

# North American Baptist Fellowship

## General Secretary

### Role Description



### Scope:

The primary responsibility of the General Secretary of the NABF is to facilitate communication, collaboration, and networking among the Baptist organizations in North America. This requires a familiarity and communication with both member bodies and where possible, non-member bodies of NABF. The General Secretary is a part time permanent position and should strive to be a bridge builder working to link Baptists of various theological, geographical, racial, and ethnic backgrounds and persuasions. The goal is to bring everyone (Baptist denomination leaders in North America) to the table to whatever degree possible--not only to talk with one another, but also to cooperate in mutually beneficial mission/ministries whenever possible. The General Secretary of the NABF must be capable of ably representing NABF among BWA regions, to the BWA, and its member bodies. The General Secretary is accountable to the NABF Administrative Committee.

### Responsibilities:

#### 1. Collaborative Leadership

- Coordinate and facilitate the work of the NABF Executive Committee in collaboration with the NABF President.
- Develop and maintain effective communication among the stakeholders in NABF.
- Manage new and ongoing initiatives established by the NABF and its member bodies.
- Raise awareness and rally human resources from member denominations/churches towards support of the NABF vision and mission
- In collaboration with the NABF President and executive committee, provide oversight and operational strategies for the structure and budget of the NABF.

#### 2. Annual Gathering Coordination

- Serve as the lead convener of NABF gatherings (annual gathering, regional gatherings, affinity gatherings)
- Provide leadership and structure for the planning and management of NABF gatherings.
- In cooperation with the NABF President and Executive Committee, research and propose relevant topics/concerns facing Baptists in North America to be addressed at NABF gatherings.

#### 3. Member Relations (Denominations/Churches)

- Build relationships with and among Baptist denominational leaders in North America.
- Work for consensus among denominational leaders
- At times act as pastoral leader for denominational leaders
- Develop and implement consistent fundraising/support strategy with member denominations/churches/individuals.

#### 4. Serve as Baptist World Alliance Regional Secretary for North America

- BWA Regional secretaries will be responsible to their respective Region for the administration of its affairs, and to the General Secretary of the BWA.

### Qualifications:

1. A mature faith in Jesus Christ and a commitment to serve through the church
2. Commitment to the mission, faith and core values of NABF/BWA
3. Demonstrated strong leadership and communication skills and experience
4. Demonstrated ability in events planning and management.
5. Engaged with an organization, institution or ministry community that can and will support service to the NABF
6. Experience with global missional or ministry communities

7. Capacity to generate support and involvement from member bodies, institutions, networks, and congregations, foundations interested in the work of the NABF.
8. Understands trends, challenges, and opportunities facing 21<sup>st</sup> century Christian witness and congregational life
9. Member in good standing of a congregation affiliated with the Baptist World Alliance network
10. Ability to work independently and manage multiple projects and groups people.

**Applications:**

Persons interested in consideration for this position should forward (1) a letter of interest that communicates how your gifts align with the scope, responsibilities, and qualifications listed above and (2) a resume to Suzii Paynter at [spaynter@cbf.net](mailto:spaynter@cbf.net) with NABF General Secretary in the Subject Line not later than November 1, 2017.