

CONSTITUTION: Annapolis-Digby Baptist Association

Adopted May 30, 2009 at Annapolis Royal, NS

Revised and adopted April 27, 2013 at Annapolis Royal, NS

Revised Article IV: Objectives Added Non-Profit Clause April 06, 2018 Churches adopted revision unanimously by voting through e-mail.

Article I: Name

This body shall be known as the Annapolis-Digby Baptist Association serving Convention of Atlantic Baptist Churches in the geographic areas covered by the Counties of Annapolis and Digby in the province of Nova Scotia.

Article II: Members

Already members of the Association and those Baptist Churches in future, received into this continuing Association, upon written application, and by a two-thirds majority vote of member churches, followed by a service of recognition, shall be members of the Annapolis-Digby Baptist Association.

Article III: Doctrine

The Doctrinal Beliefs of this Association shall be those of the Convention of Atlantic Baptist Churches as expressed in the Basis of Union of 1905-1906.

Article IV: Objectives

The objectives of this Association is to promote the work of Christ's Kingdom within the Association, in harmony with the CABC, including the promotion of fellowship, unity, spiritual development, growth among the churches comprising the Association, reaching out to meet the needs of the communities within the area, and supporting the denomination in its missionary and educational work at home and abroad.

*Annapolis-Digby Baptist Association will be operated without purpose of gain for its members, and that any profits or other assets of the Annapolis–Digby Baptist Association will be used solely to promote its objectives. **(adopted April 06, 2018)*

ARTICLE V: Structure

1. There will be four components to the structure of the Association: Association Churches, Council, Executive and Working Groups.

A. Association: Membership in the Association is defined in **Article II**: The Association delegates authority to the Association Council to carry out the activities of the Association. When it is necessary for the Association to vote on an issue, it can be done at a meeting of the full Association, electronically or by mail. Notice of such votes will be communicated 30 days in advance. For an Association vote to be valid, at least 51 percent of the Association churches must participate in the vote. Each member church will have one vote on any issue.

Association will generally meet once a year as a body for fellowship, worship, education or some combination of these. Cluster Groups within the Association will be encouraged to meet at least once a year to deal with local concerns.

B. Council: The Council is made up of all pastors of member churches and one delegate from each member church. Pastors who are not accredited by CABC, and who are not in the accreditation process are members without vote.

The Council will be primarily a forum for leadership to discuss issues of concern for Association churches with a focus on developing new vision and ways of helping member churches. Council will discuss topics such as fellowship among the churches, education, relationships with other Baptist bodies, ways to discover the needs and vies of member churches, but will not be limited to this list of topics.

The Council will normally meet twice a year in March and September if possible. Other meetings may be arranged by the Council of the Executive, as appropriate. A quorum for Council meetings will be 11 members. If a quorum is not present, Council may still continue with discussion, but may not vote.

C. Executive: Council will elect from its members an Executive Committee consisting of a Moderator, Vice-Moderator, Clerk, Assistant Clerk, Treasurer or Clerk/Treasurer and two Members-at-large. The Association webmaster will also be a member of the

Executive. Member of the Executive will be elected for one term and will be eligible for re-election twice, after which they may be ineligible for election to the Executive for one year, except in the case of the Clerk, or Assistant Clerk or Clerk-Treasurer or Assistant Clerk-Treasurer, or treasurer and Webmaster who may not follow this pattern.

D. Working Groups will carry out the activities of the Council. Working Groups will:

- Be approved by Council

- Have the power to add to their number

- Be responsible to the Executive between Council Meetings

- Report briefly to each Council meeting

- Only be approved with a specific purpose and time frame

- Be assigned a budget by Council if necessary

- Be encouraged to do business by electronic means as much as possible to cut down on travel expenses

Article VI: Association Representatives

1. The council will appoint the following representative or representatives, in accordance with the regulations of the particular organization:

- A. Convention Examining Council Representative

- B. Camp Kingswood Committee Members

- C. Any other representative that may become necessary

2. The Council will annually appoint a Licensing Committee of three members who may be reappointed twice, but who are then ineligible for one year.

- a. The ADBA Licensing Committee should consist of the following: accredited, ordained CBAC ministers, recognized Convention Lay Pastors, and lay leaders. A licentiate cannot serve on the Licensing committee. (Adopted April 26, 2025)

3. Representative for Ordination and Inductions: Council will draw up a list of people willing to represent the Association at ordinations, inductions and any other special events.

4. The ADBA will establish a standing Cluster Grant Committee that will have oversight in the granting of all Cluster Grants. (Adopted April 26, 2025)
 - a. The Cluster Grant Committee will consist of at least three members, one of whom will be a representative from the ADBA executive. Note** If any member of the committee is a representative of a church that has applied for a Cluster Grant, that person will excuse themselves from the committee for that year. Term limits will be two years on and a minimum of one year off before returning to service on the Cluster Grant Committee.
 - b. Cluster Grant eligibility will include new and existing ministries. New ministry initiatives or those that are less than a year old will be given priority.

Article VII: Membership:

Membership in the Annapolis-Digby Baptist Association shall consist of Baptist Churches in the Counties of Annapolis and Digby and in the province of Nova Scotia and/or areas accepted and already members of the Association, or in future received into this continuing Association.

- (a) Any church may be received into membership of this Association after having given written application, and by a two-thirds majority vote of the delegates at a regularly called meeting. Such acceptance shall be followed by a Service of Recognition.
- (b) This Association may dissolve its connection with any church, with after proper examination, shall be judged by the Association to have departed from the Baptist faith and practice.

Article VIII

This Constitution may be altered or amended by a two-thirds majority vote of the Association Churches voting according to Article 5-1-A, provided notice of such alteration or amendment has been given to all churches at least 30 days before the scheduled vote.

ROLE OF THE MODERATOR

This office is a very important one in our Association structure. One accepting to serve in the position should do so with diligence and faithfulness. The position may be filled by a Pastor or Lay Person. Some Association alternate between a Pastor and Lay Person, or if the Moderator is a Pastor, then the Vice-Moderator may be a Lay Person. Usually the Vice-Moderator fills the position of Moderator when the Moderator's term is finished or that person moves from the Association.

1. Serves as Chairperson of Association Council Meetings, Annual Meetings of the Association and Executive Meetings, therefore must have an understanding of basic procedures in conducting meetings.
2. May be responsible in conjunction with the Council for program format, organization of meetings and encouraging a high level of Christian activity throughout the Association.
3. Responsible with the help of the Association Clerk, to ensure that notices of Council meetings, Executive meetings and Annual meetings are sent to members by email and /or regular mail for those without email addresses, in adequate allowance of time.
4. Responsible with the Clerk, to call meetings of the Executive before meetings of Council and/or other meetings.
5. The Moderator is normally expected to participate in the planning of Induction and Ordination services. Usually in an Induction Service, the Moderator presides at the event, conducts the **Exchange of Commitments** and the **Act of Induction** as dictated in **A Manual for Worship and Service**, the Pastor's Handbook. In a **Service of Ordination**, the Moderator will address the candidate and also lead in the inquiry of the Candidate and the Congregation.

ROLE OF THE VICE-MODERATOR:

To act in place of the Moderator when required, therefore should have a knowledge of basic procedures in the conduct of meetings. It is still usual in some Associations for the Vice-Moderator to succeed the Moderator.

ROLE OF THE CLERK:

1. To keep an accurate record of proceedings of all Council, Association and Executive meetings
2. To act as Recording Secretary for the Association, to send out copies of the minutes of Council meetings by email or regular mail as required to all Council

members and for Annual Report to be available to all member churches in the Association at the Annual Meeting. The Annual Meeting minutes may be made available to all Council Members before the Annual meeting to plan for the event.

3. Report to Convention of Atlantic Baptist Churches a list of Officers of the Association, Examining Council Appointees, Licensing Committee Chair, names of all persons receiving Association Licenses to Minister (both Lay and Ordination Tract Candidates) and renewal of such licences.

ROLE OF THE TREASURER: (or as in Clerk-Treasurer Position)

1. Responsible for all monies received as Offerings, donations, special funds, rebates from Convention, and the distribution of all funds as instructed by Council and/or the Association.
2. Provide accurate, printed reports of the Income and Expenditures of all Association monies, funds and projects as instructed by the Council or Association. Present an annual report to Canada Revenue Agency.
3. Provide a Proposed Budget for each fiscal year, which goes from May 1st to April 30th of the next year.

(Revised by Convention Association Working Group 2012)

The Constitution of the Annapolis-Digby Baptist Association was adopted on May 30, 2009 at Annapolis Royal NS.

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Article IV: Objectives was revised and adopted April 06, 2018 by electronically by email.

Rev. Patty Beals, (Moderator)

Rev. Linda DeMone, (Vice Moderator)

Rev. Fred Bigelow Clerk-Treasurer