



TEXAS BAPTISTS
BAPTIST GENERAL CONVENTION OF TEXAS

OPEN POSITION POSTING

Opening Date: 08/20/2021

Closing Date: Until Filled

Position Title: Church Starter Strategist - Area 3

Department/Division: The Center for Missional Engagement

Job Type: Regular Full-Time, Exempt

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

BASIC FUNCTION: To assist churches and associations in the establishment and development of new churches..

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. Assist churches and associations in beginning and growing new churches by:
 - a. Conducting useful feasibility studies.
 - b. Providing appropriate information of new church development process.
 - c. Providing information and effective training for sponsor church and mission church on methodology for the development of new churches.
 - d. Providing current information on availability of resources for new church development.
 - e. Providing current information on availability of resources for new church development.
 - f. Network with churches and mission pastors for better cooperation with the Center of Missional Engagement
- *2. Assist associations in discovery of new work needs.
- *3. Assist in training associational and church missions development program leadership.
- *4. Accurately develop funding requests to be presented at Peer Review and the Missions Funding Council.
- *5. Maintain updated information on the content and quality of products available from the BGCT and other sources.
- *6. Coordinate with BGCT ministry specialists, churches, institutions, agencies and organizations when needed.
- *7. Report regularly and accurately on the work with assigned churches or other constituents to the Church Starting Director.
- *8. Monitor implementation and progress of the new church strategic plan through regular communications and Sunday visits to new churches to ensure the congregation is viable, making progress, and is obtaining the resources that are needed.

Human Resources – Benefits Administrator

- *9. Share and communicate the mission, vision, values, priorities, doctrinal beliefs and positions of the BGCT with assigned constituents.
- *10. Support, promote, and participate in BGCT events and activities as directed.
- *11. Align ministry performance with the organization’s mission, vision, values, priorities and strategies.
- *12. Participate in appropriate training and development activities individually and collectively as a member of the team to enable professional growth and development.
- *13. 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.
- *14. Prepare letters, memos, and other correspondence accurately and timely.
- *15. Answer calls/emails/texts promptly, and respond to requests for information timely.
- *16. Maintain compliance with The Baptist General Convention of Texas’ employee policies and procedures. Maintain compliance with all state and federal laws and regulatory requirements.
- *17. Perform other duties as required.

*Task which is considered to be an essential function and primary duty 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. Ability to relate positively, influentially, and sensitively to a broad spectrum of persons 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. Ability to relate positively and sensitively to a broad spectrum of persons from a variety of cultural backgrounds and identities and to promote a multicultural organization.
3. 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.
4. In-depth understanding of a comprehensive field of knowledge, generally acquired through earned bachelor’s degree in a related field. Master’s degree preferred. Four years of proven related experience required.
5. Comprehensive knowledge of church starting including the theology of new work, theory and practice of church planting, new work leadership development principles, and life cycle of a new church.
6. Requires a self-motivated individual
7. Requires moderate proficiency of database software such as Salesforce
8. In-depth knowledge of Baptist congregational missions and ministry work.
9. Ability to use assessment tools to determine congregational needs and to evaluate effectiveness of resources and services.
10. Knowledge of strategic planning for congregational ministry including development of mission, vision, goals and action plans; problem-solving; resource allocation; and evaluation of programs and ministries.
11. Excellent professional mediation and conflict resolution skills.
12. Ability to maintain confidentiality.
13. Commitment to providing quality internal and external “customer” service including needs assessment, meeting standards, and evaluation of satisfaction.
14. Ability to plan, administer, and report budgets proficiently.

15. Ability to provide strategic and logistical planning and facilitate meetings, conferences, workshops, and retreats as required.
16. Active membership in a uniquely aligned BGCT church during employment.
17. Knowledge of and commitment to traditional Baptist distinctives.
18. Understanding of Scripture and theology and commitment to lifelong study and personal growth.
19. Ability to speak, read, and write English.
20. Excellent, professional written and oral communication skills.
21. Ability to make effective, timely and appropriate decisions.
22. Excellent listening skills, interpersonal skills, and relationship building skills.
23. Excellent demonstrated leadership skills necessary to appropriately influence people to achieve a desired outcome.
24. Ability to travel to various geographic locations and some overnight stays including weekends.
25. Professionalism in the workplace to include professional and accurate communication with others.
26. Ability to speak clearly and make oneself understood in face-to-face interactions and to articulate with accuracy on the telephone.
27. Ability to hear and receive verbal instructions, answer phones, and proficiently communicate in situations with some background noise.
28. Ability to effectively work under pressure and remain flexible as priorities change.
29. 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.
30. 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.
31. Ability to establish and maintain effective working relationships with staff, vendors, churches, committees, organizations, etc.
32. Excellent organizational skills; ability to multi-task.
33. Proficient working knowledge of various software to include Word, Excel, PowerPoint, Google and TouchPoint necessary to create professional written communications and reports.
34. Commitment to Christian principles and teachings both professionally and personally.
35. Sufficient good health to properly discharge duties.
36. 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.
37. 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.