

**Manual of Procedures  
MBA**

**CHAPTER ONE**

**COMMITTEE JOB DESCRIPTIONS**

The MBA is strongest, and most relevant, when all of our churches are involved in the strategic and financial decisions of our ministry. We have more than 138 committee positions impacting 25 essential areas of MBA ministry. This provides tremendous opportunity for church members, pastors and staff members to be informed and involved in serving together to make an eternal difference in Mobile County.

This section describes the responsibilities of committee chairs and committee members as well as the job description and purpose of each of our committees.

We desire for every congregation to have involvement in at least one committee. Please prayerfully consider recommending committed, passionate church members to serve in each of these areas.

1. Annual Session Planning Comm.(6 members)
2. Biblical Prayer (12 members)
3. Budget & Finance (12 Members)
4. Building and Grounds (12 Members)
5. Camp Whispering Pines (9 Members)
6. Campus Ministries (9 Members)
7. Church Development ( 9 Members including the chair of these 8 MBA ministries):
  - 7.1 Church Media Library and Technology,
  - 7.2 Discipleship and Family,
  - 7.3 Men's Ministries,
  - 7.4 Music and Worship,
  - 7.5 Senior Adult,
  - 7.6 Single Adult,
  - 7.7 Sunday School, and
  - 7.8 Woman's Missionary Union
8. Church Planting (9 Members)
9. Enlistment (9 members)
10. Evangelistic Ministries and Missions (12 Members)
11. International Missions (12 Members)
12. Membership (9 members)
13. Personnel (6 Members)
14. Resolutions (5 Members)
15. Student Ministries (9 members)
16. Student Scholarship (6 Members)
17. Trustees(3)

## **COMMITTEE CHAIR RESPONSIBILITIES**

Strategic and financial decisions are processed through the MBA committees. The Chair of each committee has the important job of leading the committee and performing these responsibilities:

- I. Plan the meeting dates at least two weeks ahead of time. Please set the meeting schedule at the first meeting for the remainder of the year.
- II. Mail an announcement including the meeting time, anticipated length of the meeting, place, and brief agenda items two weeks prior to the meeting.
- III. Orient new members to the responsibilities and staff of the ministry area assisted by that committee.
- IV. Confirm the attendance of members immediately before the meeting.
- V. Set the agenda with suggested amounts of time for each agenda item.
- VI. Begin on time and end on time.
- VII. Inform the Enlistment Committee of resignations or needed replacements due to chronic absenteeism.
- VIII. Make assignments and create sub-committees as necessary to complete the business of the committee. Sub-committees may include people not currently serving on the committee.
- IX. Enlist a secretary to take minutes and confirm that a copy of the minutes has been sent to the MBA office within one week.
- X. Begin each meeting with a review of the minutes from the last meeting. Follow up on assignments and old business.

## **COMMITTEE MEMBER RESPONSIBILITIES**

Committee members fill a vital role in the ministry of the MBA. The planning, implementing, and budgeting of most of our ministry is done with committee involvement. These responsibilities help us to maximize the effectiveness of the committee structure.

- I. Please volunteer for committees where you have an interest or passion for ministry.
- II. Please bring your expertise to every meeting. Scheduling is always a challenge but please work with your committee chair to schedule a time and place that you can attend.
- III. Please represent your committee to your congregation. Help you entire church understand the work of the MBA and the ministry area where you serve.
- IV. Please ask questions and get all of the information you need to make a decision and represent the committee.
- V. Please resign to the committee chair as soon as you realize that scheduling does not allow you to participate.

## **ORGANIZATION AND FUNCTIONS OF THE STANDING COMMITTEES**

### ANNUAL SESSION PLANNING COMMITTEE (6)

#### I. Membership

The Annual Session Program Committee consists of six members, who serve terms of three years, with two members being elected each year. Additional guests can be invited as needed to facilitate planning.

- II. Duties
  - A. In consultation with the EDOM, General Officers, and others as needed, plan the program and order of business for the next annual session of the association.
  - B. The order of business shall provide opportunity for reports to the body from all those required to do so, When possible, time shall be allotted for representatives of the various agencies and institutions of the denomination.
  - C. Present a proposed program to the September meeting of the Executive Committee.
  - D. Be proactive in determining the time and place for the Annual Session at least two years in advance.
  - E. Enlist a speaker a least a year in advance.
  - F. Work with churches and program personalities to facilitate the MBA emphases of biblical prayer, evangelistic ministry, church planting, church development, and local, state, national, and international partnership missions.
  
- III. Meetings, Records and Reports
  - A. Meet at least quarterly and as often as necessary to plan the annual session
  - B. Enlist a secretary to keep a written record of its proceedings and turn in a copy to the MBA office within a week of the meeting.
  - C. Submit its annual report to the association.

#### BIBLICAL PRAYER COMMITTEE (12)

- I. Membership
 

The Biblical Prayer Committee consists of twelve members, who serve terms of three years, with four members being elected each year.
  
- II. Duties
  - A. Serve with the EDOM to coordinate the Biblical Prayer emphases of the MBA.
  - B. Work with MBA staff and churches to pray for the five MBA emphases: biblical prayer, evangelistic ministry, church planting, church development, and local, state, national, and international partnership missions.
  - C. Take a proactive role in enlisting and training prayer coordinators in all MBA churches.
  - D. Assist the EDOM to provide and maintain an overall prayer ministry for the MBA that prays for our pastors, leaders, and lost people in Mobile county.
  - E. Coordinate a Prayer walk ministry among the churches to cover Mobile County with specific, biblical prayer.
  - F. Plan, coordinate, and promote year-round prayer events and training for MBA churches and leaders.
  
- III. Meetings, Records and Reports
  - A. Meet at least every other month and as often as needed.
  - B. Enlist a secretary to keep a written record of its work and turn in a copy to the MBA office within a week of the meeting.
  - C. Make reports when applicable.

## BUDGET-FINANCE COMMITTEE (12)

### I. Membership

The Budget-Finance Committee consists of twelve members, who serve terms of three years, with four members being elected each year. A quorum of six members is required for business.

### II. Duties

- A. Work with MBA staff and churches to financially facilitate the MBA emphases of biblical prayer, evangelistic ministry, church planting, church development, and local, state, national, and international partnership missions.
- B. Assist the EDOM/Treasurer with balancing fiscal accountability and effective ministry.
- C. Focus and adjust funding on strategic areas that impact MBA churches and Mobile county.
- D. Monitor income and disbursements for all MBA ministry areas to ensure the fiscal health of the MBA.
- E. Participate in the financial decisions of MBA ministry areas which may impact the total MBA budget.
- F. Consult, as needed, with the leaders of the MBA ministry areas to prepare a proposed budget which sufficiently funds the ministries and emphases of the MBA.
- G. Present the proposed budget to the Executive Committee at the September meeting for study, and present to the association for adoption at the annual session.
- H. Communicate with the churches to enlist their support of the budget, and confirm that receipts and disbursements reports are made regularly to the churches.
- I. Supervise disbursement of funds to the various items in the budget and make periodic checks on the bookkeeping operation.
- J. Arrange an annual audit of the financial accounts of the association.

### III. Meetings, Records and Reports

- A. Meet at least every other month and as often as needed.
- B. Enlist a secretary to keep a written record of its work and turn in a copy to the MBA office within a week of the meeting.
- C. Make reports when applicable.

## BUILDING AND GROUNDS COMMITTEE (12)

### I. Membership

The Building and Grounds Committee consists of twelve members, who serve terms of three years, with four members being elected each year.

### II. Duties

- A. Work with MBA staff to initiate all repairs and upgrade all properties, equipment , and furnishings owned by MBA including the MBA office, Camp Whispering Pines, and the International Ministry Center.
- B. Develop and monitor policies to be used maintaining MBA property.

- C. Develop and monitor policies to be used for proper inspection and inventory of all MBA properties, equipment, and furnishings.
  - D. Develop and monitor policies for the use of MBA vehicles.
  - E. Oversee maintenance and replacement of all MBA vehicles in consultation with MBA staff.
  - F. Assign a committee member to have primary responsibility for each MBA property.
  - G. Prepare the properties for hurricanes as needed.
- III. Meetings, Records and Reports
- A. Meet at least every other month and as often as needed.
  - B. Enlist a secretary to keep a written record of its work and turn in a copy to the MBA office within a week of the meeting.
  - C. Make reports when applicable.

### CAMPUS MINISTRIES COMMITTEE (9)

I. Membership

The Campus Ministries Committee consists of nine members, who serve terms of three years, with three members being elected each year.

Ad Hoc members of the committee include: The State Board of Missions State Missionaries at the University of South Alabama and Bishop State Community College who serve as Campus Ministries Program Directors.

The Campus Ministries Program Director at the University of Mobile.

Ad Hoc members are described as Campus Ministries Program Directors because they are responsible for the management and application of Associational campus ministry program funds from the general budget of the Mobile Baptist Association.

II. Duties

- A. Work closely with the Campus Ministries Program Directors to integrate the campus ministry component of the MBA campus strategy.
- B. Work with students, faculty, and staff to facilitate the MBA emphases of biblical prayer, evangelistic ministry, church planting, church development, and local, state, national, and international partnership missions.
- C. Work through the MBA churches in order to care for, evangelize, grow, and mobilize students on each college campus within the influence of the Mobile Baptist Association.
- D. Offer guidance, counsel and accountability to the Campus Ministries Program Directors and serve as an advocate to ministry supporters
- E. Seek to assist Associational churches in their ministry to area collegians.
- F. Suggest a budget for Campus Ministries to the Budget-Finance Committee, in Consultation with the EDOM and Campus Ministry Program Directors of the association, for inclusion in the associational budget.
- G. Help manage the Campus Ministry budget expenditures and income streams.
- H. Serve in their congregations as advocates for Campus ministry.

III. Meetings, Records and Reports

- A. Meet at least once each quarter to review budget expenditures, strategy effectiveness, event implementation, and evangelistic results.
- B. Enlist a secretary to keep a written record of its meetings and send a copy to the MBA within one week.
- C. Make regular reports to the Executive Committee and to the association in its annual session.

### CHURCH DEVELOPMENT COMMITTEE (9)

#### I. Purpose

The purpose of the Church Development Committee (CDC) is to coordinate the joint efforts of various ministries that comprise the Church Development Ministry (CDM).

#### II. Leadership

- A. The Church Development Committee membership consist of the directors of each of the following associational ministries plus the Church Development Director:

Church Library Ministries  
 Discipleship & Family Ministries  
 Men's Ministries  
 Music & Worship Ministries  
 Senior Adult Ministries  
 Student Ministries  
 Sunday School Ministries  
 Woman's Missionary Union Ministries

- B. The associational Church Development Director will serve as the chair of the committee.
- C. The Church Development Committee will elect a secretary from its membership to take notes of committee meetings and shall forward the notes to the association office within one week.

#### III. Duties

The associational Church Development Committee has the following duties and responsibilities:

- A. Serve as a "steering committee" to coordinate the ministries that comprise the Church Development Ministry.
- B. Coordinate a calendar of events from the ministries of the Church Development Committee.
- C. Develop an annual plan for assisting and challenging churches to coordinate, develop and implement plans in the associational strategy of Biblical prayer, evangelistic ministry, church planting, church growth and partnership missions.
- D. Provide additional opportunities for training, missions involvement and ministry opportunities in response to training request from association churches.
- E. Promote and initiate church participation in associational Church Development Ministry activities.

- F. Make reports when applicable to the Executive Committee and an annual report to the association.
- G. Meet once each quarter.
- H. Coordinate, manage and approve the component budgets of the Church Development Ministry to be forwarded to the Budget & Finance Committee for final approval and recommendation to the Executive Committee.

## CHURCH PLANTING COMMITTEE (9)

- I. Membership
 

The Church Planting Committee consists of nine members, who serve terms of three years, with three members being elected each year.
- II. Duties
  - A. Coordinate the Church Planting emphasis of the MBA with the EDOM and MBA churches.
  - B. Work with MBA staff and churches to promote the five MBA emphases: biblical prayer, evangelistic ministry, church planting, church development, and local, state, national, and international partnership missions.
  - C. Take a proactive role in locating and prioritizing the areas of need for new churches and preaching points among Anglos, African Americans, Internationals, and Multicultural churches.
  - D. Assist the EDOM to provide and maintain an overall church planting strategy for the MBA that includes yearly new work through church planting coalitions of churches.
  - E. Enlist the majority of MBA churches to join Church Planting Coalitions composed of a primary sponsor and co-sponsor congregations.
  - F. Research additional partnerships available outside the MBA for planting the priority churches in the MBA.
  - G. Plan, coordinate, and promote church planting awareness materials and events for MBA churches and leaders.
  - H. Be proactive in increasing available MBA church planting funds.
  - I. Create and monitor guidelines which assist the EDOM to manage and disburse the MBA Church Planting funds
  - J. Assist Church Planting Coalitions to recruit and hire Southern Baptist Church Planters.
  - K. Provide training and fellowship options for MBA Church Planters.
  - L. Inform congregations of these guidelines in order for MBA churches to request the State Board of Missions for pastoral aid.
  - M. Assist churches that wish to relocate within Mobile County.
- III. Meetings, Records and Reports
  - D. Meet at least every other month and as often as needed.
  - E. Enlist a secretary to keep a written record of its work and turn in a copy to the MBA office within a week of the meeting.
  - F. Make reports when applicable.

## ORGANIZATION AND FUNCTIONS OF THE ENLISTMENT COMMITTEE

### I. Membership

The Enlistment Committee consists of nine members who serve terms of three years, with three members being appointed by the Moderator after each annual session. The Moderator shall also appoint the Chair.

### II. Duties

A. The Enlistment committee nominates the members for the following Committees and report its nominees at the September Executive Committee for approval. The term of service begins October 1.

1. Annual Session Planning
2. Biblical Prayer (12)
3. Budget & Finance
4. Building and Grounds
5. Camp Whispering Pines
6. Campus Ministries
7. Church Development (9 members including the chair of these 8 ministry committees):
  - 7.9 Church Media Library and Technology,
  - 7.10 Discipleship and Family,
  - 7.11 Men's Ministries,
  - 7.12 Music and Worship,
  - 7.13 Senior Adult,
  - 7.14 Single Adult,
  - 7.15 Sunday School, and
  - 7.16 Woman's Missionary Union)
8. Church Planting
9. Enlistment
10. Evangelistic Ministries and Missions
11. International Missions
12. Membership
13. Personnel
14. Resolutions
15. Student Ministries
16. Student Scholarship
17. Trustees

B. Evaluate the organization and function of the present committees. Nominate replacement committee members when members are no longer able to serve.

C. Nominate new committees and recommend changes in present committees as needed.

D. Recommend committee members that are representative of the MBA geographically and ethnically

E. Committee membership should not have more than one person from the same church.

F. The total MBA committee slate should attempt to involve every church in the association and no single church should be disproportionately represented in the total committee members.



- G. Work with committees to facilitate the MBA emphases of biblical prayer, evangelistic ministry, church planting, church development, and local, state, national, and international partnership missions.

### III. Meetings, Records and Reports

- A. Meet at least quarterly and as often as necessary to perform its duties.
- B. Enlist a secretary to keep a written record of each meeting and turn in a copy to the MBA office within a week of the meeting.

## MEMBERSHIP COMMITTEE (9)

### I. Membership

The Membership Committee consists of nine members, who serve terms of three years, with three new members being elected each year.

### II. Duties

- A. Take a proactive role in discovering and inviting like-minded churches to affiliate with the MBA.
- B. Promote the five MBA emphases of biblical prayer, evangelistic ministry, church planting, church development, and local, state, national, and international partnership missions.
- C. Provide and maintain the MBA Membership Guide which communicates the ministries, staff, and requirements for membership in the MBA.
- D. Receive and study the credentials of churches requesting affiliation with the association at least six months prior to the annual session. The request for membership should follow the guidelines presented in the Constitution in Article IV, Section B.
- E. The Membership Committee will begin immediate investigation to determine the sincerity and credibility of the petitioning church. The committee will present the proper recommendation to the Executive Committee for study and input then to the Association in annual session for action relative to membership or watchcare.
- F. Notify the Executive Committee and/or annual session of churches that disband or withdraw from the association.
- G. Assign a committee member to each church under watchcare to help evaluate churches for membership in the MBA. The purpose of watchcare is to establish a good working relationship with a new church. It is designed both for the benefit of the church and the MBA. It is a time of counseling and encouragement to the church and it provides assurance to the association that the church intends to be a full participating member.
  - 1. During watchcare, the assigned Membership Committee member will observe and examine the church's doctrinal integrity, Christian spirit, cooperative attitude, financial giving to missions, participation in associational activities, and relationship to other churches. The church under watchcare must submit the necessary records requested by the Membership Committee.
  - 2. The members of the church under watchcare are expected to participate in MBA events and activities including the Executive Committee and the Annual Associational Meeting. They will be eligible to serve on

- committees and program organizations when their church is admitted as a member of the MBA.
  - 3. Current MBA committee members whose church is under consideration for immediate membership in the MBA may continue to serve the remainder of their term.
  - 4. A member of the Membership Committee will contact the church under watchcare at least once each quarter and will visit at least twice during the year for observation and encouragement.
  - 5. At the end of the watchcare period, the Membership Committee will recommend appropriate action to the Executive Committee and the MBA in annual session.
- H. Bring recommendations to the MBA in annual session concerning the disaffiliation of churches that have violated the doctrinal requirements or practices of the MBA or demonstrated an uncooperative spirit or non-participatory behavior in the MBA. All concerns about violations shall be referred to the Membership Committee.
- I. The Membership Committee shall investigate the allegations and judge the behavior of the church against the same criteria as for membership and bring a recommendation to the MBA in annual Session to:
- 1. Retain the church in full standing; or
  - 2. Place the church under watchcare for a specified period of time at the end of which the MBA would receive another recommendation from the Membership Committee and make a decision; or
  - 3. Disaffiliate the church from the MBA which would require a two-thirds majority vote of the messengers present and voting in the annual session.
- III. Meetings, Records and Reports
- A. Meet at least quarterly and as often as necessary.
  - B. Enlist a secretary to keep a written record of its meetings and provide a copy of the minutes to the MBA within one week.
  - C. Make such reports and recommendations as needed to the Executive Committee and the MBA in annual session.

### EVANGELISTIC MINISTRIES/MISSIONS COMMITTEE (12)

- I. Membership  
The Evangelism/Missions Committee consists of twelve members, who serve terms of three years, with four members being elected each year.
- II. Duties
- A. Serve to emphasize and coordinate the evangelistic ministries and partnership missions emphases of the MBA
  - B. Take a proactive role in raising awareness of the essential role of evangelism and missions in MBA churches and leaders.
  - C. Assist the EDOM to provide and maintain an overall evangelism strategy for Mobile County.
  - D. Collaborate with MBA officers and organizations in planning and promoting an aggressive year-round program of evangelism events and training for the association and the churches, including area-wide efforts.

- E. Sponsor the use and management of the Evangelistic Party Trailers in the MBA.
  - F. Coordinate the local, state, national and international mission partnerships in the association.
  - G. Work with leaders and congregations to facilitate all of the MBA emphases of biblical prayer, evangelistic ministry, church planting, church development, and local, state, national, and international partnership missions.
- III. Meetings, Records and Reports
- A. Meet at least every other month, or as needed, to plan and promote its work.
  - B. Enlist a secretary to keep a written record of its meetings and provide a copy to the MBA within a week.
  - C. Make reports when applicable to the Executive Committee and to the association in annual session.

### INTERNATIONAL MINISTRIES COMMITTEE (12)

- I. Membership
- The International Ministries Committee consists of twelve members, who serve terms of three years, with four members being elected each year.
- II. Duties
- A. Work with International leaders and churches to facilitate the MBA emphases of biblical prayer, evangelistic ministry, church planting, church development, and local, state, national, and international partnership missions.
  - B. Study, evaluate, and recommend opportunities for evangelistic ministry to Internationals who visit or live in Mobile County.
  - C. Provide a comprehensive strategy to balance the needs of the Seafarers ministry, International Language School, International congregations, and Migrant ministry.
  - D. Seek to enlist the participation of MBA churches in evangelistic ministries and partnership missions to Internationals in Mobile County.
  - E. Facilitate training and fellowship opportunities for MBA International leaders and members.
  - F. Initiate, plan, and promote International outreach events in cooperation with MBA churches and the evangelism/missions committee.
  - G. Monitor the IMC supplemental and MBA budgets to ensure that expenditures are in line with income. Assist the Director with a yearly budget proposal to the EDOM that balances the needs of Seafarers, International Congregations, International Language School, and Migrant ministry.
  - H. Give guidance, counsel, and support to the Director of International Ministries.
  - I. Create sub-committees as needed for the International Language School, International congregations, and Migrant Ministry.
- III. Meetings, Records and Reports
- A. Meet at least once each quarter and as necessary to complete its business.
  - B. Enlist a secretary to keep a written record of its meetings and provide a copy to the MBA within a week.
  - C. Make such reports and recommendations as needed to the Executive Committee.

## CAMP WHISPERING PINES (CWP) COMMITTEE (12)

### I. Membership

The Camp Whispering Pines Committee consists of twelve members, who serve terms of three years, with four members being elected each year.

### II. Duties

- A. Serve with the CWP Director to promote and operate the Camp,
- B. Enlist one member to cosign checks drawn on the Camp Whispering Pines operating fund.
- C. Assist the CWP Director to develop and maintain the Citronelle property.
- D. Give guidance, counsel, and support to the CWP Director
- E. Monitor the monthly CWP budgets to ensure that disbursements are in line with income. Assist the Director as needed with the yearly proposed budget for the MBA Budget-Finance Committee.
- F. Work with MBA staff and churches to facilitate the MBA emphases of biblical prayer, evangelistic ministry, church planting, church development, and local, state, national, and international partnership missions.
- G. Approve expenditures of funds kept at the Alabama Baptist Foundation.

### III. Meetings, Records and Reports

- A. Meet at least once each quarter, with additional meetings as needed.
- B. Enlist a secretary to keep a written record of its work and turn in a copy to the MBA office within a week of the meeting.
- C. Make regular reports to the Executive Committee and an annual report to the association.

## PERSONNEL COMMITTEE (6)

### I. Membership

The Personnel Committee consists of six members, who serve terms of three years, with two members being elected each year.

### II. Duties

- A. Assist the EDOM to create and maintain an environment of godliness, productivity, unity, and good morale in the MBA staff.
- B. Assist the EDOM in the yearly staff evaluation process and conduct yearly evaluation of the EDOM.
- C. Provide periodic evaluation of the need for additional or reassigned staff positions.
- D. Prepare and review position descriptions for all staff personnel in the MBA ministries and office.
- E. Make yearly recommendations to the Budget-Finance Committee concerning salaries and benefits in accordance with the job description and General Policies on Benefits.
- F. Recruit, interview and recommend to the Executive Committee the employment of the Executive Director of Missions, and if necessary, recommend the

- termination of his employment. Consider the recommendations of the Executive Director of Missions in the selection and termination of other staff personnel.
- G. Serve as counselor for staff personnel, and as a committee to hear staff grievances and appeals. A grievance is defined as any employee's concern that their supervisor is violating MBA policies and procedures or is mismanaging MBA staff, funds, or strategy. The grievance process is:
1. Employee presents the concern in writing to the supervisor.
  2. Supervisor responds in writing.
  3. If there is no resolution the employee or supervisor can request mediation with the EDOM.
  4. If there is no resolution, the employee, supervisor, or EDOM can request mediation from the personnel committee including notification of the other parties.
  5. The personnel committee chair reviews the request and determines if the entire committee needs to mediate.
  6. There will be no punitive action against an employee for initiating a grievance, but frivolous use of the grievance process will be addressed by the EDOM and personnel committee.
- H. Work with MBA staff and churches to facilitate the MBA emphases of biblical prayer, evangelistic ministry, church planting, church development, and local, state, national, and international partnership missions.

III. Meetings, Records and Reports

- A. Meet at least quarterly with additional meetings as needed.
- B. Enlist a secretary to keep a written record of its work and turn in a copy to the MBA office within a week of the meeting.
- C. Make such reports and recommendations as it desires to the Executive Committee.

RESOLUTIONS COMMITTEE (5)

I. Membership

The Resolutions Committee consists of five members, who serve one year.

II. Duties

- A. Serve the association in both its annual session and in its Executive Committee meetings.
- B. Draft suitable expressions of appreciation for those making outstanding voluntary contributions to the program and work of the association.
- C. Receive and study proposed resolutions which may be presented as provided for in Article V, Section A2 and Article VI, Section B4 of the Constitution.
- D. Report on all resolutions referred to it, making such recommendations which it believes to be in the best interest of the association.
- E. Work with MBA staff and churches to facilitate the MBA emphases of biblical prayer, evangelistic ministry, church planting, church development, and local, state, national, and international partnership missions.

III. Meetings, Records and Reports

- A. Meet at least once each year, and hold additional meetings as needed.
- B. Enlist a secretary to keep a written record of its work and turn in a copy to the MBA office within a week of the meeting.
- C. Make an annual report to the association and periodic reports to the Executive Committee.

### STUDENT SCHOLARSHIP COMMITTEE (6)

#### I. Membership

The Student Scholarship Committee consists of six members, who serve terms of three years, with two members being elected each year.

#### II. Duties

- A. Promote the availability of the three MBA scholarship funds.
- B. Study ways and means to increase the scholarship funds in all three accounts.
- C. Receive applications and award scholarships yearly on behalf of the MBA.
- D. Scholarship recipients will be students from cooperating Mobile Baptist Association churches who are preparing for church-related vocations.
- E. Scholarships shall be granted only to students attending Samford University, Judson College, University of Mobile, or other cooperating Southern Baptist institutions.
- F. The Addine Gregory Maynard Scholarship is designated for a worthy African-American Baptist student who is a member of a cooperating church in the Mobile Baptist Association who is preparing for a church-related vocation.
- G. Coordinate with the International Language Committee for awarding International Student Scholarships.
- H. Periodically review the scholarship requirements to ensure stewardship of the corpus of the funds and needs met.

#### III. Meetings, Records and Reports

- A. Meet at least quarterly, and hold additional meetings as needed.
- B. Enlist a secretary to keep a written record of its work and turn in a copy to the MBA office within a week of the meeting.
- C. Make a detailed report of all scholarships granted.

### STUDENT MINISTRIES COMMITTEE (9)

#### I. Membership

The Student Ministries Team shall consist of nine members, who shall serve terms of three years, with three members being elected each year.

#### II. Duties

- A. Take a proactive role in effective student ministries in MBA churches.
- B. Assist MBA staff to provide and maintain an overall student ministry strategy for Mobile County.
- C. Sponsor fellowship and training events for MBA student ministers.

- D. Work with the student ministers and evangelism/missions committee to plan and promote an aggressive year-round program of evangelism events for students in MBA churches and on campuses in Mobile County.
- E. Encourage student participation in local, state, national and international mission partnerships in the MBA.
- F. Work with leaders and congregations to facilitate all of the MBA emphases of biblical prayer, evangelistic ministry, church planting, church development, and local, state, national, and international partnership missions.
- G. The committee shall plan and conduct meetings and programs to minister to the needs of students from our churches and communities.
- H. Encourage and assist churches in developing programs designed to reach and minister to students.
- I. Relate to the appropriate associational staff person.

### III. Meetings, Records and Reports

- A. Meet once each quarter, and may hold additional meetings as is considered advisable.
- B. Enlist a secretary to keep a written record of its work and turn in a copy to the MBA office within a week of the meeting.
- C. Submit reports to the Executive Committee as needed and an annual report to the association.

## TRUSTEES COMMITTEE (3)

### I. Membership

The Trustees Committee consist of three persons who are active members of cooperating MBA churches, who shall serve terms of three years, with one member being elected each year.

### II. Duties

The Trustees shall be the agents, as required by law, to act for the association in matters duly approved by the association and/or the Executive Committee.

### III. Meetings, Records and Reports

- A. Meet as often as needed to perform their work.
- B. Enlist a secretary to keep a written record of its work and turn in a copy to the MBA office within a week of the meeting.
- C. Report, when necessary, to the association or to the Executive Committee.
- D. Work with MBA staff and churches to facilitate the MBA emphases of biblical prayer, evangelistic ministry, church planting, church development, and local, state, national, and international partnership missions.