



# TEXAS BAPTISTS®

BAPTIST GENERAL CONVENTION OF TEXAS

## OPEN POSITION POSTING

**Opening Date: 08/21/2020**

**Closing Date: Until Filled**

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**Position Title: Director, African American Ministries**

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**Department/Division: Cultural Engagement Team**

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

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

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**BASIC FUNCTION:** The Director establishes trusted advisor relationships with African American church leaders; facilitates strategic planning with African American congregations; provides comprehensive integrated services that encourage and facilitate African American congregations in fulfilling their God given vision; and connects them to resources, one another, institutions, and other organizations as appropriate.

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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 African American church pastors, church staff and lay persons in African American 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 African American congregations appropriate information and connection to resources to encourage and facilitate them in reaching their ministry goals.
- \*3. Guide leaders in assessing congregational needs using appropriate assessment models and tools. Encourage a holistic approach that examines the interconnections of various ministries with one another and the work, mission, and ministry of the church.
- \*4. Facilitate strategic planning as requested. Assist leaders and congregations in developing a shared vision and goal that moves them toward that vision. Facilitate the development of action plans to meet goals.

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- \*5. 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.
- \*6. Maintain updated information on the content and quality of products available from the BGCT and other sources.
- \*7. Coordinate connections with BGCT ministry specialists, Research and Development staff, other churches, and/or institutions, agencies, and organizations when needed.
- \*8. Report regularly and accurately on the work with assigned churches or other constituents.
- \*9. 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.
- \*10. 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.
- \*11. Provide on-going and follow-up evaluation of BGCT products and services provided and utilized while working on projects and after completing projects with a congregation or association.
- \*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 member of the team to enable professional growth and development.
- \*16. Monitor and administer efficiently and accurately assigned budget accounts.
- \*17. 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.
- \*18. 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.
- \*19. Provide direction and supervision of direct reports; provide professional growth and development; develop and communicate goals and objectives; monitor, evaluate, and provide constructive feedback and direction to direct reports; conduct annual performance and ongoing evaluation.
- \*20. Prepare and proofread letters, memos, and other correspondence accurately and timely.

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- \*21. Answer phones promptly, take accurate messages, and respond to requests for information 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.

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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 African American churches, congregations, and leadership.
4. Knowledge of and ability to establish and maintain relationships with African American 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; requires 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 uniquely aligned 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.

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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, Outlook and Raisers Edge 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 required.
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.

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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.

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

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