The American Baptist Churches of Wisconsin is an association of over 60 local churches and a myriad of Christian disciples, constituting one of the regions of the American Baptist Churches USA denomination. Our ministries are expressed in church and ministerial resourcing, camping, education, and innovative discipleship models, all within a culture of collaboration and inclusion. ABC/WI seeks to develop a team that is called and committed to the mission and vision of ABC/WI, who additionally affirm and strive for the values of integrity, diligence, accountability, and humility before God, and who are fulfilled with joy from the service to our constituency.

I. Job Summary

The Associate Regional Minister – Administration implements strategic operations of the regional office in the areas of ministerial and church resourcing, support staff supervision, and governance support, and works closely with the REM toward overall region ministry effectiveness.

II. Essential Duties and Responsibilities

A. Ministerial and Church Resourcing - develops region database of ministry-related resources, serves as initial contact for all church resource requests, and assists the REM in church consultations.

B. Support Staff Supervision and General Office Administration - serves as immediate supervisor of support staff members and volunteers involved in office administrative duties, communications, and technology, ensuring alignment with overall region strategy and procedures.

C. Governance Support - develops and implements a staff support system for the Board of Managers and all region commissions, committees, and collaboratives, and staff connection to ministry partners.

D. General Executive Leadership - represents the region at various church, region, or denominational events as assigned; performs duties of the REM as assigned during the REM’s extended absence.

III. Minimal Requirements

- Affirms and has capacity to support and pursue ABC Wisconsin vision and mission
- ABCUSA Recognized Ordination or is committed and eligible to pursue this
- Minimally 10+ years of effective Christian ministry leadership experience related to the various components of the job description, including staff supervision
- Able to perform job duties with limited supervision and excellent judgment; able to comply with confidentiality practices
- Proven history of fostering positive team experiences with people from a variety of cultural backgrounds
- Excellent communication, organizational, managerial, administration, and computer skills.
- Holds a valid driver’s license for job duties and must pass a background check.
- Available to work a reliable work schedule in the Elm Grove office and must also be flexible to perform work duties outside of office business hours.

To apply, submit a cover letter and resume to ministry@abcofwi.org.

American Baptist candidates should also submit an updated ABPS profile. Open until filled.