

**Director of Missions
Job Description
Paluxy Baptist Association**

A. Position Expectations

1. It is expected that the DOM will be a spiritual and organizational leader who helps to guide the Association which, in turn, will result in healthy, growing, mission-minded congregations.
2. It is expected that the DOM will be an “intentional” partner with every pastor of a church in the PBA.
3. It is expected the DOM will assist pastors and laymen by being the person they can call on regularly to assist them with resources.
4. It is expected that the DOM will be in the field often, visiting with pastors, staff, and laypeople of the churches.

B. Qualifications

1. He will be a licensed/ordained Minister of the Gospel with appropriate training and pastoral experience needed to enable him to administer the office with efficiency, initiative, and spiritual leadership.
2. He will be a person who is experienced in short/long-term planning, leadership, and consultation.
3. He will be a person who has maintained a discipline of spiritual development, continuing education, and church administration.
4. He will be a person proficient in communication on both a personal and group level.
5. He will be a person who is effective in the use of computers and computer programs that include but not limited to word processing, desktop publishing, video presentations, and spreadsheets. He will also be proficient in the use of social media.
6. He will be a person who is proficient in teaching methods, building usage, budget development, and budget oversight.
7. He will be a person who is capable of being a missions strategist/consultant.
8. He will be a person who models moral integrity.
9. He will be a person who models financial integrity.
10. He will be a person who models integrity in his family relationships.
11. It is preferable that he have a minimum of a Master’s Degree with a seminary affiliated with the SBC or the BGCT. (Amended by PBA Executive Board Electronic Vote 5/2011)

C. Responsibilities

1. The DOM will administer the policies and instructions of the PBA Executive Board.
2. The DOM will be responsible for developing measurable annual and long-range goals/objectives for the Association.
3. The DOM will be responsible for researching and applying for missions and educational funds that may be available from denominational sources.
4. The DOM will supervise all employees of the Association. He will also coordinate the work of all Associational programs, ministries, teams, and committees.
5. The DOM will serve as ex-officio member of all Associational teams and committees.
6. The DOM will provide staff assistance for Associational budget preparation and will be responsible for all budget expenditures.
7. The DOM will serve as the Public Relations Officer for the Association in our churches and communities.
8. The DOM will visit every church in our Association on a regular basis and work to develop positive relationships with each pastor and staff. He will endeavor to stay informed of conditions and needs that arise in the individual churches and seek to assist them with their needs.
9. The DOM will officially represent the Association, as needed, in BGCT, SBTC, CBF, and SBC meetings.
10. The DOM will make quarterly reports to the Executive Board and provide an annual report at the Annual Meeting on matters pertaining to the affairs of the Association.
11. The DOM will be responsible for the preparation and distribution of the Annual Associational Minutes.
12. The DOM will communicate and interpret the Association membership requirements to petitioning churches.

D. Terms of Employment

1. This will be an indefinite call.
2. The compensation package for the DOM shall be proposed by the DOM Search Team in cooperation with the Administrative Team.
3. The DOM shall receive vacation and sick leave according to PBA Personnel Policy.
4. The DOM shall receive remuneration for travel at the approved rate set by the IRS and PBA Personnel Policy.

Within the approved IRS and PBA Personnel Policy guidelines, the DOM shall be reimbursed for all moving expenses involved in relocating to this area.

5. The DOM shall be allowed three full weeks of service in revivals or similar engagements within or outside of the Association and will be allowed to retain the honoraria.
6. The DOM will be allowed to retain all honoraria for pulpit supply.
7. The Association will reimburse the DOM for all job-related convention/conference expenses, based on approved budget provisions.
8. The Administrative Team shall approve all requests for interim service.
9. The DOM shall limit, as far as possible, his involvement in interim positions. All interims must be with churches who are affiliated with PBA. Any interim position shall be entered into on a six-month renewable basis. At the end of each six-month period, the Administrative Team shall approve any extension. The DOM must be available to assist another church in emergency cases. The work of the DOM as an interim shall not detract from his duties with PBA.