



Associational Missionary Strategist Job Description

Title: Associational Missionary Strategist

Job Summary:

We are seeking someone called to be an network leader, with the ability to lead a collaborative system that builds coalitions. He is to help coordinate the work of churches in Sarepta to fulfill the Great Commission and the Great Commandment.

Key Responsibilities:

1) Spiritual Leadership

- a) To be growing spiritually on a personal level.
- b) To provide opportunities for churches to develop their leaders and workers to be more effective servants.
- c) To provide opportunities for the pastor and staff to grow and enhance their spiritual development.

2) Vision Casting

- a) To cast a vision for Sarepta that embraces both Missions and Ministry.
- b) To equip pastors with the skills needed to effectively cast a vision effectively in their church.
- c) To challenge churches to develop a vision that accomplishes God's purpose for their church.

3) Pastor Care

- a) To be available to pastors, staff and their families in times of crisis to minister to them.
- b) To provide opportunities to assist ministers in pastoral wellness.
- c) To equip pastors to better care for their congregation.

4) Team Leadership

- a) To supervise the Sarepta staff and hold them accountable for their responsibilities. Those staff members are as follows:
 - i) Administrative Assistant
 - ii) Financial Secretary
 - iii) International Friends Director
- b) To coordinate those hired for the upkeep of the facility. Those services are as follows:
 - i) Yard care
 - ii) Cleaning of the building
- c) In conjunction with the Moderator and the Vice Moderator, provide guidance for the Leadership Team.
- d) To provide oversight of the ministry teams as they set goals and plan activities. These teams include:
 - i) Church Growth Resource Team
 - ii) Senior Adult Team
 - iii) Missions Partnership Team
 - iv) Mission Georgia Team

- v) Any additional teams that might be added.

5) Program Development

- a) To develop goals for Sarepta and the programs to help achieve those goals.
- b) To evaluate the strengths, weaknesses, opportunities and threats of the programs every five years.
- c) To determine when to initiate a new program and when to terminate an ineffective or outdated program.
- d) To develop a strategy for the utilization of the Sarepta webpage, Facebook page, various platforms of social media.
- e) To support ministry programs that are overseen by the Georgia Baptist Mission Board. Ministries such as the Baptist Collegiate Ministry and Disaster Relief are to be supported.

6) Financial Stewardship

- a) To be responsible for the planning and recommending of the Sarepta budget each year to the Leadership Team.
- b) To be responsible for the monitoring of the status of budget expenditures throughout the year with the assistance of the Financial Secretary and the Treasurer.
- c) To provide oversight to the use of any funds that are designated for special ministries.
- d) To report any financial issues to the Treasurer, the Financial Secretary and the Leadership Team.
- e) To conduct a 3 year audit / review.

7) Compliance

- a) To be responsible that Sarepta is in compliance with any local, state or national laws or regulations that apply to the network.
- b) To be responsible that Sarepta is in compliance with any tax related laws.
- c) To provide opportunities for pastors and church leaders to better understand how to keep their churches compliant with laws and regulations.
- d) To educate churches on the standards needed to remain compliant in regards to financial matters, hiring matters, childcare, background checks, etc.
- e) To stay updated on changes in various areas of compliance and inform the Sarepta churches.

8) Qualifications

- a) Spiritual Maturity
 - i) Must be a Christian for a number of years.
 - ii) Must have a daily devotional and prayer life.
 - iii) Must be experienced at making disciples.
 - iv) Must have a sound doctrinal belief (accepts the Baptist Faith and Message 2000)
 - v) Must be faithful with his membership, tithes and offerings in a Sarepta Missions Network Church.
- b) Education:
 - i) Prefer to have a college/university degree.
 - ii) Prefer have a Master of Divinity degree from an accredited Southern Baptist Seminary.
 - iii) Prefer the AMS have a Doctorate from an accredited Southern Baptist Seminary.
- c) Experience:
 - i) Prefer have at least 10 years as a Senior Pastor.
 - ii) Prefer have been involved in associational work at prior associations where he pastored.
- d) Skills:
 - i) Spiritual Leadership
 - ii) Preaching
 - iii) Administrative
 - iv) Organizational
 - v) Counseling
 - vi) Computer Skills

- vii) Internet / Website use
- viii) Social Media Communication
- e) Ordination
 - i) He must be ordained into the Gospel Ministry by a Southern Baptist Church.
 - ii) He must provide the name of the church, the state, the pastor and the association where he was ordained.
- f) Personal Finances
 - i) He must have an acceptable credit report.
- g) Personal Morals
 - i) He must have a criminal background check.

Biblical Qualifications

Because the AMS will be working with pastors who are held to Biblical qualifications, that same standard will be applied to the man who will be considered for this position. These Biblical qualifications of a pastor are outlined in two primary New Testament passages, 1 Timothy 3:1-7 and Titus 1:5-9. There are three terms used interchangeably in the New Testament to refer the highest office in a church: elder, overseer and pastor (which means “shepherd”) all refer to the same office.

1 Timothy 3:1-7 (CSV) 1 *This saying is trustworthy: “If anyone aspires to be an overseer, he desires a noble work.”* 2 *An overseer, therefore, must be above reproach, the husband of one wife, self-controlled, sensible, respectable, hospitable, able to teach,* 3 *not an excessive drinker, not a bully but gentle, not quarrelsome, not greedy.* 4 *He must manage his own household competently and have his children under control with all dignity.* 5 *(If anyone does not know how to manage his own household, how will he take care of God’s church?)* 6 *He must not be a new convert, or he might become conceited and incur the same condemnation as the devil.* 7 *Furthermore, he must have a good reputation among outsiders, so that he does not fall into disgrace and the devil’s trap.*

Titus 1:5-9 (CSV) 5 *The reason I left you in Crete was to set right what was left undone and, as I directed you, to appoint elders in every town.* 6 *An elder must be blameless, the husband of one wife, with faithful children who are not accused of wildness or rebellion.* 7 *As an overseer of God’s household, he must be blameless, not arrogant, not hot-tempered, not an excessive drinker, not a bully, not greedy for money,* 8 *but hospitable, loving what is good, sensible, righteous, holy, self-controlled,* 9 *holding to the faithful message as taught, so that he will be able both to encourage with sound teaching and to refute those who contradict it.*

Reporting Structure

The AMS is responsible to the Leadership Team. The Leadership Team is the group that extends the call to him and has the ability to dismiss him.

Work Policies / Procedures

1) Office Hours:

- a) The office hours for Sarepta represent a four-day work week, Monday through Thursday, 9:00-4:30. The AMS is expected to maintain office hours unless away for meetings, conferences or appointments.
- b) Part-time staff have a modified work week, for that reason the AMS is expected to have calls forwarded to his phone if he is not in the office when the Administrative Assistant is not there.
 - i) Administrative Assistant – Monday – Wednesday (9:00 – 3:00)
 - ii) Financial Secretary – flexible schedule based on her availability.
 - iii) Flex Time for the AMS – This is based on the concept of a day being divided into thirds (morning, afternoon and evening). A work day is considered to take 2/3rds of a day. If there is an networkal event or the AMS is involved in meeting with a church in the evening, then it is acceptable for the AMS to take 1/3 of the remainder of the day (morning or afternoon) off if he is working the evening.

- iv) Comp Time for the AMS – If the AMS has work that requires him to use one of his off days to work, then he can take a day off either the week before or the week after the off day he had to work.

2) Vacation Days

- a) The AMS is granted 2 weeks of vacation upon his hiring.
- b) In addition to the base vacation of 2 weeks, another week of vacation is added for every 5 years of experience at an SBC ministry with a maximum of 4 weeks of vacation.
- c) Upon reaching 15 years of ministry in Sarepta, the AMS will be granted an additional 5th week of vacation.
- d) Credit is given for prior full-time ministry as a pastor or staff in a SBC church or with an SBC or GBMB related position (IMB, NAMB, etc.).

3) Sick Days / Medical Emergencies

- a) Each year the AMS will have two weeks allowance for sick days and these do not rollover if unused.
- b) In case of extended medical absence, the AMS will need to inform the Moderator who will in turn communicate to the Leadership Team the amount of time needed. The Leadership Team will make the decision regarding extended medical leave.

4) Holidays

- a) The AMS is granted a day off on the following holidays. If the holidays occur on a time when the office is already closed, the next business day that the office is open will be recognized as that holiday. The holidays that are recognized are as follows:
 - i) MLK Day
 - ii) Memorial Day
 - iii) Independence Day
 - iv) Labor Day
 - v) Thanksgiving (the office typically closes at noon on the Wednesday before Thanksgiving)
 - vi) Christmas / New Years Holidays (For at least the past 25 years, Sarepta staff begin their Christmas break at noon on the second Wednesday of December. The break extends until after New Years Day.)

Performance Expectations

1) Visiting Churches

- a) The AMS should visit churches on a regular basis as his schedule allows.
- b) The AMS can prioritize preaching invitations and specials services over a regular church visit.

2) Preaching in Churches

- a) The AMS has no limitations as to how many times he can preach in a church during the course of a year.
- b) The AMS has the option in a pastorless church to provide pulpit supply up to six weeks as they prepare for interim pastor arrangements. Any additional time required would need to be approved by the Leadership Team.
- c) The AMS cannot serve as an interim unless approved by the Leadership Team.

3) Convention Responsibilities

a) Georgia Baptist Mission Board:

- i) The AMS is expected to attend the Georgia Baptist Convention each year.
- ii) The AMS is expected to participate in the Associational Missionary Fellowship sponsored by the GBMB.
- iii) The AMS is encouraged to participate in the Regional AMS meetings sponsored by the GBMB.

b) Southern Baptist Convention

- i) The AMS is encouraged to, but not required to attend the Southern Baptist Convention each year.
- ii) The spouse of the AMS will have her way paid to the convention along with any related expenses.
- iii) The availability of budgetary funds may dictate whether it is feasible to attend the SBC.

Compensation

1) Salary and Housing:

- a) The AMS will determine the amount that will be allocated for housing and have that approved to be presented in the budget each year.

2) Insurance:

- a) The AMS can use the lump sum amount at his discretion for benefits.
- b) A Major Medical Policy, at a minimum, must be secured, Life, Disability, and Vision are optional.

3) Retirement: GuideStone

- a) Sarepta will contribute to the AMS' GuideStone account.
- b) Sarepta will provide at least 10% of the base salary toward retirement.

4) Christmas Bonuses

- a) The AMS will receive a Christmas bonus each year determined in the budget.
- b) The AMS will receive the Christmas bonus the first Friday of December each year.

5) Reimbursable Expenses:

a) Convention and Conference:

- i) Travel to and from the event.
- ii) Lodging for the event.
- iii) Meals related to the event.
- iv) Expenses related to the event (parking, tolls, shuttles, taxis, etc)

b) Travel

- i) The AMS will submit a mileage report and Sarepta will reimburse the AMS the current US Government approved mileage rate. If preferred, the AMS can turn in gas receipts and maintenance receipts for the upkeep of the car rather than a mileage report.
- ii) The AMS can count miles for any activity related to the ministry of Sarepta, or the ministry of Georgia Baptists. IRS does not allow the miles to be counted for commuting to and from work.

c) Business Expense

- i) The AMS may turn in the expenses for anything that is related to the doing of the ministry in Sarepta.
- ii) The AMS may see reimbursement for books and other reading materials purchased related to the work in Sarepta.
- iii) The AMS may seek reimbursement for meals paid for taking pastors and other church leaders out lunch or dinner.
- iv) The AMS may seek reimbursement for any office supplies purchase, or supplies purchased for the Sarepta office.