

POSITION DESCRIPTION COOPERATIVE BAPTIST FELLOWSHIP

TITLE:	Pan African Koinonia Field Ministry Coordinator
EMPLOYMENT STATUS:	Exempt
DEPARTMENT:	Outreach and Growth

RESPONSIBILITY: To advance both the mission and identity of the Cooperative Baptist Fellowship (CBF) Global and the purpose and goals of the Cooperative Baptist Fellowship through the Pan African Koinonia (PAK).

REPORTS TO: Associate Coordinator for Outreach and Growth (AC of O&G)

RELATES TO: Pan African Koinonia, Outreach and Growth Team, All CBF staff and Fellowship constituencies, Movement Leadership Team and CBF State and Regional Organizations

SUPERVISES: No one

DUTIES:

1. This position is highly relational and requires the ability to work with the diversity that makes up the Black community (i.e., regional, class, black ethnic mixes etc.)
2. Facilitate affinity groups within PAK (i.e., Young Black & Baptist, Black Clergy leading in predominately Caucasian space, Black female senior pastors etc.)
3. Ability to travel extensively.
4. Coordinate and supervise the administrative affairs of CBF's PAK, which includes:
 - a. Recruit and nurture regional PAK leaders who assist in promoting the vision and goals of the CBF PAK Context
 - b. PAK website management
 - c. Preparation of annual budget for submission to supervisor for approval. Monitoring budget expenditures.
 - d. Communication with friends and constituents via newsletters or other means as warranted.
 - e. Assist the AC of O&G with interfacing with CBF Governing Board, Ministry Council & Mission Council in ways that weave the CBF PAK Context fully into the fellowship.
 - f. Planning of various CBF PAK meetings.
 - g. Management of CBF PAK related functions of CBF database (Salesforce) and/or other databases as necessary.
5. Work closely with the AC of O&G and PAK to articulate a vision for the future of the PAK Context and develop and implement both short-term and long-term goals and strategies related to that vision.
6. Incorporate CBF messaging throughout the PAK Context based on the Christian Gospel and the CBF vision, mission, identity, and core value statements.

7. Assist in incorporating giving within PAK and the PAK Context for CBF and CBF special offering emphasis weeks, e.g., McCall Racial Equity Fund or a special National Offering for Global Missions (OGM).
8. Serve as a primary contact for all CBF and PAK matters and provide counsel to CBF staff in matters related to Baptist life and CBF's PAK congregations and partners.
9. Recruit new individuals and churches as CBF develops a strategy of expansion and diversification.
10. Work closely with CBF State and Regional Organizations for partnership in ministry
11. Assist the AC of O&G with the work of the McCall Racial Justice and Leadership Initiative where appropriate.
12. Create engagement opportunities and mentor young adults to serve as future Baptist leaders through the PAK subgroup Young Black & Baptist (YBB).
13. Engage in ecumenical relation-building by actively seeking ecumenical partners and maintaining relationships with existing ones. (i.e., PNBC, NBCAI, Lott Carey, IC-3 conference & the Proctor Conference etc.)
14. Attend all meetings as required by CBF Global.
15. Work with CBF partner schools and CBF's Ministerial Transitions department to assist PAK churches to find staff.
16. Maintain a good working relationship with all CBF Global partners and communicate with counterparts in other states/regions to obtain and share information.
17. Other duties as assigned by supervisor.

REQUIREMENTS

- EDUCATION:** Master's degree in related field required.
- EXPERIENCE:** Demonstrated commitment to the work of CBF Global and our mission and principles. A minimum of five years of ministry and/or organizational leadership experience including speaking and communicating in churches and in managing the work of volunteers. Familiar with the policies and practices of CBF. Experience in development and managing budgets preferred. Senior pastor experience preferred, but not required.
- SKILLS:** Proven administrative skills, including ability to supervise, monitor, evaluate, and provide feedback to staff and volunteers. Strong development and communications skills. Demonstrated interpersonal, writing, and speaking skills. Ability to manage an extensive travel schedule. Exemplary Christian character and integrity with a personal style consistent with the work of a servant leader. Commitment to the mission of CBF Global and the Pan African Koinonia. Good organizational skills including the ability to manage multiple tasks and

projects. Commitment to protect confidential information. Experience working with volunteers. Basic ability to use computer software, such as Word and Outlook.

COMMITMENT:

Cooperative Baptist Fellowship is a fellowship of Baptist Christians and churches who share a passion for the Great Commission of Jesus Christ and a commitment to Baptist principles of faith and practice. The work of this position exists to further this CBF commitment.