

# TEXAS ★ BAPTISTS®

BAPTIST GENERAL CONVENTION OF TEXAS

## OPEN POSITION POSTING

**Opening Date:** 4/11/22

**Closing Date:** Until Filled

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**Position Title:** Consultant, Western Heritage

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**Department/Division:** Center For Ministerial Health, Western Heritage Ministry

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**Job Type:** Regular Full-Time, Exempt

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**Location:** 7557 Rambler Road, Suite 1200, Dallas, TX 75231

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**BASIC FUNCTION:** The Consultant establishes trusted advisor relationships with Western Heritage church leaders; and connects them to resources, one another, institutions, and other organizations as appropriate; and assists and guides the starting of Western Heritage churches.

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**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.*

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- \*1. Establish rapport and develop positive relationships with Western Heritage church pastors, church staff and lay persons in Western Heritage 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, TBM, BGCT officers or board members.
- \*2. Provide Western Heritage congregations appropriate information and connection to resources to encourage and facilitate them in reaching their ministry goals.
- \*3. Maintain updated information on the content and quality of products available from the BGCT and other sources.
- \*4. Coordinate connections with BGCT ministry specialists, Research and Development staff, other churches, and/or institutions, agencies, and organizations when needed.
- \*5. Report regularly and accurately on the work with assigned churches or other constituents through Salesforce
- \*6. Share and communicate the mission, vision, values, priorities, doctrinal beliefs, and positions of the BGCT with assigned constituents.
- \*7. Support, promote, and participate in BGCT events and activities.
- \*8. Align ministry performance with the organization's mission, vision, values, priorities, and strategies.
- \*9. Participate in appropriate training and development activities individually and collectively as a member of the team to enable professional growth and development.
- \*10. Monitor and administer efficiently and accurately assigned budget accounts.
- \*11. Cooperate effectively and coordinate successfully with members of other teams and units to ensure

**Consultant, Western Heritage**

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.

- \*12. 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.
- \*13. Prepare and proofread letters, memos, and other correspondence accurately and timely.
- \*14. Answer phones promptly, take accurate messages, and respond to requests for information timely.
- \*15. Maintain compliance with The Baptist General Convention of Texas' employee policies and procedures. Maintain compliance with all state and federal laws and regulatory requirements.
- \*16. Perform other duties as required.

\*Task which is considered to be an essential and primary function of the job

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**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. In-depth knowledge of Baptist congregational missions and ministry work.
3. In-depth knowledge of Western Heritage churches, congregations, and leadership.
4. Knowledge of and ability to establish and maintain relationships with Western Heritage affinity groups.
5. Ability to use assessment tools to determine congregational needs and to evaluate effectiveness of resources and services.
6. Ability to effectively manage personnel; Administrative skills to include but not limited to staff selection, development, motivation, scheduling, and evaluation.
7. 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.
8. Excellent professional mediation and conflict resolution skills.
9. 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.
10. 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.
11. Commitment to providing quality internal and external "customer" service including needs assessment, meeting standards, and evaluation of satisfaction.
12. Ability to plan, administer, and report budgets proficiently.
13. Ability to provide strategic and logistical planning and facilitate meetings, conferences, workshops, and retreats as required.
14. Active membership in a BGCT affiliated church during employment.
15. Knowledge of and commitment to traditional Baptist distinctives.
16. Understanding of Scripture and theology and commitment to lifelong study and personal growth.
17. 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.

18. Ability to speak, read, and write English.
19. Excellent, professional written and oral communication skills.
20. Ability to make effective, timely and appropriate decisions.
21. Ability to maintain confidentiality.
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. 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.
36. Ability to walk, stand and sit, sometimes for prolonged periods of time.

**CONTACT: Human Resources**  
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**The Baptist General Convention of Texas is an Equal Opportunity Employer.**