

# Constitution and Bylaws of the Kentucky Baptist Convention

## CONSTITUTION

### ARTICLE I

¶ 1 This Body shall be called the Kentucky Baptist Convention.

### ARTICLE II

¶ 1 The Body was created by churches, for churches, to help churches reach Kentucky and the world for Christ.

### ARTICLE III

¶ 1 This Body shall meet annually according to adjournment, but in case of emergency the President may call a special session with the advice and consent of the Mission Board, or two-thirds of the members of the Board present and voting may call a special session.

### ARTICLE IV

¶ 1 The Body shall consist of messengers who are members of Baptist churches cooperating with the Convention as follows:

- (1) One (1) messenger from each church which: (1) Is in friendly cooperation with the Convention and sympathetic with its purposes and work. Churches in cooperation with the Convention are understood by the Convention to be local congregations of scripturally-baptized believers in general agreement with any of the historic Baptist confessions of faith (By way of example, churches which act to affirm, approve or endorse homosexual behavior would be deemed not to be in cooperation with the Convention.) And, (2) Has been a bona fide contributor through the Cooperative Program during the fiscal year preceding.
- (2) One (1) additional messenger from each such church for every two hundred [and] fifty (250) resident members; or for each \$250.00 contributed through the Cooperative Program during the fiscal year preceding.
- (3) The messengers shall be appointed and certified by the churches to the Convention, but no church may appoint more than ten (10).
- (4) Ballots shall be issued to each messenger at the time of registration, and only registered messengers present shall be eligible to vote on business matters brought to the Convention.

### ARTICLE V

¶ 1 On the occasion of its annual meeting the Body shall elect by ballot, a president, a first and second vice president, a secretary and one assistant secretary. Their duties shall be such as custom imposes upon such officers. They shall hold office until their successors are duly installed at the closing session of the annual meeting of the Body. No president shall be eligible to succeed himself in office. The President and the Vice Presidents and Secretaries of the Convention shall be the officers of the Mission Board of the Kentucky Baptist Convention.

¶ 2 Persons to be nominated as officers of the Kentucky Baptist Convention must be consulted and permission secured before their names are placed in nomination.

### ARTICLE VI

¶ 1 The doctrinal guideline for this Body and its work shall be the Baptist Faith and Message as adopted and amended by the Southern Baptist Convention, understanding that any cooperating affiliated church has the right to affirm any of the historic Baptist confessions of faith.

- ¶ 2 This Body has no jurisdiction over the local churches or the District Associations, and shall exercise no authority over them.

#### ARTICLE VII

- ¶ 1 The Mission Board of this body shall consist of members from each cooperating District Association plus eight at-large members from the geographical regions of the state. The Mission Board membership from the associations shall consist of one member from each cooperating District Association with a resident church membership of five thousand or less, and one more member for each additional five thousand resident church members, as reported in the Convention Annual of the preceding year. Each District Association shall nominate two persons for each membership on the Board of whom one shall be elected. Should any District Association fail to exercise this prerogative, then the Committee on Nominations of the Convention shall make the nomination.
- ¶ 2 The eight at-large members shall be elected from any cooperating affiliated Baptist church. These members shall be nominated by the Committee on Nominations of the Convention.
- ¶ 3 Members of the Mission Board shall be at the time of their nomination, and throughout their term of service if elected, members of cooperating affiliated churches as defined in Article IV of this Constitution. Should at any time a Mission Board member's church membership cease to be in a cooperating affiliated church, the Mission Board member will be considered as having resigned from the Board.
- ¶ 4 All members of the Board shall be elected by the Kentucky Baptist Convention for a term of three years, except those who are selected to fill the vacancies. Vacancies result from death, resignation, or moving from the district association. A move within the state of an at-large member does not constitute a need for a change in regional representation. No member shall be eligible for re-election for one year after his term has expired except one who has been elected to fill an unexpired term. Members serving two (2) years and six (6) months shall be considered as serving a full three-year term. Any vacancies on the Mission Board not filled at the annual meeting of the Convention or which occur during the year shall be filled by the Mission Board upon recommendation of the Convention's Committee on Nominations.
- ¶ 5 The retiring President of the Convention shall be an at-large member of the Mission Board for one year immediately following his term of office.
- ¶ 6 The president of the Woman's Missionary Union shall serve as ex-officio member of the Board.
- ¶ 7 Twenty-five percent of the Board's membership shall constitute a quorum.

#### ARTICLE VIII

- ¶ 1 The Mission Board shall have charge of the work of this body between its sessions, and shall appoint all officers and agencies that may be required in its work.
- ¶ 2 The Mission Board shall not contravene any Convention action.
- ¶ 3 The Mission Board shall neither create, accept nor release any institution or agency for the Kentucky Baptist Convention, unless so instructed by the Convention. The existence of an emergency in connection with an institution or agency shall be determined by a majority vote of the Mission Board in session, and the Board shall make recommendation to the Convention with reference to the emergency.
- ¶ 4 The Mission Board shall make a report to the annual Convention. At least thirty days prior to this meeting the Board shall publish through the Convention's official print and electronic media its recommendations except in an emergency that may arise thereafter.

## ARTICLE IX

- ¶ 1 No person shall be eligible to serve at the same time on more than one Board of Trustees or Directors of any agency or institution in Kentucky fostered and supported by the Kentucky Baptist Convention, except the Mission Board of the Convention, its partnering organizations, and auxiliaries, and shall not be eligible for election or appointment until he has been a member of a Kentucky Baptist church for at least one calendar year prior to nomination or appointment, and shall not be eligible for re-election after serving two full terms until having been out of office at least one full year, except the Kentucky Baptist colleges may have a maximum of eight (8) trustees per college from outside the state; these trustees to be nominated from candidates who are members in good standing of cooperating Baptist churches in their respective states.
- ¶ 2 Members of Boards of agencies and institutions shall be considered as having served a full term if they serve at least to a date six (6) months short of the full term. A full term defined differently in an agency or institution constitution or articles of incorporation shall be the prevailing definition. Vacancies on boards which occur between Kentucky Baptist Convention annual sessions may be filled by the Mission Board as the Convention ad interim upon recommendation of candidates by the Committee on Nominations. These actions shall be ratified at the Convention's next annual session.
- ¶ 3 With the exception of the Executive Director-Treasurer, employees of the Mission Board or any agency or institution of the Convention shall be ineligible to serve as members of the Mission Board or on a Board of Trustees or Directors of any agency or institution fostered and supported by the Kentucky Baptist Convention.

## ARTICLE X

- ¶ 1 The President of the Convention and the Executive Director-Treasurer shall be ex-officio members of all committees.

## ARTICLE XI

- ¶ 1 This Constitution may be altered or amended (except Article VI) by the concurrence of two-thirds of the members present at any annual meeting, one year's notice having been given to the proposed alteration or amendment.

## **BYLAWS**

1. The session of the Convention shall be opened and closed by prayer.
2. Visitors may be granted speaking privileges in debate only with the approval of the Presiding Officer.
3. Messengers shall address the Presiding Officer when speaking in debate or making any communication to the Convention.
4. No messenger shall speak more than twice in any single debate without a two-thirds majority vote of the Convention.
5. Messengers who are called to order shall cease speaking until the Presiding Officer has determined whether the individual messenger is in order. The decision of the Presiding Officer may be appealed by a majority vote.
6. When the president shall desire to be heard in debate, or to be temporarily absent, the Chair can be taken by one of the vice presidents, or in case of the absence of both vice presidents, by some member whom the president may select.
7. In the election of officers by ballot, if only one nomination is made and no other person desires to nominate, the secretary shall cast the ballot of the Convention. If a nominee does not receive a

majority of votes cast on the first ballot, subsequent ballots shall carry the names of those who are included in the top fifty percent of the total votes cast in the previous ballot.

8. The results of all balloted votes shall be made known to all messengers and recorded in the proceedings of the Convention. It being understood that these votes refer to election of officers and any other ballot votes.
9. All resolutions, memorials and all motions except motions related to procedures made for the consideration of the annual Convention shall be presented in writing. All resolutions and memorials shall require for passage the concurrence of two-thirds of the members present and voting.
10. No new item of miscellaneous business may be introduced in the last session of the annual Convention without unanimous consent of the Body. No motions to rescind a previous action of the convention may be made in the last session of the annual Convention except by unanimous consent of the Body.
11. The Presiding Officer shall be empowered to rule on a motion when it is duly made and seconded, to determine if the subject matter is of the nature of a resolution. With an explanation for his ruling, he may refer the matter to the Resolutions Committee. However, the Body may overrule the decision of the Chair by a majority vote. The Resolutions Committee is to report to the annual Convention its disposition of all matters referred to the Committee from the floor of the annual Convention.
12. The Committee on the Annual Meeting shall suggest an order of business for the next meeting of the annual Convention. It shall provide periods of time during the annual Convention for the introduction of all matters requiring a vote not scheduled on the agenda, and, when introduced (unless the annual convention then gives its unanimous consent for its immediate consideration) shall fix times for the considerations of the same.
13. Twenty-five percent of the registered messengers at any annual meeting of the Kentucky Baptist Convention shall constitute a quorum for the conduct of business.
14. Any question that is not provided for by the foregoing rules shall be decided according to Robert's Rules of Order (latest edition).
15. The foregoing rules may be altered or amended at any annual meeting by a vote of two-thirds of the members present.

## Updates

SET

11/30/07

11/19/09

11/19/10

11/26/11

DTB

12/4/12

11/11/14

11/16/15

11/21/17

**COMMITTEES OF THE  
KENTUCKY BAPTIST CONVENTION  
WITH GUIDELINES**

- ¶ 1 Members of the Convention committees are elected by the Convention in annual meeting upon nomination of the Committee on Committees (which alone is excepted – see below); persons for vacancies on committees may be nominated by the Committee on Committees and elected by the Mission Board at the December and May meetings; and of course, other nominations may be made from the floor. Vacancies occurring after the May Board meeting may be filled as needed by appointment by the president.
- ¶ 2 Members of the Convention committees shall be at the time of their nomination, and throughout their term of service if elected, members of cooperating affiliated churches as defined in Article IV of the Constitution of the Kentucky Baptist Convention. Should at any time a committee member's church membership cease to be in a cooperating affiliated church, the committee member will be considered as having resigned from the committee.
- ¶ 3 New members of said committees shall assume their duties at the close of the annual meeting in which they are elected.
- ¶ 4 It shall be the duty of the incoming president of the Kentucky Baptist Convention to designate annually the chairman of each duly elected committee, with no chairman eligible to succeed himself and no member eligible for a successive term. Committee members who have served one half or more of a term are ineligible to serve a successive term.
- ¶ 5 A member shall serve only one permanent or standing committee.
- ¶ 6 Meetings will be scheduled by the chairman in consultation with the Executive Director-Treasurer.
- ¶ 7 Electronic meetings of committees may be authorized by the chairman, provided that the electronic medium used gives opportunity for simultaneous aural communication among all participating members equivalent to those of meetings held in one room or area.
- ¶ 8 Guidelines for convention committees may be changed by a simple majority vote at any annual meeting.

**I. PERMANENT OR STANDING COMMITTEES**

**Committee on the Annual Meeting**

- ¶ 1 The Committee on the Annual Meeting shall consist of six (6) elected members, two (2) to be elected each year for a three (3) year term, plus the Executive Director-Treasurer and six (6) ex officio members including the convention's president, vice presidents, and one representative chosen from the elected officers of each of these organizations: Kentucky Baptist Pastors' Conference, Kentucky Baptist Music Association, and Kentucky Baptist Religious Education Association.
- ¶ 2 This committee shall recommend the time and place for the annual meetings of the Kentucky Baptist Convention at least three years in advance, and make the necessary arrangements incident thereto.
- ¶ 3 Invitations shall be written and made through the chairman or Executive Director-Treasurer; and the selected venue shall provide adequate auditorium, meeting rooms, appropriate technological infrastructure, bookstore and exhibit space; and be close to adequate public lodging and food facilities.

- ¶ 4 This committee shall also formulate the program for the annual meeting of the Convention, shall nominate the preacher and alternate for the annual sermon of the Convention, and shall nominate the persons to prepare special reports for the annual meeting.

#### **Committee on Committees**

- ¶ 1 The Committee on Committees shall consist of nine (9) members appointed by the president: with three being appointed each year. The nine (9) members to include one person from each region.
- ¶ 2 This committee shall nominate the members of all permanent committees of the Kentucky Baptist Convention.

#### **Committee on Constitution and Bylaws**

- ¶ 1 The Committee on Constitution and Bylaws shall consist of eleven (11) members, with the Executive Director-Treasurer and the convention Parliamentarian being permanent members, and of the other nine, three shall be elected each year.
- ¶ 2 This committee shall keep the Constitution and Bylaws under continual study for needed revisions; and shall study any proposed changes brought to the floor of the Convention and make recommendations to the Convention on the merits of such proposals. The committee shall keep the Convention Committees with Guidelines under continual study for needed revision.

#### **Committee on Credentials**

- ¶ 1 The Committee on Credentials shall consist of ten (10) members, with Secretary of the Kentucky Baptist Convention being a permanent member, and of the other nine, three are to be elected each year.
- ¶ 2 This committee shall register messengers and advise the Kentucky Baptist Convention of any problems connected therewith.
- ¶ 3 A church desiring affiliation shall have an application (forms available from the office of the Executive Director-Treasurer) on file with the Executive Director-Treasurer by September 15, prior to the annual Convention. The committee shall consider the application and report its findings and recommendations to the Convention for final action.
- ¶ 4 An association desiring affiliation with the Kentucky Baptist Convention and the privilege of recommending nominees for Mission Board membership shall communicate to the convention's Committee on Credentials such intentions at least six months prior to the convention's annual meeting.
- ¶ 5 The Committee on Credentials and the five current convention officers shall review the association's request according to the procedures approved by the messengers in November, 1996. These procedures are available from the Executive Director-Treasurer of the KBC Mission Board; these procedures are designated "Recognition of Associations for Representation on the KBC Mission Board." After the review, the committee's recommendation shall be presented to the convention's annual meeting.

#### **Committee on Nominations**

- ¶ 1 The Committee on Nominations shall consist of twenty-four (24) members, three (3) from each region of the state, eight (8) being elected each year. The associational or regional moves of members on this committee within the state need not terminate the members' service to this committee.

- ¶ 2 This committee shall nominate the members of the Mission Board, as set forth in Article VII of the Constitution, and all board members of all institutions and agencies of the Kentucky Baptist Convention, said nominations to be subject to election at annual Convention. The Committee on Nominations may fill vacancies on boards of institutions and agencies occurring between annual sessions of the Convention as set forth in Article IX of the Constitution.
- ¶ 3 “Employees” as referenced in Article IX, Constitution of the Kentucky Baptist Convention, are defined as those persons receiving any remuneration from the Kentucky Baptist Convention and/or its agencies and institutions; “employees” is interpreted not to include those persons who receive only honoraria, travel expenses, meals, lodging, and similar occasional reimbursements or payments.

#### **Committee on Public Affairs**

- ¶ 1 The Committee on Public Affairs shall consist of eleven (11) members, with the Executive Director-Treasurer and the editor of the *Western Recorder* being permanent members, and of the other nine, three are to be elected each year. The nine (9) members are to include one person from each region.
- ¶ 2 This committee shall keep the Kentucky Baptist Convention advised of all matters of particular interest to Baptists taking place at the state, national and international levels, with particular reference to the separation of church and state. The committee may also work in cooperation with the Ethics and Religious Liberty Commission, the Kentucky Ethics League, or other appropriate organizations to pursue common interests.

#### **Committee on Resolutions**

- ¶ 1 The Committee on Resolutions shall consist of six (6) members: two are to be elected each year.
- ¶ 2 In order to facilitate thorough consideration and to expedite the Committee’s work, all proposed resolutions shall:
- be submitted to the Committee for review and consideration as early as June 1 but no later than 30 days prior to the next KBC annual meeting;
  - be addressed to the Committee on Resolutions in care of the Executive Office of the Kentucky Baptist Convention at its registered or e-mail address (electronic copies are preferred);
  - be typewritten, titled, and dated;
  - be accompanied by a letter or e-mail from a church qualified to send a messenger to the annual meeting of the Kentucky Baptist Convention certifying that the person submitting the resolution is in good standing, and;
  - include complete contact information for both the person submitting it, and his or her church.
- ¶ 3 No person may submit more than three resolutions per year.
- ¶ 4 The Committee on Resolutions shall prepare and submit to each annual meeting of the Convention only such resolutions the Committee recommends for adoption. Such resolutions may be based on proposals received by the Convention, except the Convention may, by a simple majority, consider any other resolution properly submitted to the Committee.
- ¶ 5 A list of the titles of all properly submitted proposed resolutions shall be printed and distributed to messengers at the Convention. The list shall include the name and city of each person properly submitting a resolution, and the disposition of each proper submission.

## **II. SPECIAL REPORTS TO THE CONVENTION**

¶ 1 The Convention, during each annual session, shall receive reports on the following:

1. Cooperative Program
2. North American Missions
3. International Missions
4. Obituaries and Memorial

The Committee on the Annual Meeting shall name a person and an alternate to bring each report.

¶ 2 The teams and departments of the Mission Board shall prepare a report to the Convention and present it during the annual session.

## **III. FILING REPORTS**

¶ 1 Each report shall be written for inclusion in the Book of Reports to the Convention and then presented to the annual session by the writer. The written report is due in the hands of the Executive Director-Treasurer by September 1 prior to the convention. Assistance is available from the Executive Director-Treasurer and/or agency executives.

11/21/05 SET

01/18/07 SET

05/05/10 SET

11/19/10 SET

11/26/11 SET

12/4/12 dtb

11/11/14 dtb

11/16/15 dtb

11/29/16 dtb

## **ORGANIZATION of the MISSION BOARD**

The Mission Board, according to ARTICLE VII of the Constitution, "Shall have charge of the work of the Kentucky Baptist Convention between its annual sessions and shall appoint all officers and agencies that may be required in its work."

1. The Mission Board shall consist of members to include appropriate representatives from the associations of the state and one (1) at-large member from each of the eight (8) regions of the state, and these shall be elected by messengers to the Kentucky Baptist Convention in regular session, in accord with its adopted plan.
2. Vacancies on the Mission Board are filled by action of the Kentucky Baptist Convention during its annual session. If, at the close of the annual meeting of the convention, vacancies still exist, the Mission Board, on nominations from the Committee on Nominations of the Kentucky Baptist Convention, may fill interim vacancies from the appropriate associations. A Board member who moves from one association to another within the state during the year remains on the Board until his successor is elected or his term expires.

The Committee on Constitution and Bylaws interprets Article VII to mean that one's service on the Mission Board is measured in total time served whether or not the person has held residence in one or more associations. Members are therefore still limited to a single three year term plus an unexpired term as now stated in Article VII (Nov. 13, 1986).

3. The president, both vice presidents, and secretaries of the Kentucky Baptist Convention shall serve as members of the Board.
4. The past president of the Kentucky Baptist Convention shall serve a one-year term as an at-large member of the Board.
5. The president of the Woman's Missionary Union shall serve as ex-officio member of the Board.
6. The officers of the Mission Board shall consist of a chairperson, two vice chairpersons, secretary, and assistant secretary. The president and vice presidents of the Convention shall respectively serve as chairperson, first and second vice chairperson of the Mission Board. The secretary and assistant secretary of the Convention shall serve in like manner.
7. Every member of the Board, except its officers, shall be a member of one standing committee--viz. Agencies and Institutions Committee, Business and Finance Committee, Church Consulting and Revitalization Committee, Evangelism and Church Planting Committee, Missions Mobilization Committee, and Placement Committee. Placement Committee members shall be drawn from the memberships of the other five committees.

The officers of the Board shall be available to serve as consultants or to assist any committee upon assignment by the Board chairperson.

8. The Placement Committee shall prepare nominations as to the committee assignments for presentation at the Board's December meeting. Additional nominations may be made at other Board meetings as needed.
9. Members of the standing committees shall be elected by the Board at its December meeting. Committee replacements for vacancies which occur throughout the year may be voted on at any other meeting of the Board.
10. The Placement Committee, in making nominations for appointment to a standing committee, shall have the authority to increase or decrease the size of a committee up to five (5) members.

11. The Administrative Committee of the Mission Board shall be comprised of twelve (12) Board members—the chairpersons of the six standing committees and six members-at-large. The members-at-large shall be elected by the Board after receiving nominations from the Placement Committee.
12. The chairperson of the Mission Board shall name the chairpersons of all standing committees and the chairperson of the Administrative Committee of the Board in consultation with the Executive Director-Treasurer. The chairperson of the Administrative Committee shall be chosen from the twelve (12) members.
13. The chairperson of the Mission Board shall be an ex-officio member of all committees of the Board. The Executive Director-Treasurer shall be an ex-officio (nonvoting) member of all committees of the Board.
14. The Board year begins with the convening of the first meeting of the Board following the annual meeting of the Kentucky Baptist Convention in November. The Board shall meet at least three times per year: in December, May and just prior to the annual Convention meeting.
15. Attendance Policy: All members of this Mission Board shall commit themselves to participation in the three Board meetings annually unless providentially hindered, giving notice of such absences to the secretary of the Mission Board, and removing themselves from the Board by resignation when circumstances prevent regular attendance of these meetings. Participation in these meetings is crucial to the effective working of this Mission Board for the fulfillment of the purposes of the convention body.  
  
A Board member's absence without notice from two of the three Board meetings in a service year shall be verified by the secretary of the Board with the intent to ascertain the Board member's desire and ability to attend future Mission Board meetings for the remainder of the member's term.
16. The Board shall be responsible for advising the Convention on the total program of Kentucky Baptists except on matters assigned by the Convention to specific committees, and for directing the programs specifically assigned to it.
17. The doctrinal guideline for the Mission Board and its work shall be the *Baptist Faith and Message* as adopted and amended by the Southern Baptist Convention.
18. The rules contained in the most current edition of *Robert's Rules of Order Newly Revised* shall govern the Mission Board in all cases to which they are applicable and in which they are not inconsistent with the Constitution and Bylaws of the Kentucky Baptist Convention.
19. The Mission Board shall make an annual report to the Kentucky Baptist Convention. Any recommendations to be presented to the Convention by the Mission Board shall be published in the *Western Recorder* thirty (30) days prior to the annual meeting except in an emergency that may arise thereafter.
20. The following statements on size and duties of the six (6) standing committees and the Administrative Committee are a part of the organizational plan of the Board.
21. Electronic meetings of committees may be authorized by the chairman, provided that the electronic medium used gives opportunity for simultaneous aural communication among all participating members equivalent to those of meetings held in one room or area.
22. Changes to the Organization of the Mission Board document may be made by the Mission Board, requiring only a simple majority vote for passage.

#### **AGENCIES AND INSTITUTIONS COMMITTEE**

The Agencies and Institutions Committee shall be composed of twenty (20) members. The committee shall meet twice a year and, when needed, upon the call of the chairperson through the Executive Director-Treasurer.

The committee shall organize itself by electing a vice chairperson to chair the committee in the absence of the chairperson and a secretary. The committee shall establish such work groups as may facilitate its work.

Normally, work groups will report to the committee. The committee shall make reports and recommendations to the Mission Board. Signed copies of all minutes of the committee shall be filed with the office of the Executive Director-Treasurer as part of the permanent files of the Board.

The committee works with the agencies (*Western Recorder* and the Kentucky Baptist Foundation), institutions (Clear Creek Baptist Bible College, Kentucky Baptist Assemblies, Sunrise Children's Services, Oneida Baptist Institute, and University of the Cumberlands), partnering organizations (Baptist Healthcare System and Kentucky Ethics League), and auxiliary (Kentucky Woman's Missionary Union). (The Woman's Missionary Union relates through the Missions Mobilization Committee.)

1. The committee shall seek to maintain and strengthen proper working relationships between the Mission Board and the individual boards of the agencies and institutions and their interrelationships.
2. The committee shall receive, as often as feasible, an in-depth report of the work of the individual agencies and institutions. The presentation of such reports shall include time for questions and discussion. The committee shall make whatever follow-up it deems appropriate.
3. The committee may make recommendations to the Mission Board concerning the Mission Board's relationship, policies and programs affecting the agencies and institutions.
4. The committee shall assist the agencies and institutions in cultivating the interest and support of the programs of the agencies and institutions.
5. The committee shall cooperate with Southern Baptist Convention agencies and our District Associations in promoting church support of the state agencies and institutions.
6. The committee shall study, as needed, all aspects of the relationships of Kentucky Baptists with the Southern Baptist Convention, its agencies and other Baptist bodies in areas of work and interest assigned to the Convention's agencies and institutions and may recommend appropriate actions.
7. The committee, by its own initiative or by the initiative of an agency or institution, may be mindful of the current, as well as the long-range financial needs of an agency. At times, the committee may desire to express its concern in such matters through the Mission Board's usual yearly budget planning process. At other times, the committee may wish to receive the information as a matter of prayerful and watchful concern or desire to share the matter with the Mission Board.
8. The committee in conference with presidents of the Kentucky Baptist Institutions of Learning (and educational consultants as needed) shall be responsible for recommending to the Mission Board, an equitable distribution (formula) of Cooperative Program funds among Kentucky Baptist Institutions of Learning in keeping with the educational objectives adopted by the Convention.
9. The chairperson/president of each agency's and institution's Board and the chief executive officer of each agency and institution shall be invited to attend the meetings of this committee without voting privileges.

## **BUSINESS AND FINANCE COMMITTEE**

The Business and Finance Committee shall be composed of twenty (20) members. The committee shall meet twice a year and, when needed, upon the call of the chairperson through the Executive Director-Treasurer.

The committee shall organize itself by electing a vice chairperson, to chair the committee in the absence of the chairperson, and a secretary. The committee shall establish such work groups as may be needed to facilitate its work. Normally, work groups will report to the committee. The committee shall make reports and recommendations to the Mission Board. Signed copies of all minutes of the committee shall be filed with the office of the Executive Director-Treasurer as part of the permanent file of the Mission Board. Copies of committee minutes shall also be distributed to the Board's members. The Board shall be asked to accept the minutes.

- I. The committee shall work with the Finance and Business Services Team and the departments assigned to it by the Administrative Committee on recommendation by the Executive Director-Treasurer.

1. The committee shall recommend to the Board any policies, procedures or actions relating to the Finance and Business Services Team and its departments that need Mission Board action.
2. The committee shall receive, as often as feasible, an in-depth report of the work of the team. The presentation of such reports shall include time for questions and discussion. The committee shall make whatever follow-up it deems appropriate.
3. The committee shall be alert to the needs of individuals, churches, associations, and agencies relating to the scope of work of the Finance and Business Services Team. It shall work with the team and make any necessary recommendations to the Board concerning meeting the needs.
4. The committee shall study, as needed, all aspects of the relationship of Kentucky Baptists with the Southern Baptist Convention, its agencies, and other Baptist bodies in areas of work and interest assigned to its departments.

II. The committee shall serve as the Board's Finance committee;

1. The committee shall propose broad financial policies to be observed by the Mission Board and the agencies and institutions of the Kentucky Baptist Convention in the conduct of their program.
2. The committee shall review and evaluate the financial practices of the Kentucky Baptist Convention's Mission Board, agencies and institutions as reflected in their financial reports and audits. This committee shall recommend specific criteria to be followed by the Mission Board and the agencies and institutions in employing professional auditors. The committee shall follow up directly and specifically any adverse criticisms by public auditors to determine the specific actions being taken by the agencies and institutions. Such incidents must be reported by the committee to the Mission Board with appropriate recommendations.
3. The committee shall monitor the financial practices of the Convention. At any time the committee deems changes are needed, it shall make recommendations to the Board. The Board, in turn, may propose necessary actions to the Convention.
4. The committee shall review estimates of future Cooperative Program giving and advise the Mission Board on the feasibility of the goal for the Cooperative Program for the coming two (2) years which the Mission Board shall recommend to the Kentucky Baptist Convention.
5. The committee shall propose to the Mission Board the division of undesignated Cooperative Program funds between (1) Southern Baptist Convention uses and (2) Kentucky Baptist Convention uses which it shall recommend to the Kentucky Baptist Convention.
6. The committee shall review the annual budget as developed by the Executive Director and staff, including allocation requests from the Convention's agencies. In May, the committee shall recommend the next detailed budget to the Mission Board.
7. The committee shall recommend to the Mission Board the sale or purchase of properties.
8. Any expenditure not set forth in the Convention budget, either cash or loan, must be authorized by the Mission Board of the Convention. The Business and Finance Committee has power to recommend only.
9. The Executive Director-Treasurer, with the approval of the Business and Finance Committee, shall employ all the auditors for the Board and other activities and agencies for which the Board pays auditors' fees.

**CHURCH CONSULTING and REVITALIZATION COMMITTEE**

The Church Consulting and Revitalization Committee shall be composed of twenty (20) members. The committee shall meet twice a year and, when needed, upon the call of the chairperson through the Executive Director-Treasurer.

The committee shall organize itself by electing a vice chairperson, to chair the committee in the absence of the chairperson, and a secretary. The committee shall establish such work groups as may facilitate its work. Normally, work groups will report to the committee. The committee shall make reports and recommendations to the Mission Board. Signed copies of all minutes of the committee shall be filed with the office of the Executive Director-Treasurer as part of the permanent files of the Mission Board.

The committee shall serve as a sounding board, advisor and evaluator to the Church Consulting and Revitalization Team and the departments assigned to it by the Administrative Committee on recommendation by the Executive Director-Treasurer.

1. The committee shall recommend to the Board any policies, procedures or actions relating to the Church Consulting and Revitalization Team.
2. The committee shall receive, as often as feasible, an in-depth report of the work of the team. The presentation of such reports shall include time for questions and discussion. The committee shall make whatever follow-up it deems appropriate.
3. The committee shall seek to stay current to the needs of ministers, churches and associations relating to the scope of work of the Church Consulting and Revitalization Team. It shall work with the team and make any necessary recommendations to the Board concerning meeting the needs.
4. The committee shall study, as needed, all aspects of the relationships of Kentucky Baptists with the Southern Baptist Convention, its agencies and other Baptist bodies in areas of work and interest assigned to its departments.

#### **EVANGELISM AND CHURCH PLANTING COMMITTEE**

The Evangelism and Church Planting Committee shall be composed of twenty (20) members. The committee shall meet twice a year and, when needed, upon the call of the chairperson through the Executive Director-Treasurer.

The committee shall organize itself by electing a vice chairperson, to chair the committee in the absence of the chairperson, and a secretary. The committee shall establish such work groups as may facilitate its work. Normally, work groups will report to the committee. The committee shall make reports and recommendations to the Mission Board. Signed copies of all minutes of the committee shall be filed with the office of the Executive Director-Treasurer as part of the permanent files of the Mission Board.

The committee shall serve as a sounding board, advisor and evaluator to the Evangelism and Church Planting Team and the departments assigned to it by the Administrative Committee on recommendation by the Executive Director-Treasurer.

1. The committee shall recommend to the Board any policies, procedures or actions relating to the Evangelism and Church Planting Team and its departments that need Mission Board action.
2. The committee shall receive, as often as feasible, an in-depth report of the work of the team. The presentation of such reports shall include time for questions and discussion. The committee shall make whatever follow-up it deems appropriate.
3. The committee shall be alert to the needs of evangelism and church planting, including collegiate and cross-cultural evangelism. It shall work with the team and make any necessary recommendations to the Board concerning meeting the needs.
4. The committee shall study, as needed, all aspects of the relationships of Kentucky Baptists with the Southern Baptist Convention, its agencies and other Baptist bodies in the areas of work and interest assigned to its departments.
5. The committee may recommend to the Business and Finance Committee the sale or purchase of properties that relate to the work of the team.

6. The committee shall recommend to the Mission Board, with the counsel and knowledge of the Business and Finance Committee, any capital financial resources required for specific use of the team.

### **MISSIONS MOBILIZATION COMMITTEE**

The Missions Mobilization Committee shall be composed of twenty (20) members. The committee shall meet twice a year and, when needed, upon the call of the chairperson through the Executive Director-Treasurer.

The committee shall organize itself by electing a vice chairperson, to chair the committee in the absence of the chairperson, and a secretary. The committee shall establish such work groups as may facilitate its work. Normally, work groups will report to the committee. The committee shall make reports and recommendations to the Mission Board. Signed copies of all minutes of the committee shall be filed with the office of the Executive Director-Treasurer as part of the permanent files of the Mission Board.

The committee shall serve as a sounding board, advisor and evaluator to the Missions Mobilization Team and the departments assigned to it by the Administrative Committee on recommendation by the Executive Director-Treasurer. The committee shall also work with the Woman's Missionary Union.

1. The committee shall recommend to the Board any policies, procedures or actions relating to the Missions Mobilization Team and its departments (or WMU) that need Mission Board action.
2. The committee shall receive, as often as feasible, an in-depth report of the work of the team. The presentation of such reports shall include time for questions and discussion. The committee shall make whatever follow-up it deems appropriate.
3. The committee shall be alert to the needs of ministers, churches and associations relating to the scope of work of the Missions Mobilization Team. It shall work with the team and make any necessary recommendations to the Board concerning meeting the needs.
4. The committee shall study, as needed, all aspects of the relationships of Kentucky Baptists with the Southern Baptist Convention, its agencies and other Baptist bodies in areas of work and interest assigned to its departments.
5. The committee may recommend to the Business and Finance Committee the sale or purchase of properties that relate to the work of the team.
6. The committee shall recommend to the Mission Board, with the counsel and knowledge of the Business and Finance Committee, any capital financial resources required for specific use of the team.

### **PLACEMENT COMMITTEE**

The Placement Committee shall consist of fifteen (15) members plus the newly-elected chairperson and newly elected vice chairpersons (ex-officio) for a total of eighteen (18) members. The newly-elected chairperson and two vice chairpersons, along with the ten (10) returning members, shall appoint the five (5) new members annually. In the making of appointments, due consideration should be given both to remaining years in Mission Board terms of service as well as to maintaining balanced representation from the other six standing committees and geographical regions. The committee shall meet twice a year and, when needed, upon the call of the chairperson through the Executive Director-Treasurer.

The committee shall organize itself by electing a vice chairperson, to chair the committee in the absence of the chairperson, and a secretary. The committee shall establish such work groups as may be needed to facilitate its work. Normally, work groups will report to the committee. The committee shall make reports and recommendations to the Mission Board. Signed copies of all minutes of the committee shall be filed with the office of the Executive Director-Treasurer as part of the permanent files of the Board.

The work of the committee includes:

## TO RECOMMEND BOARD MEMBERS FOR COMMITTEE SERVICE

1. The committee shall meet, with the newly named chairperson presiding, between the close of the annual meeting of the Kentucky Baptist Convention and the December meeting of the Mission Board to nominate members for the standing committees and at-large members of the Administrative Committee. The committee, during the year, shall also nominate newly-elected Mission Board members for standing committee assignments.
2. The guidelines outlined in the Organizational Plan of the Board shall be carefully followed in making nominations. The committee is advised of the desirability of retaining some experienced personnel on each committee from year to year and as much geographical representation as practical. No standing committee shall be permitted to lose more than one-half (1/2) its members from year to year.
3. Nominations for Mission Board committee assignments should be made on the basis of ability, familiarity with the type of work to be done, and enthusiasm for the assignment.
4. To assist the committee, the Executive Director-Treasurer shall prepare for its use a list of Mission Board members, showing the names of newly-elected individuals as well as the committee assignments and terms of office of the remaining Mission Board members. The Executive Director-Treasurer shall be prepared to provide the committee with other information it may need or request.

## ADMINISTRATIVE COMMITTEE

The Administrative Committee of the Mission Board shall be composed of twelve (12) Board members--the chairperson of each of the six (6) standing committees and six (6) at-large. This composition will enable the Administrative Committee to remain abreast of the entire range of Mission Board affairs and hence to function effectively on behalf of the Mission Board.

The committee shall organize itself by electing a vice chairperson, to chair the committee in the absence of the chairperson, and a secretary. The committee shall establish such work groups as may facilitate its work. Normally, work groups report to the committee. The committee shall make reports and recommendations to the Mission Board according to its procedures. Signed copies of all minutes of the committee shall be filed with the office of the Executive Director-Treasurer as part of the permanent files of the Board. Copies of committee minutes shall also be distributed to the Board members. The Board shall be asked to accept the minutes.

1. The Administrative Committee shall have charge of the Board's business affairs between meetings of the full Board. The Administrative Committee's action while serving on behalf of the Mission Board shall be subject to Mission Board's ratification. Prior to ratification of the minutes, the chairperson shall call attention to matters of unusual importance prior to their adoption.
2. This committee shall give guidance to the planning, organizing, and scheduling of the work of the Mission Board. It shall recommend matters of referral to the various committees of the Board. It shall call special meetings of the full Mission Board when there is need for Mission Board action between regularly scheduled sessions on matters within the jurisdiction of the Mission Board. It shall recommend to the Mission Board actions it should take on behalf of the Kentucky Baptist Convention.
3. When questions concerning the responsibilities of the Mission Board committees arise, any differences in view shall be resolved by the Administrative Committee.
4. The Executive Director-Treasurer shall be responsible to the Administrative Committee between meetings of the Mission Board; and the Administrative Committee shall evaluate the work of the Executive Director-Treasurer in relationship to his job description.
5. This committee shall, during the October meeting, review and make recommendations to the November Mission Board concerning compensation of the Executive Director-Treasurer for the ensuing budget year, since this position is not under the Salary Administration Plan.

6. It shall act as personnel committee of the Board; in advising the Executive Director-Treasurer; in recommending to the Mission Board the election of team and department directors; in electing department associates; campus ministers, and missionaries; in approving sabbatical leaves; in administering the Salary Administration Plan, including, when necessary, the evaluation of the staff in relationship to job descriptions; in handling any personnel problems that may be brought to it by the Executive Director-Treasurer or by a staff member. The committee, in such cases, shall have authority to take such action as it may deem wise with action subject to Mission Board ratification, if and as needed.
7. Responsibility in securing a new Executive Director-Treasurer in the event of a vacancy in the office of Executive Director-Treasurer by death, termination or impending retirement, the Administrative Committee shall be responsible for recommending to the Mission Board a time-table for proceeding on this work. The Chairperson of the Mission Board shall be responsible, in consultation with the Administrative Committee, for naming a committee of fifteen (15) persons which shall be responsible for seeking out and nominating a person for this office. This committee of fifteen (15) shall be composed of a pastor from each of the eight (8) regions and seven (7) other persons, male or female, as shall give representation to various areas and interests of Kentucky Baptist life, be knowledgeable of the working of the Mission Board, and deeply involved in Kentucky Baptist life. This committee of fifteen (15) shall confer with the Administrative Committee to work out details connected with calling a new Executive Director-Treasurer and bring their nomination to the full Mission Board.
8. This committee shall concern itself with any business of the Mission Board that is not directly the duty of another committee.

Revised: Mission Board 11/14/16