



## Position Profile

General Secretary

January 17, 2023

Position Title: General Secretary of American Baptist Churches USA  
Reports To: Board of General Ministries  
Location: King of Prussia, PA  
Supervisory Responsibilities: Office of the General Secretary Staff

American Baptist Churches USA is one of the most diverse Christian denominations today, with about 5,000 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, 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 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.

## **Overview of Responsibilities**

Subject to the general direction and supervision of the Board of General Ministries, the General Secretary shall fulfill pastoral, ecclesiastical, and prophetic roles, and serve as head of communion to the denomination. In fulfillment of these responsibilities, the General Secretary is the chief executive officer of the ABCUSA Office of the General Secretary is responsible for the day-to-day administration of its affairs and is responsible for implementing all Board of General Ministries policy decisions and for articulating American Baptist Policy Statements, Resolutions and Public Witness Statements.

As the convener of the denomination, the General Secretary shall provide staff services for Biennial Mission Summit meetings, the Mission Table meetings of the Board of General Ministries and shall convene and chair meetings of the National Leadership Council and the Covenanting Partners under the Covenant of Relationships.

## **Key Competencies Needed to Fulfill Responsibilities:**

### **Proven Leadership and Administrative Skills:**

The next General Secretary shall have proven leadership and administrative competencies and can leverage the strengths of the denomination and envision how these strengths can be used to fulfill God's highest calling.

We seek someone who is relational and an excellent communicator as well as one who recognizes, appreciates and fully utilizes the gifts others bring to shared leadership. This individual can manage the many and varied duties and responsibilities in which the Office of the General Secretary is engaged within and outside of the denomination.

### **Builder of Trust and Collaboration:**

The next General Secretary is both comfortable and effective working with and in diverse organizations. We seek one with the ability to build relational authority and who embraces collective and collaborative decision making and has the ability to empower individuals and teams to work effectively.

We seek a bridge builder: One who listens and acts with integrity and humility to and for all voices.

### **Knowledge of and Value for ABC Identity and History**

The next General Secretary will have an understanding of and an appreciation for ABCUSA's identity, history and contributions; leveraging this knowledge to challenge, inform and advance the Kingdom of God.

### Champion for Healing/Diversity, Equity and Inclusion

The next General Secretary will work to mend broken and build authentic relationships within the denomination between its people and God. The candidate will understand and appreciate diversity, equity and inclusion and will champion these objectives in the American Baptist Churches USA, in our nation and in the broader world. We seek one who will model these imperatives on a personal and professional basis by:

- Gaining awareness of the types of diversity within and across the ABCUSA family, and the context in which diversity, equity, and inclusion can be used to enhance the life of the churches.
- Providing all with fair and contextually appropriate opportunities and resources that are required to live out our full potential according to God's will.
- Recognizing and engaging differences within the ABCUSA family, testing assumptions and approaches, and identifying ways to enhance the contributions of all.
- Engaging in intentional and ongoing efforts to promote the full participation and sense of belonging of every part of the ABCUSA body; envisioning and enacting innovative ways of holistically leading the denomination.

### Strong Fiduciary, Governance, Stewardship and Fund Development Expertise

The next General Secretary will have strong leadership and financial expertise, excelling in areas of fiduciary responsibility, communication and visionary planning and decision-making. We seek one who understands and values the financial systems and covenants that support the mission of American Baptist Churches USA and demonstrates financial integrity and exceptional judgment in the administration and building of ABCUSA funds. The General Secretary will encourage a culture of cheerful giving and build networks of those who contribute to and support the denomination.

### Education and Experience

Qualified candidates for this position will have:

- Active membership in an ABCUSA church
- Understanding of local congregational perspectives
- Master of Divinity or equivalent degree required
- Ordination recognized by the ABCUSA
- Knowledge of and commitment to the mission of ABCUSA
- No fewer than 7 years of administrative and supervisory experience
- Experience engaging the denomination beyond the local church
- Experience in fundraising
- Evidence of global or cross-cultural experience
- Ability and willingness to travel

### Application Process

- Ministrelife profile (if available)
- Statement of Conduct
- Resume and Cover letter

### Salary and benefits

Commensurate with experience and comparable to other executive positions