

BAPTIST GENERAL CONVENTION

Executive Minister

The ***Executive Minister*** serves as the full-time chief administrative officer of The Baptist General Convention of Virginia and oversees the daily operations of the Convention which includes the supervision of staff, management of business affairs, and serving as a resource person for the constituents of the Convention.

Qualifications:

1. Master of Divinity degree from an accredited institution.
2. Cognizant of current ministry trends, challenges, and models in the African American church.
3. Five to seven years of church administration experience.
4. Ordained Baptist minister with convention experience.
5. Proficiency in organizational management and strategic planning.
6. Administrative expertise within the historical African American church.
7. Clear understanding of Baptist Polity.
8. Knowledgeable of grant writing policies.
9. Financial accountability (i.e. understanding of accounting and budgeting).
10. Acceptable background and credit check reports.
11. Knowledgeable of BGC related ministry partners and allied bodies (i.e. Lott Carey, VUU, National Baptist Convention, U.S.A., Inc., Progressive National Baptist Convention, Inc.)

Duties:

1. Serve as chief administrative officer of the Convention.
2. Supervise the work of all staff of the Convention.
3. Serve as a resource person for the constituents of the Convention.
4. Provides oversight to all committees, commissions, and task forces in relation to the work of the Convention.
5. Properly execute all programs, activities, and budgets as adopted by the Convention.
6. Insures the submission of quarterly financial reports to the Commission on Finance for the purpose of internal and external auditing.
7. Provide quarterly reports to the Executive Board.

8. Provide annual reports to the General Board and the Convention.
9. Quarterly communicates the status (i.e. finances and programming) of the Convention to constituents and partners.
10. Solicit financial support from churches, associations, and individual partners for the annual budget.
11. Maintain consistent and sufficient publication of all activities of the Convention via various mediums.
12. Establish and maintain relationships with ministry partners and allied bodies through attendance and participation in key gatherings/activities.
13. Coordinates and facilitates timely *New Board Members Training and Orientation* on a consistent basis.
14. Perform other duties as assigned by the General Board and the Convention.

Accountability:

1. Uphold the principles of God's Word and the Covenant of this Convention.
2. Is accountable to the Executive Board of this Convention in the execution of his/her duties.
3. Makes quarterly financial reports to the Executive Board of the Convention.
4. Is accountable to the President of the Convention in the execution and/or casting of his/her vision in accordance with the adopted strategic plan of the Convention.

Working Relationships:

1. Convention President
2. Executive Board
3. General Board
4. Convention Staff
5. Leaders of Ministry Partners and Allied Bodies
6. Convention Constituents



EXECUTIVE MINISTER

Employment Application

APPLICANT INFORMATION												
Last Name			First			M.I.		Date				
Street Address						Apartment/Unit #						
City				State		ZIP						
Phone			E-mail Address									
Church Affiliation												
Date Available			Social Security No.			Desired Salary						
Are you a citizen of the United States?			YES <input type="checkbox"/>		NO <input type="checkbox"/>		If no, are you authorized to work in the U.S.?			YES <input type="checkbox"/>		NO <input type="checkbox"/>
Have you ever worked for this company?			YES <input type="checkbox"/>		NO <input type="checkbox"/>		If so, when?					
Have you ever been convicted of a felony?			YES <input type="checkbox"/>		NO <input type="checkbox"/>		If yes, explain					
EDUCATION												
College			Address									
From	To	Did you graduate?	YES <input type="checkbox"/>		NO <input type="checkbox"/>		Degree					
College			Address									
From	To	Did you graduate?	YES <input type="checkbox"/>		NO <input type="checkbox"/>		Degree					
Seminary			Address									
From	To	Did you graduate?	YES <input type="checkbox"/>		NO <input type="checkbox"/>		Degree					
Other			Address									
From	To	From	To	From	To	From						
REFERENCES												
<i>Please list three professional references.</i>												
Full Name			Relationship									
Company			Phone									
Address												
Full Name			Relationship									
Company			Phone									
Address												
Full Name			Relationship									
Company			Phone									
Address												

PREVIOUS EMPLOYMENT

Church		Phone	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference?		YES <input type="checkbox"/>	NO <input type="checkbox"/>

Church		Phone	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference?		YES <input type="checkbox"/>	NO <input type="checkbox"/>

Company		Phone	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference?		YES <input type="checkbox"/>	NO <input type="checkbox"/>

Company		Phone	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference?		YES <input type="checkbox"/>	NO <input type="checkbox"/>

MILITARY SERVICE

Branch	From	To
Rank at Discharge	Type of Discharge	
If other than honorable, explain		

Knowledge and Experience *(Attach additional pages as needed for your responses)*

1. When you think about the contemporary African American Church, what do you see as the current trends, challenges, and models and how would these trends, challenges, and models direct the future work of the convention?

2. Share briefly about your experiences in organizational management and strategic planning?

3. Share what you believe is central to Baptist Polity?

4. Describe your roles and/or experiences in grant writing.

5. Describe your roles and/or experiences in financial accountability.

6. Share your experiences with and/or knowledge of the following BGC ministry partners: Lott Carey, Virginia Union University, the National Baptist Convention, U.S.A., Inc., and the Progressive National Baptist Convention, American Baptist Churches, U.S.A. Children's Home.

7. As chief administrative officer of the Convention, describe your style or approach to leadership.

8. Share your experience in supervising staff with regard to accountability, discipline, and staff morale.

8a) Describe how you would create a healthy and vibrant work atmosphere.

9. Share with us your history and knowledge of the Baptist General Convention of Virginia with regard to participation and leadership.

10. Describe how you have initiated and facilitated financial transparency and accountability.

11. Illustrate how you have solicited and raised financial support for a church, and/or religious organization.

12. Share with us how you developed and executed sufficient publication of community and church related activities to members and constituent bodies through the use of varied mediums.

13. Recount and explain how you have established and maintained relationships and healthy rapport with Baptist General Convention's ministry partners through shared activities and conference-like gatherings.

14. Share your knowledge and experience with social media. To which of these social media do you belong? Twitter, FaceBook, Instagram, etc.

15. What do you understand as the relationship between the Executive Minister and the Convention President?

DISCLAIMER AND SIGNATURE

I certify that my answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature

Date