

# **JOB GUIDELINES**

**FIELD**

**DIRECTOR**

**OPEN AIR CAMPAIGNERS, U.S., INC.**

**(Revised January, 1992)**

## **FIELD DIRECTOR**

### **Purpose**

The purpose of the Field Director is to serve as the chief administrative officer of the Field Directors Department.

### **Objectives**

The purpose is fulfilled through the following objectives:

- Keep the General Director/Management Team informed of the current operation and future plans of each local Branch;
- Give direction and counsel to Branch Directors and assist them in the fulfilling of their responsibilities;
- Visit each Intern, full-Staff and Associate Staff at least once every year;
- Develop programs and plans for each Branch in consultation with the Branch Director;
- In consultation with the General Director/Management Team, prepare, plan and promote the opening of new Branches.

### **Accountability**

The Field Director is accountable to the General Director/Management Team.

### **Qualifications**

- Personally accepted Jesus Christ as Lord and Savior;
- Be a spiritually mature person, evidencing consistent fruits of the Holy Spirit resulting in a life truly surrendered to God and controlled by the Holy Spirit;
- Possess a genuine burden for the lost and a burning desire to see the Gospel clearly proclaimed, particularly through effective open-air evangelism;
- Demonstrate experience and zeal in Christian service and be assured of a call into missionary service;
- Exhibit a restful trust in God for the supply of all spiritual, emotional, physical and financial needs;
- Have a background of experience and training which has equipped them for specific ministry with OAC as deemed necessary by the mission;
- Be a member, in good standing, of a Bible-believing church;
- Have documented proof of ordination, commissioning, licensing or other form of official acknowledgment from their local church indicating approval of this individual to missionary service;

Display soundness of faith and doctrine and have accurate knowledge of the fundamental truths of the Scriptures;

Be able to communicate clearly;

Manifest a love for God as demonstrated by communion with God and the study of His Word;

Able to work harmoniously with others;

Display a cheerful willingness of prompt obedience to those God has placed in authority over them;

Manifest a team spirit and willingness to serve both as a team leader as well as team member;

Willing to abide by the Articles of Incorporation, Bylaws and Policy Manual of Open Air Campaigners.

## **Function**

How elected

Upon recommendation by the General Director/Management Team, the Field Director shall be elected by a two-thirds (2/3) vote of the National Board of Directors.

Length of appointment

The length of appointment is for an indefinite period of time unless otherwise stipulated at the time of appointment. Should separation be desired by either the mission or the General Director/Management Team, a minimum of three months' notice shall be given unless there is just cause for an earlier separation.

## **Position**

The Field Director is a member of the Management Team of the mission and is authorized to conduct the affairs of his Field Director's office and to direct its personnel and ministries in accordance with the Policy Manual.

## **Conduct**

The Field Director shall at all times conduct himself in a manner bespeaking a servant of the Lord and Christian gentleman, keeping in mind that his conduct reflects upon the Lord, the mission, and himself.

## **Authority**

The Field Director has authority to function as the chief administrative officer of the Field Director's office in accordance with the Policy Manual.

## **Responsibilities**

Direct the operation of the Field Director's office and develop plans and programs in consultation with the Management Team;

See that mission policies and practices are followed by the personnel of the Field Director's office;

Assist the General Director/Management Team in the preparation of the annual and semiannual reports for the Board of Directors;

Evaluate the performance of the Branch Directors and Associate Staff;

Make decisions and act in the absence of established policy;

Hire and dismiss administrative staff within the Field Ministries Department;

Lead the department in goal setting.

## **Duties**

Visit all OAC/USA staff at least once each year in order to encourage, advise and evaluate local ministry;

Conduct personal open-air and administrative ministry with staff;

Submit written summaries to the General Director/Management Team regarding staff visitations;

Carry on official correspondence as required by the office;

Assist in organizing local Branch Committees;

Attend Management Team meetings;

Meet with local church leaders;

Inform the Training Director of seminar/workshop needs;

Keep the General Director/Management Team informed of impending developments on the fields and of other newsworthy items;

Represent the mission in churches and educational institutions as time permits;

Submit and receive annual evaluation forms of the Branch Directors, Branch Chairmen of the committees and missionaries;

Participate in the Candidate School and any Intern Orientation programs of the mission as is deemed necessary by the General Director/Management Team.

## **Relationships and Communication**

Open communication and healthy ministry relationships are essential ingredients to a God-honoring operation. The following are some primary and secondary relationships we need to maintain carefully:

### **Primary**

- Board of Directors
- Management Team
- Branch Director
- Local branch staff
- Local branch volunteers
- Branch committee members
- Local church leaders
- Prayer and financial supporters

### **Secondary**

- General Christian public
- Other mission agencies and mission personnel
- Christian colleges and schools

## **Standard of Performance**

At least once each year, the Field Director will receive an evaluation by the General Director/Management Team. The standards of faithfulness, excellence, punctuality, maturity of attitudes, and effectiveness in communication will be considered.