



Executive Minister Position Description

Position Title: Executive Minister

Location: Philadelphia Baptist Association (PBA)

Reports To: PBA Board of Directors

POSITION SUMMARY:

The Philadelphia Baptist Association (PBA) is seeking a dynamic and visionary Executive Minister to join our team as a key leader in fostering unity, growth, and impactful ministry within our diverse network of churches. This individual will possess a blend of strategic thinking, ministerial care, and administrative expertise, enabling them to build strong relationships and drive collaborative initiatives across the PBA community. The Executive Minister will serve as a trusted advisor to pastors and congregations throughout the PBA, playing a pivotal role in empowering our congregations to address the evolving needs of both the local and broader church community. This role demands someone who is not only committed to the mission of the PBA but is also adept at communicating a compelling vision, developing strategic programs, and inspiring others to work together for the greater good of the church network.

ESSENTIAL RESPONSIBILITIES:

- **Ministerial Leadership & Relationship Building:**
 - Cultivate and maintain strong, trust-based relationships with Ministers and congregations across the PBA, providing ministerial care and guidance to enhance ministry effectiveness.
 - Serve as a liaison between the PBA and its member churches, ensuring clear, consistent, and effective communication.
 - Visit PBA churches regularly, build rapport and understand their unique needs.
 - Foster a sense of unity and shared purpose within PBA churches, ensuring alignment with the PBA's mission and vision.
 - Represent the PBA with integrity and professionalism in external partnerships and build relationships with stakeholders to further the association's impact.
- **Strategic & Organizational Leadership:**
 - Collaborate with the ministers to develop and implement strategic initiatives that advance the PBA's mission and vision.
 - Provide strong organizational and administrative leadership to ensure the effective functioning of all PBA programs and services.
 - Lead and manage cross-functional projects, fostering collaboration and achieving measurable outcomes.
 - Develop and implement systems for effective communication and information sharing, leveraging technology to enhance engagement.
 - Oversee the development and implementation of training programs for Ministers and church leaders.
 - Manage resources effectively, including budgets and contracts, ensuring fiscal responsibility.

- **Communication & Advocacy:**

- Communicate effectively with diverse audiences, demonstrating strong public speaking and presentation skills.
- Develop and deliver compelling presentations and reports to the board of directors, member churches, and external stakeholders.
- Utilize technology to enhance communication and engagement, ensuring timely, transparent, and relevant information sharing.
- Advocate for the PBA's perspectives on critical issues facing the church and society, fostering constructive dialogue and action.
- Maintain transparency and ensure effective communication across all levels of the organization.

QUALIFICATIONS:

- Ordained minister with proven ministerial leadership experience and a strong background in administration.
- Demonstrated ability to build collaborative relationships and work with diverse groups to advance shared goals.
- Strong communication and interpersonal skills, including public speaking and the ability to motivate and inspire others.
- Ability to think strategically and lead complex initiatives.
- Proficiency in utilizing technology to improve operations and communication.
- Financial management experience, including budget oversight and resource allocation.
- A deep commitment to the mission and values of the Philadelphia Baptist Association and the American Baptist Churches USA.
- Master's degree in Divinity or a Doctorate in a related field is preferred.
- Experience working across cultural barriers and with diverse communities.
- Demonstrated humility, willingness to listen, and a strong capacity for learning.

PERSONAL ATTRIBUTES:

- Servant-hearted leader with a passion for empowering others and a commitment to ethical conduct.
- Approachable, humble, and caring, with a genuine desire to serve others.
- Energetic, engaging, and optimistic, with a positive and inspiring outlook.
- Intellectually curious and committed to continuous personal and professional growth.
- Able to create an inviting, collaborative, and supportive environment for all stakeholders.
- Strong presence and interpersonal skills, able to foster meaningful relationships and inspire others.

COMPENSATION / BENEFITS:

- This full-time position offers a competitive salary and a generous benefits package.

TO APPLY / DEADLINES:

- Please email your resume and a cover letter outlining your qualifications and why you are the best candidate for this position: applications@philadelphiabaptist.org
- **Nomination Deadline:** June 1, 2025
- **Application Deadline:** June 30, 2025