American Baptist Churches of Wisconsin

JOB DESCRIPTION

Position Title:	**ASSOCIATE REGIONAL MINISTER-NEXT GENERATION MINISTRIES (ARM-N)**	FLSA: Exempt
Ministry Div:	ABC Wisconsin	Half-time (20 hours/week) OR ¾ time (30 hrs/week)
Supervisor:	REM	Office Location: Elm Grove, WI
Supervises:	Volunteers on occasion	
Compensation:	To include salary/housing and retirement with MMBB. In addition, documented travel, lodging, and hospitality expenses will be fully reimbursed by the Region up to maximum budgeted amounts.	Last Update: 11/12/24

I. Job Summary

ABC/WI seeks an Associate Regional Minister-Next Generation Ministries to support ministers and churches who are in transition: either pastoral transitions, congregational mission transitions, or beginning the process of revitalizing or closing. Additionally, the ARM – N will also focus on youth and young adult ministries and leadership development within our region. ABC/WI seeks a candidate to be part of 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.

The Associate Regional Minister-Next Generation Ministries reports to the Regional Executive Minister.

II. Essential Duties and Responsibilities

A. Fosters relationships with ABC/WI Congregations.

i.) Proactively work to ensure that personal connections are established with pastors and churches across the entire Region.

ii.) Be available to preach and teach, collaborate with other region staff, and use other means as appropriate to understand the particular needs and situations of pastors and congregations in the Region.

iii.) Support the unique cultural needs of all ministries (e.g. African American, Native American, Hispanic, Asian, urban and rural).

B. Guides congregations in transition processes.

i.) Helps congregations navigate processes of determining their mission, vision, and values.

ii.) Guides congregations in determining next steps for revitalization, restarting, planting ministry seeds, and/or closing.

iii.) Determines resources needed to assist congregations in these processes including additional training, bringing in consultants, attending conferences or workshops as needed.

C. Visits with congregations in need of Regional Ministry support in consultation with the Regional Executive Minister regarding pastoral concerns:
   i.) Provides search committees with guidance in the search process.
   ii.) Provides guidance for pastors and congregations needing assistance in navigating difficulties.

D. Help provide training and education opportunities for laity at least three times a year in consultation with the Regional Executive Minister on needs such as treasurer and finance committee training, board and committee trainings, digital ministry, best practices, etc.
   i.) Provides consulting and sharing of resources in the area of digital ministry in consultation with other staff and ministry partners.

E. Serve as ex-officio to the Commission on Congregational Mission
   i.) Helps ensure the Commission's continued work and presence in our region including but not limited to sharing resources from the Commission at Annual Gatherings.
   ii.) Provide staff support and guidance to the Board and selected committees, commissions, and collaboratives as needed.

F. Collaborate with existing Committees, Commissions, and Collaboratives as needed.
   i.) Be an ex-officio member of committees, commissions, and collaboratives of the Region, as assigned by REM.

G. Help grow Youth and Young Adult ministries in ABC/WI
   i.) Foster relationships with youth/young adult ministers and leaders in ABC/WI congregations
   ii.) In collaboration with the REM and other ARM's, as well as other regions as necessary, work to create opportunities for collaboration and growth of youth/young adult ministries
   iii.) In consultation with the REM and Board of Managers, create opportunities for youth and young adults to participate in leadership in ABC/WI

H. Foster regional representation to and mutually edifying relationships with ministry partners.
   i.) Serve on other boards as invited and as determined appropriate in consultation with the REM and Personnel Committee (i.e. University Campus Ministries, etc.)

H. General administrative duties
   i.) Following proper procedures, submit all expenditures and reimbursements monthly, and follow up with accountant regarding accounts payable concerns
   ii.) Maintain accurate and updated hard-copy and electronic files related to duties
   iii.) Serve as a back-up check signer for region accounts, typically needed on days accountant processes checks.

iv.) Responds to urgent ministerial or church needs in the *extended absence* of REM.

III. Working Conditions

A. Will be expected to be available during normal office hours on appointed work days and at least two Sundays a month, but must also be flexible during crises to perform work duties outside of those business hours and on any day of the week.
B. Must have a valid license and vehicle to perform job responsibilities outside of the office.
C. Required to attend the ABC WI Annual Gathering, which typically falls on a Friday-Saturday in late September through mid-October.
D. Attend monthly Staff Gatherings.
E. Given the two-level structure of the regional office workplace, the employee will be expected to engage in activity on both levels of the building. While there is no indoor elevator, there is an accessible outdoor entrance to the lower level.

IV. Minimal Requirements

- Affirms and has capacity to support and pursue ABC Wisconsin vision and mission
- ABCUSA Recognized Ordination with all related requirements
- Minimum of 3-5 years in Christian ministry leadership experience related to the various components of the job description
- Able to perform job duties with limited supervision and good judgment for and application of confidentiality practices
- Ability to converse in another language (preferably Spanish, Karen, or Chin) a plus, but not required.

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