

Draft Job Description

CONFIDENTIAL

The General Secretary Search Committee has met twice and has created the draft of the job description for our discussion in June at Green Lake. This will be a "big issue" agenda item which means that substantive time will be allocated for our discussion.

Please take some time to review this document before our meeting. Once BGM approves, there will be a job posting and the anticipation of applications. We'll also review the overall timetable for the search.

Thanks.

Don

Draft Job Description

CONFIDENTIAL

American Baptist Churches, USA
Valley Forge, PA



Position Profile for:

**General Secretary
For American Baptist Churches USA**

American Baptist Churches USA

Draft Job Description

CONFIDENTIAL

Serving as the hands and feet of Christ

Draft Job Description

CONFIDENTIAL

American Baptist Churches USA

Position Specifications

General Secretary For American Baptist Churches

Reports To: Board of General Ministries

Reporting To the General Secretary:

- Associate General Secretary for Finance and CFO
- Associate General Secretary for Mission Resource Development
- Associate General Secretary for Regional Ministries
- Chief Human Resource Officer for ABC
- National Director, ABWIM/Transition Ministries
- Director of Development
- Director of Travel and Conference Planning
- Executive Assistant

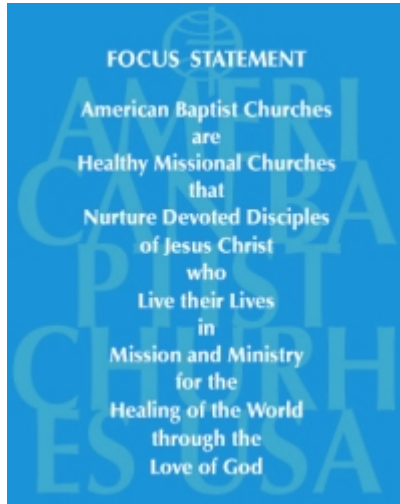
Compensation: Competitive with other nonprofit ministries and organizations

Benefits: Medical/dental insurance for employee with availability for spouse and family with employee contribution; disability insurance; participation in employer paid 403(b) plan; four weeks annual vacation.

Location: Valley Forge, Pennsylvania

Draft Job Description**CONFIDENTIAL**

American Baptist Churches USA is one of the most diverse Christian denominations today, with over 5,200 local congregations comprised of 1.3 million members, across the United States and Puerto Rico, all engaged in God's mission around the world

**ABCUSA Focus Statement**

American Baptist Churches are healthy missional churches that nurture devoted disciples of Jesus Christ who live their lives in mission and ministry for the healing of the world through the love of God.

ABCUSA Mission Statement

American Baptists are a Christ-centered, biblical grounded, ethnically diverse people called to radical personal discipleship in Christ Jesus. Our commitment to Jesus propels us to nurture authentic relationships with one another; build healthy churches; transform our communities, our nations and our world; engage every member in hands-on ministry; and speak

the prophetic word in love.

As a people of prayer, purpose, and passion, we are in the forefront of creating a community of faith where people of every race, nationality and culture gather as one in worship, service and work.

The heart of the gospel is God's redemptive love. In our life together, the world will see the power of forgiveness to overcome alienation, the strength of love to transform hate, the power of grace to break the bonds of guilt, the triumph of hope over despair, and the victory of faith over doubt.

Through the cross of Christ we embrace the world as neighbor. Our vision for mission energizes a multitude of servant ministries of evangelism, discipleship, leadership, new church development, social justice, healing, peacemaking, economic development and education. Empowered by the Holy Spirit, we work together in mutual submission, humility, love, and giving that the gospel might be preached and lived in all the world.

"Write the vision, make it plain..." Habakkuk 2:2

Draft Job Description**CONFIDENTIAL****Board of General Ministries – ABCUSA**

As the major policy-making body of the denomination, the Board of General Ministries is highly representative of American Baptist diversity in gender, ethnicity, geography, age, as well as in a balance of ordained and lay leaders. It addresses business and polity. Through policy statements, resolutions and other declarations, it offers its best wisdom to autonomous churches and individuals on issues of faith and practice as it discerns the mind of Christ. While Board of General Ministries decisions give direction to national staff, they in no way obligate American Baptist congregations or regions to any position or course of action.

The Board of General Ministries also plays an important role in mission planning and coordination. The Board of General Ministries hears reports from Program Boards to coordinate planning and carry out denominational envisioning. It also plans the Mission Summit/Biennial through its Mission Summit Biennial Program Committee.

The Board of General Ministries conducts its business as “Worshipful Work,” which is a style of operating as church bodies doing business which places Jesus Christ as the Head of the Body at the center of its work. In “Worshipful Work,” scriptural themes underlie the work, and are often cited. The agenda is arranged in ways to highlight the Worshipful nature of our work. Worship services are frequent, and scripture and prayer are offered repeatedly throughout the meeting. Members are invited to share in reminding the Board of General Ministries of a scripture that certain business may bring to mind, or a prayer that is needed. Whenever possible, consensus is used as a means of conducting business. The Board of General Ministries has a Chaplain who not only provides personal support to Board of General Ministries and staff members who may come to meetings with a particular need, but takes the “temperature” of the meetings and interjects scriptural and spiritual reminders when s(he) detects that this intervention may be needed. In these and other ways, we seek to honor Jesus Christ as Lord and Savior throughout the work of the Board of General Ministries. The goal is for both our process and our decisions to honor Jesus Christ and build up the Body. In “Worshipful Work,” we seek to discern God’s yearning in a particular situation or for a particular issue.

ABCUSA Offices

As the chief executive officer of American Baptist Churches USA, the General Secretary exercises executive and prophetic initiative required to achieve an effective mission outreach for the denomination.

The General Secretary and the ABCUSA staff are charged with a number of specific responsibilities which articulate the vision of the denomination as it seeks to share the Good News of Jesus Christ.

Draft Job Description

CONFIDENTIAL

These responsibilities include: implementing policy decisions of the Board of General Ministries; relating to and coordinating the work of the national and regional boards; fostering ecumenical relations; helping raise the mission budget through the office of Mission Resource Development, and supervising the receipt and disbursement of contributions to American Baptist Mission Support through the Office of the Treasurer; operating the American Baptist Churches Information Systems; overseeing the Mission Resource Development's communication duties and such denomination-wide media as the American Baptist News Service and the American Baptist homepage on the World Wide Web; providing travel and conference planning and scheduling services through the Office of Travel and Conference Planning; providing staff services for the Board of General Ministries; arranging for the Biennial Meetings of the denomination; operating a human resource development program; and maintaining denominational records.

Mission

ABCUSA provides servant leadership through vision, resources, training, administration and counsel for the whole denomination, so that American Baptists can effectively "carry out the common task of mission and ministry in our time" in fulfillment of the Great Commission.

Vision

- A thriving center of vital vision for American Baptists which unites, encourages, resources and empowers the people of God
- A user-friendly organization, which is the first point of contact for innovative, clear, accessible, and responsive information, counsel and services
- Encourager of diversity, reflecting our multi-faceted denominational membership

Core Values

- God has given American Baptists a mission that is needed and necessary in today's world.
 - Christ and Christ's church deserve our commitment to excellence.
 - Integrity matters.
 - People and relationships matter.
 - We exist to serve.
 - We must be effective listeners.
 - We must be willing and able to learn from others.
 - We celebrate our denomination's diversity.
-

Draft Job Description

CONFIDENTIAL

Position Specifications

Major Responsibilities:

Subject to the general direction and supervision of the Board of General Ministries, the General Secretary shall fulfill pastoral, ecclesiastical, and prophetic roles, serve as head of communion, and to those ends shall:

- (i) be the chief executive officer of ABCUSA responsible for the day-to-day administration of its affairs;
- (ii) be responsible for implementing all Board of General Ministries policy decisions and for articulating American Baptist Policy Statements, Resolutions and Public Witness Statements;
- (iii) provide staff services for Biennial Meetings (including the envisioning process), the Mission Table (including coordination of research) and meetings of Members, for the Board of General Ministries, and for all committees, commissions, and councils of ABCUSA and of the Board of General Ministries, except as otherwise provided in these Bylaws or the Standing Rules;
- (iv) convene and chair meetings of the National Leadership Council and the Covenanting Partners under the Covenant of Relationships;
- (v) perform the usual duties of a corporate secretary, including the keeping of minutes of meetings of Members, Delegates, the Board of General Ministries, and the Executive Committee; and
- (vi) have such other duties as may be assigned by the Board of General Ministries.

In addition to the above roles, the General Secretary for ABCUSA must fulfill the roles associated with the following priorities as established by the Board of General Ministries:

- I. **Pastoral Leadership**: The General Secretary must be willing to network, collaborate and inspire new pastoral leadership within the denomination. Will be responsible for convening and connecting the community of
-

Draft Job Description**CONFIDENTIAL**

stakeholders to address current and future pastoral leadership such as WIM, seminarians, ministry to attract younger generations.

Competencies: *Must be willing to cross the existing threshold. Able to risk for pain. Creative use of conflict. Capacity to influence throughout the system. Multicultural communicator. Proficiency with social media. Multilevel collaborator. Communicate with people of varying theological perspectives with integrity.*

- II. **Diversity:** The General Secretary will need to strategically help ABCUSA discover how to build “community”. Will need to manage diversity effectively to lift up the denomination. Will be responsible to build meaningful connections in an ethnically and culturally diverse denomination. Must be willing to value voices to lead and change—will need to empower the least among us. Develop connections with next generation of leaders. Seek others’ wisdom and insight and constantly work toward non-linear thinking

Competencies: *Proven community builder. Communicating effectively with a broad range of groups. Willingness to learn and experiment. Help empower all through cultural competency. Organizational analysis and development. Seek and discover emerging leaders.*

- III. **Reaching Out To The Next Generation:** Lead ABCUSA into tomorrow by living into the questions and nurturing the future. Connect to the deep spirituality of our denominational young adults. Value and honor difference of worship styles, thinking and understandings. Raise awareness of a culture of young adults and engage in theological reflections. Preserve a place to belong and inspire ownership.

Competencies: *Ability to discover emerging leaders and connect across theological spectrum. Technical expertise. Analytical thinker. Must understand the next generation’s needs. Willingness to experiment. Optimistic view of the unknown. Envision new forms of spiritual, religious and ecclesial life. Must have a strategic perspective.*

- IV. **Stewardship/Fund Development:** The General Secretary must convene and connect stakeholders to create new models of stewardship to effectively fund the whole family. Help lead conversation to develop fair apportionment. Creatively deal with declining UM realities and identify

Draft Job Description**CONFIDENTIAL**

new ways of generating funds to underwrite ABCUSA. Develops and monitor strategies for ensuring the long-term financial viability of the organization.

Competencies: *Oversee, help strategize and be accountable for mission fund raising. Convene and connect stakeholders to create new model of stewardship to effectively fund the whole family. Financial acumen. Encourage a culture of philanthropy.*

- V. **Trust and Collaboration:** The General Secretary must be able to develop, sustain and cultivate a culture of trust. Build unity through building increased trust. Be willing to create safe space and help ABCUSA to understand that we are in this ministry together.

Competencies: *Foster teamwork. Strong interpersonal relationships. Personal integrity. Trust quotient demonstrated. Creative use of conflict. Willingness to be vulnerable. Politically astute without being overly political.*

- VI. **ABC Identity:** The General Secretary will be the head of communion – face of ABCUSA. Must be willing to articulate and stand for ABC's unique polity. Accountability and assessment in implementing the new structure. Communicate and the tell ABC story effectively. Assures that ABC's mission, programs, and services are consistently presented in a strong, positive image to relevant stakeholders

Competencies: *Practice soul freedom, church freedom, biblical freedom, and religious freedom. Lead in the midst of tensions. Understand and communicate Baptist distinctive. Must have the ability to give ABC identity to an issue.*

- VII. **Fiduciary and Administrative:** The General Secretary must fulfill the duties specified by the ABC bylaws and Covenant of Relationships. Prudently manages the organization's resources within guidelines set by the board. Lead, coach, develop and retain ABCUSA's high-performance Leadership Team. Develops future leadership within the organization. Conducts annual performance evaluation of direct reports.

Competencies: *Provide leadership to staff. Financial expertise. Knowledge of organization structures. Strategic decision maker. Communicate with board and staff effectively.*

Draft Job Description

CONFIDENTIAL

Candidate Profile:

Education, Experience and Competencies:

The candidate must have a Masters of Divinity (M.Div.) or equivalent. Must be a member of an ABC congregation. ABC ordination required. A minimum of 15 years of executive level experience and significant denominational experience required.

Must have extensive knowledge of and commitment to the mission of ABC. Evidence of global or cross-cultural experience. Proven understanding of local congregational realities/perspectives. Must have excellent communication and organizational skills. Act as a change agent and be able to work in a collaborative setting. Proven administrative skills. Excellent communication skills. Ability as a facilitator who works well in a collaborative setting. Persuasion and diplomacy, capability to function within political realities. Capability and willingness to work cooperatively within the denominational and ecumenical structure. A sense of humor. A balance of enthusiasm, maturity and energy for the work of ABC. Ability to participate in the change process. Ability and willingness to travel.

Draft Job Description
Location**CONFIDENTIAL**

Located in Montgomery County in suburban Philadelphia, Valley Forge is best known as the site of the military camp of the American Continental Army over the winter of 1777-1778 during the American Revolutionary War.

Montgomery County (Montco) is a suburb of Philadelphia, and consequently, many of its residents work in the city. However, Montco is also a major employment center with large business parks in Blue Bell, Lansdale, Fort Washington, Horsham and King of Prussia, which attract thousands of workers from all over the region. The strong job base and taxes generated by those jobs have resulted in Montgomery County receiving the highest credit rating of 'AAA' from Standard & Poor's, one of fewer than 30 counties in the United States with such a rating. It has been recognized by Forbes as the 9th Best Place to Raise a Family.

A short distance to the east, Center City Philadelphia offers attractions as varied as regional and national theater, the Pennsylvania Ballet, the Philadelphia Orchestra, the Kimmel Center for the Performing Arts, competitive teams in every major league sport, numerous colleges and universities, and a host of local, ethnic, and nationally ranked restaurants.

Philadelphia also features the Philadelphia Art Museum, the recently relocated Barnes Foundation, and the Franklin Institute, among 26 museums within the city alone; the 8,700 acre Fairmount Park; the Morris Arboretum; and historic sites, including Independence Hall, the new National Constitution Center, the Liberty Bell, and the Philadelphia Zoo—the nation's first. New York City and Baltimore are easy day trips; the Pocono Mountains and New Jersey, Delaware, and Maryland beaches offer weekend alternatives. Nearby historical sites include Valley Forge National Park, the battleground at Gettysburg, and other reminders of the area's long history.

For more information, visit: <http://www.abc-usa.org/>
