



TEXAS BAPTISTS®
BAPTIST GENERAL CONVENTION OF TEXAS

OPEN POSITION POSTING

Opening Date: 08/24/2021

Closing Date: Until Filled

Position Title: Single Adult Ministry Specialist

Department/Division: The Center for Church Health

Job Type: Regular Full-Time, Exempt

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

BASIC FUNCTION: The Single Adult Ministry Specialist is a member of the Discipleship Team, and is responsible for planning, conducting, and evaluating strategies to assist churches in their Single Adult Ministry. This includes, but is not limited to, the program areas of Sunday School, discipleship, and ministry calling.

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. Be a resource to Texas Baptist churches, pastors, single adult ministers, family ministers, and lay-leaders to provide strategies that foster the development of healthy Single Adult ministries.
- *2. Cultivate and support statewide and regional networks of Single Adult Ministers for personal support and professional development.
- *3. Provide training, consulting, and conferences for Single Adult Ministers that equips them to train their own church leadership and to serve as conference leaders on behalf of the Discipleship team as needed.
- *4. Ongoing ability to plan, monitor, and inform Discipleship Director of budget status.
- *5. Work with church and associational leaders to plan and implement training events and conferences for Single Adult Ministry.
- *6. Connect churches with common ministries and needs in your areas of specialization.
- *7. Work with the rest of the Discipleship Team and Center for Church Health on common events and emphases.
- *8. Respond to requests for information and training from Area Representatives and

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Directors of Missions appropriately and timely.

- *9. Serve as a support and resource for pastors, ministers of education, and search committees who need guidance in filling single adult ministry staff positions. Serve as a support and resource for single adult ministers who are seeking places of service.
- *10. Provide direction and supervision of direct reports; provide professional growth and development; develop and communicate goals and objectives; monitor, evaluate, and provide constructive feedback and direction to direct reports; conduct annual performance and ongoing evaluation.
- *11. Ensure that the responsibilities, authorities, and accountability of all direct reports are defined and effectively communicated to a level of thorough understanding.
- *12. Provide leadership and clear direction to align staff performance with the organization's mission, vision, values, priorities, and strategies.
- *13. Process mail and other correspondence accurately and timely.
- *14. Prepare and proofread letters, memos, spreadsheets and other correspondence accurately and timely.
- *15. Answer phones promptly, take accurate messages, and respond to requests for information timely.
- *16. Attend meetings and participate in training as required.
- *17. Maintain compliance with Baptist General Convention of Texas policies and procedures. Maintain compliance with all state and federal laws and regulatory requirements.
- 18. Perform other duties as required.

*Task which is considered to be an essential function and primary duty 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 earned bachelor's degree in a related field. Master's degree preferred and 5 years or more proven, applicable experience.
2. Active membership in a church supportive of the BGCT during employment.
3. 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.

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4. Ability to provide strategic and logistical planning and facilitate meetings, conferences, workshops, and retreats as required.
5. Ability to effectively manage personnel; requires administrative skills to include but not limited to staff selection, development, motivation, scheduling, and evaluation.
6. Excellent listening skills, interpersonal skills, and relationship building skills.
7. Excellent demonstrated leadership skills necessary to appropriately influence people to achieve a desired outcome.
8. Ability to travel to various geographic locations, including travel by car, and some overnight and 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.
13. Ability to speak clearly and make self-understood in face-to-face interactions; to articulate with accuracy on the telephone.
14. Ability to hear and receive verbal instructions, answer phones, and proficiently communicate in situations with some background noise.
15. 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. Children's Ministry Specialist
16. 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.
17. Ability to 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. Commitment to Christian principles and teachings both professionally and personally, with an understanding and commitment to Baptist distinctive.
21. 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.

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22. 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.
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.

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.