



# TEXAS BAPTISTS®

BAPTIST GENERAL CONVENTION OF TEXAS

## OPEN POSITION POSTING

**Opening Date:** 03/08/2023

**Closing Date:** Until Filled

**Position Title:** Director, Theological Education

**Department/Division:** Associate Executive Director

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

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

**BASIC FUNCTION:** Functions as the primary Administrative Officer for the Theological Education Council (TEC), implementing plans, policies, and programs of the TEC. Evaluate needs and opportunities for ministry training and theological education among Texas Baptists and seek to develop, implement and administer programs to meet these needs. Serve as liaison, providing guidance and general coordination to all theological education and ministry-training efforts related to the Baptist General Convention of Texas. Seek to establish mutually beneficial relationships and educational partnerships with entities and institutions related to other Baptist conventions that are involved in theological education. Administer the convention's program of Ministerial Financial Assistance (MFA).

**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. Plan and coordinate the work of the Theological Education Council within the broader goals and purposes of the Baptist General Convention of Texas. The Theological Education Council relates r to the Institutional Relations Committee and the Executive Board.
- \*2. Oversee the Ministerial Financial Assistance program of the BGCT including undergraduate scholarships and graduate school scholarships.
- \*3. Track and evaluate MFA guidelines and applications
- \*4. Prepare the budget for theological education including Ministerial Assistance Funding and the rest of the Theological Education Budget.
- \*5. Plan annually the Deans/Ministry Guidance professional's retreat.
- \*6. Build bridges among churches, educational institutions, and the BGCT.
- \*7. Encourage and advise education institutions in the calling of ministers including Calling Conferences and other opportunities at education institutions and churches.
- \*8. Schedule and arrange BGCT days at each university and seminary.
- \*9. Study and advise concerning intern programs for upper level students and local churches.
- \*10. Study, advise and catalogue non-baccalaureate programs and certificates offered by BGCT staff, universities, and others.
- \*11. Develop continuing education opportunities for pastors and church staff.

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- \*12. Preach/visit BGCT churches with the goal being to reach as many different BGCT churches as possible while representing the BGCT's relationship and contribution to the mission of the church.

\*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 master's degree in a related field. Doctorate degree preferred and 10 years or more proven, applicable experience.
2. Active membership in a church supportive of the BGCT during employment.
3. Commitment to Christian principles and teachings both professionally and personally.
4. Understanding of and ability to develop organizational and institutional systems.
5. Detailed knowledge and proven skill in the area of theological education and adult learning, including skills in curriculum development, knowledge of accreditation issues and processes, and familiarity with the organizational structure and decision-making processes of educational institutions.
6. Familiarity with off-campus, non-traditional, and electronic distance education practices, technologies, and trends.
7. Ability to build consensus and vision between and among theological education faculties in universities and seminaries.
8. Ability to formulate program recommendations and present to appropriate boards, councils and committees of the BGCT and external related entities.
9. Skills in research design, development, and analysis and marketing principles.
10. Ability to facilitate discussion and strategic planning with multiple constituencies related to theological education.
11. 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, Texas Baptists and beyond.
12. Proficient ability to plan, administer, and report budgets.
13. Ability to provide strategic and logistical planning and facilitate meetings, conferences, workshops, and retreats.
14. Ability to effectively manage personnel; requires administrative skills to include but not limited to staff selection, development, motivation, scheduling, and evaluation.
15. Excellent listening skills, interpersonal skills, and relationship building skills.
16. Excellent demonstrated leadership skills necessary to appropriately influence people to achieve a desired outcome.
17. Ability to travel to various geographic locations, often by automobile, and extensive overnight stays.
18. Proficient client management skills.
19. Ability to maintain confidentiality.
20. Proficient ability to exhibit detail-oriented skills necessary to understand and manage a wide-range of information from a vast amount of entities.
21. Proficient ability to speak, read and write English.
22. Ability to speak clearly and make self understood in face-to-face interactions; to articulate with accuracy on the telephone.

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23. Ability to hear and receive verbal instructions, answer phones, and proficiently communicate in situations with some background noise.
24. 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.
25. 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.
26. Ability to establish and maintain effective working relationships with staff, vendors, churches, committees, organizations, etc.
27. Excellent organizational skills; ability to multi-task.
28. Professionalism in the workplace to include professional and accurate communication with others.
29. Proficient working knowledge and ability to use various office software including, but not limited to, Microsoft Word, Microsoft Publisher, Microsoft Access, Microsoft Excel, Google email, and internet skills.
30. Ability to use up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently to move objects.
31. 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.

**CONTACT:**           **Human Resources**  
                              **Phone 214-828-5327**  
                              **FAX 214-853-4257**  
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**Texas Baptists is an Equal Opportunity Employer.**

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