

## AMS Job Descriptions

### ~~Director of Missions~~

1. Serve as ~~Director of Missions~~AMS for Estrella Baptist Association.
2. To seek a new ~~Director of Missions~~AMS the moderator of the association shall appoint a special Search Team of five members, approved by the Executive Board, plus the Moderator who shall serve as the Search Team Leader. When the search team has reached a unanimous decision, they will recommend this person to the Executive Board. Notification of this recommendation shall be sent out in accordance with the notification descriptions in the Constitution and Bylaws. A ninety-percent majority vote of all voting messengers is necessary to extend a call to the candidate.
3. Qualifications:
  - a. Spiritual: He must be a Christian and a Southern Baptist with a sense of call to mission service.
  - b. Education: He should have a degree from an accredited college or university, and a Southern Baptist Theological Seminary. If a candidate is a graduate of other than a Southern Baptist Seminary or does not meet other education requirements as outlined above, he should have adequate experience and orientation in Southern Baptist work.
  - c. Experience: In general, two years' experience in the area of work to which he is being appointed are required. He should demonstrate leadership abilities that will enable him to fulfill the responsibilities outlined herein.
  - d. If he is married his wife must be a Christian and a Southern Baptist in sympathy with his sense of call to missions.
4. Principal Responsibilities:
  - a. A current job description shall be prepared as needed.
  - b. A copy of the job description will be kept on file and dated as to its latest revision.
  - c. The Executive Board will be responsible for the employment of such other personnel as needed and as resources permit. The ~~Director of Missions~~AMS will be responsible for supervision of all staff.
5. Benefits:
  - a. Salary and Benefits: These will be recommended by the ~~Budget~~Finance Team ~~to the Administrative and Personnel Team~~ and approved by the Executive Board.
  - b. Annual Vacation: Two weeks' vacation with full pay and allowance. After five years of service, three weeks' vacation with full pay and allowance. After ten years of service, four weeks full pay and allowance vacation. Annual vacation may not be carried over from year-to-year without prior approval of the Administrative Team. Professional staff will be given credit for their total years in

church/denominational ministry regarding vacation time.

c. Sick Leave: One day of sick leave with pay shall accumulate with each month of the year, the maximum being 120 days. This benefit is not a paid benefit at time of termination of employment, forced or otherwise, or at the time of retirement.

e-d. ~~While Part-time the AMS will set their own schedule and spend time off as desired, however paid vacation will be as stated above.~~

d-e. Holidays: These will be the same as allowed for the ~~Arizona Southern Baptist Convention~~ Arizona Mission Network of Southern Baptists personnel.

e-f. Days Off: He is allowed two days off each week.

f-g. Honorariums: He may accept any such remuneration.

g-h. Revivals: He will be allowed two revivals outside the association a year. There is no limit of revivals with the association as long as involved in such does not interfere with his duties.

h-i. Convention/Conferences: Convention expenses will be paid as budgeted if the funds are available. Time will be allowed to attend the Southern Baptist Convention, and ~~Arizona Southern Baptist Convention~~ Arizona Mission Network of Southern Baptists, etc.

i-j. Study/Research Sabbatical: Shall be allowed two months for research and study for personal enrichment after five years' service. Three months allowed every five years thereafter.

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### **Association Office Manager Job Description**

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1. To provide administrative support services to the Director of Missions and Estrella Association.
  - a. Organize the work of the association office and establish workflow procedures in line with accepted office practices.
  - b. Maintain an efficient filing system, and all other things that deal with operating an office.
  - c. Receive and review correspondence.
  - d. Prepare monthly and annual financial reports.
  - e. May write checks and distribute funds under the authorization of Budget Team Leader.
  - f. Maintain associational Resources Center
  - g. Serve as a personal secretary to the Director of Missions.
  - h. Prepare materials for Administrative Team and Executive Board.
  - i. Accept other responsibilities as assigned.
  - j. Maintain associational resources center.
2. Benefits:
  - a. Salary: These will be recommended by the Administrative Team and coordinated with the Director of Missions.
  - b. Annual Vacation: Two weeks' vacation with full pay; dates to be approved by the Director of Missions. After ten years shall receive three weeks' vacation.
  - c. Sick Leave: One day of sick leave with pay shall accumulate with each month of the year, the maximum being 15 days. This benefit is not a paid benefit at time of termination of employment, forced or otherwise or at the time of retirement.
  - d. Holidays: These will be the same as allowed for the ~~Arizona Southern Baptist Convention~~Arizona Mission Network of Southern Baptists personnel.
  - e. Days Off: To be determined in coordination with the ~~Director of Missions~~AMS.