

The Constitution of the Shiloh Missionary Baptist District Association



Our Great Commission is to Go...

...Preach

...Teach

...Train

...Administer

...and Proclaim



the Word
to the
World

St. Mark 16:15-20

**Committee on Revision and Adoption of the Constitution
1968**

Revised on August 12, 1968 by a Committee on Constitution – Reverend Joseph Simpson, Reverend R.T. Thomas and Reverend R. O. Tyler Sr., So adopted August 21, 1968 in Executive Board Meeting at Mercy Seat Baptist Church, Gulfport, Mississippi

**Committee on Revision and Adoption of the Constitution
1983**

Revised and adopted July 21, 1983 at the New Testament Baptist Church Hattiesburg, Mississippi; and reconfirmed at Antioch Baptist Church with revisions and additions August 24, 1983 at the Adjoined Board of the Association. The Committee on the Revision of the Constitution is as follows: Reverend Jesse L. Trotter Sr., Chairman; Reverend Roger O. Tyler; Reverend O. J. Johnson, Reverend L. V. Henry and Reverend H. D. Stewart.

**Committee on Revision and Adoption of the Constitution
2003**

Revised and adopted July 24, 2003 at the Goodwill Baptist Church Pass Christian, Mississippi. The Committee on the Revision of the Constitution is as follows: Dr. Jesse L. Trotter Sr., Moderator, Dr. Kenneth M. Davis, Chairman, Dr. Kenneth Haynes Sr., 1st Vice Moderator, Dr. H. L. Davis, 2nd Vice Moderator, Rev. Eddie Hartwell Sr., 3rd Vice Moderator, Dr. John W. Davis, Sr., Parliamentarian, Rev. Richard Young and Rev. Cortez Keeton.

Table of Contents
CONSTITUTION OF THE
SHILOH MISSIONARY BAPTIST DISTRICT ASSOCIATION

	Page
ARTICLE I – Name.....	1
ARTICLE II – Purpose.....	1
ARTICLE III – General Membership.....	1
ARTICLE IV – Affiliations.....	1
ARTICLE V – Annual Session.....	1
ARTICLE VI – Officers, Election, and Term.....	2-6
ARTICLE VII – Membership Representation Fees.....	7-8
ARTICLE VIII – Committees.....	8
ARTICLE IX – Executive Board.....	9-19.
Guidelines for Organizing a Missionary Baptist Church	
ARTICLE X – Auxiliaries.....	20
ARTICLE XI – Boards.....	21
ARTICLE XII – Youth Auxiliary.....	21
ARTICLE XIII – Educational Objectives.....	22
ARTICLE XIV – Suspension of Constitution.....	22
ARTICLE XVI – Dissolution.....	22
OFFICIAL PROGRAM.....	23-24
CHURCH OFFICIAL LETTERHEAD.....	25-26

**THE CONSTITUTION OF
SHILOH MISSIONARY BAPTIST DISTRICT ASSOCIATION**

ARTICLE I – NAME

The name of this organization shall be called the Shiloh Missionary Baptist District Association and Auxiliaries hereinafter called "The Association"

ARTICLE II – PURPOSE

The purpose and objectives of the association shall be to promote the proclaiming of the Gospel of Jesus Christ among all nations and support the general welfare of the membership churches, clergy, and laity of the district; to create and maintain annual and life members of Baptist churches of the same faith and order.

ARTICLE III – GENERAL MEMBERSHIP

The association shall be composed of delegates from an organized Missionary Baptist Church of the Shiloh District Association

ARTICLE IV – AFFILIATIONS

The association shall be affiliated with the South Mississippi State Missionary Baptist Convention and the National Baptist Convention of America, Inc.

ARTICLE V- ANNUAL SESSION

The annual session of the association shall officially open Tuesday after the 3rd Sunday in July at 10:00 a.m. The session shall end Thursday afternoon. The association and its auxiliaries (including the Congress) shall convene during this time. The place for the associational meetings shall be selected by the Moderator and executive staff during the executive board meeting.

ARTICLE VI – OFFICERS, ELECTION, AND TERM

The officers of the association shall be: Moderator, 1st Vice Moderator, 2nd Vice Moderator, 3rd Vice Moderator, Recording Secretary, Assistant Recording Secretary, Corresponding Secretary, Assistant Corresponding Secretary, Treasurer, four Missionaries serving under the direction of the Moderator (to which the Shiloh District will be divided into four geographical regions for the purpose of better service), Statistician, Chorister, Assistant Chorister, Musician, Assistant Musician, Parliamentarian, and Presidents of Auxiliaries.

Section 1 – The person seeking the office of the Moderator must have pastored a church and his name must have been on the official association letter of a church that has enrolled in the annual session for at least 3 previous years. The Moderator shall be the only elected officer of the association. The tenure of the Moderator shall be for a term of five years. He can only succeed himself once for a total of ten years. The Moderator must be bonded. The duties of the Moderator shall be to appoint all officers, (all Vice Moderators must have pastored a church and his name must be on the official association letter of a church that has enrolled in the annual session for at least 3 previous years), advisors to auxiliaries, preside at all meetings of the association or delegate the authority to an appointee (to which must be a Vice Moderator), sign all checks and drafts submitted to him by the treasurer after approval and or upon order of the association. The Moderator shall have the power to disperse funds as needed to the ministries of the association, in accordance with the constitution, and report the same to the parent body in the next annual session.

The Moderator shall appoint all committees or order it be done as needed, call special meetings of the association when he deems necessary; however, at least 1/3 of the churches enrolled at the previous annual session must be present before it can be recognized as a legal meeting. He shall have the right to cast the deciding vote in the case of a tie vote. The Moderator is the associational pastor of all the churches of the association; however, he can only intervene in the local church affairs for any reason upon request of the pastor, or upon written request of 2/3rds of the church body voted upon at a bonified call meeting when it does not have a pastor.

In case of unsatisfactory service of the Moderator or disability or whatever, at least two pastors and/or two officers of the association have the right to submit, in writing a grievance to the grievance committee. The grievance committee, in accordance with this constitution may make a recommendation to the parent body. If the grievance committee recommends removal of the present Moderator and the parent body accepts it, the 1st Vice Moderator will serve the remainder of the term. All Moderators will ascend and the new Moderator will appoint a new 3rd Vice Moderator.

Section 2 – The duties of the 1st Vice Moderator shall be to preside during the absence of the Moderator and as directed by the Moderator or the association at all meetings of the association. He shall preside upon resignation, removal of, or disability of the Moderator temporarily or permanently. He shall assume his position and shall perform all of the duties of the Moderator and his acts of 1st Vice Moderator shall be as binding as those of the Moderator until the association elects him as Moderator or replaces him with a newly elected Moderator.

Section 3 – The duties of the 2nd Vice Moderator are to serve as mediator of the advisors of all the auxiliaries and to preside as directed by the Moderator.

Section 4 - The duties of the 3rd Vice Moderator are to serve as general chairman of the Finance Committee and to preside as directed by the Moderator. The 3rd Vice Moderator must be bonded.

Section 5 – The duties of the recording secretary shall be to keep a true and correct account of all the transactions of the association and all meetings of the executive board and shall read the minutes of each day's preceding on the succeeding day of the meeting or as ordered by the Moderator or presiding officer. The recording secretary's duties are to be performed in all meetings of the association. He or she shall sign all checks or drafts upon the treasure when ordered by the Moderator. The recording secretary is responsible for preparing the minutes and getting them reviewed and approved by the Moderator before they are sent to the press to be issued during the March Board.

Section 6 – The duties of the assistant recording secretary shall be to serve as an assistant to the recording secretary under the orders of the recording secretary or as ordered by the Moderator.

Section 7 – The duties of the corresponding secretary shall be to conduct all correspondences, send notices concerning all meetings of the association, and the executive board to the pastors and churches of the association. He or she shall serve as public relations for the association at the request of the Moderator or presiding officer. The corresponding secretary shall ascertain any and all correspondences etc. bulletins and programs.

Section 8 – The duties of the assistant corresponding secretary shall be to serve as an assistant to the corresponding secretary under the orders of the corresponding secretary or as ordered by the Moderator.

Section 9 – The duties of the treasurer shall be to receive and bank all funds belonging to the association and shall be responsible for paying bills and or notes by checks signed by the Moderator or 1st Vice Moderator, recording secretary, and treasurer as ordered by the Moderator and the association. The treasurer must state on each check the purpose for issuing the check. He or she shall report annually to the association all itemized statements and canceled checks for receipts and expenditures each preceding year and on the first day of each annual meeting. Upon orders of the association or the Moderator, the treasurer shall relinquish all funds and records. The treasurer must be bonded.

Section 10 – The duties of the missionaries shall be to perform such duties as required by the job description according to this constitution of the association. The missionaries shall promote policies and causes of the association as so ordered by the Moderator and the association within the district churches. The Missionaries shall annually report to the association.

Section 10A – Credentials for Missionaries

Appointees must be a member of a Shiloh Missionary Baptist District Association church in good and regular standing. He must be an ordained gospel preacher or willing to sit for ordination by his member church and also be committed to perform the work of Jesus Christ. The appointee must have a letter of recommendation from his church signed by the pastor. Appointee must be of good moral department. The responsibilities of the missionary are to carry the message of the association's work, preach the gospel of Jesus Christ at the pastor's request, (if the church is vacant the church may request him to preach), visit churches of the district or assigned territories, and attend to those slow churches of the district that are not represented in the annual meetings. With the pastor's consent, (be it reminded that the missionary has no authority over the church nor the pastor) the missionary will serve as a representative to the church from the association. He is to provide information to the church as to the functions, project programs, and projected dates and places of meetings of the association. The missionary is not at any time to cause any financial expenses for the parent body in connection or operation of these responsibilities without the Moderator's consent.

The missionary may serve as interim pastor if asked to do so by letter from the church. The missionary shall have the right to evangelize other churches that are not affiliated with other associations. It is expected of each church to give the missionary a freewill liberal offering on an official visit. The missionary is empowered to keep 100% of any monies with the exception of representation fees from churches.

Section 11 – The duties of the chorister shall be to serve as song leader and director of all singing of the parent body of the association or board meetings, and shall open all meetings at the request of the Moderator or presiding officer.

Section 12 – The assistant chorister shall serve under the direction of the chorister and the Moderator.

Section 13 – The duties of the district musician shall be to serve as musician for all meetings of the association of the parent body, under the direction of the chorister, unless otherwise ordered by the Moderator or presiding officer

Section 14 – The duties of the assistant district musician shall be to serve as musician under the direction of the district musician and the Moderator.

Section 15 – The duties of the statistician shall be to receive and analyze the statistics from all letters of the churches in the district, which are represented in the annual session, and accepted by the association. The statistician must turn letters over to the recording secretary after his or her work is completed, and then make a report of all findings within the next day's session or next meeting of the association unless otherwise ordered by the Moderator. The recording secretary will keep the letters and statistical reports for future record. (All churches enrolled in the association are encouraged to keep and report an accurate and true record to the annual session and report the same).

Section 16 – The parliamentarian shall be appointed by the Moderator. The parliamentarian shall prepare lessons on parliamentary procedures, and address the parent body and its auxiliaries in a common assembly each day on a section or two sections of parliamentary procedures before the association session or during the association as arranged by the program committee or ordered by the Moderator or presiding officer in charge. He shall interpret and clarify issues and matters of parliamentary procedures during the meetings of the association and or boards.

Section 17 – The duties of the auxiliary president shall be to receive directions from the Moderator, attend the executive board meetings, or any staff meeting called by the Moderator. He or she shall program and preside at all auxiliary meetings. His or her program must be in accordance with the theme of the association. All other officers of the auxiliary must be elected by the auxiliary and approved by the parent body. He or she shall present a projected program and budget of all activities of the following year in the executive board 30 days before the annual session for the Moderator's approval. Receipts and proceeds from all programs shall be reported to the Moderator by the March board and within 30 days of the annual session. The Moderator must report the said findings to the parent body.

ARTICLE VII – MEMBERSHIP REPRESENTATION FEES

Each enrolled church shall be declared certified and entitled to as many delegates as they desire. However, during an election year, each church has a maximum of 10 votes. The voting delegate must be listed on the official church letter. The voting delegate shall also receive an official delegate badge at the time of registration. Each church will be asked to pledge adequately and comparable to their membership and annual support to the association with a minimum amount of \$500.00.

This representation shall include church enrollment and personal enrollment in the association and all its auxiliaries.

This representation may be given monthly, quarterly, or annually.

Participating churches should represent in annual sessions or boards every year or otherwise possibly lose its membership, after receiving a visit from the Moderator or missionary or appointee by the Moderator after two years of non-participation in the association.

Section 1 – All funds received in the association shall be allocated in the following manner: 15% will be banked in approved savings and 85% will be used for the ministries of the association. The 85% will be allocated by the Moderator and his staff and reported to the association on the first day of the annual session.

Section 2 – All delegates whose names are listed on the association official letter shall be eligible to discuss and vote on all propositions, election of officers, and entitled to fill any office they may qualify for according to this constitution.

Section 3 - All the living founders of this association shall and are hereby-honorary members thereof, and shall be entitled to all privileges of the regular members of this association so long as they remain members of one of the Shiloh Baptist churches or pastor of a church within the association.

ARTICLE VIII – COMMITTEES

During each annual session of the association, it shall be the duties of the churches to deposit their letters and finances with the recording secretary. From which the recording secretary shall prepare a certified roll of the delegates. All committees shall be appointed by the Moderator from this certified roll. The committees shall be finance committee, grievance committee, and host committee.

Section 1 – The duties of the finance committee shall be to receive all offerings and report said offerings to the treasurer and report said amount to the Moderator after each offering.

Section 2 – The grievance committee shall be comprised of the 1st Vice Moderator who will serve as the chairman, the parliamentarian, and three persons who have enrolled personally and have a pastored a church that has registered in the association for at least 3 years, who will be appointed by the Moderator. The duties of the grievance committee shall be to consider all valid grievances submitted in writing and addressed to the Moderator. The grievance committee must serve as arbitrator in all matters relative to church and associational affairs. The committee shall prayerfully consider the grievance and give to the body their summation. (reference 1st Cor. 6.1-4)

Section 3 – The duties of the host committee shall be to receive from the recording secretary a list of churches who are requesting to host the association and present them to the Moderator. The host committee shall serve as advisors to any church assigned to host the association as requested.

ARTICLE IX – EXECUTIVE BOARD

The Moderator and his cabinet shall constitute the executive board. They shall meet 30 days prior to the commencing of the association. There shall be an annual executive board meeting in March and August, or as requested by the Moderator for the business of the association.

Section 1 - The duties of the executive board shall be to protect the interest of the association in general, to perform any work to be concluded from the annual session, to receive projected program and budget for the following year from auxiliary presidents, and to receive new churches only after the annual session is consummated.

The applicant church must be owned by the congregation and not an individual, organized properly, exemplify an express need for the church in its located area by the testimony of an ordained missionary baptist preacher and/or ordered by the Shiloh District Association for the missionary advancement of the kingdom of God.

Section 1A – GUIDELINES FOR ORGANIZING A MISSIONARY BAPTIST CHURCH

Note: (Taken from The Pastor's Manual by J. R. Hobbs with some modifications to maintain consistency with the Missionary Baptist Church)

A Missionary Baptist church is a body of people who have believed on Jesus Christ unto their salvation, have been baptized into the fellowship of his death and resurrection and have been organized on the plan and for the purposes of a Christian church as outlined by Jesus Christ and his apostles in the New Testament. When it seems necessary to organize a Missionary Baptist church in any locality care should be exercised by those interested to establish whether or not there is a real need for such a church and a hopeful future of enlarging usefulness before it. To this end those interested should meet together several times and discuss the matter fully, making it an object of serious and earnest prayer. Also they should advise with leading pastors of other neighboring churches.