

CENTRAL NEW YORK BAPTIST ASSOCIATION
Job Description

Title: Director of Missions

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Job Description Number: JD 1-1-2

Date Adopted: May 7, 2011

Effective Date: January 1, 2012

Reports to: CNYBA Executive Board

General Description: Provides overall leadership, inspiration, and direction in the financial, administrative, personnel, properties, and other general matters of the Association. He is the chief administrative officer of the Association.

Term: Indefinite

Duties:

1. Work with appropriate teams to plan, organize, implement, and evaluate the Association's strategies and ministries in accordance with the stated purpose of the Association.
2. Convene the teams of the Association for regular meetings and serve as exofficio member of them.
3. Foster fellowship among pastors and churches.
4. Foster communications among the churches and supporters through a regular newsletter.
5. Assist local churches with recruiting pastors and support, as requested.
6. Provide leadership in the establishment and implementation of long range strategies and plans, which will facilitate the growth of the association.
7. Guide and counsel churches and pastors with administrative details associated with securing North American Mission Board and other types of support, such as funds, materials, and volunteers.
8. Lead and coordinate in the development of the Associational Calendar.
9. Supervise and coordinate the work of assigned volunteers and paid staff of the Association.
10. Serve as a liaison between the Association, the Baptist Convention of New York, the Southern Baptist Convention and its agencies, and the affiliated churches and missions.
11. Visit the worship services of the affiliated churches and missions as much as possible, and be ready and available to provide counsel as needed and/or requested.
12. Visit among the pastors as much as possible to provide encouragement and counsel as needed and/or requested.
13. Manage the CNYBA web site.

Employment Status: Half Time and subject to the personnel policies of the Association as found in the Operations Manuel.