



Position Profile

General Secretary

American Baptist Churches USA

Valley Forge, PA

Serving as the hands and feet of Christ

American Baptist Churches USA (ABCUSA) is one of the most diverse Christian denominations today, with over 5,200 local congregations comprising 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, biblically 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 at 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.

We strive to follow the words of the prophet Habakkuk to "write the vision, make it plain" (2:2) that American Baptists are inspired to transform the world in the name of Christ.

Major Responsibilities

The General Secretary is charged with a number of specific responsibilities that articulate the vision of the denomination as it seeks to share the Good News of Jesus Christ.

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, including denomination-wide media such as the American Baptist News Service and the American Baptist homepage on the internet; 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 the Biennial Mission Summits of the denomination; operating a human resource development program; and maintaining denominational records.

Adapted from Article 15, Section 5 of the Board of General Ministries Bylaws: 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:

- be the Chief Executive Officer of ABCUSA, responsible for the day-to-day administration of its affairs;
- be responsible for implementing all Board of General Ministries policy decisions and for articulating American Baptist Policy Statements, Resolutions and Public Witness Statements;
- provide staff services for Biennial Mission Summits (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 the Bylaws or the Standing Rules;
- convene and chair meetings of the National Leadership Council and the Covenanting Partners under the Covenant of Relationships;
- 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
- 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:

1. Pastoral Leadership

The General Secretary must be willing to network, collaborate with and inspire new pastoral leadership in the denomination by convening and connecting the community of stakeholders to address current and future pastoral leadership. Topics may include women in ministry, seminarians, and strategies to attract younger generations.

Competencies: *Must be willing to cross the existing threshold. Takes risks that may be painful. Uses conflict creatively. Able to influence throughout the system. Multicultural communicator. Proficient with social media. Multilevel collaborator. Able to communicate with people of varying theological perspectives with integrity.*

2. Diversity

The General Secretary will need to strategically help American Baptists discover how to build the “beloved community” by valuing diversity effectively. The General Secretary will be responsible for building meaningful connections in an ethnically and culturally diverse denomination by valuing voices to lead and change. Empowering the least among us and developing connections with the next generation of leaders will be imperative. The General Secretary will need to seek the wisdom and insight of others and constantly work toward nonlinear thinking.

Competencies: *Proven community builder. Communicates effectively with a broad range of groups. Willing to learn and experiment. Empowers others to have cultural competency. Demonstrates organizational analysis and development skills. Able to seek and discover emerging leaders.*

3. Reaching Out to the Next Generation

The General Secretary will lead American Baptists into tomorrow by connecting to the deep spirituality of our denominational young adults today. By valuing and honoring the differences of worship styles, thinking and understandings, the General Secretary will raise awareness of young adult cultures in the denomination. By engaging in theological reflections on the place of young adults in ABCUSA, the General Secretary will help reserve a place where they belong, inspiring a sense of ownership in the next generation.

Competencies: *Able to discover emerging leaders and connect across theological spectrum. Possesses technical expertise. Analytical thinker. Understands the next generation’s needs. Willing to experiment. Optimistic view of the unknown. Able to envision new forms of spiritual, religious and ecclesial life. Must have a strategic perspective.*

4. Stewardship/Fund Development

The General Secretary must convene and connect stakeholders to create new models of stewardship that effectively fund the whole family, and help to lead conversations to develop fair apportionment. Recognizing the realities of declining mission giving, the General Secretary will need to identify new ways of generating funds to underwrite the mission of American Baptists. The General Secretary must develop and monitor strategies for ensuring the long-term financial viability of ABCUSA.

Competencies: *Able to oversee, help strategize and be accountable for mission fundraising. Able to convene and connect stakeholders to create new models of stewardship that effectively fund the whole family. Possesses financial acumen. Encourages a culture of philanthropy.*

5. Trust and Collaboration

The General Secretary must be able to develop, sustain and cultivate a culture of trust. The General Secretary will engage and collaborate with regional executive ministers and national partners. By increasing trust, building unity and creating safe spaces, the General Secretary will help American Baptists understand that we are in this ministry together.

Competencies: *Fosters teamwork. Possesses strong interpersonal relationships and personal integrity. Proven ability to earn the trust of colleagues. Uses conflict creatively. Willing to be vulnerable. Politically astute without being overly political.*

6. ABC Identity

The General Secretary will be the “head of communion” as the face of American Baptists. Articulating and standing for ABC’s unique polity are the General Secretary’s responsibilities. The General Secretary will be accountable to assess and implement the new structure. By communicating the ABC story effectively, the General Secretary will assure that ABC’s mission, programs and services are consistently presented in a strong, positive image to relevant stakeholders

Competencies: *Practices the four Baptist freedoms: soul freedom, church freedom, biblical freedom and religious freedom. Leader in the midst of tensions. Understands and communicates American Baptist distinctives. Must have the ability to give ABC perspectives to issues.*

7. Fiduciary and Administrative

The General Secretary must fulfill the duties specified by the ABC bylaws and Covenant of Relationships. The General Secretary will prudently manage the organization’s resources within guidelines set by the board. The General Secretary must lead, coach, develop and retain ABCUSA’s high-performance Leadership Team, as well as develop future leadership within the organization. The General Secretary will conduct annual performance evaluations of direct reports.

Competencies: *Provides leadership to staff. Offers financial expertise. Has knowledge of organization structures. Makes decisions strategically. Communicates effectively with board and staff.*

Education, Experience and Competencies

The candidate must:

- Have a Master of Divinity (M.Div.) or equivalent
- Be an active member of an ABC congregation
- Have an ABC-recognized ordination
- Have a minimum of 15 years of executive leadership experience and significant denominational involvement

Other qualifications: Extensive knowledge of and commitment to the mission of ABC. Evidence of global or cross-cultural experiences. Proven understanding of local congregational realities/perspectives. Understanding of the importance of adaptive change. Ability to participate in the change process. Excellent communication and organizational skills. Ability to act as a change agent and work in a collaborative setting. Proven administrative skills. Proven abilities as a facilitator who works well in a collaborative setting. Persuasion and diplomacy with capability to function within political realities. Capability and willingness to work cooperatively within denominational and ecumenical structures. A sense of humor. A balance of enthusiasm, maturity and energy for the work of ABC. Ability and willingness to travel.

Position Information

Reports to: Board of General Ministries, ABCUSA

Reporting to the General Secretary:

- Associate General Secretary for Finance/Treasurer
- 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) (MMBB annuity) plan; four weeks annual vacation

Location: Valley Forge, Pennsylvania

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 is a suburb of Philadelphia, and consequently many of its residents work in the city. However, it 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 the 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 also ranked ninth on the *Forbes* “Best Places to Raise a Family” list.

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 zoo. 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.

Application Procedures

To be considered for this position, please submit the following documents:

1. Cover Letter
2. Resume
3. American Baptist Personnel Profile (ABPS)
4. Employment Application (available at abc-usa.org)

Send materials by October 31, 2014, to:

don.ng@abc-usa.org **OR** Rev. Dr. Don Ng, PO Box 993, Sausalito, CA 94966

For questions or further information, please contact Rev. Dr. Don Ng, ABC President and Chair of the Search Committee, at don.ng@abc-usa.org.