

Executive Director - Ministry Outline *TEAMS for Medical Missions*

Ministry Category

- Executive Leadership

Locations

- Home Office of TEAMS for Medical Missions, Allentown, PA
- Jamaica, West Indies

Qualifications The qualifications listed below are representative of the knowledge, skill, and ability required to minister successfully in home office leadership of TEAMS for Medical Missions.

- A growing Christian - spiritual stability and evidence of growing maturity.
- A ministry-activity track record - Significant current activity. Evidence of initiative.
- Fitness for the anticipated role - Academic, Experience. Gifts. Desire.
- Doctrinal awareness and compatibility with TEAMS for Medical Missions.
- Personal integrity in morals, finances, word, and deed.
- Ability to clearly state missionary vision and life-goals.
- Good reputation - peers, teachers, co-workers, supervisors, and pastor.
- Active and successful involvement in a local church.
- Teachableness - Willingness to partner, learn, accompany, and follow direction.
- A spirit of discipline, adaptability, humility, and servanthood.
- A willingness to develop a support base in prayer and finances.
- Good medical and psychological health.
- Able to travel internationally
- Knowledge of Biblical management and supervisory principles and practices
- Knowledge of budget management methods and techniques
- Skill in program development and execution
- Skill in problem-solving and decision-making
- Skill in both written and verbal communication
- Skill in establishing and maintaining effective and appropriate working relationships

Remuneration

- Salary - as made available by financial support constituency and up to the amount established by the TEAMS Board of Directors
- Ministry Reimbursement
- Housing Allowance

Position Summary

- The Executive Director reports to the Board of Directors, and is responsible for the organization's consistent achievement of its God-given mission and financial objectives.
- This is a "support missionary" position, meaning that he or she will pray for, search out, and find those individuals, families, and churches who will financially support the missionary and the missionary's work.

Relationships and lines of authority

- The Executive Director is a missionary position.
- The final level of authority is to the Board of Directors. The Board both accepts and dismisses missionaries and establishes the broad outline of ministry vision as well as policies and procedures. The majority of missionary activity comes under "management" and thus under the Executive Director who is charged with responsibility of ensuring that the missionary is able to

function and is indeed ministering so as to achieve the Board-directed ministry goals.

- Missionary work is always governed by Scripture as the first and final authority. Additionally, Board-approved manuals and the like 1) help clarify the application of the Bible to current realities of the field and 2) spell out policies, procedures, etc. as directed by the Board of Directors and mission leadership.
- The Executive Director as a missionary obviously has additional mutual relationships with other missionaries, leadership, and home office staff. These relationships are as appropriate to mutual accomplishment of the goals of TEAMS for Medical Missions and the individual missionary's goals as well.
- The Executive Director as a missionary is specifically guided or directed according to the *TEAMS for Medical Missions Missionary Policy Manual* and the *TEAMS for Medical Mission for Medical Missions Operations Manual* with all approved addenda.

Job Functions

In ministries development and administration, the Executive Director will:

- Provide leadership in developing the overall TEAMS program, organizational and financial plans with the Board of Directors and staff, and carry out plans and policies authorized by the board.
- Promote active and broad participation by volunteers in all areas of the organization's work.
- Maintain official records and documents, and ensure compliance with federal, state and local regulations.
- Maintain a working knowledge of significant developments and trends in missiology in general, and independent faith mission boards specifically.

In communications, the Executive Director will:

- See that the board is kept fully informed on the condition of the organization and all important factors influencing it.
- Ensure that the activities of the organization, its programs and goals, are publicized and promoted..
- Establish sound working relationships and supportive relationships with the constituencies of the agency and the agency's missionaries.
- Represent the programs and point of view of the organization to individual donors, churches, and institutions which train cross-cultural missionaries.
- Promotion, in connection with Stewardship Secretary
 - Churches and church leaders, colleges and seminaries
 - Materials - printed and other media
 - Missionary and staff recruitment

In relations with staff, the Executive Director will:

- Be responsible for the recruitment, employment, and release of all personnel, both paid staff and volunteers.
- Ensure that job descriptions are developed, that regular performance evaluations are held, and that sound human resource practices are in place.
- See that there is an effective management team, and cooperate with the Board in it's plan for succession.
- Encourage staff and missionary development – training and education – and otherwise assist them in relating their specialized work to the total program of the organization.
- Maintain a climate which attracts, keeps, and motivates a diverse staff of top quality people.

In budget and finance, the Executive Director will:

- Be responsible for seeing that sound financial practices are developed and maintained.
- Work with the staff, Finance Committee, and the board in preparing a budget; see that the organization operates within budget guidelines.
- Work to ensure that adequate funds are available to permit the TEAMS to carry out its work.
- Jointly, with the chairman and secretary of the board of directors, conduct official

correspondence of the organization, and jointly, with designated officers, execute legal documents.

Please refer to the *TEAMS for Medical Missions Missionary Policy Manual* for a full statement of ministry philosophy, policies, practical operational details, and the like.