



TEXAS BAPTISTS®

BAPTIST GENERAL CONVENTION OF TEXAS

OPEN POSITION POSTING

Opening Date: 01/13/2023 **Closing Date:** Until Filled

Position Title: Director of Chaplaincy

Department/Division: Center for Cultural Engagement/Chaplaincy

Job Type: Full Time, Exempt

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

BASIC FUNCTION:

Provide oversight, leadership, and direction to the Chaplaincy Relations Ministry of the Baptist General Convention of Texas (BGCT). This includes duties related to promoting Baptist Chaplaincy Relations (BCR) in Texas, the United States, and worldwide.

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. Supervise Chaplaincy Relations staff
- *2. Prepare and administer Chaplaincy Relations budget
- *3. Prepare and submit recommendations of members to serve on the Endorsing Council
- *4. Oversee the responsibilities of the Endorsing Council
- *5. Represent Chaplaincy Relations at Executive Board Meetings
- *6. Supervise Pastoral Care and Support of BCR Chaplains and their families
- *7. Supervise Development and Training of BCR Chaplains
- *8. Supervise Calling and Endorsement of BCR Chaplains
- *9. Communicate regularly with BCR chaplains through the Chaplaincy Newsletter
- *10. Work cooperatively with other BGCT staff to promote Texas Baptists
- *11. Secure donations for the Bobby and Vicky Smith Endowment Fund
- *12. Develop relationships with other Baptist State entities that promotes BGCT and BCR

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- *13. Attend meetings and participate in training as required
 - *14. Maintain compliance with all state and federal laws and regulatory requirements as well as with the BGCT policies and procedures
 - *15. Represent BCR in organizations related to functional areas: Military, Healthcare, Corrections, Marketplace, Public Safety, and other volunteer chaplain organizations
 - *16. Ensure candidates for endorsement are qualified and will represent well the BGCT
 - *17. Provide endorsements and updates to qualified BCR chaplains
 - *18. Provide an annual update of BCR Chaplains for the Armed Forces Chaplains Board (AFCB)
 - *19. Develop relationships and work cooperatively with other endorsers
 - *20. Present qualified candidates for consideration to the Endorsing Council
 - *21. Process mail and other correspondence accurately and timely.
 - *22. Prepare and proofread letters, memos, spreadsheets and other correspondence accurately and timely.
 - *23. Promptly answer phones, take messages and respond to requests for information accurately.
 - *24. Attend meetings and participate in training as required.
 - *25. Maintain compliance with Baptist General Convention of Texas policies and procedures. Maintain compliance with all state and federal laws and regulatory requirements.
 - *26. Perform other duties as required by BGCT supervisor and Executive Leadership Team.
- *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. In-depth understanding of a comprehensive field of knowledge, generally acquired through an earned doctoral degree in related field.
2. Possess a prior endorsement by Baptist Chaplaincy Relations for a minimum of 10 years.
3. Possess a passion for Chaplaincy Relations.
4. Knowledge of churches, denominational structure, and church programs.
5. Knowledge of Chaplaincy Relations and Texas Baptists.
6. Active membership in a church supportive of the BGCT during employment.
7. Ability to maintain confidentiality.
8. Ability to plan, administer, and report budgets.
9. Ability to effectively manage personnel; requires administrative skills to include but not limited to staff selection, development, motivation, scheduling, and evaluation.
10. Excellent listening skills, interpersonal skills, and relationship building skills.
11. Proficient client management skills.

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12. Ability to travel to various geographic locations and some overnight stays.
13. Ability to relate positively, influentially, and sensitively to a broad spectrum of persons in a variety of multi-tiered relationships and settings to included but to 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.
14. Proficient ability to exhibit detail-oriented skills necessary to understand and manage a wide-range of information from a vast amount of entities.
15. Proficient ability to speak, read and write English.
16. 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.
17. 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.
18. 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.
19. Ability to speak clearly and make self understood in face to face interactions; to articulate with accuracy on the telephone.
20. Ability to hear and receive verbal instructions, answer phones, and proficiently communicate in situations with some background noise.
21. 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.
22. 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.
23. Ability to establish and maintain effective working relationships with staff, vendors, churches, committees, organizations, etc.
24. Excellent organizational skills; ability to multi-task.
25. Professionalism in the workplace to include professional and accurate communication with others.
26. Commitment to Christian principles and teachings both professionally and personally required, with an understanding and commitment to Baptist distinctives.
27. 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.

CONTACT: **Human Resources**
 Phone 214-828-5168
 FAX 214-853-4257
 E-Mail hr@texasbaptists.org

Texas Baptists is an Equal Opportunity Employer.

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