

THE BAPTIST GENERAL CONVENTION OF TEXAS

Job description

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| TITLE: | Executive Director/Chief Executive Officer |
| INCUMBENT: | Dr. David Hardage |
| DEPARTMENT: | Executive Administrative/Executive Director's Office |
| REPORTS TO: | The Executive Board of the Baptist General Convention of Texas |
| SUPERVISES: | Administrative and Program Staff |
| STATUS: | Exempt |
| JOB CODE: | 001 |
| CLASSIFICATION: | Director IV |
| AUTHOR: | Personnel Committee |
| CREATION DATE: | September 2022 |
| REVISED: | November 9, 2022 |

POSTION FUNCTION: The Baptist General Convention of Texas encourages, facilitates, and connects churches in their work to fulfill God's mission of reconciling the world to himself. The Executive Director has the responsibility to provide the comprehensive spiritual, visionary, relational, and organizational leadership that is necessary to insure the effective implementation of that state mission.

The multi-dimensional role of the Executive Director serves to:

1. Provide leadership to the BGCT Executive Board to ensure that the board is well equipped to meet its responsibilities.
2. Provide leadership, oversight, and coordination of the BGCT staff to ensure the accomplishment of defined strategic and operational goals and objectives.
3. Provide leadership in cooperation with other aligned ministry organizations within Texas.
4. Provide leadership in cooperation to like-minded ministry organizations outside of Texas.

The Executive Director undergoes an annual performance review designed to measure and strengthen the contribution of the Executive Director in achieving the objectives of BGCT.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

Provide Leadership to the BGCT Executive board to ensure that the board is well equipped to meet its responsibilities.

The Executive Director of the BGCT:

1. Serves as an ex-officio member of the BGCT Executive Board. The Director works with the elected officers of the Executive Board to ensure that the ministries of the BGCT and its activities function to fulfill the mission of the Convention.
2. Works in cooperation with the Officers elected by the Convention at its Annual Meeting to assist with the process of appointing committee members and planning the annual sessions of the BGCT.
3. Establishes, implements, and maintains priorities for the BGCT Executive Board staff in conjunction with the Executive Board and the BGCT Executive Leadership Team. The Executive Leadership Team consists of the Executive Director, Associate Executive Director, Treasurer/CFO, and others as defined by the Executive Director.
4. Establishes and manages the objectives, policies, and operation plans for the BGCT that accomplish the direction, long-term goals, and core strategies that reflect the priorities established by the Executive Board.
5. Oversees compliance with BGCT policies and procedures, as well as compliance with all local, state, and federal laws and regulatory requirements.
6. Works with the Executive Board officers and committee chair to plan Executive Board meetings, confer on problems/challenges and crucial issues, and assist in committee processes.

Provide leadership, oversight, and coordination of the BGCT staff to ensure the accomplishment of defined strategic and operational goals and objectives.

The Executive Director is authorized by the BGCT Convention Constitution and Bylaws to employ staff members to help fulfill the mission and vision of the Convention. The Executive Director of the BGCT:

1. Determines the guidelines and processes to employ, in accordance with BGCT policies, in the employment of other BGCT personnel.
2. Directs the implementation of processes to ensure that the organization strives for and maintains a diverse workforce population and culture to meet the diverse needs of its constituencies.
3. Directs, monitors, motivates, and evaluates the performance of the organization and its staff members and volunteers to ensure the accomplishment of the BGCT's goals, objectives, and strategies.
4. Employs effective communications techniques and tools to ensure that all direct reports, leadership, and staff are appropriately involved in and aware of information necessary to effectively carry out their responsibilities.

5. Leads efforts to align staff performance with the organization's mission, vision, values, and priorities and develops effective management at all levels within assigned areas of responsibilities to achieve desired alignment.
6. Ensures that the responsibilities, authorities, and accountabilities of all staff are defined and understood and that there is an effective performance evaluation system in place.
7. Oversees and directs strategic function of the BGCT, including but not limited to the financial process, leadership assignments, program responsibilities, committee appointments, salary administration, quality improvement, and crisis management.
8. Plans, directs, monitors, and evaluates the effectiveness of the work of the staff units that carry out the mission of the organization according to directions, strategies, and plans developed in conjunction with the Executive Board.
9. Leads the organization in the development and monitoring of the overall budget and budgets for assigned units based on organizational goals and strategies and in alignment with the budget approved by the Convention.
10. Leads strategic planning efforts with staff, advisory groups, and other task forces and committees to accomplish desired ministry outcomes within established timeline and financial parameters.
11. Develops and maintains appropriate organizational structure to accomplish approved goals, objectives, and strategies as established by the Board and the position.
12. Leads Leadership Team members and direct reports in the development and implementation of appropriate organizational plans, processes, financial controls, and policies to accomplish the work.
13. Leads in the development and securing of the financial resources needed to accomplish the approved goals, objectives, and strategies of the BGCT by encouraging the faithfulness of churches in Cooperative Program giving and the Mary Hill Davis State Mission Offering and by encouraging the faithfulness of individuals and foundations in giving to the mission causes supported by the BGCT.
14. Ensures that staff provide approved and appropriate services to churches that start and develop new churches, to include but not be limited to consulting, coaching, mentoring, connecting, and producing events in all areas or functions related to the ministry of planning new churches.
15. Ensures that staff provide approved and appropriate services to churches to assist in strengthening existing churches, to include but not be limited to consulting, coaching, mentoring, connecting, and planning events in all areas or functions related to this need.

Provide leadership in cooperation with other aligned ministry organizations within Texas

The Executive Director of the BGCT:

1. Relates to affiliated churches, primarily through the pastors and church committees, to establish and maintain effective working relationships.
2. Upon request by pastors or other representatives of the church, accept opportunities to preach and/or promote the services and value of the BGCT. (Accepting an Interim Pastor position or other employment is strongly discouraged as it significantly limits the availability and opportunity for preaching assignments.)

3. Relates to Associations, primarily through the Directors of Missions, to establish and maintain working relationships.
4. Relates to BGCT related institutions, primarily through their Chief Executive Officers, to establish and maintain working relationships.
5. Relates to BGCT affiliated organizations and conventions to develop and maintain working relationships supportive of their ministry. Organizations include, African American Fellowship, Ethic Affinity Ministries and Fellowships, Convención, WMU of Texas, Texas Baptists Men (TBM), and Baptist Church Loan Corporation.

Provide leadership to Texas Baptists in cooperation with like-minded ministries outside of Texas

The Executive Director of the BGCT:

1. Relates to SBC, BWA and other national and international Baptist groups (or his designee) in such a way as to effectively represent BGCT initiatives so that the BGCT can partner with or provide support and encouragement to like-minded ministries around the world.
2. Regularly speaks in meetings, conventions, associational gatherings, churches, and other similar events on behalf of the BGCT.

POSITION REQUIREMENTS, KNOWLEDGE, SKILLS, AND ABILITIES

NOTE: These requirements represent minimum levels to perform the essential functions of the job on a satisfactory basis. Candidates must have the ability to perform satisfactorily the essential functions of the job.

1. *Knowledge*
 - a. A Master's Degree in a field related to the position is required. An earned doctoral degree in an appropriate field of study is desired. At least 10 years' experience in not-for-profit administration or other related field is preferred or a reasonable combination of years in education and experience.
 - b. Extensive knowledge of Scripture and theology, and commitment to continual study and growth.
 - c. Extensive knowledge of Texas Baptist Distinctives, organization, missions, and ministry work.
 - d. Belief in and adherence to Texas Baptists Distinctives
2. *Skills*
 - a. Proficient oratory/verbal communication skills.
 - b. Ability and willingness to share the gospel message of Jesus Christ at any time in an appropriate manner fitting of the person, situation, and time.
 - c. Dynamic speaker with proven presentation, facilitation, and communication skills.
 - d. Ability to present information effectively and respond to questions from employees, church leaders, church members, institutional leaders, the media, and the public appropriately.

- e. Ability to communicate information and ideas with clarity that promotes understanding and dialogue.
- f. Proficient written communication skills.
- g. Ability to read, interpret, and write complex documents.

3. *Abilities*

- a. Extensive travel is required. Ability to travel overnight extensively at times is required.
 - i. Must have a valid driver's license and a good driving record.
 - ii. Must have a valid U.S. passport and be able to travel internationally for extended stays as needed.
 - iii. Must be able to obtain and maintain current government documents necessary to travel to various domestic and international locations.
- b. Ability to take complex, abstract ideas and thoughts and develop into easily understood statements.
- c. Proficient interpersonal skills.
- d. Ability to relate positively, influentially, and sensitively to a broad spectrum of persons in a variety of multi-tiered relationships and settings to include but not be limited to clergy, laity, institutional staff/faculty, various Baptist organizations, churches of all sizes, cultural identities and worship styles, board and council members, Baptist of Texas and beyond.
- e. Ability to provide pastoral counsel incorporating faith, spirituality, and theology. The ability to pray encourage others to pray, engage in scripture study and involvement in the congregations of the Texas Baptists Family.
- f. Ability to related effectively with people of all ethnicities and cultures.
- g. Effective conflict management skills.
- h. Proficient fiscal leadership in working with the Associate Executive director/COO and Chief Financial Officer (CFO)/Treasurer to implement effective planning, administration, and management of the budget.
- i. Effective reasoning and problem-solving skills, such as required in situations where only limited standardization exists and a variety of complex variables are involved.
- j. Ability to maintain confidentiality.
- k. Basic functional ability in using current office technology, such as email, texting, and online social networking tools.

The purpose of the BGCT job description is to describe the basic function, major responsibilities/tasks, and essential functions of each job so that employees can be aware and understand what is expected of them. The descriptions also provide information useful for recruiting, training, and performance appraisal. This document does not create an employment contract, nor does it modify the at-will employment status of all employees.

A job description is not meant to inhibit employee creativity or innovation. The description will be revised as job responsibilities change materially.

The Executive Director upon employment with BGCT will maintain membership in a Baptist Church and reflect the work of a faithful church member. This church will be in doctrinal agreement and have a harmonious relationship with the convention and its relationship to the BGCT will be unique. (the term “unique” acknowledges the duplicitous existence of two competing state conventions or fellowships).

I acknowledge that I have read this job description and any questions or concerns have been asked and answered to my satisfaction. I acknowledge that I can perform all the essential functions of this job. I acknowledge that I thoroughly understand the requirement of this job.

Print name

Signature

Date