

# RIO GRANDE VALLEY BAPTIST ASSOCIATION

## DIRECTOR OF MISSIONS JOB DESCRIPTION

The Rio Grande Valley Baptist Association is seeking a high-energy, self-starting, bilingual, full-time Director of Missions (DOM) to work with our association of 120 churches along the Texas/Mexico Border in Cameron, Willacy, Hidalgo, and Starr counties of South Texas. We require a leader that has a proven history of working with a diverse group to accomplish goals that are decided by the group and implemented by the associational staff, the association committees, and the member churches.

Our association has adopted a network model that connects churches with the purpose of creating, developing, and fostering strategic partnerships that help churches fulfill God's mission in their context. The association is accomplishing this by organizing into three distinct networks:

**Edify** – The edify network shall serve churches by fostering theological education, ministry training, and leadership development, providing resources and training opportunities for partnering church leaders and members.

**Multiply** – The multiply network shall serve churches by encouraging and supporting efforts in church planting, replanting, evangelism, and disciple making and resources that foster church health and revitalization.

**Dignify** – The dignify network shall encourage and assist the churches in fulfilling the Great Commission and the Great Commandment in their community and context by creating bridges, making connections, and providing training opportunities to educate, mobilize, and promote missions in the Rio Grande Valley, Texas on both sides of the Texas/Mexico border and the rest of the world.

### ROLES

**Association Strategist** – The DOM provides leadership in planning, coordinating, promoting, and implementing the vision, mission, and work of the association. While the governance of the association is overseen by the Association Council (elected officers and committee chairs) and the Executive Board (pastors and messengers of the associate member churches), the daily operation and implementation of the work of the association is overseen by the DOM.

**Missionary** – The DOM practices, teaches, and leads the association in engaging the local churches in fulfilling the Great Commission and reaching their local communities with the Good News of the Gospel. As leader, inspirer, catalyst, activator, challenger, and proclaimer he calls on the association to apply God's Word to our local communities.

**Pastor/Shepherd** – The DOM is a pastor/shepherd, providing pastoral care to pastors, churches, church staff, and church leaders in our ministry area. He will work to develop relationships with member churches, their staff, and leadership. He will encourage these churches and work towards their full engagement with the mission of the association.

### RESPONSIBILITIES

- **Work cooperatively** with the Association Council, the association committees and the Executive Board of the association.
- **Serve the churches** in our association, leading them toward a commitment to living a life on mission. Visit the churches in our association, supporting their ministries in a way that serves their needs. Work with churches, leading them in times of crisis/conflict resolution. Be available as a resource to our churches, prepared to teach and preach, provide pulpit supply, help them with interim support as they work through pastor and staff transitions.
- **Minister to the pastors** in our association, providing discipleship, counseling, mentoring, assistance in church conflict, orient new pastors in the association, and develop pastoral support systems and growth opportunities. Support pastors, their families, and church leaders when there is an illness or crisis in the church or the family.

- **Promote church relationships** and mutual collaboration, encouraging the association to be a network of resources. Foster fellowship and promote unity among the churches in the association.
- **Provide missionary leadership** in the association, leading churches to develop and maintain a biblical missions perspective, start new church work, reach their communities with the Gospel message. Lead in developing, training, and supervising the three networks (Edify, Multiply, Dignify) and promote the work of these networks among the local community of churches.
- **Work with the association committees, the Associational Council, and the Executive Board** to accomplish the work of the association through the existing committees by following our existing constitution and by-laws.
- **Maintain external relationships with denominational entities** as outlined in the constitution and by-laws of the association.
- **Manage the association office, business affairs, and association staff** including office management, communication, staff supervision, finance and budget management, property management, legal affairs, purchasing, along with other duties as needed to maintain the daily operation of the association business as directed by the Association Council and elected committees.
- **Promote cooperation and financial participation** among association churches by working with member church leadership in meeting our annual offering and giving goals.
- **Communicate** and respond to emails, phone calls, and other communications in a thorough and timely manner. Prepare and proofread letters, memos, spreadsheets, association publications, and other correspondence in an accurate and timely manner.
- **Attend meetings and participate in training** as required.
- **Maintain compliance** with association policies and procedures and constitutional by-laws. Maintain compliance with all state and federal laws and regulatory requirements.
- **Perform additional duties** as required by the Association Council and the Executive Board of the association.
- **Event planning** for association meetings, training, and community outreach emphases.
- **Serve as liaison** with the community (regional, state, and national) speaking on behalf of the association.

## REQUIREMENTS

- In-depth understanding of a comprehensive field of knowledge, generally acquired through an earned master's or doctoral degree in a related field (MDIV, DMIN, or PHD preferred).
- Proficient ability to speak, read and write English and Spanish with a high level of proficiency.
- 10 years of ministry experience in a local church setting.
- 5 years of experience as a full-time Lead/Senior Pastor in a local church setting or full-time missionary with a recognized Baptist missions organization.
- Knowledge of Texas Baptist and/or Southern Baptist church culture and polity, denominational structure, and church programs and methodologies.
- Ability to communicate Christian principles and Baptist distinctives and teaching professionally.
- Knowledge of committee-led organizations with the ability to work diplomatically and moderate business meetings according to Robert's Rules of Order.
- Ability to work in a high energy and rapidly changing work environment. Able to manage multiple projects and adjust to changing priorities and guide staff toward the same.
- Ability to maintain confidentiality and promote this characteristic where appropriate in the organization.
- Ability to effectively manage staff; requires administrative skills including staff selection, development, motivation, scheduling, and evaluation.
- Excellent listening skills, interpersonal skills, and relationship building skills.
- Ability to travel and work remotely in various geographic locations with some overnight travel.
- Ability to relate positively, influentially, and sensitively to a broad spectrum of persons in a variety of multi-tiered relationships and settings to include clergy, laity, institutional staff, various Baptist organizations, churches of all sizes and with a mix of cultural identities.

- Proficient ability to exhibit detail-oriented skills necessary to understand and manage a wide range of information from a wide variety of sources.
- Ability to prioritize tasks and respond in crisis/pressure situations; requires flexibility to meet changing business needs.
- Proficient working knowledge and ability to use various office software including, but not limited to Microsoft Office products (Word, Publisher, Excel, etc.), Google Workspace and email, internet skills including website maintenance and communications. Active membership in a local Baptist church.