

# THE FELLOWSHIP OF EVANGELICAL BAPTIST CHURCHES IN CANADA

## JOB PROFILE

**Position Title:** Fellowship International Director      **Function:** Fellowship International  
**Location:** The Fellowship, Guelph  
**Reports To:** Fellowship President      **Grade Level:** Director      **Date:** January 2021

### Mandate Impact Statement:

**A. Key Role description:**

- The Director is accountable for the leadership of the Fellowship International department's programs and staff to ensure the implementation of disciple-making principles (DMM) among missions personnel by developing a long-term strategy and annual operating plan. The Director will ensure the quality and timeliness of Fellowship International program delivery and cost-effective management of resources that promote the continued health and growth of the organization. This includes casting vision, church relations, partnerships, hiring of staff, recruitment of missionaries, training, international and domestic travel, and ensuring the member care of missionaries via support staff.

**B. Key Contextual Highlights for Fellowship International between 2015-2021:**

- In 2015 Fellowship National pursued a five-year strategic plan, "20/20 by 2020", which resulted in the appointment of 20 career missionaries, 25 mid-term, and 26 short-term missionaries along with the acquisition of an indigenous leadership development ministry, *LeadersFormation*. Other resources such as *Immerse* and *CICA* modules were enhanced to train missions personnel and the *LAUNCH* program provided real time experience for young adults with interest in global missions.
- In 2017, the Fellowship International department made a significant ministry shift adopting a model of obedience-based disciple-making (DMM) whereby our missionary's key task has become the coaching of nationals who develop disciples, who make disciples forming multiplying churches. It is critical that the future Fellowship International director is committed to and will seek to propagate disciple-making principles among our missions personnel and churches.
- In 2021, Fellowship National launches a further five-year strategic plan, "Catalyze : Disciples making Disciples everywhere", with the Fellowship International department playing an instrumental role in the pursuit of an unforgettable Kingdom impact as our movement's "Gateway to the Nations".

### Key Areas of Accountability:

- **Within the context of the Fellowship Strategic Plan (FNSP: 2021-2026) the Director will act as:**

**1. Implementor of vision and strategy**

- Interpret organizational vision, develop and implement a set of strategies, objectives, and measures of success to achieve program growth and quality, provide appropriate support to missionaries and outreach to mission candidates;
- Propagate disciple-making principles (DMM) among missions personnel and constituents;
- Implement and evaluate Fellowship International's disciple-making (DMM) strategy, and recalibrate as required to respond to changing conditions;

- Initiate the development of new fields around the world in partnership with our churches;
- Formulate policy and continuously improve procedures that support Fellowship International objectives;
- Strategize to ensure projected annual goals and outcomes are achieved, ie. missionary appointments and church partnerships, etc.

## **2. Networker** through relational leadership

- Work with churches across the denomination to promote and grow The Fellowship's missions program;
- Identify and analyze complex issues and challenges and implement appropriate solutions;
- Ensure the member care and training of all missionaries through department staff (primary) and personal contact;
- Approve all missionary appointments along with all partnerships and relationships with Canadian churches and other organizations in connection with international ministry;
- Provide leadership, guidance, and performance management of Fellowship International staff (direct reports) to achieve a high standard of performance;
- Demonstrate servant leadership attributes of encouraging collaboration, trust, foresight, listening, and the ethical use of power and empowerment;
- Develop partnerships with like-minded organizations.

## **3. Communicator** that informs and inspires

- Act as primary communicator on The Fellowship's missions program with a variety of internal and external audiences, including the annual FNC (Fellowship National Conference) and five annual Regional conferences;
- Use extensively current communication platforms and evolving technologies to advance the work and mission of the Fellowship International department;
- Develop and cultivate a network of support within Fellowship churches;
- Publicly represent The Fellowship through speaking engagements and presentations;
- Ensure good inter-departmental communication with a special liaison relationship between Fellowship International and the FAIR departments.

## **4. Team Player** that empowers others

- Support the leadership of the president publicly and privately; assist the president as required;
- Actively participate as a member of the Senior Ministry Team (SMT); support and assist Fellowship National directors for the success of their departments and individual ministries;
- Ensure departmental staff are adequately equipped, resourced, and empowered to effectively fulfill their roles and responsibilities, and provide annual assessments;
- Enhance the financial resources of the organization by raising the required level of financial support for the Fellowship International department and their own personal deputation support;
- Support, and serve the president in his role of discerning and articulating vision, approving the strategic plan, and assuring resources;
- Provide timely and useful information to the president on specified dashboard indicators.

## **5. Administrator** that mobilizes

- Good working knowledge of MicroSoft Office programs ;
- Ensure effective management of administrative functions to achieve economy and efficiency; provide advice on the allocation of resources, delegation, organization, and prioritization of workloads;

- Ensure the regular review and revision of the Fellowship International “Principles and Practices” manual;
- Maintain financial viability and integrity; recommend annual plans and budget to the president for approval
- In summary: The Fellowship International director responsibilities include:

Casting and implementing vision and DMM strategy for department growth, supervising and leading department staff, promoting the department among Fellowship churches and Regions, representing the department among those external to the Fellowship, fundraising for department missionaries, projects, and personal support, ensuring the recruitment of missionaries, maintaining missiological awareness in the department context, ensuring churches receive access to global consultations to enhance global mission activity, engaging in international vision trips and significant domestic travel, appointing missionaries to service, ensuring care of missionaries through staff, building collaborative partnerships between churches and missionaries/mission projects, liaising with FAIR Director and department, ensuring annual budget preparation is delivered on time, monitoring budget, ensuring staff compliance to budget and proposing resolution(s) to any budget variance, and providing disciple-making training to Fellowship International missionaries and home staff.

### **Qualifications:**

#### **Required Level of Education (High School Graduation, College Certificate, University Degree):**

- Theological diploma and ordination;
- Degree in missiology; Graduate degree preferred;
- Training in personnel management best practices preferred .

#### **Professional Certifications (eg. CGA, PMP, CHRP) or required Association Memberships:**

- N/A

#### **Minimum number of year’s related experience required to competently perform the work:**

- Experience within The Fellowship (preferred);
- 5-7 years related experience in ministry with missions experience involving short- and long-term missions with extensive experience in a management level role (preferred);
- Experience serving on the missions field (preferred).

#### **Knowledge and Skills:**

- Be passionate about serving with a ministry/missions organization and advancing the Gospel around the world through indigenous ministry;
- Demonstrated excellence in leadership and management skills;
- Experience in strategic planning and execution, formulating and updating policy and implementing new strategies and procedures;
- Be conversant in obedience-based disciple-making (DMM) mission philosophy and an insider’s understanding of working with churches;
- An effective communicator with excellent oral, written and social networking communication skills who is able to adjust to meet the needs of a variety of audiences;

- Proven experience in conflict resolution;
- Fluently bilingual (English/French) an asset.

**Specific Attributes and Behaviours: (Creative, Flexible, Entrepreneurial, Team Player, Collaborative, Detail Oriented, etc.)**

- Godly and prayerful
- Deep commitment to The Fellowship
- Strategic thinker
- Accountable
- Innovative
- Results-focused
- Highly motivated and goal-oriented
- Team player; collaborative
- Cross-cultural sensitivity

**Other:**

- Ability and willingness to work irregular hours when necessary, and engage in *significant* domestic and *occasional* international travel;
- In agreement and willing to sign-off on the Fellowship's Affirmation of Faith statement without reservation, including The Fellowship's position statement on women in ministry (complementarian);
- Demonstrated commitment to The Fellowship's evangelical Christian Vision, Mission and Values: "We are the Fellowship" missions' document;
- Demonstrated awareness of The Fellowship's culture and values as a theological conservative and missionally adaptive association of autonomous interdependent local churches;
- Ability to provide spiritual leadership to peers (National directors) and department staff direct reports;
- Able and willing to sign-off on the Fellowship's Ethical, Workplace Anti-Violence, Workplace Anti-Harassment and Marriage and Human Sexuality policies.

## Leadership and Influence:

**Check all those that apply:**

No responsibility for supervision or leadership ☐

Some functional guidance to others ☐

Occasional Leadership of a project team ☐

Leadership with no direct reports but with accountability for budget and outcomes ☐

Regularly leads a small department with accountability for budget and outcomes ☐

Regularly leads a large department or major project with accountability for budget and outcomes ☒

Provides leadership to multiple functions with complex accountabilities and budgets ☐

Provides executive level leadership ☐

Annual budget responsibility: \$3.5 million

Direct Reports: 5

Indirect Reports: 73, including missionaries.

Titles of Direct Reports: Fellowship International Associate Director; Coordinator of International Leadership Development; *LeadersFormation* Coordinator.

Indirect Reports: Candidate Coordinator; international missionaries; Ministry and Member Care Coach; OnSide Athletics Coordinator; administrative assistant.

### Authority and Decision-Making:

**Identify Typical Decisions Made without Reference to Superiors:**

Department policy, operating goals implementation and principles; allocation and monitoring of department budget; appointment of clerical personnel.

**Identify Typical Decisions Made with Reference to Superiors (the President):**

Annual operational goals approval; multi-year strategic plan implementation; approval annual budget; final approval of department support staff (Associate Director, Coordinators)

**Identify what policies, procedures, manual or standard occupational practices are in place to inform and support decision making:** Fellowship International Direction Document to provide organizational Vision, Values and Strategy for the department; Fellowship International Policy and Procedures manual.

### Impact of Errors:

Errors in strategy could damage both the existing Fellowship International programs and future growth; errors in management could result in lost productivity; errors on SMT could negatively impact accomplishment of The Fellowship's strategic plans.

### Internal and External Relationships:

**Internal Relationships:** President and SMT (National directors); Fellowship International staff; missionaries.

**External Relationships:** churches; Regional directors; Regional councils; denominational networks.

### Working Conditions:

What physical effort and mental concentration is required on a regular basis to perform this work (i.e., extended use of keyboard; extended visual attention; lifting over a certain weight; bending; walking; standing, etc.):

**Physical Effort:** (Sitting, lifting, bending, walking, standing, climbing, extended use of equipment, etc.)

- A) Frequent periods are spent standing or sitting in the same location with some opportunity to move about. Occasionally required to bend or lift light materials or equipment. ☒
- B) Almost continuously sitting in the same position or standing/walking. Frequent requirement to lift/handle materials or equipment of moderate weight.
- C) Regular periods during which there is continuous physical exertion required, eg., walking, standing, bending, climbing, lifting materials or equipment that is awkward and/or heavy.

- D) Almost continuously engaged in one or more strenuous physical activities, eg., walking, climbing, lifting and/or carrying heavy or awkward materials or equipment. Work may be performed in confined spaces and/or awkward positions.

**Sensory Effort:** (Visual or mental concentration, eg., meetings, negotiations, presentations, analysis)

- A) Occasional need to give moderate attention, mental, visual and/or auditory.
- B) Regular need to give close attention, mental visual and/or auditory. ☒
- C) Frequent need to give concentrated attention, mental, visual and/or auditory where stimuli are constantly changing.
- D) Almost constant need to give concentrated attention where multiple stimuli are changing quickly and where most senses must be used.

**Working Conditions:** (environment in which the work is usually performed)

- A) Located in a comfortable indoor area. Conditions could produce mild discomfort on occasion such as dust or moderate noise levels.
- B) Occasional exposure to factors such as temperature extremes, moving machinery, noise and fumes, which cause noticeable discomfort and may occasionally result in illness or injury. This would include regular local/national travel and occasional overseas travel into harsh conditions. ☒
- C) Almost constant exposure to factors such as temperature variations/extremes, fumes, moving machinery, toxic materials, which can cause periods of extreme discomfort and an increased risk of accident or illness which cannot be eliminated from the job. This would include heavy local/national travel and regular overseas travel into harsh conditions.
- D) In addition to constant or frequent exposure to factors causing extreme discomfort, there is regular exposure to factors which carry an extreme risk of accident or illness, which cannot be eliminated from the job. This would include frequent overseas travel into harsh conditions.

**Scheduled Work Week (Hours):** 37.5 hours

**Shift Work:** N/A

**Unpaid Overtime:** Yes

**Other Unusual Hours/On Call:** Speaking engagements, meeting with churches, networking, travel.

**Travel (local, national and international):** Frequent local and national travel; occasional international travel.

I have read and am in agreement with the role, responsibilities and policies associated with the Fellowship International Director Job Profile :

(Date) : \_\_\_\_\_ . (Signature) : \_\_\_\_\_