



## Position Description

**Employee:** \_\_\_\_\_ **Time Base** Full-time

**Title:** Executive Director/Minister

**Supervisor:** Board of Directors **Classification:** Exempt

### Functions:

The Executive Director/Minister serves as the chief staff officer of the District of Columbia Baptist Convention administering all funds, programs, and ministries of the Convention under the direction of the Board of Directors

### Primary Relationships

1. The Executive Director/Minister shall be the personal representative of the District of Columbia Baptist Convention in working with the American Baptist Churches in the USA, the Progressive National Baptist Convention, and the Baptist World Alliance in the promotion of interest in the denominational programs as carried on by these bodies.
2. Supervises those programs delegated to the Board of Directors and is responsible for the execution of convention policies.
3. Responsible to the Board of Directors for staff personnel, supervises them in their work, and is responsible to the Board of Directors for the reporting of their activities.

### Authority

1. Serves as the Executive Director/Minister of all commissions and committees, works with the chairpersons in formulating the agenda, advises on policy matters, assigns other staff members to assist where it is deemed appropriate, and keeps the official minutes in the headquarters office.
2. Works closely with the Human Resources and Search Committees for the Convention in employment of staff per the Bylaws and Personnel Policies.

### Responsibility

1. Serves as a pastor to pastors with listening and coaching skills; interviews prospective pastors who seek placement in the Convention; advises search committees on the process of selecting and calling a pastor; counsels pastors who are facing termination; and advises churches confronting staff problems.
2. Responsible for orientation and continuing education activities for pastors.
3. Works closely with the Stewardship Committee in development of the Convention budget and in monitoring Convention finances.
4. Responsible for all convention buildings renovation and maintenance.
5. Responsible for working with and bringing together diverse people to plan and work on joint ministries and programs.
6. Responsible for leading the DCBC to develop future visions and strategies.

7. Responsible for developing alternative resources for the DCBC.
8. Responsible for directing expanded missions, evangelism and ministries for growing, plateaued and declining churches.
9. This position requires periodic traveling.
10. Performs other duties as assigned by the Board of Directors.

**Supervised by** Works under the supervision of the Board of Directors. The Board of Directors reviews and evaluates the overall plans, operations, and accomplishments to assure compliance with the program objectives. Performance is evaluated annually by the Board of Directors.

**Qualifications**

1. Able to clearly articulate his or her relationship and commitment to Jesus Christ.
2. Is comfortable with diversity and can build an inclusive community that works together in planning joint ministries and programs.
3. An ordained minister with a degree from an accredited seminary; by education, skill, and experience is capable of being an executive director/minister of an urban-suburban convention.
4. The ability to serve as a pastor to pastors with listening and coaching skills, particularly for pastors of churches under stress, tension, and survival fears.
5. The ability to do team-building with Convention staff, pastors, and key church leaders.
6. Affirms the importance and necessity of church growth and evangelism.
7. Has proven administrative skills and uses effective delegation authority.
8. The ability to bring creative persons together for innovative ministry and missions.
9. Is comfortable with the Biblical and theological diversity of the DCBC churches while holding to their own integrity of beliefs.
10. Models spiritual principles in every aspect of life—personal and professional.
11. The ability to work with all Convention affiliations and partners.
12. Willing to be a visionary leader for the DCBC.
13. Is willing to secure executive leadership training.
14. Prepared to introduce the Convention and its churches to growing new technologies and help make these useful to the DCBC.