



TEXAS BAPTISTS
BAPTIST GENERAL CONVENTION OF TEXAS

OPEN POSITION POSTING

Opening Date: 1/6/2022

Closing Date: Until Filled

Position Title: Director, Financial Health Team

Department/Division: The Center for Ministerial Health

Job Type: Regular Full-Time, Exempt

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

BASIC FUNCTION: Oversee the financial health focus-area of the Center for Ministerial Health by administering grant and loan funds for ministers, assist and coach pastors of various backgrounds and ethnicities through the grant process, maintain and develop a network of financial counselors, develop financial education resources and programs for Texas Baptists churches and ministers, promote the program and tell the story of program impact through social media, web content, and other promotional avenues, maintain and developing strong relationships with granting institutions and organizations, compile all required grant and budget reports in accordance with grant agreements and work to sustain the program and grant fund, write grant applications and proposals.

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. Conduct general clerical work for the Financial Health area to include, but not limited to, accurate maintenance of record retention systems, filing, and responding to ministry needs from internal and external constituents.
- *2. Develop, recruit, and maintain a pastoral financial advocate network (financial planners) through ongoing communication, marketing, and maintenance of records including confidentiality agreements and pastoral advocate reports.
- *3. Perform administration and management of the grant and loan fund through careful monitoring of loan funds, preparation of grant and loan applications for the Financial Health Steering Committee, proper and secure filing, and maintenance of grant and loan applications and records, and answer questions related to the grant and loan from pastors, staff and church leaders.
- *4. Maintain professional and servant-oriented attitude while working closely with pastoral leaders experiencing financial challenges and economic hardship. Assist pastors, some with limited technological skills, with completing applications and assist pastors experiencing financial stress and in some cases, financial crises.
- *5. Plan and arrange any meetings associated with the Financial Health team, as in association with the Executive Board meetings, any retreats or workshops planned by the Financial Health team, and Steering Committee Meetings.

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- *6. Maintain strict confidentiality, integrity, and professionalism in dealing with church financial information and pastors personal finances.
 - *7. Make travel arrangements as necessary including airline, hotel and rental car reservations.
 - *8. Prepare and proofread letters, memos, spreadsheets and other correspondence accurately and timely.
 - *9. Maintain a strong and positive relationship with the granting agency (Lilly Endowment), functions including but not limited to: attending Endowment and Initiative-related functions in Indianapolis, virtually, and as requested, reporting annually to the Endowment programmatic and budget activities and meeting all contractual requirements outlined in the grant agreement.
 - *10. Report to Texas Baptists Executive Board leaders as requested and report bi-annually at TX Baptists Executive Board Meetings to the Center for Ministerial Health Committee.
 - *11. Maintain extensive knowledge of Salesforce; enter data and extract data from the system as required and work with IMT Department to make updates as needed.
 - *12. Write applications and proposals to foundations and endowments for grants.
 - *13. Conduct budget oversight and create budget revisions to submit to the Endowment as necessary.
 - *14. Develop relations with Executive Board, Executive Leadership and others to bring awareness around the issue of pastoral financial health and generate support for sustainment of the initiative/work.
 - *15. Communicate and effectively share the impact of the financial health and grant program to Texas Baptists through social media, TXB Life Blog, and other communication channels.
 - *16. Submit annual grant proposals to Mary Hill Davis, Texas Baptists Missions Foundation, High Plains Missions Foundation, and others as necessary to raise funds for pastors/churches that are unable to raise matching funds.
 - *17. Develop and promote educational program offerings and resources to increase fiscal leadership skills of pastoral and church leaders.
 - *18. Attend staff meetings and participate in trainings as required.
 - *19. Maintain compliance with the Baptist General Convention of Texas policies and procedures. Maintain compliance with all state and federal laws and regulatory requirements.
 - *20. Perform other duties as required
 - *21. Communicate and implement guidelines of the Ministers Financial Health Grant and Loan program through reports, validation of certifying churches, and web content.
 - *22. Manage financial records, disbursements, cash flow, budget reports, and cost analysis for the Financial Health office, to include but not limited to record retention, financial record document preparation, and check requests as required and in accordance with the established accounting procedures set forth by financial services.
 - *23. Manage databases related to grant requests, retreat/workshop leadership, financial advisors, locations for retreats/workshops and any other facets of work through the auspices of the CME.
 - *24. Work with co-workers and other departments effectively to meet objectives established for the Financial Health Team.
 - *25. Maintain compliance with the Baptist General Convention of Texas policies and procedures. Maintain compliance with all state and federal laws and regulatory requirements.
 - *26. Perform other duties as assigned by the Director of the Center for Ministerial Health.
- *Task which is considered to be a primary 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.

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1. In-depth understanding of a comprehensive field of knowledge, generally acquired through an earned Associate's degree in related field or equivalent minimum of 2 years proven experience in related field.
2. Active membership in a church supportive of the BGCT during employment.
3. Commitment to Christian principles and teachings both professionally and personally, with an understanding and commitment to Baptist distinctives.
4. Proficient information management skills, to include:
 - a. Proficient client management skills; ability to maintain confidentiality; proficient ability to exhibit detail-oriented skills necessary to understand and manage a wide-range of information from a vast amount of entities; excellent organizational skills; ability to multi-task.
5. Proficient communication and interpersonal skills, to include:
 - a. Proficient ability to speak, read, and write English; ability to speak clearly and make self understood in face to face interactions and to articulate with accuracy on the telephone; ability to hear and receive verbal instructions, answer phones, and proficiently communicate in situations with some background noise.
 - b. Ability to establish and maintain effective working relationships with staff, vendors, churches, committees, organizations, etc.; professionalism in the workplace, to include professional and accurate communication with others.
6. Work deals mostly with pastors and ministers experiencing financial challenges and, in some cases, crises, coaching and counseling pastors and ministers at a time when they may be experiencing great stress and difficulty.
7. 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.
8. 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.
9. Proficient working knowledge and ability to use various office software including, but not limited to, Microsoft Word, Microsoft Publisher, Microsoft Excel, Google email, Salesforce, Financial Edge, and internet skills.
10. 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.
11. 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.

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.

Director, Financial Health Team