

LEADERSHIP POLICY AND PROCEDURE MANUAL

The Piedmont Okefenokee Baptist Association, Inc. *Leadership Policy and Procedure Manual* lists the duties of Associational Staff as well as the leadership positions of the Association. This manual will be available for every church upon request. It will be reviewed and revised as needed to maintain its usefulness in a changing ministry environment. The Administrative Committee will serve as a review team and present the revised manual to the Association at the next regular meeting for approval.

Table of Contents

Governing Documents

- a. [Piedmont Okefenokee Baptist Association, Inc. Bylaws](#)

Section I. Miscellaneous

- a. [Associational Events](#)

Section II. Personnel

- a. [Work Week, Pay Period, Holidays, Vacation and Leave](#)
- b. [Faithful and Continuous Service Recognition](#)
- c. [Sexual Harassment Prevention](#)
- d. [Medical Reimbursement](#)
- e. [Rules and Procedure for Eligibility and Contribution to the Retirement Plan](#)
- f. [Term Life](#)

Section III. Mission Trips

- a. [Mission Trips](#)
- b. [Application for Mission Trip Participation](#)
- c. [Assumption of Risk Agreement](#)
- d. [Estimate of Covered Costs](#)
- e. [Team Debrief Evaluation](#)

Section IV. Facilities and Equipment

- a. [Evangelism Trailer](#)
- b. [Evangelism Trailer Reservation](#)

Section V. Financial

- a. [Accountable Reimbursement](#)
- b. [Bank Accounts](#)
- c. [Credit Card Usage](#)
- d. [Designated Funds](#)
 - [Benevolence](#)
 - [Continuing Education](#)
 - [Crisis Relief](#)
 - [Disaster Relief](#)
 - [Evangelism](#)
 - [Hispanic Ministry](#)
 - [Music Ministry](#)
 - [Partnership Missions](#)
 - [Recovery Ministry](#)
 - [Royal Ambassadors](#)
 - [Senior Adults](#)
 - [Special Projects](#)
 - [Student Ministry](#)
- e. [Disbursement of Funds](#)

Section VI. Administrative Job Descriptions **paid positions; **elected positions*

- a. [Ministry Assistant](#)*
- b. [Associational Missions Strategist](#)*
- c. [Moderator](#)**
- d. [Vice Moderator](#)**
- e. [Treasurer](#)**
- f. [Assistant Treasurer](#)**
- g. [Clerk](#)**
- h. [Assistant Clerk](#)

Section VII. Leader Job Descriptions

- a. [Children's Ministry Leader](#)
- b. [Collegiate Ministry Leader](#)
- c. [Continuing Education Leader](#)
- d. [Disciple-Making Leader](#)
- e. [Evangelism Leader](#)
- f. [Men's Ministry Leader](#)
- g. [Missions Leader](#)
- h. [Moral and Civic Concerns Leader](#)
- i. [Music Leader](#)
- j. [Prayer Leader](#)
- k. [Royal Ambassador Leader](#)

Section VII. Leader Job Descriptions *continued*

- l. [Senior Adult Leader](#)
- m. [Single Adult Leader](#)
- n. [Sunday School Leader](#)
- o. [Vacation Bible School Leader](#)
- p. [Woman's Missionary Union Leader](#)
- q. [Women's Ministry Leader](#)
- r. [Youth Ministry Leader](#)

Section VIII. Forms

- a. [Preacher Supply and Interims](#)
- b. [My Personal Testimony](#)
- c. [Truths We Hold Dear](#)
- d. [Background Check Authorization](#)
- e. [Benevolence Request](#)
- f. [Church Summary](#)