



## **JOB DESCRIPTION: EXECUTIVE MINISTER**

### **GENERAL DESCRIPTION**

The Executive Minister of the *Canadian Baptists of Atlantic Canada* (CBAC) is a Spirit-led, visionary leader who is willing to take informed risks in order that Atlantic Baptist churches and individuals can join God on His mission in their neighbourhoods. This individual is energized by the challenge of realizing the CBAC's Kingdom potential, strategically re-imagining ministry and governance models, and strengthening collaborative relationships that serve a common cause in Christ. The Executive Minister functions as both spiritual leader and the Chief Executive Officer (CEO) of the organization.

### **REPORTING RELATIONSHIP**

Reporting to and working with the Council of the *Canadian Baptists of Atlantic Canada* (CBAC), the Executive Minister is a person of personal and professional integrity, following the example of Christ. Empowered by the Holy Spirit, the Executive Minister is committed to the principles of equity, inclusion, and diversity, with a demonstrated ability to work with the many kinds of individuals and systems that comprise our ministry context.

The Executive Minister is responsible for providing a ministry of spiritual leadership and support to the denomination. The Executive Minister and the Council work together to ensure that the mission of the CBAC is achieved in keeping with the directives and policies of the CBAC as determined by the Assembly. The Executive Minister will have a driving passion to align vision, people, and processes to produce effective, and where appropriate, "fresh expressions" of governance and ministry.

### **PERSONAL ATTRIBUTES AND CHARACTERISTICS**

- Demonstrates commitment to and passion for the cause of Christ, and consistently practices spiritual disciplines for the purpose of personal growth and direction;
- Embodies the skills associated with emotional intelligence, such as mature self-awareness and emotional self-management;
- Exemplifies wisdom, integrity and humility in leadership;
- Is able to lead constituents to determine what the future may hold for the denomination generally and for the many parts of the organization;
- Displays effective communications in all forms, and listens carefully to all stakeholders;
- Is teachable and open to feedback;
- Appreciates Atlantic Canadian culture, as well as understanding the challenges of fostering ministry unity amid diversity across our four provinces;
- Adaptable, embracing and leading necessary change, with strong skills and discernment in change management;
- A team builder and team player with genuine appreciation and respect for people from diverse walks of life and cultures;

- Committed to combatting systemic racism and addressing ongoing inequalities for racially and ethnically oppressed communities, both within the organization and in the broader society;
- Dedicated to personal and professional growth.

## **KEY LEADERSHIP RESPONSIBILITIES**

### **Strategic & Organizational Leadership:**

- Leads the development and implementation of plans and initiatives to realize the vision and mission of the CBAC, while remaining flexible to allow for adjustments in global, regional and cultural realities;
- Ensures that the vision, mission and ends of the CBAC are before us, guiding staff and stakeholders;
- Establishes priorities and directs the staff in accordance with the organization's mission and vision;
- Provides wise and engaged leadership to staff, CBAC Council, partners, constituents, and stakeholders, consistently fostering mutual respect and trust;
- Leads and supports the Council in developing heightened awareness of best practices in governance, allowing us to realize the full potential and participation of Council members;
- Provides ongoing training/education for staff and Council related to cultural competency and responsiveness, creating a CBAC culture that is known for its genuine commitment to social and racial justice;
- Holds senior leadership team accountable to the achievement (and "measurement") of strategic outcomes;
- Is competent in organizational financial management;
- Recognizes the need for the CBAC to have an effective fundraising strategy and is able to envision and implement creative initiatives in this regard;
- Demonstrates the ability to assess and respond to complex and rapidly changing ministry environments.

### **Constituent & Partner Relations:**

- Facilitates the identification, development, and ongoing effectiveness of partnerships locally, regionally, and nationally;
- Directs the organization's interests within the CBAC family of churches, and effectively leads the development of increased awareness and benefits of working together;
- Ensures respectful and dignified treatment of all constituents and ministry partners.

### **Fiduciary Oversight:**

- Cultivates a "careful stewardship" culture among staff as they work together to meet the annual budget, making adjustments as necessary and in compliance with Council policy;
- Demonstrates the fiscal discipline necessary to ensure a strong ongoing financial footing for the organization while maintaining sound financial management practices;
- Provides oversight to ensure that the organization's assets, both tangible and intangible, are protected;
- Oversees the development of new fundraising strategies and donor-base expansion.

### **Personnel: Recruitment & Retention:**

- Ensures ongoing recruitment and retention of diverse, competent and qualified personnel (paid and volunteer) to help pursue the organization's mission, vision and ends;

- Is responsible and accountable to the Council for the organization, management, and day-to-day activities of the CBAC in accordance with approved policies and practices;
- Is responsible and accountable to the Council for the organization, management, and day-to-day activities of the CBAC in accordance with approved policies and practices;
- Ensures fair and ethical treatment of all staff, including assurance of positive working conditions and fair compensation.

## **QUALIFICATIONS & EXPERIENCE**

### **Theology and Missions:**

- An ordained minister with a minimum of a master's level of education, preferably from an institution accredited by the Association of Theological Schools (ATS);
- Demonstrates a commitment and ability to reflect theologically and to appreciate (while not endorsing) different perspectives arising from Scriptural interpretation;
- Solid and ongoing understanding of complex social and theological issues facing the Church and society;
- A willingness to seek and hear wise counsel from respected sources;
- Strong commitment to facilitating and enabling the local church to grow in Christian discipleship, dedicated to supporting both "fresh expressions" and "traditional expressions" of church.

### **Communications:**

- Acts as primary spokesperson for the denomination on all significant matters, effectively expressing commonly held views (as determined at the Annual Assembly) with media, governments and their agencies, and any other relevant external groups or organizations. This responsibility may, if circumstances warrant, and at the discretion of the Executive Minister, be delegated to another CBAC staff member or to the President of the CBAC.
- Seeks to "tell the stories" of the denomination (past and present) in our midst and to the outside community;
- Is able to present a compelling message surrounding the CBAC's vision, mission, values, and ends in communication with individuals, churches, and partners;
- Has strong written and verbal communication skills, including public speaking and writing for publication;
- Effectively uses multiple platforms of communication technology (with the help of staff as needed);
- Displays consistent sensitivity in cross-cultural communication.

### **Relationships:**

- Demonstrates excellence in general interpersonal relational skills and team building;
- Has the ability and desire to network and build effective working relationships with a wide range of stakeholders (including staff, donors, churches, educational institutions, and other ministry partners);
- Genuinely engages with people of various generations and of different ethnic and cultural backgrounds;
- Has a familiarity with, and appreciation of, CBAC's member churches, their histories, priorities, and practices.

### **Other Requirements/Prerequisites:**

- Willing and able to travel regularly to help the churches understand the mission and vision of the CBAC;

- The Executive Minister is expected to work with the CBAC Council Executive to set up a mutually agreed upon professional executive coach and/or a spiritual mentor;
- A member in good standing, or willing to become a member of a church of the *Canadian Baptists of Atlantic Canada*.
- In agreement with the CBAC's Basis of Union (updated) Document.