



TEXAS BAPTISTS®

BAPTIST GENERAL CONVENTION OF TEXAS

OPEN POSITION POSTING

Opening Date: 5/24/2017

Closing Date: Until Filled

Position Title: BSM Associate Director, UNT

Department/Division: Collegiate Ministry

Job Type: Regular, Full-Time Exempt (**must raise own funds**)

Location: Denton, TX

BASIC FUNCTION: The Associate Director of Baptist Student Ministry (BSM) is responsible for assisting the Director with the direction of the total ministry of the BSM on the UNT campus. In addition to coordinating the 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 assist the BSM Director in relationship with alumni.

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. Associate Director, under the supervision of the Local Director, assists the Director with the total BSM which is based upon objectives adopted by the Convention which finds expression through the participation of students in evangelism, discipleship, leadership, missions and church life. Development of these priorities is expected to include but is not limited to the following strategies:

***a. Discipleship/ Leadership**

1. Ability to develop strong, consistent leadership among students.
2. Implement a Leadership Development Strategy that includes both freshmen and upper classmen.
3. Develop and implement an enlistment strategy for involving new students.
4. Develop and implement a worship strategy that includes worship opportunities for students and trains them in leading worship.
5. Develop and implement a Bible Study strategy that involves students in meaningful study.

***b. Evangelism**

1. Strong evangelistic skills.
2. Develop and implement a sharing strategy that gives every student on campus an opportunity to hear and respond to the gospel.
3. Develop and implement a Training strategy equipping students to share with students Missions.

***c. Missions**

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1. Use an Involvement strategy that leads students to be involved in Texas Baptist Student Missions.
2. Implement an experience strategy that gives students opportunities to be involved in short term projects as well as ongoing local mission's experiences.
3. Implement an international student strategy that leads students to reach out to the students on their campus that come from other countries.
4. Use a giving Strategy that teaches students the discipline of giving sacrificially to missions.

***d. Church Life**

1. Use a church strategy that leads students to be involved in a local Baptist Church.
 2. Consult with collegiate leadership of local churches as appropriate.
 3. Pursue relationships with local church staffs aggressively.
 4. Join local association where appropriate to involve students in new church starts.
- *2. Assist with facilitating a ministry of care and encouragement to include but not limited to these groups on campus: (Priority)
- a. Students - *The Baptist Student Ministry is not designed to function as a counseling ministry. BSM Directors will not be involved in ongoing counseling with students but will seek to encourage students to the proper professional channels for this service.
 - b. Campus Faculty and Staff
 - c. Local Church Workers
- *3. Assist with supervising the Baptist Student Center (if applicable) to include but not limited to the following tasks:
- a. Demonstrate proper care and use of the facilities/furnishings and equipment in keeping with the basic purposes of the Baptist Student Ministry.
 - b. Care and use of all property belonging to the Convention as it relates to the Baptist Student Ministry at the university.
 - c. Entire building should be clean inside and out, repairs done in a proper time and manner and the yard mowed, trimmed and looking good at all times.
- *4. Assist with administering the budget in alignment with BSM and BGCT approved goals and objectives for the campus to include but not limited to the following:
- a. Work with the Local leadership group in budget planning.
 - b. Provide budget information and promotional materials.
 - c. Make regular financial reports to the Local Leadership Group.
 - d. Engages in fundraising for the local BSM.
- *5. Work 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.
- *6. Attend all meetings and training as required to include but not limited to the following: Director Training Retreat (July), Supervisor Training (as scheduled), New Worker Training, if recent hire, Mission Trip, annual local Executive board meetings, local leadership team meetings, student leadership meetings, weekly programs through BSM, personal conferences with students for the purpose of discipleship/leadership development and others deemed necessary by the Center for Collegiate Ministry Team and/or the local leadership group.
- *7. Communicate with the Center for Collegiate Ministry Team through required monthly updates, financial reports; student missions report forms, semester and yearly statistical data.
- *8. Prepare and proofread letters, memos, and other correspondence accurately and timely.
- *9. Answer phones promptly, take accurate messages, and respond to requests for information timely.
- *10. Maintain compliance with The Baptist General Convention of Texas' employee policies and procedures. Maintain compliance with all state and federal laws and regulatory requirements.

*11. Perform other duties as required.

*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 an earned master's degree from an accredited seminary (Baptist Seminary preferred).
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. Ability to raise funds through alumni and church base contact.
5. Ability to work under close supervision and clear expectations, yet exercise independent thinking and initiative, especially during the first three year.
6. Knowledge of denominational structure and church programs.
7. Ability to maintain confidentiality.
8. Ability to effectively manage two to three interns, Associate Directors, and office personnel; requires administrative skills to include but not limited to staff selection, development, motivation, scheduling, and evaluation.
9. 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 students, faculty, 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.
10. Ability to plan, administer, and report budgets proficiently.
11. Ability to provide strategic and logistical planning and facilitate meetings, conferences, workshops, and retreats as required.
12. 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
13. Ability to develop strong, consistent leadership among students. Assist students in discovering and exercising their spiritual gifts through serving in leadership roles in BSM.
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. The Director is the pacesetter, setting the example in speech and action
15. Recognizable word gift in speaking before a group or congregation.
16. Ability to communicate the vision of BSM both locally and state-wide on association and local church level.
17. 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.
18. Maintain a healthy personal church-life; be able to lead students into local church involvement; and serve the churches that provide support to the local BSM
19. Provide individual mentoring and lead BSM small groups to give students the opportunity for development as a disciple.

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20. Possess personal spiritual discipline that models a proactive stance toward personal, spiritual, and relational health.
21. Ability to speak, read, and write English. Ability to speak, read, and write proficiently in Spanish is highly preferred. Ability to speak clearly and make self-understood in face to face interactions; to articulate with accuracy on the telephone and through e-mail.
22. Excellent, professional written communication skills.
23. Ability to make effective, timely and appropriate decisions.
24. Excellent listening skills, interpersonal skills, and relationship building skills.
25. Excellent demonstrated leadership skills necessary to appropriately influence people to achieve a desired outcome.
26. Ability to travel to various geographic locations, including travel by car, and some overnight stays including weekends.
27. Professionalism in the workplace to include professional and accurate communication with others.
28. Excellent organizational skills; ability to multi-task and manage a variety of tasks.
29. Proficient working knowledge and ability to use various office software including, but not limited to, Microsoft Word, Excel, Access, Google email, and internet skills; intermediate level skills required.
30. 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, 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 bend for items below or reach for items above the individual.
 - c. Ability to bend, stoop, and climb step stools

CONTACT: **Human Resources**
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Texas Baptists is an Equal Opportunity Employer.

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