

Approved by Executive Committee July 11, 2023

Canadian Conference of Mennonite Brethren Churches

National Director Ministry Role Description

Updated: July 11, 2023

Title: CCMBC National Director

Preamble:

The CCMBC National Director is to be an ambassador representing CCMBC both inside and outside our CCMBC family of churches and agencies. As a result, the National Director must be a committed disciple of Jesus who is (or is willing to become at the time of hiring) an active member in a local MB church that is in good standing with its provincial MB conference, and a credentialed MB leader. The National Director must also be willing to embody and live out with integrity a spiritual life, theology, character, and mission that aligns with CCMBC's mission/vision, the MB Confession of Faith, and the MB Code of Personal and Ministry Ethics.

Purpose

The CCMBC Executive Board, on behalf of all the members that make up CCMBC, oversees the fulfillment of the CCMBC mission/vision statement — **“to cultivate a community and culture of healthy disciple-making churches and ministries, faithfully joining Jesus in his mission.”** The Executive Board “delegates management authority to the National Director” (CCMBC GOB 7.3) toward the fulfillment of this mission/vision. This mission/vision is to be accomplished by means of collaboration and shared participation in our Collaborative Unified Strategic Plan (CUSP) which desires “healthy disciple-making churches” that are:

- **Growing in spiritual and theological health**
- **Developing excellent leaders**
- **Pursuing local and global mission together**
- **Becoming more organizationally healthy.**

This type of management role necessarily requires a highly relational, team oriented, results focused, servant leader with a commitment to and skills that fit this collaborative and coordinating model of leadership.

In partnership with the CCMBC Executive Board, the National Director is responsible to ensure that CCMBC and its members abide by the terms of the CCMBC Constitution, the General Operating Bylaws/Approved Policies, the CCMBC Confession of Faith, and actively participate in their roles of the CCMBC Collaborative Unified Strategic Plan.

This is a full-time, non-term appointment made by the CCMBC Executive Board. The National Director is accountable to the CCMBC members through the Executive Board as described in the General Operating Bylaws and the Governance Manual. The Executive Board will perform regular confidential reviews of the National Director for the purposes of encouragement, leadership growth, and overall CCMBC institutional health.

Preferred Ministry Role Qualifications:

- A proven record of servant leadership, preferably in a CCMBC ministry setting.
- A passion for and commitment to the mission, vision, and values of the CCMBC.
- Strong interpersonal relationship skills, demonstrating the ability to encourage, motivate, and mentor others.
- Strong conflict resolution skills, showing respect, openness, and grace when faced with interpersonal tensions and disagreements.
- The ability to build consensus and promote a shared vision among diverse stakeholders.
- A strong understanding and appreciation for Board governance, policy and procedures that will support the mission of CCMBC.
- A significant ability in organizational leadership, administration, and financial planning/budgeting.
- The ability to communicate verbally effectively in public settings.
- The ability and commitment to working collaboratively with others.
- Self-awareness and the desire for self-improvement, pursuing one's own leadership development.
- The ability to facilitate a positive work culture, and to effectively manage a staff team, assessing their strengths and weaknesses in order to maximize the contribution of each toward the mission.
- A Master's degree in Theology preferred.

General Priorities

The CCMBC National Director is responsible to:

- Promote CCMBC's mission/vision "to cultivate a community and culture of healthy disciple-making churches and ministries, faithfully joining Jesus in his mission."
- Serve the purposes and goals of CCMBC as articulated by the Executive Board and affirmed by the National Assembly
- Serve under the leadership and accountability of the Executive Board who embodies the collective will of the National Assembly.
- Work collaboratively with the Executive Board to establish and implement agreed-upon annual goals and outcomes.
- Be responsible for the financial operation of CCMBC within the authority and limits described in the CCMBC's Governance Manual (GP 3-1,3-2).
- Take primary responsibility for successfully implementing the Collaborative Unified Strategic Plan, working with all the partners to fulfill CCMBC's larger mission.
- Lead the National Ministry Team in its mandate "to enable collaborative leadership actions among the senior staff of all Member Organizations in implementing the Collaborative Unified Strategic Plan" (CCMBC [GOB](#) 10.2).
- Work collaboratively with the National Faith & Life Director and the CCMBC Legacy Fund Inc. Chief Executive Officer.
- Develop, oversee, evaluate, and manage the CCMBC staff team consistent with the approved CCMBC Employee Manual—to fulfill the Conference's mission, vision, and goals of the Conference.

Specific Responsibilities

The National Director is responsible for:

Executive Board Support and Collaboration which involves...

- Active participation on the Executive Board and Executive Board Committees as a non-voting member.
- Assisting the Executive Board Moderator with planning and implementing meeting agenda which may include administrative functions as needed.
- Presenting the Executive Board with regular reports about progress toward CCMBC's mission/vision by means of the CUSP.
- Providing the Executive Board with the organizational information it needs for its governance responsibilities. This includes reports of strategic planning, progress reports, financial information and budgets, organizational risk/threats, and update reports for the National Ministry Team.
- Collaborating with the Executive Board Finance and Audit Committee, to present budgets, monitor risk, and manage all CCMBC financial matters in compliance with approved budgets and policies.
- Providing overall leadership to churches in Atlantic Canada who lack oversight through a Provincial Conference.

Overall Facilitation and Leadership of the National Ministry Team (NMT) which involves...

- Collaborating with the NMT to bring about and monitor growth in the four primary ministry areas of the CUSP (viz. Spiritual Health and Theology, Leadership Development, Mission, Organizational Health).
- Serving as the NMT Chair, orienting new members, building a positive team culture, and providing collaborative leadership to the NMT toward the accomplishment of its mission.
- Organizing and facilitating effective meetings in line with the CCMBC Covenant of Collaboration.
- Planning agenda for all NMT Meetings (minimum four meetings/year).
- Regularly reporting on (in writing and verbally) the work of the NMT to the bodies it is directly accountable to (viz. the Executive Board and the National Assembly) and implementing feedback from these bodies as needed.

CCMBC Representative Functions which involve...

- Overseeing the development of an effective CCMBC communications plan and website presence to promote and explain CCMBC's activities and mission, and provide all necessary documents to members.
- Liaising with provincial conference leaders and member organizations to provide support and encouragement toward effective mission.
- Reporting at Provincial Conference Annual Gatherings/Assemblies as able and within budgetary limits.
- Active participation and voting membership on the National Council, the National Faith & Life Team, and the MB Seminary Board. The National Director is a non-voting member of the Multiply Board. (Note: The Executive Board in collaboration with the National Director may appoint an alternate designate to represent CCMBC on the MB Seminary Board and/or the Multiply Board.)
- Liaising with and/or active representation in organizations that the Executive Board deems to be essential partners in our overall mission (viz., the International Community of MB Conferences [ICOMB], US Conference of MB Churches [USMB]) and those deemed second level partnerships (viz., World Conference [MWC], the Canadian Council of Anabaptist Leaders [CCAL], the Evangelical Fellowship of Canada [EFC], and *Direction* journal). (Note: the Executive Board may add or delete organizations to this second level partnership list.)

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- Ensuring that all public communications including the *MB Herald Digest*, Kindred Productions, social media posts, and news releases are consistent with CCMBC's mission/vision.
- As directed by the Executive Board, updating Memos of Understanding with Multiply, MB Seminary, Legacy, the MB Historical Commission, and other agencies.

Overall Leadership of the CCMBC Staff Team which involves...

- Assembling and managing a staff team that embraces the personal, spiritual, and theological commitments expressed in the CCMBC Employee Manual, and has the necessary skills for the advancement of the ministry areas identified in the CUSP. The assembling function involves creating job descriptions, making budget plans, and hiring skilled individuals, according to hiring policy and budget parameters, who fit with the expectations expressed in CCMBC's Employee Manual. The managing function involves reviewing job descriptions, overseeing daily activities of the staff team, approving budgets/expenses, ensuring appropriate professional development plans for each staff member, and conducting (and acting on) annual performance reviews.
- Creating a positive and effective CCMBC staff team culture consistent with CCMBC's values and mission.

Executive Limitations

The Executive Director may not lead and manage outside the parameters of the National Director Limitations Policies. See the "CCMBC Governance Manual" (Sections GP 3-2) and the CCMBC Collaborative Unified Strategic Plan.

Requirements

- Most of the National Director's duties are performed in typical office settings.
- The National Director role requires significant travel in order to fulfill these responsibilities. Travel days could be in the range of 80 to 100 days in a calendar year.
- CCMBC's head office is in Winnipeg but a remote work option for the National Director will be considered.

Benefits (See Employee Manual)

Comprehensive Salary and Group Benefits package is provided under the leadership of the Executive Board.