

**August 8, 2018**

## **Position Summary:**

This position exists to ensure that each FEBC pastor is aware of FEBC services available to them and to provide pastoral care and services in a timely manner.

## **Responsibilities:**

1. Take the initiative to connect and communicate regularly with all FEBC churches, pastors and leadership teams to encourage, counsel and pray for them.
2. Present and explain FEBC services and policies to all FEBC stakeholders, including local church pastors, boards, leadership teams and congregations.
3. Whenever possible, participate in local worship services to encourage the local body and to aid in fulfilling the Vision.
4. Assist local churches in the pastoral search process.
5. Be available to assist churches in conflict resolution situations.
6. Provide feedback to the Board of Directors, the President and the appropriate Commission(s) on potential conflicts within the church or between the church and the FEBC.
7. Represent the FEBC at special church occasions and celebrations - particularly when the President is unable to attend.
8. Be a listening ear to concerns that churches or church leaders may have regarding the direction and life of FEBC and consult with the President as to an appropriate response.
9. Assist the President in planning annual Conventions.
10. Assist the President in developing and implementing methodology and processes which will meet the needs and further the vision of the FEBC.
11. Organize regional pastoral enrichment seminars.
12. Assist churches in sending pastors to special recovery retreats and renewal centers.
13. Develop, maintain and deliver relevant church resources in areas such as leadership training, staffing concerns, safe place policies, renewal retreats & centers, etc.
14. Remain in constant, close consultation with the Commission on Churches and the President in all of the above.

# FEBC International Board of Directors Ministries Coordinator Job Description



August 8, 2018

## Qualifications:

1. Shows evidence of a sincere, faithful walk with God and exemplary moral character (without which he will be disqualified for this office).
2. A member in good standing of an FEBC local church.
3. Recognizes the value of vision to the life of an organization.
4. Able to oversee the details of strategic implementation without losing sight of the big picture (vision).
5. A team player who relates well to people.
6. A self-starter.
7. An effective communicator who is able to develop and maintain clear, consistent communication channels with member churches (i.e. pastors, board chairs, churches as a whole, etc.).
8. Able to use electronic communications effectively (web sites, social networking, etc.)
9. Available for significant travel (both weekday meetings with church leaders and weekend service visits). It is the desire of the Directors that the Ministries Coordinator would be as available as possible while spending at least two weekends per month at home.
10. Agrees in full with FEBC Articles of Faith and FEBC Position Papers. The Ministries Coordinator must faithfully and competently communicate these to our churches and others.

## Accountability:

The employee is accountable directly to the FEBC President and indirectly to the International Board of Directors. The employee must agree with and sign the following: the FEBC Social Media Policy; the FEBC Ethics Policy; the FEBC Lifestyle and Morality Standards Policy; and the FEBC Sexual Harassment Policy.

## Hours and location:

This is a full-time position. Significant travel is expected as outlined in the qualifications.