



TEXAS BAPTISTS®

BAPTIST GENERAL CONVENTION OF TEXAS

OPEN POSITION POSTING

Opening Date: 12/9/2020

Closing Date: Until Filled

Position Title: Intercultural Ministries Specialist

Department/Division: Center for Cultural Engagement

Job Type: Regular Full-Time, Exempt

Location: 7557 Rambler Rd, Ste. 1200, Dallas, TX 75231

BASIC FUNCTION:

The Specialist establishes trusted advisor relationships with Intercultural church Pastors and leaders; facilitates strategic planning with Intercultural congregations; provides comprehensive integrated services that encourage and facilitate Intercultural congregations in fulfilling their God-given vision; connects them to resources, one another, institutions, and other organizations as appropriate; and helps them develop strong leaders among all generation. This is done strategically with/under supervision of the Director of Intercultural Ministries.

Position description/objective: *NOTE: Some descriptions may have more specific duties and/or goals and objectives attached to this form. Such attachments normally reflect unique aspects of specific locations, shifts, departments, etc.*

- *1. Establish rapport and develop positive relationships with Intercultural church pastors, church staff and lay persons in Intercultural BGCT cooperating churches and with BGCT partners in the areas of assigned responsibilities. These BGCT partners include but are not limited to Directors of Missions, BGCT institutions, Baptist Student Ministry leaders, WMU, BGCT officers or board members.
- *2. Must spend a minimum of two Sundays each month in assigned churches.
- *3. Give leadership or assist the Director in strategic develop of the second-generation work in Intercultural churches, including but not limited to camps, retreats, and LTI.
- *4. Provide Intercultural congregations information, connection, coordination to appropriate resources, to encourage and facilitate them in reaching their ministry goals.
- *5. Guide congregational leaders in assessing congregational needs using appropriate tools for the context. Encourage a holistic approach that examines the interconnections of various ministries with one another and the work, mission, and ministry of the church.

Intercultural Ministries Specialist

- *6. Facilitate strategic planning as requested. Assist leaders and congregations in developing a shared vision and goals that move them toward that vision. Facilitate the development of action plans to meet goals.
- *7. Connect to needed resources as the congregation works through its plan. Make recommendations concerning products and services available through BGCT, associations, institutions and other organizations as appropriate. Provide tools and assistance for leaders for evaluating resources.
- *8. Coordinate connections and navigation with BGCT ministry Centers as appropriate, other churches, and/or institutions, agencies, and organizations when needed.
- *9. Report regularly and accurately on the work with assigned churches or other constituents to the Director of Intercultural Ministries.
- *10. Monitor implementation and progress of the congregational strategic plan through regular periodic communications to ensure the congregation is making progress and is obtaining the resources that are needed.
- *11. Assist congregations, church starters and associations in beginning and growing new congregations by helping to discover new work needs, conducting feasibility studies, and providing resources, information, and training on methodology and procedures for developing new congregations.
- *12. Share and communicate the mission, vision, values, priorities, doctrinal beliefs, and positions of the BGCT with assigned constituents.
- *13. Support, promote, and participate in BGCT events and activities.
- *14. Align ministry performance with the organization's mission, vision, values, priorities and strategies.
- *15. Participate in appropriate training and development activities individually and collectively as a
- *16. member of the team to enable professional growth and development.
- *17. Monitor and administer efficiently and accurately assigned budget accounts.
- *18. Cooperate effectively and coordinate successfully with members of other teams and units to ensure excellence in service delivery, research and development and developing leaders. Consult regularly with other teams to communicate the needs, trends and gaps in services and products that affect churches and their ability to be on mission with God.
- *19. Promote positive internal relationships to facilitate improved understanding of goals and objectives, and to foster a spirit of cooperation and teamwork with other teams and units.
- *20. Prepare and proofread letters, memos, and other correspondence accurately and timely.
- *21. Answer phones promptly, take accurate messages, and respond to requests timely.
- *22. Maintain compliance with The Baptist General Convention of Texas' employee policies and procedures. Maintain compliance with all state and federal laws and regulatory requirements.

*23. Perform other duties as required.

*Tasks which are considered to be primary functions of the job.

Required skills and experience: *NOTE: These requirements represent minimum levels in order to perform the job on a satisfactory basis. Candidates must have the ability to satisfactorily perform the essential functions of the job.*

1. In-depth understanding of a comprehensive field of knowledge, generally acquired through an earned bachelor's degree in a related field, preferably from a Baptist college or university. Master's degree from a theological school and / or continued study in culture, missions and related fields preferred. Four years of proven related experience required.
2. Extensive cross-cultural understanding; knowledge of culture and its impact on values and behavior; proven skills in crossing multi-cultures.
3. Minimal skill set needed crossing multi-cultures:
 - a. Empathy--identify with and understand another person's experience and point of view.
 - b. Verbal & Non-verbal—interpret needs through multiple communication grids.
 - c. Critical Thinking—gather unbiased information through observation, interviews, and research to make informed decisions, identify the best resources and formulate the best plan to help constituent.
 - d. Active listening--Listen carefully, concentrating, asking the right questions, and utilizing techniques such as paraphrasing and summarizing to engage and establish trust, and understanding.
 - e. Cultural competence-- Possessing a non-judgmental attitude and an appreciation for diversity and the value of individual differences to provide what is needed.
 - f. Patience—Ability to carefully work through complex circumstances over long periods of time to avoid errors in hasty decision-making that can lead to costly errors and poor outcomes.
 - g. Advocacy—Promote and empower through representation and speaking for constituent
 - h. to connect them with needed resources and opportunities, especially when clients are vulnerable or unable to advocate for themselves because of language/cultural barrier.
4. Ability to communicate, write and develop materials for use in Intercultural churches.
5. In-depth knowledge of Intercultural churches, congregations, and leadership.
6. Culturally and appropriately speak, teach, and or preach when invited by an Intercultural Congregation. Culturally and appropriately represent BGCT at all Intercultural church functions.
7. Active membership in a uniquely aligned BGCT church during employment.
8. Knowledge of and commitment to traditional Baptist distinctives; commitment to Christian principles and teachings both professionally and personally.
9. A broad general knowledge of a total local church program; in-depth knowledge of Baptist Congregational life and polity, SBC, BGCT and SBTC missions and ministry work.

10. Knowledge of partnership/cooperation within the framework of Texas Baptists, Institutions, partners, and associations.
11. A proven understanding of the total mission imperatives of Texas Baptists.
12. Ability to work with and to enlist and develop workers to work with, second generation (high school, college aged and young adults) with the goal of development of strong leaders among this population group.
13. Knowledge and understanding of church starting and developing: strategic planning for congregational ministry and life, including development of mission, vision, goals, and action plans, problem-solving, resource allocation, and evaluation of programs and ministries.
14. Commitment to providing quality internal and external “customer” service, including needs assessment, meeting standards, and evaluation of satisfaction.
15. Ability to plan, administer, and report assigned budgets proficiently.
16. Effective communication and interpersonal skills, to include:
 - a. Proficient ability to speak, read and write English; excellent, professional written and oral
 - b. communication skills; ability to speak clearly and make self understood in face to face interactions; to articulate with accuracy on the telephone; ability to hear and receive verbal instructions, answer phones, and proficiently communicate in situations with some background noise.
 - c. Proficiency in interpersonal and conversational skills for sharing the message of Jesus Christ at any time in an appropriate manner fitting of the person, situation and time.
 - d. Ability to relate positively, influentially, and sensitively to a broad spectrum of persons:
 1. In a variety of multi-tiered relationships and settings to include but not limited to clergy, laity, institutional staff/faculty, various Baptist organizations, churches of all sizes, cultural identities and worship styles, board and council members, Baptists of Texas and beyond.
 2. From a variety of cultural backgrounds and identities and to promote a multicultural organization.
 - e. Excellent listening skills, interpersonal skills, and relationship building skills; professionalism in the workplace to include professional and accurate communication with others; ability to establish and maintain effective working relationships with staff, vendors, churches, committees, organizations, etc.
 - f. Excellent professional mediation and conflict resolution skills.
17. Effective leadership skills, to include:
 - a. Excellent demonstrated leadership skills necessary to appropriately influence people to achieve a desired outcome.
 - b. Ability to make effective, timely and appropriate decisions.
18. Effective information management skills, to include:
 - a. Proficient client management skills; ability to maintain confidentiality; proficient ability to exhibit detail-oriented skills necessary to understand and manage a wide-range of information from a vast amount of entities; excellent organizational skills; ability to multi-task.

- b. Ability to provide strategic and logistical planning and to facilitate meetings, conferences,
 - c. workshops, and retreats as required.
 - d. Understanding of Scripture and theology and commitment to lifelong study and personal growth.
 - e. Ability to travel to various geographic locations with some overnight stays and weekends.
 - f. Ability to effectively work under pressure and remain flexible as priorities change; open mind to suggestions and new information.
 - g. Ability to understand and relate to specific ideas one at a time and to the concepts behind specific ideas; ability to remember verbal and written tasks/assignments from a few hours to several day periods; ability to concentrate on fine detail with some interruption; ability to focus attention on tasks for 45-60 minutes at a time on a continuous basis.
 - h. Proficient working knowledge of current software necessary to create professional written communications and reports.
19. Requires sufficient good health to properly discharge duties.
20. Requires ability to use up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently and/or 10 pounds continuously to move objects.
21. Requires ability to walk, stand and sit, sometimes for prolonged periods of time.

The purpose of BGCT job descriptions is to describe the basic function, major responsibilities/tasks and essential functions of each job so that employees can be aware and understand what is expected of them. The descriptions also provide information useful for recruiting, training and performance appraisal. This document does not create an employment contract, nor does it modify the at-will employment status of all employees.

A job description is not meant to inhibit employee creativity or innovation. The description will be revised as job responsibilities change materially.

CONTACT: **Human Resources**
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Texas Baptists is an Equal Opportunity Employer.

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