WV CONVENTION *of*
SOUTHERN BAPTISTS

28 Mission Way
Scott Depot, WV 25560



POSITION: Missions and Stewardship Director

HOURS PER WEEK: 40 hours

REPORTS TO: Executive Director-Treasurer

SUMMARY OF POSITION

Strengthen and send churches to make Jesus known in and through West Virginia. Equip pastors, churches, and associations to carry out the Core Missionary Task, build mission partnerships, promote biblical stewardship, and assist the Executive Director-Treasurer in overseeing convention finances.

GENERAL REQUIREMENTS

1. Personal and ongoing relationship with Jesus Christ as Savior and Lord
2. Love for the local church and pastors
3. Southern Baptist by conviction and a member in good standing of a Southern Baptist church
4. Commitment to the *Baptist Faith and Message 2000*
5. A sense of call to West Virginia
6. Team player with a strong working knowledge of WVCSB goals

MISSIONS

1. Work with the Executive Director-Treasurer to champion a strong strengthening and sending culture in West Virginia that includes encouraging and equipping pastors, churches, and associations in the Core Missionary Task.
2. Build strong relationships with pastors and churches to better understand their context, needs, and missional challenges.
3. Develop and lead missional strategies for WVCSB churches that emphasize the Core Missionary Task as the framework for evangelism, discipleship, healthy church, and leadership development.
4. Work alongside the WVCSB staff and relevant leadership teams (such as the NextGen Leadership Team) to oversee and deploy evangelism, discipleship, healthy church, and leadership development initiatives.
5. Build mission partnerships to help WVCSB pastors and churches engage lostness in West Virginia and to the ends of the earth.

STEWARDSHIP

1. Develop initiatives that encourage and equip our pastors and churches to promote stewardship of time, talent, and treasure.
2. Support the Executive Director-Treasurer in leading convention finance, budgeting, and accounting.
3. Collaborate with the Executive Director-Treasurer and Communications Director to promote a culture of generosity and partnership in the gospel through Cooperative Program giving and investment.
4. Assist in developing West Virginia Baptist Foundation strategies that serve the WVCSB.

JOB SKILLS, REQUIREMENTS, AND EXPECTATIONS

1. This full-time position reports directly to the Executive Director-Treasurer.
2. This role requires daily office hours from 8:30 a.m. to 4:30 p.m. Exceptions include meeting with pastors and ministry leaders outside the office, attending WVCSB or SBC events outside the office, and working from home one day per week.
3. This role requires a master's degree from an accredited institution, along with relevant experience and training in pastoral and missional work through the local church.
4. This role requires a strong working knowledge of organizational and business practices in the areas of finance, budgeting, and accounting.
5. The WVCSB *General Policies and Procedures* employee handbook will be reviewed with the candidate prior to hiring. This will also include discussions concerning job duties, responsibilities, and corrective personnel actions.

SALARY AND BENEFITS

1. The salary range is $75,000 to $90,000, depending on experience and education.
2. Health and retirement benefits are included with this position.