

NORTHERN KENTUCKY BAPTIST ASSOCIATION

JOB DESCRIPTION: Associational Mission Strategist (AMS)

I. QUALIFICATIONS:

A. Education – The AMS shall possess educational qualifications that will command the respect of the leadership in the Association and community.

B. Character – The AMS shall be a person who has a valid and assured salvation experience, called of God and committed to his Lord, to his calling, and to the local church. A person of Christian character of highest integrity.

C. Maturity – The AMS shall be a person who is a loyal Southern Baptist, supporting the Cooperative Program and all SBC Boards and Agencies with knowledge of Baptist doctrines, distinctive, and policies. He shall be an able communicator, both to groups and one on one. He shall be an effective planner and motivator, with the ability to listen, counsel, and accept counsel, holding all confidences.

D. Experience – The AMS shall be a person of substantial and stable experience in a church or denominational position, having served in an administrative capacity with a multiple staff, preferably in a supervisory position, with strong abilities in financial management. He should have a working knowledge of Associational work through personal involvement.

E. General Outlook – The AMS shall be a person of vision and compassions with the ability to embrace change. He should possess the desire and ability to relate to pastors and churches in their own settings and situations, a person with the ability to understand and interpret needs of churches and to develop and implement programs to answer these needs. He should be a builder of interpersonal relationships, leading to harmony and brotherhood.

II. RELATIONSHIPS, ADMINISTRATIVE DUTIES, AND RESPONSIBILITIES

A. TO THE ASSOCIATION

1. The AMS will serve and function in the capacity of an Executive Secretary of the Executive Board – planning, enabling, inspiring, evaluation, and representing the Board.
2. He shall give general supervision to the total program of the Association.
3. He shall correlate the work of the Association.
4. He shall serve as an ex-officio member to all committees of the Association and work through them in developing objectives, goals and procedures.
5. He shall supervise the promotion and administration of the Associational budget.
6. He shall work to avoid friction and to maintain a spirit of unity within the association.
7. He shall be responsible for the editorial content of any promotional paper.
8. He shall be under the direct supervision and responsibility to the Executive Board of the Association, through its Personnel Committee.

B. TO THE CHURCHES

1. The AMS should visit the churches regularly to meet the Pastors, church staff, and the people. He should get acquainted with them and their needs. He shall give an annual report of his contacts to the Association through the Personnel Committee.

2. He should recognize that each local church is an autonomous body in relating to them.
3. He should work in such a way with the churches as to have harmonious relationships and to encourage cooperative endeavors in the field of missions, evangelism, education and stewardship.
4. He shall be available as a "Pastor to Pastors: to counsel, encourage, and assist.
5. He shall serve as advisor and liaison (with the Missions Development Council) between sponsoring churches and neighboring churches to mission points.
6. He shall keep churches informed through promotional materials as to progress and needs of the Association.
7. He should continue his preaching and teaching ministry as the opportunity affords in all areas of Associational life and promotion and shall relate actively to the Minister's Conference.

C. TO MISSIONS WORK

1. The AMS shall rely upon the help of the Missions Development Council in establishing new work.
2. He shall survey needs, discover potentials, and project long range planning into the Associational work.
3. He shall lead in the development of new ministries as needs and opportunities arise, utilizing all resources available.

D. TO THE ASSOCIATIONAL STAFF

1. The AMS shall supervise all Associational staff members and he shall assign areas of responsibility according to each staff member's job description. He shall correlate the Staffs work, receive reports and evaluate work as directed by the Executive Board through its Personnel Committee.
2. He shall maintain a working knowledge of all departments of Associational work and a good relationship with all organizational leadership, lending support, counsel, and encouragement whenever possible, protecting and looking out for their welfare.
3. He shall conduct staff meetings, and such meetings as he feels necessary to maintain good supervision and adequate communication.
4. He shall have responsibility for final appraisal and approval of all staff members in line with policies and requirements of the Executive Board and/or its Personnel Committee.
5. He shall periodically evaluate the programs and staff. In case of unsatisfactory performance, he shall in consultation with the Personnel Committee and related committees, recommend remedial action.

E. TO THE ASSOCIATIONAL OFFICE STAFF

1. On recommendation of the AMS to the Personnel Committee, all employees shall be employed or dismissed.
2. It shall be his duty to direct the personnel in accordance with the job description of each person employed.
3. He shall supervise the program, policies and properties of the Associational office.

F. BEYOND NORTHERN KENTUCKY BAPTIST ASSOCIATION

1. He shall endeavor to relate himself with all Baptist-related institutions, ministries, departments, and programs carried on in the bounds of the Association, in a friendly and sympathetic manner.
2. He shall give attention to denominational relations beyond the bounds of the Association, with special attention to the State Convention, Sunday School Board, Home Mission Board, etc. He shall relate himself properly with the State Executive Secretary of Kentucky Baptist and other

departmental leaders whose work is closely in harmony with Southern Baptist Convention agencies in joint missions endeavors.

3. He shall recognize that Baptists are a part of the total life in the community. He shall be encouraged to have wholesome interest in the life of the community, maintaining a sustained relationship with other religious, civic, education, and social groups. His membership in any community club, organization, or enterprise shall be a matter of record with the Association and any involvement that would jeopardize his major witness will be discouraged.

III. SALARY AND BENEFITS

A. He shall receive a yearly salary, travel reimbursement, housing and utilities allowance, and annuity, as recommended by the Finance and Personnel Committees and approved the Executive Board.

B. Employees will be permitted to retire at the time of their sixty-fifth (65th) birthday. Any employment beyond that date will be at the initiate of the Personnel Committee and Executive Board on an annual basis.

C. Hospitalization will be provided under the Annuity Board's plan as it is currently presented through the Southern Baptist Convention. This shall be adjusted according to the recommendations of the Annuity Board or decision of the Executive Board of the Northern Kentucky Baptist Association.

D. Special Board action may become necessary in the event of major illness, extensive hospitalization, or disability, which extends beyond a six (6) month period.

IV. OTHER BENEFITS

A. Vacation – The AMS shall have three (3) weeks vacation each year and this shall be increased to four (4) weeks after five (5) years continuous service.

B. Time off – The AMS shall be encouraged to take off one (1) day Monday through Saturday of each week, notifying the Office Secretary as to which day he will take off. These days may not be accumulated to exceed two (2) days in succession.

C. Holidays – New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve Day, and Birthday (to be taken during the month of birth) will be considered holidays.

D. Sick Leave and personal Days – He shall be allowed 1.5 days per month of sick leave and these may be accumulated up to sixty (60) working days. A sick day is to be interpreted to be a day of confinement at home or in the hospital. Also he shall be given three (3) days per year for personal business that cannot be cared for at other times.

E. Revivals and Other Meetings – The AMS shall have the privilege of conducting four (4) weeks of religious activities each year with no more than two (2) of these outside the Northern Kentucky Baptist Association. The Personnel Committee may approve additional revivals.

F. Conventions/Conferences – The AMS will be encouraged to attend the Southern Baptist Convention, the Kentucky Baptist Convention, and the Evangelistic Conference. The Personnel Committee and/or the Finance Committee must approve any other conventions or meetings.

G. Interim and Supply Preaching – The AMS shall not serve as an Interim Pastor of a church. He shall be encouraged to do supply preaching within the Association. Honorariums for supply preaching within the Association in the absence of a Pastor, may be retained. Other services shall be considered a part of his Associational responsibility. Supply preaching shall be in the churches and missions within our Association.