

**OSAGE RIVER BAPTIST ASSOCIATION**  
JOB DESCRIPTION: Director of Missions

- I. POSITION TITLE: Director of Missions
- II. QUALIFICATIONS: The candidate must
  - A. Spiritual Background – Be a committed, ordained Southern Baptist; faithfully involved in a local church; in friendly compliance with the Southern Baptist Convention; with a sense of a definite call to mission service.
  - B. Educational Background – Have an appropriate, adequate formal and Biblical education at a level that is sufficient to lead the association in missions’ endeavors.
  - C. Personal – Be a man of physical, emotional, spiritual maturity and have a history of good interpersonal relationships. If married, he must have a very stable marital relationship
  - D. Character – Be a man of Christian integrity with guidelines found in I Timothy 3:1-7.
  - E. Experience – Have Southern Baptist Associational and other mission experiences. Preferably the associational experience should be as a director of missions, associational staff member or an active and responsible officer in an association. Pastoral experience on a church field is also preferred.
  - F. Theological – Be a man who is theologically conservative, committed to the Bible as the Word of God and in agreement with the Baptist Faith and Message 2000.
  - G. Organizational – The candidate must possess and be able to demonstrate strong administrative management and business skills.
- III. BASIC FUNCTIONS: The Director of Missions is responsible for leading the mission program of the Osage River Baptist Association and providing administrative leadership for the Association, its Staff, Executive Board, program teams, committees and facilities.
- IV. RESPONSIBILITIES:
  - A. General Leadership
    - 1. Lead in developing mission strategies for the local churches.
    - 2. Lead the association to engage in associational long-range and strategy planning at intervals of not more than five years.
    - 3. Lead in annual associational planning.
    - 4. Lead in coordinating, conducting and evaluating the Association’s work.
      - a. Serve as leader of the associational council and ex-officio member of all committees and ministry teams.
      - b. Counsel with and encourage associational and program officers through conferences and personal contacts.
      - c. Promote training leaders of program organizations and teams of the association as needed.
    - 5. Publish a bi-monthly association newsletter.
    - 6. Supervise and assign specific responsibilities to all staff.

7. Provide leadership in locating and developing new work and mission ministry in areas of need.
8. Serve as the communication/contact agent between the association and denominational entities
9. Provide an orientation session in the Association for new church staff members, Executive board members, and their spouses.

B. Personal Ministries

1. Assist pastors and churches in need of counsel and guidance. Visit each church in association regularly (preferably once a year).
2. Serve as consultant to church committees, pastor-less churches, etc., providing assistance as needed and requested.
3. Serve as pulpit supply; assist in church and community surveys, and revivals as requested in keeping with established plans and policies of the association.
4. The Director of Mission should not serve as interim pastor of any church except when agreed upon in consultation with the Worship, Life & Associational Health Team. This shall not exceed three months.

C. Regular Duties

1. Inform the members of our churches of the ministries and services of the association and of the denominational boards and agencies.
2. Assist in the correlation and promotion of the objectives of denominational boards and agencies through the proper program officers of the association.
3. Attend denominational meetings and conferences as budget and time considerations permit.
4. Report to the Executive Board at their regular meetings and to the association in annual or semi-annual sessions.

V. RELATIONSHIPS

A. Internal (Associational)

1. Responsible to develop and maintain fellowship/relationships with associational leadership and teams, pastors, and other church leadership.
2. Serve the association as their public relations officer
3. Serve as principal administrative officer of the association.

B. External

1. Maintain cooperative working relationships with the staff and agencies of the Missouri Baptist Convention and the Southern Baptist Convention.
2. Maintain good relationships with community groups with which the association and/or churches may cooperate.