

Central Kentucky Network of Baptists (CKNB)

Assistant Executive Director/Lead Mission Strategist (AED)

Position Description

- Position Concept:** The Assistant Executive Director/Lead Mission Strategist is a spiritual leader providing kingdom leadership to the member churches and equipping them to cooperatively focus on the Great Commission.
- Position:** Full-time, Salaried, Exempt, Voting Ex-Officio Member of all Teams of the Network
- Responsible To:** Executive Director, Personnel Specialist working with Network President, President-Elect, and Chairperson of Executive Director Advisory Team
- Compensation & Benefits:** The AED will be considered a full-time administrative/support staff position. This individual will be given an annual package to be divided as he deems appropriate to cover housing, salary, insurance/retirement benefits (pay period is the 30th of each month). He will be provided a reimbursable expense account which can include cell phone expenses. The Network will also provide business cards and appropriate office equipment/supplies. Vacation, sick leave, holidays, and compensation days will follow the guidelines as outlined in the Network Personnel as *Amended on 1-11-22* for the AED position.

Qualifications: The Assistant Executive Director of CKNB shall:

- † Have a valid and assured salvation experience, called of God to Associational Missions; committed to the Lord and the local church; a person of Christian character of the highest integrity; and seeks to maintain a holy and spirit-filled daily life
- † Have achieved a level of training, education, experience, and maturity that will allow him to fulfill this task with competency, consistency, and compassion
- † Be a loyal Southern Baptist, supporting the Cooperative Program, and in agreement with the doctrinal statement of the CKNB Constitution as found in Article IV, Sections 1 & 2
- † Have a history of cooperation with the local association, state convention, Southern Baptist Convention; and should desire to maintain a healthy relationship with these entities and their ministries/agencies
- † Be a person of vision with the leadership ability to embrace change and adapt strategies to address new challenges

- ✝ Be relational and have the ability to build unity and consensus among our diverse member churches

Position Summary: The Assistant Executive Director will use his leadership, coaching, and marketing skills to maximize the effectiveness of CKNB and affiliated churches to carry out the Great Commission and build the Kingdom of God. The successful Assistant Executive Director will assist and work alongside the CKNB Executive Director focusing primarily, but not exclusively, on these responsibilities:

- ✝ Provide training, counsel, crisis intervention and encouragement to the churches, pastors, and staff of CKNB
- ✝ Provide leadership and/or oversight in the following areas:
 - o Leadership Development
 - o Church Revitalization/Health
 - Function on and facilitate the work of the Barnabas Team
 - Church Planting/Replanting
 - Church Programs/Ministries/Consultations
 - o Church-Based Community Ministries/Mission Partnerships
 - o International Ministries/Church Ministries
 - Lead in strengthening the Network's relationship with our international congregations and missions as well as seek to strategize regarding expanding our ministry to Internationals in the communities and counties in which our Network Churches are located.
 - o Lead in overseeing the administrative portion of the Network's work including but not limited to
 - Communications, Website, and social media
 - Finances
 - Collection of ACP data
 - Scheduling and Coordinating Network/Partner Events
 - Maintain proper records of meetings, church affiliation and pastor/staff lists, files, historic documents, etc
 - Develop and maintain a list of qualified men to serve as pulpit supplies, pastoral interims, and transitional interims as well as individuals who can serve as fill-ins or interims for music, student, children, and support staff roles.
 - Planning training and equipping events for those willing and qualified to serve in the roles of Interim, music, student, children and other support staff roles.
- ✝ Promote, market, and strengthen the support and participation of member churches with CKNB.

- ✚ Lead the overall program, budget, and staff of CKNB (see Personnel Manual for more details)
 - o Oversee and coordinate the Network Ambassador Program including
 - Receiving and reviewing Ambassador Monthly Reports
 - Planning/conducting bi-monthly CKNB Staff Meetings/semi-annual planning meetings (total of 6-8 a year) as well as the Spring and Fall Executive Committee Gatherings, Leadership Team Meetings, and special called Network Meetings.
 - Meeting with Ambassadors to check on progress of their ministry during months when there is not a staff or planning meeting
 - o Keep the Executive Director informed of any celebrations, transitions, needs, or request for consultations/coaching discovered during the course of his ministry/work and/or the ministry work of the Network Ambassadors/Staff.
 - o Facilitate the Leadership Development and Church Ministry Team (LDCM Team). The LDCM Team will plan and conduct Network-wide Leadership Development Events (2-3 year), Church Program Training Events (as needed), Pastor/Staff Fellowship/Enrichment opportunities (at least 4-6 year) as well as develop and facilitate cluster/mentor/peer-learning groups.

Position Requirements:

- ✚ Stay current and knowledgeable of the needs of our member churches by seeking to stay in contact with affiliated churches and being available for preaching and teaching ministry as the opportunity affords
- ✚ Build meaningful and healthy relationships with Pastors, Ministerial Staff, as well as lay leadership of affiliated churches through personal contact and ministry to them
- ✚ Stay knowledgeable of the trends and approaches that are accomplishing ministry goals in other places for the Glory of God
- ✚ Seek prayerfully, with the Ministerial Staff and Leadership of affiliated churches, new and/or more effective ways to impact their communities for the Glory of God while recognizing and respecting their autonomy of the local church
- ✚ Be actively engaged, as requested, in training and consulting with pastor/staff search teams and supporting churches in conflict management and times of transition
- ✚ Develop relationships with the leadership of agencies and organizations that can resource the needs of our affiliated churches
- ✚ Market the Association and its ministries to enhance stewardship giving of our affiliated churches
- ✚ Guide the budgeting process of the CKNB to make sure focus is on seeking to fulfill the Great Commission and the Great Commandment by resourcing and assisting our affiliated churches
- ✚ Maintain a healthy personal spiritual life and ministry and avail themselves of continuing education and training opportunities