

Southeastern Indiana Baptist Association

Associational Ministry Coordinator

The Associational Ministry Coordinator is called by the Association to help pastors and churches fulfill the Great Commission of Christ.

The Associational Ministry Coordinator is to lead in telling the story of missions locally and globally, and in motivating pastors and churches to fulfill the call to missions.

This is a part-time position, with compensation (\$24,000- \$27,000) established based on hours per week and flexible work schedule as affirmed by the Associational Leadership Team.

Principle Function

Responsible to the Association for assisting churches in planning, conducting, and evaluating Christian Development, Missions, Prayer and Evangelism.

Serve as a pastor to the pastors and church staffs and as a catalyst to new mission work.

Qualifications for the Position

- A college graduate from an accredited four-year institution and a master's degree from a Southern Baptist Seminary preferred.
- Must have a basic grounding in the Word of God, demonstrating an exemplary standard of personal morality and conduct.
- Must know the joy of a conversion experience and an everyday walk with Jesus Christ as Savior and Lord.
- Can demonstrate a specific call to the Ministry.
- Should have a familiarity with typical church programs, activities, and Southern Baptist Life
- Model leadership and spirituality to the pastors and churches.
- Must be in physical health conducive for the position.
- Must be an active, faithful member of a local Baptist church, and adhere to the Baptist Faith & Message 2000.
- Must have the ability and the love to relate to people.

The Associational Ministry Coordinator is responsible to the Association for all his actions, but is directly responsible to the Leadership Team and will consult this team on the laying of plans and the implementing of programs.

Responsibilities/Duties of the Associational Ministry Coordinator

1. Coordinate the ministries of SEIBA consistent with existing policies and current vision
 - a. Support Ministry Team Leaders; provide resources as appropriate
 - b. Facilitate networking between churches
 - c. Provide report at each Leadership Team Meeting
2. Facilitate communication (between Pastors and Executive Board [Leadership Team])
 - a. Serve as liaison between churches and Association
 - b. Coordinate management and maintenance of website and social media platforms
 - c. Maintain current directory of churches; pastors/staff
 - d. Maintain roster of Executive Board members (email/phone contacts)
3. Financial responsibilities
 - a. Sign checks
 - b. Assemble monthly financial reports for Leadership Team review (coordinate with Treasurer)
 - c. Coordinate audits as directed by the Leadership Team
 - d. Remain abreast of insurance needs and provide report to Leadership Team as needed
4. Personnel Administration
Provide functional oversight of SEIBA staff (in coordination with Leadership Team)
To include: BCM, Support Staff, Interns, and Volunteers
5. Facilities Management
 - a. Ensure security of SEIBA assets (conduct inventory as needed)
 - 1) Warehouse
 - 2) Office
 - 3) Common Use areas
 - 4) Apartment
 - b. Conduct regular, visual inspections to verify security, safety, and cleanliness
6. Manage files for SEIBA operations
 - a. Policies
 - b. Financial records
 - c. Personnel records (under direction from Leadership Team)
7. Perform other duties as requested by Leadership Team (within normal range of duties)