

## EXECUTIVE DIRECTOR

### I. Position Assignment

1. Title: Executive Director
2. Principal Function: To develop a good working relationship with each church, pastor and/or staff. To give leadership in associational programs, tasks, and goals. To function as liaison between the association and Florida Baptist Convention and Southern Baptist Convention.

### II. Personal Qualifications

1. He should be a person called of God and fully committed to denominational service.
2. He should have a successful experience in church or denominational administration.
3. He shall be a loyal Southern Baptist in doctrine, polity and program concepts.
4. He should have the appropriate education for the position.
5. He should be emotionally stable and able to relate constructively to people.
6. He should be a person with creative ability, vision enthusiasm, and committed to the will of God.

### III. Responsibilities

1. Provide field assistance to the churches and pastors.
2. Plan, conduct and evaluate studies and surveys designed to discover associational and church needs.
3. Make immediate and long-range plans for assisting the churches in planning and accomplishing their work.
4. Counsel with pastors, church staff members and churches as needed.
5. Lead the churches and association to provide missions and outreach ministries in other than church type missions.
6. Lead the churches and association to provide for the establishment of new churches and missions.
7. Guide in the development of associational programs. Give leadership in implementing plans.

8. Lead in planning and coordinating a calendar for the work of the association.
9. Give leadership in planning, promoting and administering of the associational budget.
10. Seek to interpret and promote stewardship program development plans as a means of strengthening the churches, under-girding the work of the association and supporting world missions through the Cooperative Program.
11. Encourage training opportunities for leaders through the association.
12. Serve as a source of information relating to church and denominational programs.
13. Shall maintain a calendar of his activities at the associational office. Said calendar shall be updated as events are added.
14. Supervise associational office personnel and other staff members.
15. Shall recommend any salaried staff to the Executive Committee for employment or termination in consultation with the Administrative Team.
16. Accept other responsibilities as requested and assigned by the Executive Committee.
17. Leads in planning the program for the Annual and Associational Meetings.  
  
The Executive Director is encouraged to work with the Clerk, Moderator, and any other Associational Leader to ensure meaningful association meetings.

#### IV. Relationships

1. Reports to: The Executive Committee.
2. Works cooperatively with office personnel, all Florida Baptist Convention and Southern Baptist Convention personnel.
3. Shall file a written monthly report of his activities in the associational office, and report at all appropriate gatherings (Executive meetings/Annual meeting\etc.)