



TEXAS BAPTISTS®

BAPTIST GENERAL CONVENTION OF TEXAS

OPEN POSITION POSTING

Opening Date: 09/23/2020

Closing Date: Until Filled

Position Title: Church Health Strategist

Department/Division: Center for Church Health

Job Type: Regular Full-Time, Exempt

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

BASIC FUNCTION: To serve as Church Health Strategist and to program, coordinate, and direct the Church Health and Church Revitalization efforts of Texas Baptists. Significant in-state and out-of-state travel is required for the successful fulfillment of the following job responsibilities and tasks.

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. Serve as the Church Health Strategist assisting in the overall work of church revitalization, church health, and Thriving Congregations under the leadership of the Center for Church Health Director.
- *2. Become acquainted with all aspects of church health and revitalization; focusing particularly on developing assessment tools, identifying areas of improvement, and implementing strategies to address these areas for our Texas Baptist churches.
- *3. Provide on-site, customized church health consulting to Texas Baptist pastors, staff, lay-leaders, and churches.
- *4. Become acquainted with all aspects of church health as it relates to the overall ministry of the Center for Church Health. Work collaboratively with other CCH leaders to ascertain and address needs in the local church through training, speaking engagements, consulting, and providing materials.
- *5. Produce and adapt materials necessary to meet specific church health needs of local churches

involving other members of the Center for Church Health.
- *6. Enlist and equip key pastors and/or church leaders who have been successful in leading

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their congregations to achieve a recognizable level of church health to advance the ministries of the Center for Church Health.

- *7. Develop plans, strategies, and materials to assist all churches and missions to have a greater understanding of church health needs in each unique culture.
- *8. Conduct associational or area clinics and set up pilot projects in major cities and local churches to implement the church health strategies of the Center for Church Health.
- *9. Expand ethnic participation in the total church health program.
- *10. Collaborate with staff specialists to develop church health strategies as it relates to Discipleship, Evangelism, Music & Worship, Church Architecture, and BaptistWay Press.
- *11. Partner with BGCT teams and/or staff to achieve the best possible program of church health and church revitalization for the convention.
- *12. Study sources and techniques of successful church health efforts in other denominations and adapt them for use by Baptist churches, as appropriate.
- *13. Consult with the leaders and professors of Texas Baptist schools and seminaries to coordinate a curriculum of church health resources for Texas Baptist students and congregations.
- *14. Conduct highly specialized conferences for church leaders whose congregations face unique church health challenges among ethnic groups.
- *15. Design and coordinate budget proposals for the church health component of the Center for Church Health program and budget.
- *16. Supervise, monitor, evaluate, and provide feedback and direction to direct reports. Prepare and conduct routine and annual performance evaluations. Oversee tasks and guide work of all direct reports effectively. Develop goals and standards for direct reports and communicate those effectively.
- *17. Process mail and other correspondence accurately and timely.
- *18. Prepare and proofread letters, memos, spreadsheets and other correspondence accurately and timely.
- *19. Answer phones promptly, take accurate messages, and respond to requests for information timely.
- *20. Attend meetings and participate in training as required.
- *21. Maintain compliance with the Baptist General Convention of Texas policies and procedures. Maintain compliance with all state and federal laws and regulatory requirements.
- *22. Perform all other duties as assigned by the Center for Church Health Director.

*Task which is considered to be an essential function 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. Requires in-depth understanding of a comprehensive field of knowledge, generally acquired through an earned Bachelor's degree in related field and ten years of experience.
2. Requires active membership in a BGCT affiliated church during employment.
3. Requires proficient client management skills.
4. Requires travel to various geographic locations and some overnight stays.
5. Requires ability to maintain confidentiality.
6. Requires ability to effectively manage personnel; requires administrative skills to include but not limited to staff selection, development, motivation, scheduling, and evaluation.
7. Requires proficient ability to exhibit detail-oriented skills necessary to understand and manage a wide-range of information from a vast amount of entities.
8. Requires excellent listening skills, interpersonal skills, and relationship building skills.
9. Requires ability to share the message of Jesus Christ at any time in an appropriate manner fitting of the person, situation, and time.
10. Requires knowledge of Scripture and theology; requires commitment to continual study and growth spiritually.
11. Requires ability to think strategically.
12. Requires ability to work in and promote a multicultural organization.
13. Requires proficient ability to speak, read and write English.
14. Work deals mostly with areas such as preparing and reading data and figures, reports; visual inspection involving small details. Although important, depth perception and field of vision(peripheral) are not as critical as the ability to distinguish small details and markings very near to the observer.
15. Requires ability to speak clearly and make self-understood in face to face interactions; to articulate with accuracy on the telephone.
16. Requires ability to hear and receive verbal instructions, answer phones, and proficiently communicate in situations with some background noise.
17. Requires 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.
18. Requires ability to understand and relate to the theories behind several related concepts; ability to remember verbal and written tasks/assignments from a few hours to long periods of time.
19. Requires ability to establish and maintain effective working relationships with staff, vendors, churches, committees, organizations, etc.
20. Requires excellent organizational skills, ability to multi-task.
21. Requires professionalism in the workplace to include professional and accurate communication with others.
22. Requires proficient working knowledge and ability to use various office software including, but not limited to, Microsoft Word, Microsoft Publisher, Microsoft Access, Microsoft Excel, Microsoft Outlook email, and internet skills.
23. 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.
24. Requires ability to grasp, push, pull, carry, or otherwise manipulate objects; ability to

perform tasks requiring action of muscles or groups of muscles and foot and/or hand-eye coordination.

25. Requires ability to walk, stand and sit, sometimes for prolonged periods of time.
26. Requires sufficient good health to properly discharge duties.

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.