



# *Progressive National Baptist Convention, Inc.*

## *“Securing Our Future”*

Dr. Carroll A. Baltimore, Sr., President

Dr. Ralph W. Canty, Sr., Interim General Secretary

## PROGRESSIVE NATIONAL BAPTIST CONVENTION OPENS SEARCH FOR A FULL TIME GENERAL SECRETARY

**The Progressive National Baptist Convention Inc. (PNBC) began a movement which reflected the religious, social and political climate of its time. Its mission was to transform the traditional African American Baptist Convention as well as society.**

President Carroll A. Baltimore, Sr. appointed a Search Committee during PNBC's 2012 Mid-Winter Board Meeting in Jacksonville, Florida. The search committee's task is to screen candidates for the position of General Secretary of the Progressive National Baptist Convention. Dr. M. L. Jemison is the Chair.

Attached is the Application and Position Description for the General Secretary. For consideration, your Application must be received or postmarked by the closing date, **October 15, 2012**; late applications will not be considered. If you are interested, please complete the application; and, mail the application, cover letter, and resume to:

Patricia A. Barnes, Esq.  
**ATTN: Search Committee**  
200-A Monroe Street  
Suite 220  
Rockville, MD 20850

**Also, please e-mail** your application, cover letter and resume to Dr. Jemison at [mljemison@stjohnokc.org](mailto:mljemison@stjohnokc.org). In the subject line of your email, please indicate **General Secretary Application**.

Resumes postmarked *after* the closing date will not be considered.



# *Progressive National Baptist Convention, Inc.*

## *“Securing Our Future”*

Dr. Carroll A. Baltimore, Sr., President

Dr. Ralph W. Canty, Sr., Interim General Secretary

Application Form for the Position of a Full Time General Secretary  
of the Progressive National Baptist Convention

Applying for:

Job Title: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

Lay or Ordained: \_\_\_\_\_ Date of ordination: \_\_\_\_\_

### **Education and Training**

College and Graduate School Education

Name/Location of School: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Work Experience**

List below beginning with your most recent position, all of your work experience.

Name of Employer: \_\_\_\_\_

Type of Business: \_\_\_\_\_

Your Job Title: \_\_\_\_\_

Dates of Employment (From: Month/Year To: Month/Year)\_\_\_\_\_

Do you supervise other employees? Yes \_\_\_ No \_\_\_ How many? \_\_\_

Is your position considered full time? Yes \_\_\_ No \_\_\_

How many hours do you work per week? \_\_\_\_\_

Job Duties: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of Employer: \_\_\_\_\_

Type of Business: \_\_\_\_\_

Your Job Title: \_\_\_\_\_

Dates of Employment (From: Month/Year To: Month/Year)\_\_\_\_\_

Do you supervise other employees? Yes \_\_\_ No \_\_\_ How many? \_\_\_

Is your position considered full time? Yes \_\_\_ No \_\_\_

How many hours do you work per week? \_\_\_\_\_

Job Duties: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of Employer: \_\_\_\_\_

Type of Business: \_\_\_\_\_

Your Job Title: \_\_\_\_\_

Dates of Employment (From: Month/Year To: Month/Year) \_\_\_\_\_

Do you supervise other employees? Yes \_\_\_ No \_\_\_ How many? \_\_\_

Is your position considered full time? Yes \_\_\_ No \_\_\_

How many hours do you work per week? \_\_\_\_\_

Job Duties: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name of Employer: \_\_\_\_\_

Type of Business: \_\_\_\_\_

Your Job Title: \_\_\_\_\_

Dates of Employment (From: Month/Year To: Month/Year) \_\_\_\_\_

Do you supervise other employees? Yes \_\_\_ No \_\_\_ How many? \_\_\_

Is your position considered full time? Yes \_\_\_ No \_\_\_

How many hours do you work per week? \_\_\_\_\_

Job Duties: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Attach a brief self-assessment of your understanding of the expected roles and responsibilities of the General Secretary of PNBC in 1000 words or less.

Are you available for interviews in November 2012? Yes \_\_\_ No \_\_\_

What would be your earliest starting date after January 2013 should you be selected? \_\_\_\_\_

Please attach the names and addresses, telephone/fax numbers and emails of three professional references.



# ***Progressive National Baptist Convention, Inc.***

## ***“Securing Our Future”***

Dr. Carroll A. Baltimore, Sr., President

Dr. Ralph W. Canty, Sr., Interim General Secretary

### **The Progressive National Baptist Convention, Inc.**

#### **Position Description**

**Position Title:** Full Time General Secretary  
**Department:** Office of the Secretary  
**Reports To:** Executive Board  
**Closing Date:** October 15, 2012

#### **Position Summary**

The General Secretary is employed by the Executive Board of the Progressive National Baptist Convention Inc. as the Chief Administrative Officer of the Convention. The President of the Convention supervises the General Secretary.

#### **Duties and Responsibilities**

- Serves as Chief Administrative Officer of the Convention;
- Executes the policies and programs of the Convention;
- Makes periodic reports and/or submits reports as requested by the Convention, the Executive Board or the Executive Committee of the Executive Board;
- Directs and supervises the operation of the Headquarters of the Convention (including hiring and discharge of staff, pursuant to the personnel manual);
- Coordinates the preparation of the Convention's budget;
- Encourages stewardship (including the 1% support to Unified Budget) within the constituency of the Convention;
- Represents the Convention when designated by the President of the Convention or the Executive Board (e.g. ecumenical affairs, public relations/communications);
- Nominates an accountant for the office of the General Secretary (said nominee shall be elected by the Executive Board);
- Coordinates the programs and work of all Committees by the Constitution and By-Laws or the Executive Board;
- Serves as ex-officio (non-voting) member on all Boards, Agencies and Institutions of the Convention;
- Monitors all finances and properties of the Convention, including its Boards, Agencies and Committees and the Nannie Helen Burroughs School;
- Provides staff support to the President as required and requested;

- Negotiates contracts for PNBC including hotels, travel arrangements, convention centers, etc.;
- Directs and oversees all plans and preparations for PNBC Annual, Mid-Winter and Regional meetings;
- Establishes and maintains pastor/church relations: visits constituent churches on a periodic basis; represents PNBC at local churches and at PNBC Department functions when time permits;
- Sends condolences on behalf of PNBC and represents PNBC at funerals of recognized constituents and their families, and
- Performs other duties as assigned by the Executive Board and/or President.

### **Qualifications**

Possession of a Bachelor's Degree from an accredited college or university. Master's Degree preferred.

Five years of business administration (administrative) experience;

And

Experience working with church organizations or similar non-profit entities.

Training and experience in managerial principles are essential;

Training or experience in promotions, marketing and public relations is highly desirable.

Ability to work under pressure and complete deadlines is mandatory.

Must exhibit professionalism in all matters, including staff members, officials, organizations, news media and international communities; and

A personal commitment to the Convention, its mission and its objectives.