



TEXAS BAPTISTS®

BAPTIST GENERAL CONVENTION OF TEXAS

OPEN POSITION POSTING

Opening Date: 03/26/2024

Closing Date: Until Filled

Position Title: Director, Center for Missional Engagement

Department/Division: Associate Executive Director

Job Type: Full Time, Exempt

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

BASIC FUNCTION: Serve as the leader to the Center for Missional Engagement including the Church Starting Team, Ministers' Development & Missional Networks, River Ministry & Mexico Missions, Missionary Adoption Program, Texas Baptists Missionaries, Minister of Missions, BOUNCE/Disaster Recovery, House Churches and Philippi Churches. In addition to administrative supervision, this person coordinates strategic planning and response to congregational needs and requests for transformational Missional formation, equipping and mobilization. Also, the Director of the Center for Missional Engagement serves as the liaison to the Center for Missional Engagement Coordinating Council and Committee.

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. 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.
- *2. Assist the Executive Director and Associate Executive Director in developing and implementing an overall missions strategy for interested Texas Baptist churches with an emphasis on reaching Texas, North America, and the world with the Gospel of Jesus Christ.
- *3. Develop, analyze, and teach missiological principles to aid the multiplication of missional churches in Texas and beyond.
- *4. Inspirationally explain and communicate Texas Baptists' vision for engaging God's people in missions. Plan strategies for assisting individual churches who desire to engage in missions. Cultivate and invest resources to aid churches in missional engagement. Coordinate effective communication pieces that highlight opportunities and celebrate victories.
- *5. Build relationships with national and international partners according to the interests of BGCT churches and the Executive Director.

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- *6. Be attentive to the needs and interests of Texas Baptist constituents and partner institutions who wish to collaborate in a Kingdom partnership network.
 - *7. Assist in the development and administration of the annual budget needs of the Center for Missional Engagement.
 - *8. Ensure that the responsibilities, authorities and accountability of all direct reports are defined and effectively communicated to a level of thorough understanding.
 - *9. Provide leadership and clear direction to align staff performance with the organization's mission, vision, values, priorities and strategies.
 - *10. Prepare and provide reports of the progress of work performed by the Center for Missional Engagement for continued evaluation and development of ministries, events, and resources.
 - *11. Maintain professional growth through continuing education, skill development and professional involvement in the areas of Missional Formation, Missional Training, Missional Engagement, Missional Leadership, Missional Entrepreneurship (including Church Starting), Administration and Development.
 - *12. Process mail and other correspondence accurately and timely.
 - *13. Prepare and proofread letters, memos, spreadsheets and other correspondence accurately and timely.
 - *14. Answer phones promptly, take accurate messages, and respond to requests for information in a timely manner.
 - *15. Attend meetings and participate in training as required.
 - *16. Maintain compliance with the Baptist General Convention of Texas policies and procedures. Maintain compliance with all state and federal laws and regulatory requirements.
 - *17. Serves as liaison between Texas Baptists and State and/or National Conventions/Unions as requested by the Executive Director, including the National Baptist Convention of Mexico and the Union of Baptists in Latin America (UBLA).
 - *18. Perform all 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, generally acquired through earned bachelor's degree in a related field. Master's degree preferred and 10 years or more proven, applicable experience.
2. Active membership in a church supportive of the BGCT during employment.
3. Commitment to Christian principles and teachings both professionally and personally, with an understanding and commitment to Baptist distinctives.
4. 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,

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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. Ability to effectively manage personnel; requires administrative skills to include but not limited to staff selection, development, motivation, scheduling, and evaluation.
8. Excellent listening skills, interpersonal skills, and relationship building skills.
9. Excellent demonstrated leadership skills necessary to appropriately influence people to achieve a desired outcome.
10. Ability to travel to various geographic locations, including travel by car, and some overnight and weekend stays.
11. Proficient client management skills.
12. Ability to maintain confidentiality.
13. Proficient ability to exhibit detail-oriented skills necessary to understand and manage a wide-range of information from a vast amount of entities.
14. Proficient ability to speak, read and write English.
15. Ability to speak clearly and make self-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, vendors, churches, committees, organizations, etc.
20. Excellent organizational skills; ability to multi-task.
21. Professionalism in the workplace to include professional and accurate communication with others.
22. Proficient working knowledge and ability to use various office software including, but not limited to, Microsoft Word, Microsoft Excel, Google email, internet skills, and TouchPoint.
23. Ability to use up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently to move objects.
24. 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.
25. 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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Texas Baptists is an Equal Opportunity Employer.

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