



## POSITION DESCRIPTION FOR EXECUTIVE MINISTER

April 1, 2022

The American Baptist Churches of the Great Rivers Region (ABCGRR) is seeking qualified candidates for the position of Executive Minister. It is our hope that the new Executive Minister will lead our diverse group of churches in the fostering of healthy congregations, living out effective ministry following a global pandemic, and envisioning longevity in the sustainability and survival of our region.

Accountable to the ABCGRR Board, the Executive Minister is the Chief Staff Officer and Designated Secretary of the Region. Insofar as the duties of the Executive Minister are specified in the Standing Rules and the policies and procedures established by the Board, the Executive Minister is charged to carry out the purposes of the Region, to pursue goals established by the Board, and to perform such duties as are needed for the legal and effective work of the Region. In addition to the provision of supervision over the entire regional staff, the Executive Minister further directs budgetary expenditures and offers suggestions for mission funding.

We are seeking God's will for our next Executive Minister. It is our prayer that God will provide the right, competent and focused leader who has a positive outlook; one who is both an effective and responsive communicator; and a leader who is wise and committed to a high standard of integrity, trust, and personal learning. We are seeking an intentional Executive Minister who can keep their composure during difficult times, while continuing to manage and communicate vision and purpose for our Region.

### QUALIFICATIONS & SKILLS

While not an exhaustive list, the successful candidate should possess the following qualifications and skills necessary to lead our diverse churches and Pastors.

#### Qualifications:

1. ABC Ordination – *required*
2. Minimum education of M. Div. – *strongly preferred*
3. Experience in leading local churches – *strongly preferred*
4. Experience with diverse churches (rural/urban, large/small, racially/ethnically diverse) – *strongly preferred*
5. Experience with diverse pastors (bi-vocational, gender, experience levels) – *strongly preferred*

#### Skills:

1. Administration
2. Communication
3. Pastor's heart
4. Active listening
5. Vision casting
6. Diverse thinking
7. Conflict management
8. Resourceful
  - a. During congregational crisis & conflict
  - b. In assisting with congregational renewal & transformation

### RESPONSIBILITIES

1. Serve as the Regional Pastor for Pastors
2. Function as a connective tissue leading to collegiality in regional churches, ministries, and the regional office

3. Communicate regional vision and re-envision, and promote unity within the region's diversity
4. Maintain a presence in churches and regional ministries
5. Assist with pastoral or staff search committees

#### **Other Responsibilities**

1. All responsibilities of the Regional Secretary as outlined in the GRR Standing Rules.
2. The Executive Minister assumes certain ex officio duties with ABC/USA, these duties must not interfere with regional responsibilities.
3. With the advice and consent of the Ministry of Staff Relations, and as authorized through the budget process, the Executive Minister may add other staff as seem necessary to fulfill these responsibilities.
4. Staff and employees are supervised and assigned responsibilities by the Executive Minister. The Board will not circumvent the Executive Minister in directing staff.

#### **COMPENSATION**

The salary range for the Executive Minister Position is \$85,000 – \$90,000 plus benefits.

#### **SUBMISSIONS**

Interested persons should submit a letter of interest and current ABPS profile and/or resume via email to:

[applicants@abcgrr.org](mailto:applicants@abcgrr.org)

\*Please do not include audio – visual materials. The committee will request appropriate supporting documentation from persons moving to the next level of consideration.

1. **NOMINATION DEADLINE:**       **May 18, 2022**
2. **APPLICATION DEADLINE:**   **June 1, 2022**

\*All applications will be given equal consideration. Women and People of Color are encouraged to apply.