

Phelps County Baptist Association (PCBA)

Director of Missions Position Description

Title: Director of Missions

Employed by: Executive Board of Phelps County Baptist Association

Supervisor: PCBA Personnel Committee

Principal function: The Director of Missions is responsible for providing administrative leadership for Phelps Association, facilities, the Executive Board, programs, staff and committees.

The primary roles of the Director of Missions for the Phelps County Baptist Association (PCBA) are 1) to facilitate the work of **missions** at local, state, national and international levels, 2) provide **pastoral support** and fellowship, and 3) provide **administrative** leadership for the PCBA Executive Boards, programs, committees and facilities.

Responsibilities:

Missions:

- 1) Identify and coordinate current or future local, state, regional or international mission needs the PCBA could develop or support.
- 2) Keep abreast of missions' opportunities within PCBA member churches and provide leadership to facilitate and leverage available mission resources across PCBA.

Pastoral Support:

- 1) Assist pastors and churches in need of counsel and guidance.
- 2) Assist churches as pulpit supply as requested and schedule allows. Continue to maintain and annually validate a pulpit supply list to provide recommendations for PCBA member churches as needed. Shall not serve as interim pastor.

Administrative:

- 1) Continually assess and update PCBA programs and mission areas for effectiveness and currency in meeting PCBA purposes.
- 2) Serve as a PCBA and denominational advocate through representation at local, regional and state events. Communicate PCBA purpose and vision through monthly updates (newsletter, website updates, etc.).
- 3) Serve as chairman of the PCBA Executive Board and ex-officio member of all committees as defined in the PCBA Constitution. Provide assistance to the Nominating Committee for the enlistment and support of committee members and PCBA officers. Develop, publicize and coordinate annual business sessions.
- 4) Supervise associational support personnel. All personnel actions coordinated and vetted through the Personnel Committee.
- 5) Work with appropriate committees, directors of camp programs, and in the care of facilities for the PCBA camp.
- 6) Perform other duties necessary to the smooth and efficient operation of the association, facilities and other resources (equipment, block party trailer, etc.) available through the PCBA.

Relationship and Qualifications:

- 1) Responsible for working with the staff and agencies of the Missouri Baptist Convention and the Southern Baptist Convention.
- 2) Be a committed Christian with a call to missions and evangelism.
- 3) Have experience in and knowledge of Southern Baptist Convention and Missouri Baptist Convention churches.
- 4) Education should be adequate to function as a high level of efficiency and capable of dealing with the constituency of the association.
- 5) Have experience and demonstrated involvement in associational work and an ability to plan, conduct and evaluate the work of the association.