



OPEN POSITION POSTING

Opening Date: 12/17/2021

Closing Date: Until Filled

Position Title: Ministry Assistant, Discipleship

Department/Division: The Center for Church Health/Discipleship

Job Type: Regular Full-Time, Exempt

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

BASIC FUNCTION: Assist the Discipleship Director & Adult Specialist and the Youth & Family Ministry Specialist in performing duties relating to Discipleship Team and Center for Church Health.

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. Manage finances for the team director and youth/family specialist, 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.
- *2. Generate financial reports for the entire Discipleship Team as required by the Team and Center Director.
- *3. Provide general clerical assistance for the team director and youth/family specialist, including accurate maintenance of record retention systems, filing, and responding to ministry needs from internal and external constituents.
- *4. Provide effective telecommunications support answering phones, taking messages, and routing messages and requests timely and accurately. Accurately identify high priority callers and take immediate action to inform staff then properly manage routing of caller and/or messages to the appropriate individual.
- *5. Complete intranet forms including Texas Baptists calendar and Communications Team project requests (design, web content, printing, registration forms, etc).
- *6. Meet with Communications Team representative to discuss event needs and due dates. Continue follow up emails with the team regarding the event work.

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- *7. Assist team director and youth/family specialist in coordination, promotion, preparation, and implementation of events such as the Discipleship Leaders Retreat, Conclave, boomer/senior conferences, family ministry conferences, and others directed by these team leaders.
 - *8. Assist team director and youth/family specialist in coordination, promotion, preparation, and implementation of regional and online training events for church leaders in discipleship ministries.
 - *9. Assist team director in coordination, promotion, preparation, and implementation of Leadership Texas Baptists.
 - *10. Communicate and work with all event committees/planning teams via telephone, email, videoconference, or postal mail.
 - *11. 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.
 - *12. Oversee communication with constituents through email newsletters, social media posts, and other appropriate means. Maintain accurate communication lists in corporate database by submitting updates as needed.
 - *13. Input data in corporate database and create reports as requested.
 - *14. Maintain current Discipleship Team calendar.
 - *15. Attend meetings and participate in training as required.
 - *16. Maintain compliance with BGCT policies and procedures. Maintain compliance with all state and federal laws and regulatory requirements.
 - *17. Perform other duties as required.
- *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.

1. Requires 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. Requires active membership in a BGCT affiliated church during employment.
3. Requires proficient client management skills.
4. Requires ability to maintain confidentiality.
5. Requires proficient ability to exhibit detail-oriented skills necessary to understand and manage a wide-range of information from a vast amount of entities.
6. Requires proficient ability to speak, read and write English.
7. 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.

8. Requires ability to speak clearly and make self understood in face to face interactions; to articulate with accuracy on the telephone.
9. Requires ability to hear and receive verbal instructions, answer phones, and proficiently communicate in situations with some background noise.
10. Requires 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.
11. Requires 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.
12. Requires ability to establish and maintain effective working relationships with staff, vendors, churches, committees, organizations, etc.
13. Requires excellent organizational skills; ability to multi-task.
14. Requires professionalism in the workplace to include professional and accurate communication with others.
15. Requires commitment to Christian principles and teachings both professionally and personally.
16. Requires proficient working knowledge and ability to use various office software including, but not limited to, Microsoft Word, Microsoft Publisher, Microsoft Excel, Google email/calendar, Google Drive, Salesforce, Financial Edge, and internet skills.
17. Requires 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.
18. Requires 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. Requires ability to walk, stand and sit, sometimes for prolonged periods of time.
20. Requires sufficient good health to properly discharge duties.

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.