

Old Colony Baptist Association

A Network of American Baptist Churches

Association Resource Coordinator

Who We Are:

Founded in 1822 from the Warren Baptist Association, the Old Colony Baptist Association (OCBA) is a network of Baptist churches who come together to do ministry that one church cannot do. As a network of fifty sister churches in the American Baptist tradition, we cover a region that includes Barnstable, Dukes, Nantucket, Bristol, Plymouth and parts of Norfolk counties. Our congregations range in age from three hundred and fifty years to less than ten years. As American Baptists, we are the most diverse denomination in the country. OCBA exists for our member churches to offer fellowship and prayer and to feel the love of their sister churches through mutual ministry and mission. We practice local church autonomy. We interpret our Baptist faith in different way, but we all center our faith on the Bible and lessons of Jesus Christ.

Supervisor: OCBA Executive Board

Position Overview:

OCBA is seeking an energetic ordained American Baptist clergy person in good standing, living in the Old Colony area, to join our association as Association Resource Coordinator. The position offers the opportunity to participate in a range of activities.

Personal Qualifications

- Must be an active member of an American Baptist Church within the Old Colony Association.
- Have a passion for the church and a desire to facilitate unity in the body of Christ.
- Have specific skills as an active listener and be able to make connections between people.
- Have a functional knowledge of church finance, group dynamics, and Baptist polity.

Essential Functions: Programming and Mission

- Develop working knowledge of the history and traditions of the Association.
- Serve as the liaison between The American Baptist Churches of Massachusetts (TABCOM), the OCBA Board, and the OCBA churches.

- Improve communications between TABCOM, OCBA Executive Board, and Old Colony churches.
- Facilitate the search and call process for the OCBA churches in transition.
- Support the ministry and mission of the local churches and pastors of OCBA.

Specific Responsibilities:

- Hold OCBA pastors and churches in prayer.
- Work to participate with each congregation of the OCBA on a recurring cycle
- Participate in OCBA Executive Board meetings and provide regular reports to the board.
- Participate in TABCOM Coordinator quarterly meetings in-person or via zoom.
- Provide referral services to available ABC-USA, TABCOM, and OCBA resources such as search/call, ordination/standing, conflict resolution, financial advising and other services as needed.
- Participate in TABCOM regional events and OCBA events (Mission Day, Annual Gathering, Ordinations, Installations, and any other events that might be deemed appropriate).
- Meet with search committees and endeavor to facilitate the call of interim and/or settled pastors and report progress to OCBA during Executive Board meetings.
- Review church profiles and give suggestions when appropriate.
- Provide search committees with self-study material i.e., “Calling an American Baptist Minister” and “An Interim Minister’s Handbook”.
- Meet with search committees to discuss compensation guidelines as set forth by the Conference of Baptist Ministers in Massachusetts (CBMM) and prepare to assist with the following:
 - Best practices for church compensation and current salary guidelines.
 - Provide compensation package for breakdown of cash, housing benefits, and reimbursements.
 - Verify weekly vacation and time allotted for continuing education for clergy.
- Submit appropriate reports as requested.
- Make contact with newly installed pastors, and attempt to contact each pastor or church quarterly
- Meet with clergy leaving an OCBA Church and conduct exit interview, if applicable..
- Abide by the TABCOM code of ethics.

Skills and Qualifications

- Excellent verbal and written communication skills.

- Possess the ability to work well with diverse culture with varied personalities, social and economic background.
- Professional ability to use and keep abreast with technology (Zoom, MinistrElife, Microsoft Office, social media, and the like.)
- Model integrity, trustworthiness, self-control, faithfulness, prayer-life, self-care, Bible reading, worship participation.
- Demonstrate the ability to handle sensitive information effectively and confidentially.

Compensation:

This position is approximately 1 day a week or 5 days a month. The compensation for the position is \$5,000 annual stipend.

How to Apply

Candidates interested should send resume, along with a cover letter that expresses your specific qualifications and interest in the position to diane.badger@comcast.net
