



# TEXAS BAPTISTS®

BAPTIST GENERAL CONVENTION OF TEXAS

## OPEN POSITION POSTING

**Opening Date:** 3/9/2022

**Closing Date:** Until Filled

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**Position Title:** Ministry Assistant, Church Health Strategy

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**Department/Division:** Center for Church Health

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

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**Location:** 7557 Rambler Dr, Suite 1200, Dallas, Texas 75231

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### **BASIC FUNCTION:**

Provide ministry assistance to the director of Church Health Strategy, aiding in preparation, coordination and evaluation of the various church health ministries.

Provide ministry assistance to the Church Architecture Team connecting church requests with Texas Baptists personnel and VisionBridge Consulting, as directed.

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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.*

- \*1. Assist the director of church health strategy (hereafter referred to as the DCHS) by managing scheduling of appointments, phone calls, cohorts, training, and church consultations.
- \*2. Provide organizational leadership to the DCHS by analyzing schedules, workflow, projects, and travel. Assist by prioritizing daily work, organizing the work calendar, and leading the DCHS to manage time, projects, and priorities.
- \*3. Develop a working relationship with denominational leaders, pastors, directors of missions, and other ministry leaders that interact with the DCHS to foster a positive experience with the Center for Church Health.
- \*4. Communicate with Texas Baptist churches and pastors regarding trainings, cohorts, conferences, and other growth opportunities provided by the DCHS. Create and send a monthly newsletter to internal and external constituents that includes articles, leadership development opportunities, social media posts, and podcasts produced by the DCHS and colleagues.
- \*5. Manage finances for the DCHS, including the check approval process, tracking spending, billing, maintaining databases of accounts, reconciling credit card accounts, processing expense forms, and reconciling monthly financial reports with own general ledger database. The ministry assistant will also analyze spending and assist in the annual budgeting process.
- \*6. At the direction of the DCHS, schedule podcast guests, setup recording sessions, edit podcast, and post podcasts to social media.
- \*7. Meet with Communications Team representative to discuss event needs and due dates. Continue follow up emails with the team regarding the event work.
- \*8. Order church health products for external constituents, send instructions to pastors and church leaders, and invoice churches.

Ministry Assistant, Church Health Strategy

- \*9. Assist the DCHS in coordination, promotion, preparation, and implementation of events.
- \*10. Arrange meetings/events held at the building as needed, including securing meeting room(s) and refreshments, ordering meals, processing expense forms, and taking notes at the meetings.
- \*11. Assist in connecting Texas Baptist regional church health consultants with Texas Baptist churches. Analyze regional maps, church sizes, church needs, and connect churches with the appropriate Texas Baptist regional church health consultant.
- \*12. Manage receipts and invoices submitted by regional church health consultants for reimbursement.
- \*13. Assist the DCHS in maintaining the article, podcast, and micro-post schedule created by the Communications team. Edit articles as needed. Post leadership insights, articles, micro-posts, and podcasts per the social media schedule.
- \*14. Manage digital files for external constituents after consultations produced by the DCHS. Send appropriate follow up documents and files to external constituents.
- \*15. Provide administrative support for the Church Architecture Team, including contract workers and VisionBridge Consulting.
- \*16. Communicate to the Church Architecture Team effectively through written and email correspondence, announcements, and other methods as needed.
- \*17. Assist in other special projects and tasks as assigned, including assignments as requested by the Director of the Center for Church Health.

*\*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. Understanding of a comprehensive field of knowledge, generally acquired through earned associate degree in a related field. Two years or more proven, applicable experience required.
2. Active membership in a church supportive of the BGCT during employment.
3. Commitment to Christian principles and teachings both professionally and personally. Knowledge of and commitment to traditional Baptist distinctives.
4. 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.
5. Proficient ability to plan, administer, and report budgets.
6. Ability to provide strategic and logistical planning and facilitate meetings, conferences, workshops, and retreats as required.
7. Excellent listening skills, interpersonal skills, and relationship building skills.
8. Ability to travel to various geographic locations, including travel by car, and some overnight and/or weekend stays.
9. Proficient client management skills.
10. Ability to maintain confidentiality.
11. Proficient ability to exhibit detail-oriented skills necessary to understand and manage a wide-range of information from a vast amount of entities.
12. Proficient ability to speak, read and write English. Ability to speak, read, and write Spanish is preferred.
13. Speak clearly and make self-understood in face-to-face interactions; to articulate with accuracy on the telephone.
14. Hear and receive verbal instructions, answer phones, and proficiently communicate in situations with some background noise.

15. Concentrate on fine detail with some interruption; ability to focus attention on tasks for 45-60 minutes at a time on a continuous basis.
16. 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.
17. Establish and maintain effective working relationships with staff, vendors, churches, committees, organizations, etc.
18. Excellent organizational skills; ability to multi-task.
19. Professionalism in the workplace to include professional and accurate communication with others.
20. Proficient working knowledge and ability to use various office software including, but not limited to, Microsoft Word, Microsoft Publisher, Microsoft Excel, Google email, and internet skills. Prefer experience with SalesForce or another Customer Relationship Maintenance (CRM) database.
21. Ability to use up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently to move objects.
22. 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.
23. 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**  
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