

BRANCH

DIRECTOR

Job Guidelines

OPEN AIR CAMPAIGNERS, U.S., INC.

(Revised October, 2013)

BRANCH DIRECTOR

PURPOSE

The purpose of the Branch Director is to oversee, coordinate and be responsible for all the ministry activities within an established Open Air Campaigners Branch work.

OBJECTIVES

The purpose is fulfilled through the following objectives:

Keep the Field Director informed of the current operation and future plans of the local Branch;

Give direction and counsel to local Branch staff, associates and volunteers and assist them in fulfilling of their responsibilities;

Develop programs and plans for the Branch in consultation with the local Committee and Branch staff;

In consultation with the Field Director and Branch Committee, prepare, plan and promote new areas of outreach within the Branch.

ACCOUNTABILITY

The Branch Director is accountable to the Field Director.

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;

Be able to provide solid financial management of the branch.

FUNCTION

How appointed

Upon recommendation by the General Director/Management Team, in consultation with the Field Director, Branch Committee Chairman and local staff, the Branch Director shall be appointed by a two-thirds (2/3) vote of the combined National Board of Directors and Branch Committee.

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 Branch Director, a minimum of three months' notice shall be given unless there is just cause for an earlier separation. Such just cause shall be determined by consensus of the Field Director and General Director/Management Team.

Conduct

The Branch 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 Branch Director is authorized to conduct the affairs of his Branch Director's office, and to direct its personnel and ministries in accordance with the OAC policy manual.

Responsibilities

Direct the operation of the local Branch and develop plans and programs in consultation with the Branch Committee and Branch staff;

See that OAC policies and procedures are followed by his Branch staff;

Evaluate the performance of Branch staff;

Lead the Branch in goal setting;

Development of finances;

Oversee/promote strong and positive personal relationships within the branch

Duties

Conduct personal open-air ministry and other evangelistic opportunities with Branch staff on a regular basis;

Carry on official Branch correspondence;

Assist in organizing Branch Committees and attend all Branch Committee meetings;

Oversee all follow-up programs in the Branch;

See that tracts and other evangelistic literature are in stock and available for staff;

Oversee all financial bookkeeping accounts for the Branch;

Meet with local churches, Christian schools and organization leaders as is needed;

Insure that all evangelism and office supplies are properly maintained and updated as is warranted;

Inform the Training Director of seminar/workshop needs;

Insure that all Branch reports are completed and sent to the appropriate personnel on a timely basis; as determined by the General Director/Management Team;

Represent the mission in churches and educational institutions as time and schedule permit;

Submit and receive evaluation forms from the Branch staff on an annual basis;

Train local churches in effective open-air evangelism;

Mentor branch staff in the efficient use of office, free and ministry time;

Share in the ministry and personal lives of branch staff in order to help them become the best they can be.

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 Branch Director will receive an evaluation by the Field Director. The standards of faithfulness, excellence, punctuality, maturity of attitudes, and effectiveness in communication will be considered.