

Job Description  
**EXECUTIVE MINISTER**  
American Baptist Churches of the Dakotas

I. Responsibilities

- A. General Description: Fulfillment of the mission and ministry of Jesus Christ through the American Baptist Churches of the Dakotas and the American Baptist Churches USA is the principal concern of this position. **The Executive Minister shall be the chief administrative officer of the Region, being responsible to the Policy Board.** The Executive Minister shall be bonded for such an amount as determined by the Region Policy Board.
- B. Specific Duties:
1. Foster a spirit of Christian fellowship and cooperation among the constituent churches and pastors of the Region and give counsel when requested or needed.
  2. Initiate regular visits in person, by phone, by e-mail, etc. to every pastor and church in ABCD.
  3. Assist churches seeking pastors and staff leadership.
  4. Become skilled at dealing with conflict between ministerial leadership and churches and between members of the congregation.
  5. Suggest mission opportunities and offer ideas to the constituent churches and the Region Policy Board, for possible Kingdom extension.
  6. Lead the Region, its churches and pastors in their ecumenical relationship with other denominations in the Dakotas.
  7. Prepare the annual report of the Region Policy Board.
  8. Serve as an ex officio member of all departments, committees and task forces of the Region Policy Board and of the Executive Committee.
  9. Cooperate with and give assistance to the American Baptist Men, American Baptist Women's Ministries, American Baptist Ministers Council and elected officers of the Region.
  10. Function as the liaison officer between the Region and the divisions of the American Baptist Churches USA in matters relating to representation.
  11. Oversee the *Dakota Baptist* (Region newsletter) and ABCD Region Directory (directory of Region personnel and statistics).
  12. Supervise the employed staff.
  13. Evaluate staff every two (2) years on the basis of their job description.
  14. Confer with professional and support staff on a regular basis.
  15. Identify and develop supplemental adjunct staff.
  16. Receive, disburse and account for all moneys received, held, or controlled by the Region and providing for the annual audit or review thereof, as directed by the Region Policy Board.
  17. Be responsible in preparing the annual budget for the Region.
  18. Plan to attend at least one continuing education experience a year pertaining to the role and function of the Executive Minister.
  19. Be in charge of the Region office center.
  20. Have planning skills, or as a minimum be an initiator with an understanding of planning.
- C. Fulfill role as defined by "Role of an Executive Minister in the American Baptist Churches" prepared by the Regional Executive Ministers Council - March, 1988.

## II. Qualifications

- A. Education: Graduate of a recognized four-year college, with a bachelor's degree, and a graduate of an accredited American Association of Theological Schools theological seminary, with at least the degree of Master of Divinity or its equivalent.
- B. Professional Experience: A combination from among the following:
  - 1. Served at least two (2) pastorates, one of which was preferably a "town and country" parish.
  - 2. Served in an American Baptist Churches USA related organization, with duties involving administration, promotion, public relations and counseling.
  - 3. Served as an officer or a director of a Region.
  - 4. Demonstrates ability as above-average preacher or public speaker.
  - 5. Shown aptitude, in lieu of experience, for activity in administration, promotion, public relations and counseling.
  - 6. Evidenced thorough familiarity with, commitment to, and sympathy toward American Baptist tradition and practice.
  - 7. Evidence of recent continued education experiences.
- C. Personal Factors:
  - 1. Demonstrates Christian experience, conviction of calling, dedication of purpose, missionary interest and concern for evangelism.
  - 2. Demonstrates emotional and spiritual maturity.
  - 3. Recognizes harmonious family relationships.
  - 4. Exhibits excellent health.
  - 5. Maintains good credit rating report.
  - 6. Listens carefully in groups and one-on-one.
  - 7. Shows a continued interest in and need for Bible study and spiritual growth.
  - 8. Demonstrates effective leadership skills and ability to work collegially in all groups.
  - 9. Presents a positive Christian life of integrity, compassion and sensitivity.

## III. Tenure of Service (See Region Personnel Policies Manual)

- A. The term of service shall be for an indefinite period. However, it is anticipated that it will be for not less than four (4) years, and sixty (60) days notice shall be required or given prior to termination of service by either the Policy Board, Executive Committee or the Executive Minister or a six (6) months notice in case of retirement.

## IV. Compensation and Benefits (See Region Personnel Policies Manual)

- A. Compensation shall be established and administered by the Region Executive Committee, subject to annual review. Compensation and benefits shall consist of cash salary, housing, retirement benefits, health benefits, and Social Security offset, unless mutually agreed.
- B. Provision will be made for continuing education and professional expenses.
- C. Vacation of four (4) weeks shall be allowed annually at a time or times consistent with the demand for scheduled activities and program direction of the Region.

Administrative duties shall be properly delegated during any absence. The Board desires that a full vacation be taken each year for rest and relaxation and that the work load be scheduled accordingly.

D. Sick leave will be granted according to the Personnel Policies Manual.

E. Sabbatical Leave Policy will be followed according to the Personnel Policies Manual.

V. Region Staff Expense

A. Expenses incurred in connection with duties in conducting Region business will be reimbursed upon submission of signed expense vouchers. Mileage reimbursement for use of personal automobile for Region business shall be paid at a rate approved by the Executive Committee.