



TEXAS BAPTISTS®

BAPTIST GENERAL CONVENTION OF TEXAS

OPEN POSITION POSTING

Opening Date: 08/21/2020

Closing Date: Until Filled

Position Title: Area 2 Representative

Department/Division: Connections

Job Type: Regular Full-Time, Exempt

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

BASIC FUNCTION: The Area Representative establishes trusted relationships with church leaders; connects them to resources, one another, institutions, and other organizations as appropriate; communicates vital information from BGCT leadership to local church leaders; communicates to BGCT leadership trends and significant information gleaned in the local field of ministry.

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 long-term personal relationships with pastors, church staff and key lay leadership in BGCT-cooperating churches in order to strengthen the relationship between our churches and the convention.
- *2. Establish long-term personal relationships with Association Directors of Missions to strengthen relationship and work of the BGCT with the association and its member churches.
- *3. Coordinate connections with BGCT ministry specialists, other churches, and/or institutions, agencies and organizations when needed.
- *4. Ensure that congregations in assigned area obtain the needed resources and support, available through the BGCT.
- *5. Provide regular contact and assistance to BGCT member churches while they are without a pastor.
- *6. Effectively carry out all special and priority assignments as directed by BGCT's executive leadership team.
- *7. 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

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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.

- *8. Prepare and proofread letters, memos, and other correspondence accurately and timely.
- *9. Answer phones promptly, take accurate messages, and respond to requests for information timely.
- *10. Maintain compliance with The Baptist General Convention of Texas' employee policies and procedures. Maintain compliance with all state and federal laws and regulatory requirements.
- *11. 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 earned bachelor's degree in a related field. Master's degree preferred. Four years of proven related experience required.
2. Active membership in a church supportive of the BGCT during employment.
3. Commitment to Christian principles and teachings both professionally and personally.
4. In-depth knowledge of Baptist congregational missions and ministry work.
5. Ability to use assessment tools to determine congregational needs and to evaluate effectiveness of resources and services.
6. 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.
7. Excellent professional mediation and conflict resolution skills.
8. 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.
9. 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.
10. Commitment to providing quality internal and external "customer" service including needs assessment, meeting standards, and evaluation of satisfaction.
11. Ability to plan, administer, and report budgets proficiently.
12. Ability to provide strategic and logistical planning and facilitate meetings, conferences, workshops, and retreats as required.
13. Knowledge of and commitment to traditional Baptist distinctives.
14. Understanding of Scripture and theology and commitment to lifelong study and personal growth.
15. 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.
16. Ability to speak, read, and write English.
17. Excellent, professional written and oral communication skills.
18. Ability to make effective, timely and appropriate decisions.
19. Excellent listening skills, interpersonal skills, and relationship building skills.

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20. Excellent demonstrated leadership skills necessary to appropriately influence people to achieve a desired outcome.
21. Ability to travel to various geographic locations and some overnight stays.
22. Professionalism in the workplace to include professional and accurate communication with others.
23. Ability to speak clearly and make oneself understood in face-to-face interactions and to articulate with accuracy on the telephone.
24. Ability to hear and receive verbal instructions, answer phones, and proficiently communicate in situations with some background noise.
25. Ability to effectively work under pressure and remain flexible as priorities change.
26. 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.
27. 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.
28. Ability to establish and maintain effective working relationships with staff, vendors, churches, committees, organizations, etc.
29. Excellent organizational skills; ability to multi-task.
30. Proficient working knowledge of various software to include: Microsoft Word, Excel, and PowerPoint; Google Mail and web-based resources; and Salesforce.
31. 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.

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.