

Job Description For The Associate Director of Missions

For

Blue River-Kansas City Baptist Association

April 2024

The stated vision of BR-KC is to be a network of healthy Baptist churches partnering together to transform lives and communities through the power of the Gospel of Jesus Christ at home, in North America and around the world. The Association exists because of the willing cooperation of the 120 plus churches of BR-KC. We exist to support the churches in accomplishing their God-given mission. As such, the Director of Missions, and Associate Director of Missions act as a liaison between the churches and pastors of the Association to foster partnership in the gospel and to coordinate the joint efforts of our individual churches into one Kingdom purpose: the advancement of the gospel. The broad categories of ministry which Associations are best positioned to fulfill are:

- (1) Pastor Care
- (2) Resourcing Churches to accomplish their mission
- (3) Catalyzing Church Planting (helping churches network to plant)
- (4) Church Renewal/Revitalization/Negotiating Strategic and Necessary Mergers
- (5) Assisting Churches in Developing a Culture of Evangelism and Discipleship
- (6) Assisting Churches in calling out, Developing and Mobilizing future and current leaders

I. Principal Functions and Duties of The Associate Director of Missions

The Associate Director is responsible to the Director for accomplishing the tasks/objectives as listed above. These tasks can be divided up between the Director and Associate Director as they choose but the Associate Director should be willing and able to interact with churches and pastors in all areas. The duties are as follows:

- a) Serve as a member of the Association professional staff.
- b) Since we relate to pastors and churches daily it is preferred that the Associate Director have experience as a lead pastor.
- c) Relate to all BR-KC Ministry Teams (Collegiate Ministry, People Teams, and Multi-ethnic Church Planting Center, and all Association Committees (Administrative, Credentials, Personnel, Finance).

- d) Serve as a resource person and consultant to the churches and ministries of the Association, which includes working with churches needing conflict resolution, staff/employment (HR) issues, church renewal/revitalization, short- and long-range strategic planning, lending guidance to Pastor Search Committees, discipleship/evangelism strategies, help with Constitutional/governance issues, Ordinations of Deacons and Pastors/Elders, recommending supply and Interim/Transitional Pastors to churches. In short, to help Churches and Pastors solve problems, locate partners, and secure financial and other resources for Churches/Pastors either through BR-KC funds or partnerships with other Kingdom partners.
- e) Work with the Administrative Assistant to promote all Association-sponsored events through all available media platforms.
- f) Collaborate with denominational, church, and other Gospel partners when it helps our churches or BR-KC accomplish their mission.
- g) Continually maintain your emotional and spiritual health through a committed devotional life, active membership in a local BR-KC church, and maintaining personal, spiritual accountability to others.
- h) Conduct yourself with the highest integrity, Christlikeness and professionalism including attire, behavior, language/conversation and use of social media.
- i) Faithfully maintain and steward the equipment and assets of the Association office and those assigned to this position including laptops, vehicle, BR-KC Credit Card, etc.
- j) Prepare, update and communicate scheduled meetings, events, and time off on the Association Google calendar.
- k) Work with Director and Administrative Assistant to prepare the proposed budget for the upcoming year.
- l) Work together with the Administrative Assistant of the Association in the accomplishment of the duties, administration, and promotional needs of the Association.
- m) Help plan and attend BR-KC Semi-Annual Meetings. Prepare a report for the book of reports and be willing to lead various aspects of the meeting.
- n) When called upon, be willing to attend the MBC and SBC Annual Meetings when requested by the Director.
- o) Willingness to be a lifelong learner demonstrated by an eagerness to participate in education courses, training events, conferences, seminars, cohorts, etc. for personal and professional development as needed and/or requested by the Director.
- p) Be willing to preach or share about BR-KC when invited by member churches.
- q) Be flexible and willing to cover duties in any area of Associational work when called upon by the Director and/or Association.