



# TEXAS BAPTISTS®

BAPTIST GENERAL CONVENTION OF TEXAS

## OPEN POSITION POSTING

**Opening Date:** 02/01/2024

**Closing Date:** Until Filled

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**Position Title:** BSM Associate Director, TCU

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**Department/Division:** Center for Collegiate Ministry

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**Job Type:** Full Time, Exempt

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**Location:** 2720 Wabash Ave, Room 203, Fort Worth, TX 76109

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**BASIC FUNCTION:** The Baptist Student Ministry (BSM) Associate Director assists the Director with strategy and carrying out the overall vision and work of BSM on the local campus. It requires a seminary or equivalent degree or must have started seminary or graduate level work. In addition to assisting the Director with campus ministry, the Associate Director will assist in the work of the local Baptist churches in the campus community as the BSM joins with these churches in a total ministry to students. The Associate Director will also assist the BSM Director with alumni.

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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.*

- A. The Associate Director assists the Director with the total local BSM ministry based upon the vision adopted by the BGCT (aka Texas Baptists) Center for Collegiate Ministry (aka TXBSM): to engage the 1.6 million college students in Texas to follow Christ and transform the world, which finds expression through the participation of students in evangelism, discipleship, missions, and church life. Development of these priorities is expected to include but not limited to the following strategies:
1. Evangelism
    - a. Strong evangelistic skills.
    - b. Develop and implement a sharing strategy that gives every student on campus an opportunity to hear and respond to the Gospel.
    - c. Develop and implement a training strategy that equips students through a variety of outreach opportunities.
  2. Discipleship
    - a. Ability to develop strong, consistent leadership among students.
    - b. Develop and implement a leadership development strategy that includes both freshmen and upperclassmen.
    - c. Develop and implement an enlistment strategy for involving new students.
    - d. Develop and implement a worship strategy that includes worship opportunities for students and trains them in leading worship.

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- e. Develop and implement a Bible study strategy that involves students in meaningful study.
- 3. Missions
  - a. Develop and implement an involvement strategy that leads students to be involved in the Texas Baptist Student Missions program (aka Go Now Missions).
  - b. Develop and implement an experience strategy that gives students opportunities to be involved in short term projects as well as ongoing local missions experiences.
  - c. Develop and implement an international student strategy that leads students to reach out to the students on their campus that come from other countries.
  - d. Develop and implement a giving strategy that teaches students the discipline of giving sacrificially to missions.
- 4. Church Life
  - a. Develop and implement a church strategy that leads students to be involved in a local Baptist Church.
  - b. Consult with collegiate leadership of local churches as appropriate.
  - c. Pursue relationships with local church staff aggressively.
  - d. Regular involvement with the local Baptist Association(s).
- B. \* Assist with working with the local leadership group effectively to provide a student ministry program that is appropriate to the campus situation and acceptable to the local Baptist churches.
- C. \* Assist with facilitating a ministry of care and encouragement to include but not limited to these groups on campus:
  - 1. Students (Baptist Student Ministry is not designed to function as a counseling ministry. BSM Staff will not be involved in ongoing counseling with students but will seek to encourage students to the proper professional channels for this service.)
  - 2. Campus faculty and staff
  - 3. Local church workers
- D. \* Assist with administering the budget in alignment with TXBSM and BGCT approved goals and objectives for the campus to include but not limited to the following:
  - 1. Work with the local leadership group in budget planning.
  - 2. Make regular financial reports to the local leadership group.
  - 3. Provide budget information and promotional materials.
  - 4. Follow the guidelines of TXBSM and BGCT for appropriate financial accountability.
  - 5. Engage in Ministry Partner Development (MPD) for the local BSM personnel and program budget.
- E. \* Assist with supervising the local Baptist Student Center (if applicable) to include but not limited to the following tasks:
  - 1. Demonstrate proper care and use of the facilities, furnishings, equipment, and property in keeping with the basic purposes of the BSM.
  - 2. Work with in caring
  - 3. Assist with overall maintenance of the local Baptist Student Center (working with your TXBSM State Staff supervisor for major repairs, emergencies, and remodeling).
  - 4. Contract with janitor and yard services to care for the local Baptist Student Center.
- F. \* Attend all meetings and training as required to include but not limited to the following:
  - 1. New Worker Training (as scheduled)
  - 2. TXBSM Annual July Staff Meeting (always the last week of July)
  - 3. Supervisor Training (as scheduled)
  - 4. Annual local Executive Board meetings
  - 5. Local leadership group meetings

6. Student leadership meetings
  7. Weekly programs through BSM
  8. Mission Trips
  9. Personal meetings with students for the purpose of discipleship / leadership development and others deemed necessary by the Center for Collegiate Ministry and / or the local leadership group
- G. \* Communicate with the Center for Collegiate Ministry through required monthly financial reports, student missions forms, and semester and yearly ministry reports.
- H. \* Assist with the coordination of the program of Bible teaching (if offered on the local campus).
- I. \* Respond to requests for information timely.
- J. \* Maintain compliance with the BGCT's employee policies and procedures. Maintain compliance with all state and federal laws and regulatory requirements.
- K. \* Perform other duties as required.

\*Task which is considered to be an essential 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. In-depth understanding of a comprehensive field of knowledge, generally acquired through an earned master's degree from an accredited seminary (Baptist Seminary preferred).
2. Active membership in a church supportive of the BGCT that is also a cooperating church within the Association and is supportive of local BSM ministry during employment. Maintain a healthy personal church life, able to lead students into local church involvement, and serve the churches that provide support to the local BSM.
3. Commitment to Christian principles and teachings both professionally and personally. Knowledge of and commitment to traditional Baptist distinctives, denominational structure, and church programs.
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 students, faculty, 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.
5. Ability to communicate the vision of BSM both locally and state-wide on association and local church level.
6. Work under close supervision and clear expectations, yet exercise independent thinking and initiative.
7. Make effective, timely, appropriate decisions, and maintain confidentiality.
8. Provide strategic and logistical planning to facilitate meetings, conferences, workshops, and retreats as required.
9. Excellent, professional written communication skills. Including the ability to report proficiently on the local BSM ministry.

10. Excellent listening, interpersonal, and relationship building skills.
11. Excellent organizational skills, ability to multi-task and manage a variety of tasks.
12. Excellent demonstrated leadership skills necessary to appropriately influence people to achieve a desired outcome. Ability to develop strong, consistent leadership among students and assist them in discovering and exercising their spiritual gifts through serving in BSM leadership roles. Ability to effectively lead other local staff members; requires administrative skills to include but not limited to staff selection, development, motivation, scheduling, and evaluation.
13. Understanding of Scripture and theology and commitment to lifelong study and personal growth. Communicate with students through Scripture and personal experience to demonstrate how God is leading the group. Model what it means to be a spiritual leader who clearly communicates God's Word.
14. Strong evangelistic skills. Proficiency in interpersonal and conversational skills for sharing the message of Jesus Christ at any time in an appropriate manner fitting of the person, situation and time. Be able to lead students to share Christ on the campus through a variety of methods and in all ministry areas.
15. Recognizable word gift in speaking before a group or congregation.
16. Ability to develop each believer into a global Christian, assisting students in discovery of how God's Spirit leads the Church in reaching the world for Christ through Go Now Missions.
17. Provide individual mentoring and lead BSM small groups to give students the opportunity for development as a disciple.
18. Possess personal spiritual discipline that models a proactive stance toward personal, spiritual, and relational health.
19. Willingness to enlist ministry partners through alumni and church contacts.
20. Ability to travel to various geographic locations, including travel by car and some overnight stays including weekends.
21. Requires proficient working knowledge and ability to use various software including but not limited to Microsoft Office (Word, Excel), Google Suite (Gmail, Gcal, Google Drive); intermediate level skills required.
22. Speak, read, and write English. Ability to speak clearly and make self understood in face to face interactions and to articulate with accuracy on the phone and through email. Ability to speak, read, and write proficiently in Spanish is a plus.
23. 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 including:
  - a. Ability to use up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently to move objects.

- b. Ability to lift, transport / carry, and set up materials (up to 50 pounds) for up to three hours per week.
- c. Ability to bend for items below or reach for items above the individual.
- d. Ability to bend, stoop, and climb step stools
- e. Ability to walk, stand and sit, sometimes for prolonged periods of time.

**CONTACT:**           **Human Resources**  
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