



The American Baptist Home Mission Societies is hiring!

We seek an Associate Director for Chaplaincy and Specialized Ministries...could it be you?

The *Associate Director for Chaplaincy & Specialized Ministries* is a key member of the Chaplaincy & Specialized Ministries team. The mission of the American Baptist Chaplaincy & Specialized Ministries unit is to connect partners to cultivate and equip chaplains, pastoral counselors, campus ministers and life coaches to heal and transform communities. Collaborating toward this goal, the *Associate Director* provides ministry and pastoral care, guidance, resources and support to those seeking ecclesiastical endorsement as well as to American Baptist chaplains, pastoral counselors and others in specialized ministry settings. The *Associate Director* also serves as the Associate Ecclesiastical Endorser.

The *Associate Director* reports to the Director of Chaplaincy/Ecclesiastical Endorser and is a fulltime exempt position based in our King of Prussia, Pa. offices. This position is open immediately with relocation assistance available.

Core Responsibilities While not exhaustive, these represent some of the essential responsibilities of the *Associate Director for Chaplaincy & Specialized Ministries*:

- Support and advance the mission and ministry of ABHMS
- Provide ministry, pastoral care, leadership and support to American Baptists serving in specialized ministry settings.
- Enhance the ministry of American Baptists in specialized ministries thru encouragement, communication and mentorship.
- Integrate American Baptist Chaplaincy and Specialized Ministries in the mission and ministry of ABHMS and denomination.
- Collaborate with ABHMS partners and denominational structures – local, regional and national – on behalf of ABHMS/American Baptist Chaplaincy and Specialized Ministries.
- As the Associate Ecclesiastical Endorser, assist with the work of the Endorsement Council and the endorsement process while maintaining endorsement standards and trends.
- Represent ABHMS/ABCUSA in key professional chaplaincy/pastoral care organizations as assigned by the Ecclesiastical Endorser
- Facilitate recruitment of American Baptists discerning a call to chaplaincy and specialized ministry.
- Communicate ABHMS mission and vision to all, particularly those serving in specialized settings.
- Coordinate and mobilize ABHMS ministries and resources as needed to support ministries in chaplaincy and specialized settings.
- Travel assignments, approx. 20%.
- Perform other duties as assigned.

Experience and Educational Requirements

- Masters of Divinity degree or equivalent experience.
- Minimum of 5 years of leadership and ministerial experience.
- American Baptist Ordained Minister in good standing.
- Skilled group facilitator with critical thinking and problem-solving skills
- Experienced mentor and demonstrable pastoral care skills.
- Knowledge of ABC polity and familiarity with denominational and regional ministries.
- Ability to network, build and nurture relationships.
- Ability to analyze and interpret relevant data and information related to chaplaincy and specialized ministry settings.
- Excellent communication and interpersonal skills.
- Exceptional organizational skills.

ABHMS is a great place to work! We offer an excellent compensation package: competitive salary and benefits (health insurance, paid time off and paid sick time, participation in a fully-vested 403b). ABHMS provides the support needed to continue to develop our staff's knowledge, skills and abilities along their chosen career path consistent with ABHMS' missional priorities and objectives. We offer a safe, professional work environment located at 588 North Gulph Road in King of Prussia, PA.

If interested in applying, complete the [***Employment Application***](#).

APPLICATION DEADLINE is January 27th 2017

ABHMS is an Equal Opportunity Employer