BY-LAWS

Article I – Membership

Section 1. Admission

A church desiring affiliation and fellowship with this Association shall present a letter of petition for membership and supporting documents. Required documents include copies of their Statement of Beliefs, Governance Policy, Organizational/ Leadership Chart, and church business meeting minutes supporting the request for membership along with the initial Executive Board members. The Association may request additional documents, including copies of their Articles of Faith, Articles of Incorporation, Constitution and By-laws.

After a church petitions for membership, its representatives shall meet with the Administration Team to determine doctrinal harmony, orderliness in practice, cooperativeness of spirit, and appropriate financial support.

The Administration Team will present its recommendation at the next Executive Board meeting, where a three-fourths majority vote by secret ballot shall be required to receive the church into membership.

Section 2. Discipline

A member church may be disciplined in accordance with Matthew 18 when it is in disharmony in doctrine, disorderly in practice, uncooperative in spirit, or does not financially support the work of the Association.

If a member church is reported to be in violation of its membership commitments, the Administration Team will investigate the matter. If valid, the Team will attempt to resolve the issue(s). *The Baptist Faith and Message* (2000 Edition) is the basis for determining doctrinal harmony.

If the issue is not resolved, the findings will be reported to the Executive Board which will take the appropriate action deemed in the best interest of the Kingdom purposes for which this Association is constituted.

If this process of restoration is not successful, the church may be removed from membership in the Association by a three-fourths majority vote by secret ballot at an Executive Board business meeting.

Article II – Executive Board

Section 1. Representation

Each member church may have five Executive Board Members, which may include the pastor.

Member churches shall annually notify the Association of their representatives on the Annual Church Profile (ACP). Should any representatives change during the year, the church shall notify the Association.

All Associational Officers and Ministry Team Leaders shall be voting members of the Executive Board.

Section 2. Responsibilities

The Executive Board is responsible for, but not limited to, the following:

- a. Approve the Annual Budget
- b. Approve the Annual Calendar
- c. Approve the Strategic Plan
- d. Approve Annual Objectives of Ministry Teams
- e. Elect Officers and Ministry Team Leaders
- f. Call the Associational Director of Missions
- g. Employ Staff
- h. Maintain a Registered Office
- i. Receive and Discipline Churches
- j. Publish Minutes of each Executive Board Business Meeting
- k. Approve Amendments to the Constitution, By-Laws and Policy Manuals
- l. Approve New Ministry Teams

Article III - Officers

Section 1. Director of Missions

The duties of the Associational Director of Missions, the powers and processes, are set forth in the Policy Manual of Lake County Baptist Association.

He is designated as the registered agent of the Association. He shall be an ex-officio member of all associational teams, committees or task forces.

Section 2. Moderator

The Moderator shall preside at all Business meetings of the Association. He shall ensure that a quorum is present before conducting any business. He shall be an ex-officio member of all teams, committees, or task forces. He shall work with and assist the Director of Missions in giving leadership to the Association.

In the absence of a Director of Missions, the Moderator shall be designated as the registered agent.

Section 3. Vice-Moderator

The Vice-Moderator shall preside in the absence of the Moderator.

Section 4. Treasurer

The Treasurer shall keep accurate records of all receipts and disbursements according to the Financial Policy of the Association. The Treasurer shall be bonded.

The Treasurer shall make regular reports to the Leadership Team and the Executive Board. The books of the Association shall be open for inspection upon written request by any donor or organization contributing funds to the Association.

An Assistant Treasurer will be appointed by the Moderator with consent of the Leadership Team. The Executive Board shall be notified when the Assistant Treasurer is approved. The Assistant Treasurer will perform the duties of the office of Treasurer if the Treasurer is unavailable.

Section 5. Trustees

As directed by the Executive Board, trustees shall transact the legal matters of the Association. Trustees shall also be responsible to oversee all Association property with regard to its care, upkeep, and protection.

Before the Association accepts any donation of property, the trustees will determine if the gift contributes to accomplishing our vision.

Article IV - Meetings

In the absence of the Moderator and Vice-Moderator at any Business Meeting of the Association, the Director of Missions shall call the meeting to order and a Moderator pro tem shall be elected.

Section 1. Executive Board Business Meeting

Programs for Executive Board business meetings shall be planned by the Leadership Team.

The Leadership Team shall have authority to change the time or place of any meeting should this become necessary, provided 10 days notification has been given to Executive Board members.

Section 2. Special Executive Board Business Meetings

The Moderator shall call a Special Business Meeting of the Executive Board upon written request from two members of the Leadership Team, two Officers, or five Executive Board members. Their request must state the specific business to be conducted during the meeting.

Written notification of the meeting, including the time, location, and purpose of the meeting will be mailed to the churches and their Executive Board members at least 10 days prior to the meeting.

Section 3. Quorum

A quorum for any Executive Board business meeting shall exist when the number of Executive Board members present:

- a. Are representatives from at least half the member churches of the Association, and
- b. Total at least 20% of the eligible Executive Board membership

If a quorum is not met for the annual Executive Board business meeting the Moderator shall schedule a Special Executive Board business meeting within 30 days. If a quorum isn't met for the Special business meeting, the Leadership Team is authorized to conduct the necessary business of the Association.

Section 3. Guests

Guests are invited to attend the Executive Board and Special Business Meetings of the Association. Guests may be permitted to address the Executive Board, but no guest shall have the right to vote.

Section 4. Leadership Team, Trustees, and Ministry Teams

The Leadership Team, Trustees, and Ministry Teams shall hold meetings as necessary to coordinate their assigned functions. Their leaders shall file a written report of each meeting in the Associational office and shall report, in writing, progress on objectives and action plans to the Executive Board.

Article V – Associational Teams

Section 1. Leadership Team

The Leadership Team shall be composed of the Director of Missions, Moderator, Vice-Moderator, Treasurer; and Ministry Team Leaders. The Moderator shall chair the Leadership Team.

The Leadership Team is responsible for, but not limited to, the following duties:

- a. Work with the DOM to identify the needs of member churches. This may be a formal or informal assessment process.
- b. Develop and publish a strategic plan to address the needs, including specific goals.

- c. Seek resources to meet the needs.
- d. Coordinate the activities of ministry teams.
- f. Prepare and recommend an annual budget.
- g. Provide oversight of the implementation of the financial plan adopted by the Association.
If the need arises, they may reallocate funds within the budget line items.
- h. Develop an annual calendar of Executive Board meetings and activities.
- i. Review proposed amendments to the Constitution, By-laws, and Policy Manuals.
- j. Survey churches to determine the impact of service that has been rendered.
- k. Supervise the Director of Missions.

Section 2. Ministry Teams

The four Ministry Teams (Administration Team, Church Strengthening Team, Church Planting Team, Skill Development Team) are the primary action agencies of the Association. Each Ministry Team Leader will oversee and coordinate the priority functions assigned to the team. Ministry Team Leaders may recruit and train a task force composed of individuals from any member church. A task force will act as an ad hoc committee for the duration of the assignment and shall dissolve when the assignment is completed. They are charged with developing action plans based upon their objectives which will be presented for approval at the Annual Executive Board meeting.

a. Administration Team. The Administration Team is responsible to develop policy and oversee the Association's administrative functions including personnel, constitution, and historical records. The primary focus is to:

1. Assist the Director of Missions in setting general personnel policies and handling personnel matters.
2. Coordinate the annual evaluation of the Director of Missions.
3. Recommend salary/benefits for all staff.
4. Review Association financial policy annually.
5. Review financial reports and provide financial counsel to the Executive Board and Leadership Team.
6. Oversee the financial risk management of the Association, which may include auditing the finances of the Association.
7. Recommend petitioning churches for membership.
8. Conduct other administrative duties and activities as designated by the Director of Missions or Executive Board.

b. Church Strengthening Team. The Church Strengthening Team will serve churches by identifying models and characteristics of church health and assist churches to achieve their goals and accomplish their vision. The primary focus is to:

1. Assist healthy churches to impact lostness and disciple believers.
2. Assist plateaued churches to experience renewal.
3. Assist declining churches to become revitalized.
4. Assist dying churches to be resurrected (rebirthed) or to "die with dignity".

c. Church Planting Team. The Church Planting Team will serve churches by facilitating the start of healthy, new churches. The primary focus is to:

1. Discover unreached people groups.
2. Discern the visible and invisible characteristics (values, needs, preferences) within a community that make it's people resistant to or responsive to the church and its gospel message.
3. Design new strategies to plant the gospel among unreached people groups.
4. Decide how and where to invest resources.
5. Develop ways to get more people and more churches involved in church planting.

d. Skill Development Team. The Skill Development Team will serve churches by providing educational opportunities that equip and enhance ministry skills of church leadership. This includes both lay leadership, and potential and existing church staff. The primary focus is to:

1. Conduct training events, conferences, and classes.
2. Facilitate mentoring and coaching relationships.

Section 3. Creation of New Ministry Teams

a. Purpose. Ministry Teams provide the vehicle for “every member to be a minister.” Such teams by design shall be open and flexible, allowing members of any participating church to minister in priority areas where their spiritual giftedness and passions match the Association’s ministry needs.

b. Process. The Director of Missions or any Executive Board member may recommend the creation of a new Ministry Team provided that 1) a need and preliminary action plan has been clearly defined and 2) it reflects the spirit, purpose and priority of the Association.

c. Establishment. Ministry Teams and their duties are the responsibility of the Executive Board. These teams shall be empowered to carry out the assignment given to them.

d. Activity. Each Ministry Team is expected to maintain ongoing ministry opportunities which shall focus on their stated purpose. When appropriate, Ministry Teams may coordinate their activities with other teams.

Article VI - Nominations and Elections

Section 1. Moderator and Vice Moderator

The Moderator and Vice-Moderator shall be elected annually from the floor at the annual Executive Board business meeting.

The Moderator and Vice-Moderator shall serve no more than two consecutive one year terms, but may be re-elected after one year has lapsed.

The Moderator and Vice-Moderator shall not be members of the same church.

The Vice-Moderator shall become the Moderator if that office becomes vacant. The Executive Board shall then elect a new Vice-Moderator to serve out the unexpired term.

Section 2. Treasurer, Trustees, and Ministry Team Leaders

The Moderator shall appoint a task force that will present nominees for Treasurer, Trustees, and Ministry Team Leaders at the annual Executive Board business meeting. Nominations also may be made by Executive Board members at the annual Executive Board business meeting. All nominees shall be members of affiliated churches.

Ministry Team Leaders shall be elected for a three year term. They may serve no more than two consecutive terms, but may be re-elected after one year has lapsed.

The Treasurer shall have no limits placed upon the number of consecutive terms which he or she may serve.

The Association shall have six trustees, each from a different church. Each year, two Trustees will be elected to serve a three year term. They may serve no more than two consecutive terms, but may be re-elected after one year has lapsed.

Elected Officers and Ministry Team Leaders shall serve from the close of the annual Executive Board business meeting following their election, until the close of the next annual Executive Board business meeting, or until their successors are elected and installed.

Section 3. Policy

When a vacancy occurs in any position because of resignation, disqualification, death, or otherwise, the Moderator, in consultation with the Leadership Team, may appoint a replacement. The Executive Board shall vote to approve the appointment for the unexpired term at the next business meeting.

The Executive Board or Moderator may establish task forces to perform specific functions not otherwise provided for in these Bylaws.

Article VII - Auxiliary Ministries and Corporations

The Association reserves the right to establish subsidiary ministries or corporations to accomplish the mission and purpose of the Association. A Board of Directors of any such corporation shall be elected by the Association in Annual or Special Executive Board business meeting. The Association reserves the right to declare vacant any subsidiary Board of Directors

if, in its judgment, such action is either required or desired. The constitution and bylaws of any subsidiary organization must be approved by the Executive Board.

The Association shall be responsible only for such subsidiary corporations as shall be established and operated under the provisions of this article.

All approved associational ministries and subsidiary corporate funds shall be reported to the Executive Board. Such funds shall be disbursed through the Association's treasury unless the Executive Board approves an exception. Only such programs and subsidiaries may use the name Lake County Baptist Association.

The Association also reserves the right to cooperate with any independent ministry or corporation deemed necessary to accomplish the mission and purpose of the Association.

Article VIII - Mandatory Indemnification of Directors and Officers

The Association shall indemnify to the fullest extent now or hereafter permitted by law each Executive Board member, officer and ministry team leader (including each former Executive Board member, officer, and ministry team leader) who is made a party to, witness in, is threatened to be made a party to, witness in any threatened, pending, completed action, suit, proceeding whether civil, criminal, administrative, or investigative, by reason of the fact that he or she was an authorized representative of the Association against all expenses (including attorney's fees and disbursements), judgments, fines (including excise taxes or penalties), and amounts paid in settlements actually and reasonably incurred by him or her in connection with such action, suit, or proceeding.

Article IX - Policy Manual

Section 1. General

The Association shall keep and maintain an up-to-date Policy Manual in its office. The Policy Manual shall be made available to any member of the Association upon request.

Section 2. Organizational Chart

An organizational chart shall be prepared which will depict lines of responsibility in the administration of the Association. This chart shall be kept in the Policy Manual and reviewed periodically by the Director of Missions and Administration Ministry Team Leader.

Section 3. Policies and Procedures

Association policies and procedures shall be printed and kept in the Policy Manual. Addition, revision, or deletion of Association policies or procedures requires:

1. Review by the Leadership Team.
2. Approval by the Executive Board.

Section 4. Conflict of Interest Policy

All Officers, Executive Board members, and employees shall comply with the Association's published Conflict of Interest Policy.

Article X - Employed Personnel

The Association shall employ such personnel as are necessary for the ongoing work of the Association.

Article XI - Amendments

Amendments to the LCBA Bylaws must be presented in writing during an Executive Board business meeting. If the proposed amendment is accepted by two thirds majority vote of the Executive Board members present and voting, it will be held for presentation at the next Executive Board business meeting. If such accepted amendment is approved by two thirds majority vote of the Executive Board members present and voting at that subsequent Executive Board business meeting, it will take effect at the close of said meeting.