



EXECUTIVE
DIRECTOR/TREASURER

INFORMATION
PACKET

GREETINGS,

On behalf of the family of churches that form the Northwest Baptist Convention, thank you for your interest in the Executive Director/Treasurer position.

The NWBC churches are experiencing an exciting time of ministry and are eager to continue this work. The Executive Director will partner with dedicated men and women from local churches committed to The Great Commission. Applicants must have experience and a passion for working with a diverse range of local churches, including multi-ethnic and multi-generational congregations, as well as those located in urban, suburb, and rural communities across Oregon, Washington, and the panhandle of Idaho.

If you would like to apply for the position of Executive Director of the Northwest Baptist Convention, please submit your resume and recommendations to: search@nwbc.org.

The search team will accept resumes until 12:00 PM (Midnight), December 1, 2024. Please note that no resumes will be accepted after this deadline.

The search team will begin contacting candidates around the first of the year and will notify all applicants by January 31, 2025, regarding whether they have been selected to progress to the next stage of the application process.

Thank you for submitting your resume or recommendation, we pray that He continues to guide your steps according to His will for your life and ministry.

Sincerely,
NWBC Executive Director Search Team





NWBC EXECUTIVE DIRECTOR/TREASURER JOB DESCRIPTION

The stated purpose of the NWBC is that it is, “a body through which autonomous Baptist churches cooperate in promoting the activities which they deem necessary to carry out the Great Commission of Christ” (Article III of the Constitution).

The affiliated churches of the NWBC established the position of Executive Director/Treasurer (EDT) to give leadership to the cooperative work of the churches as directed by messengers to the Convention. The EDT is accountable to the Convention, and the Executive Board of the Convention, to carry out the directives of the Convention.

ESSENTIAL DUTIES OF THE EDT

1. “The EDT shall plan, coordinate, and promote the activities of the Convention through its boards, departments, committees, agencies, and trustees. He shall receive and disburse all funds coming under the direction of the Convention and/or the Executive Board” (Bylaw 2).
2. The EDT “shall give a complete and accurate report of all funds received and disbursed at least twice annually to the Executive Board and to the messengers at the annual meeting. He shall submit to the Executive Board an annual audit of all funds handled and disbursed” (Bylaw 2).
3. The EDT will identify and establish means and strategies to advance the Great Commission of Christ through Convention churches.
4. The EDT will build and lead a Convention staff to utilize the means and strategies to serve the churches in accomplishing the purpose of the Convention. Presently, Convention staff are organized into four teams:
 - a. Evangelism and Church Health
 - b. Church Planting and Missions
 - c. Communications
 - d. Financial and Business Services

OTHER DUTIES OF THE EDT

1. With the Business Manager:
 - a. Assist the Executive Board in developing the annual budget
 - b. Work to manage invested funds
 - c. Consult on business opportunities identified by the Business Manager
2. Represent the NWBC in affiliated churches, other Northwest venues, and the SBC
3. Manage relationships and partnerships with Northwest Baptist churches, the SBC, and other state conventions.
4. Serve ex-officio on the Northwest Baptist Foundation Board

CANDIDATE PROFILE

- Meets qualifications of an elder outlined in first Timothy 3, Titus 1 and 1 Peter 5
- Master's Degree (Theological education)
- Relational Leader
- Strong Communicator
- SBC pastoral and denominational experience
- Strong history of healthy leadership
- Problem Solver
- Current member of an SBC church
- Commitment and understanding of the unique culture of the Northwest
- Bridge Builder – Candidate needs to exhibit the ability to be a leader who builds bridges of cooperation with SBC national entities and regional associations.



BRIEF DESCRIPTION OF NWBC

The Northwest Baptist Convention is a regional network of 524 churches primarily serving the states of Washington, Oregon, and the panhandle of Idaho. Most NWBC churches are also affiliated with the Southern Baptist Convention, but that is not a requirement for affiliation with the NWBC. The NWBC aims to support and resource local congregations through church planting, evangelism, communications, leadership development, mission initiatives and financial services.

The convention promotes collaboration among churches, fosters spiritual growth, and engages in community outreach, all while upholding Baptist doctrine, beliefs and values. Through events, training, and partnerships, the Northwest Baptist Convention seeks to enhance the effectiveness of churches in sharing the Gospel and serving their communities.

NWBC Churches working together:

CHURCH PLANTING

NWBC Church Planting focuses on expanding the reach of the NWBC by establishing new congregations and multiplying networks in Oregon, Washington and the panhandle of Idaho. Our mission is to equip and support leaders in the church planting process, fostering innovative approaches to evangelism and community engagement. We aim to create vibrant, diverse congregations that reflect the love of Christ and meet the needs of their communities. Through training, resources, and ongoing support, we empower church planters to thrive and make a lasting impact. In addition, our team provides leadership in the areas of Collegiate Ministry and Women's Ministry and Missions.

EVANGELISM AND CHURCH HEALTH

The Evangelism and Church Health ministry of the NWBC exists to encourage leaders, equip churches, and extend love's reach by fostering vibrant, gospel-centered communities. Our mission is to partner with pastors and church leaders, helping them cultivate spiritually healthy churches that are rooted in discipleship and passionate about evangelism. Through collaboration, personalized coaching, and targeted resources, we walk alongside churches as they develop clear pathways for spiritual growth and outreach.

By focusing on both church health and evangelistic efforts, we equip congregations to thrive in their calling, engage their communities with intentionality, and actively share the Gospel. In everything we do, we seek to support churches in living out the love of Christ while making disciples who make disciples.

COMMUNICATIONS

The Communications ministry plays an important role in sharing the story of what God is doing through Northwest Baptist churches and ministries. Our mission is to communicate the stories, values, and initiatives of our ministries to both internal and external audiences through strategic messaging and outreach. We utilize various platforms, including video channels, print magazines, promotional materials, social media and other digital assets. By crafting clear and compelling content, we aim to encourage, inspire and mobilize individuals to participate in the work of the NWBC and to build cooperative relationships that strengthen our work and spiritual vitality together.

FINANCIAL AND BUSINESS OFFICE

The Financial and Business Office is responsible for the stewardship of resources and financial health of the NWBC in conjunction with the Executive Director/Treasurer. Our mission is to ensure transparency, accountability, and strategic allocation of funds to support the various ministries and initiatives within the organization. We provide financial planning, budgeting, and reporting services, as well as support for fundraising efforts. By maintaining strong financial practices, we empower the NWBC to fulfill its mission and effectively serve its churches. In addition, the Financial and Business Operations office is responsible for leading the business operations of the convention including contracting, advising, and management of the physical properties of the Northwest Baptist convention.

NORTHWEST BAPTIST FOUNDATION

NWBF is an affiliation of the NWBC and provides investment, lending and fiduciary services to NW churches. Currently the Foundation has about 85 million in assets under management. NWBF demonstrates the commitment to our people through decades of giving to support Great Commission work throughout the NW.

SEMINARIES

NWBC churches partner in cooperation with the SBC with six seminaries around the country. Each seminary is fully accredited and has approximately 15,000 students. The Pacific Northwest Campus of Gateway Seminary is located in the NWBC building.

NWBC CHURCHES COOPERATE TOGETHER IN THE FOLLOWING WAYS:

1. **Cooperative Program:** The NWBC promotes The Cooperative Program where autonomous churches contribute based on their own decisions. This model emphasizes partnership and shared mission among Southern Baptists, particularly within the NWBC.
2. **Mission Offerings:** There are three primary mission offerings of the SBC and NWBC: the Lottie Moon Offering (IMB), the Annie Armstrong Offering (NAMB), and the Northwest Impact Offering. Notably, the Northwest Impact Offering focuses on church planting, student ministries, and overall church health in the region.
3. **Annual Meeting:** Held every November, the NWBC Annual Meeting invites messengers from NWBC churches to participate. This event promotes fellowship, worship, encouragement, and provides business updates and adoption of the upcoming budget.
4. **Annual Church Profile (ACP):** The NWBC encourages all of its churches to submit their annual reports through the ACP. This information helps report baptisms and attendance reports annually. Currently, 300 NWBC churches participate, helping to track and celebrate the work of God in the Northwest.



NORTHWEST BAPTISTS PROFILE

- Number of NWBC churches – 524 (churches, church plants, church campuses).
- Number of church plants 5 years old or less – 96
- Average number of church plants per year – 19
- Percentage of pastors who are bi-vocational – 70 percent
- Number of churches that meet in a different language - 181

CHURCHES BY ATTENDANCE:

- Average Attendance
 - Less than 60 – approx. 400 (median around 40)
 - 61-200 – approx. 90
 - 201-400 – 15-20
 - 401-600 – 6 to 8
 - 600+ – 4

Please note: Fewer churches are completing the ACP. Approximately 300 complete the ACP from which we get harder data.

NWBC MISSION PARTNERS:

- East Asia (apac)
- Baptist General Convention of Texas



POPULATION DATA:

Population of Oregon, Washington,
and the panhandle of Idaho
12.4 million

Oregon – 4.3 Million
Washington – 7.7 Million
Northern Idaho – 4 Million

NORTHWEST STATISTICS

PEOPLE GROUPS OF THE NORTHWEST

Oregon:

- White (Non-Hispanic) – 65%
- Hispanic or Latino – 13%
- Asian – 9%
- Black or African American – 4%
- American Indian and Alaska Native – 1.5%
- Native Hawaiian and Other Pacific Islander – 0.6%
- Two or More Races – 6%

Washington:

- White (non-Hispanic) – 66.6%
- Hispanic/Latino – 13.1%
- Asian – 8.9%
- Black – 4.0%
- Native American – 1.9%
- Pacific Islander – 0.7%
- Two or more races – 4.8%

Northern Idaho:

- White - 85%
- Hispanic - 12%
- Black - 1.5%
- Asian - 2%
- Native American - 1.5%
- Other races or multiracial - 2-3%

TOP INDUSTRIES/EMPLOYERS IN THE NW:

- Boeing
- Microsoft
- Military branches
- Nike
- Nintendo
- Amazon
- Costco
- Expedia
- Google
- Intel
- KinderCare
- Daimler
- T-Mobil
- Alaska Air
- Hospitals/medical
- Education (higher and lower)
- Some communities have significant wood product industry.
- Other areas more farming and fruit production.

Note: Most of the major corporate employers are in the Puget Sound area, lesser so in Portland which has more smaller/unique types of employers.