**Three Forks Baptist Association**

Administrative Team

Meeting Notes

January 5, 2021

The Administrative Team of Three Forks Baptist Association met on January 5, 2021. In attendance were: Ben Bolick, Wesley Smith, Ellen Norris and Jennifer Waldorf, with Lowell Younce in attendance via telephone.

Wesley thanked those in attendance for their willingness to serve the Association, and opened the meeting with prayer.

Parking Lot – Ben asked if there was a plan in place to clear the parking lot in case of inclement weather. Jennifer stated that Bob Waldorf had, in the past, brought the Mt. Vernon equipment to clear the parking lot. It was determined that this would continue to be the plan for snow removal.

Finance Team Vacancy – The Finance Team has been short one member for six months. Several names were suggested as possibilities to fill the vacant position. It was determined that Ellen would ask Denny Norris to fill the position. This action was taken during the meeting. Denny accepted the nomination to the position, and this will be proposed to the Executive Council at their next meeting.

There was some discussion as to whether or not three team members were enough to effectively conduct the business of the finance team. Ellen noted that the team structure had been lowered to three, along with the other associational teams, to streamline the Association and make it more efficient and effective, and that structure has worked well. Jennifer expressed some concern that with only three members on a team, the unexpected resignation of a team member does make it difficult for the team to conduct business. Wesley suggested that three team members, along with an alternate who is willing to step in if needed would be a possible solution. The team agreed that this would be a good solution. Perry Yates was suggested as a possible alternate. Ben Bolick will follow up with Perry, to see if he is willing to serve in this capacity.

Ellen moved that the Administrative Team recommended Denny Norris as a Finance Team member and Perry Yates (pending his acceptance) as an alternate to the Executive Committee. Lowell seconded this motion.

Church Strengthening Vacancy – Discussion of the vacancy on the Church Strengthening Team began with a review of the purpose of the team. The Church Strengthening Team encompasses what used to be multiple committees, to include men’s ministry, women’s ministry, Sunday School, Discipleship, Evangelism, etc. along with the areas of church health and revitalization.

The current members of the church strengthening team are John Mark Brown and Rusty Guenther. David Cooper resigned from the team when he became Associational moderator on January 1.

Lowell Younce recommended Chris Hodges of Rutherwood as a possible team member. Ben Hodges will follow up with Chris. Ellen suggested that this team have an alternate member as well. Candidates for this role were suggested and will be contacted. These recommendations will also be submitted to the Executive Council at their next meeting.

DOM Work Agreement – Wesley has taken the work agreement from our previous DOM, made some slight modifications, and presented it to the Administrative Team for review. There was some discussion as to whether the finalization of a work agreement was the responsibility of the search team or the Administrative Team. It was determined that the Administrative Team would review the work agreement and recommend it to the Executive Council, but would let the search team know that it has been looked into.

One slight modification to the work agreement will be made. Vacation time will state that there will be 10 days vacation, unless negotiated otherwise with the search team. Ellen suggested adding the phrase in conjunction with the administrative team. This modification was approved. A footnote will be added to the working contract that Wesley Smith negotiated an additional 5 days with the administrative team on 1/5/21, bringing his total vacation time to 15 days.

Policy and Personnel Manual – Wesley Smith drafted a policy and procedure manual as a starting point for policies and procedures for the Association. This was distributed to the Administrative Team members for them to review. No decision was expected on this manual at this meeting, in order to give the team members time to review it in depth. Lowell did have a question regarding how DOM hours would be counted, in terms of Sunday preaching, etc. Wesley let the team know that he logs everything work related in a work journal and also keeps a time sheet.

The meeting was adjourned in prayer by Ben.