



TEXAS BAPTISTS®

BAPTIST GENERAL CONVENTION OF TEXAS

OPEN POSITION POSTING

Opening Date: 01/17/2024

Closing Date: Until Filled

Position Title: Ministry Assistant, Chaplaincy Relations

Department/Division: Center for Cultural Engagement/Baptist Chaplaincy Relations

Job Type: Part Time, Non-Exempt

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

BASIC FUNCTION: Provide administrative support to the Director of Baptist Chaplaincy Relations.

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. Maintain and produce accurate Chaplaincy Relations Department records, enter data into the computer system accurately and prepare accurate correspondence and documents as required.
- *2. Assist Director with the development and administration of the annual budget for Chaplaincy Relations.
- *3. Process Chaplaincy Relations finances, including, but not limited to, expense reports, payment of invoices and dues, and reporting to Director of Chaplaincy Relations.
- *4. Provide administrative support for Chaplain Training Events.
- *5. Perform general clerical duties to include, but not limited to, processing correspondence, maintaining vertical storage, ordering office supplies, and responding to ministry needs.
- *6. Work effectively to establish relationships with vendors, staff, and constituents.
- *7. Attend meetings and participate in training as required.
- *8. Answer phones and emails promptly, take accurate messages, and respond to requests for information in a timely manner.
- *9. Maintain compliance with all state and federal laws and regulatory requirements as well as with Baptist General Convention of Texas policies and procedures.
- *10. Other duties as assigned.

Administrative Lead for Chaplain Calling and Endorsement

- *1. Manage new inquiries for chaplain endorsement or transfer of endorsement in collaboration with Associate Endorsers and Director of Chaplaincy Relations.
- *2. Ensure that all endorsement interviews are conducted, and endorsement recommendations are prepared accurately for presentation to the Endorsement Council.

Ministry Assistant, Chaplaincy Relations

- *3. Schedule and prepare Endorsement Council Meetings and complete verification of chaplain applicants.
- *4. Develop, manage, and coordinate processes to ensure that all endorsement meetings are conducted regularly, and chaplains are endorsed in a timely fashion.
- *5. Coordinate attendance of Baptist Chaplaincy Relations staff at denominational and chaplain cognate group events.
- *6. Other duties as assigned.

Support for Chaplain Pastoral Care and Support Functions

- 1. Assist with Chaplain Pastoral Care and Support for chaplain care, pastoral care team administrative support, and email response.
- 2. Other duties as assigned.

Support for Chaplain Training and Education Functions

- 1. Assist with Chaplain Training and Education to provide volunteer and professional chaplain training and facilitate training as needed to accomplish desired outcomes.
- 2. Other duties as assigned.

*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.
- 2. Active membership in a church supportive of the BGCT during employment.
- 3. Commitment to Christian principles and teachings both professionally and personally required, with an understanding and commitment to Baptist distinctives.
- 4. Knowledge of churches, denominational structure and church programs.
- 5. Knowledge of chaplaincy relations and Texas Baptists.
- 6. Understanding of cultural diversity and ability to communicate cross-culturally.
- 7. Proficient ability to speak, read and write English.
- 8. Self-motivation and ability to work under little supervision effectively.
- 9. Excellent interpersonal and communication skills; ability to speak to diverse audiences required.
- 10. Ability to maintain confidentiality.
- 11. Proficient ability to plan, administer, and report budgets.
- 12. Listening skills, interpersonal skills, and relationship building skills.
- 13. Ability to travel to various geographic locations and some overnight stays.
- 14. 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.
- 15. Ability to speak clearly and make oneself understood in face-to-face interactions; to articulate with accuracy on the telephone.
- 16. Ability to hear and receive verbal instructions, answer phones, and proficiently communicate in situations with some background noise.
- 17. 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.

18. 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.
19. Ability to establish and maintain effective working relationships with staff, churches, congregations, government, policy makers, committees, organizations, etc.
20. Organizational skills; ability to multi-task.
21. Professionalism in the workplace to include professional and accurate communication with others.
22. Ability to use up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently to move objects.
23. 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.
24. 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.
25. Proficient working knowledge and ability to use various office software including, but not limited to, Microsoft Word, Microsoft Publisher, Microsoft Access, Microsoft Excel, Google platforms, and internet skills.

CONTACT: **Human Resources**
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