



TEXAS BAPTISTS®

BAPTIST GENERAL CONVENTION OF TEXAS

OPEN POSITION POSTING

Opening Date: 02/05/2018

Closing Date: Until Filled

Position Title: BSM Director, ETBU

Department/Division: Collegiate Ministry

Job Type: Regular, Full-Time Exempt

Location: Marshall, TX

BASIC FUNCTION: The Director of BSM will lead in the continued growth and expansion of a Baptists Student Ministry working in cooperation with the Dean of Spiritual Life at ETBU. ETBU BSM as the priority religious organization on campus will coordinate strategy for Student leadership teams, Evangelism/Discipleship strategy on and off campus, local teams, International ministry and Go Now Missions. Also, the ETBU BSM Director will actively interact with the Local Baptist churches for cooperation and support in reaching college students.

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. Direct the total BSM ministry based upon the Vision adopted by the Center for Collegiate Ministry of the BGCT: To engage the 1.5 million students in Texas to follow Christ and transform the world. Accomplishing this task at ETBU alongside the Spiritual Life Department is expected to include but not limited to the following strategies:
- a. Evangelism
Actively engage the campus with the Gospel through building personal relationships, on/off campus outreach events, and a variety of training opportunities for Christian students to clearly communicate the Gospel. Develop a sharing strategy that gives every student on campus an opportunity to hear and respond to the Gospel.
 - b. Discipleship
Develop and equip students to be devoted followers of Christ who in turn can lead others. The BSM shall operate under a multiplication principle of discipleship rather than addition. This manifests itself in small group Bible study, one-on-one discipleship, worship, Christian community based upon a common mission, church involvement, and various training events as needed. In addition, the BSM Director will develop an enlistment strategy for involving new students, a strategy that includes both freshmen and upperclassmen, a worship strategy that includes worship opportunities for students and trains them in leading worship, and a Bible Study

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strategy that involves students in meaningful study. The BSM will develop and implement a pathway of spiritual growth for students from their freshmen through senior year.

c. Missions

Provide opportunities for student involvement in reaching a lost world through:

- 1) "Go Now Missions", the missions sending branch of Texas BSM,
- 2) ongoing local missions experiences, and
- 3) outreach to international students on the University campus.

Develop and equip students to support sacrificial giving to send other students through Go Now Missions. The priority sending group for BSM is Go Now Missions. Adequate support and publicity for Go Now Missions is expected from ETBU Dean of Spiritual Life and staff.

d. Church Life

Involve local Baptist churches in ministry to students and involve students in the life of local Baptist churches. Lead students in local church participation with a special emphasis on Texas Baptist Churches. Consult with and support collegiate leadership of local churches and aggressively pursue relationship with local church staffs. Assist in every way possible in the work of the Baptist Churches in the area as the BSM joins with these Churches in a total ministry to the students. Attend local Baptist Associational events where appropriate.

e. Leadership Development

The BSM Director will form student leadership team(s) to implement the priorities of BSM. Leadership team(s) will reflect a strategic pathway for student spiritual development from the freshmen through graduation year. The BSM Director in coordination with student leadership will create a document outlining a strategic leadership pathway for all students involved in BSM. This "Pathway" will be evaluated yearly by students, BSM Director, and Dean of Spiritual Life.

- *2. Facilitate a ministry of care and encouragement to include but not limited to these groups on campus:
 - 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. Administer the BSM budget in alignment with BSM and ETBU approved goals and objectives for the campus to include but not limited to the following:
 - a. Work with the University Dean of Spiritual Life in budget planning.
 - b. Make regular financial reports to the University Dean of Spiritual Life.
 - c. Work within the guidelines of ETBU.
- *4. Work with the Dean of Spiritual Life's office effectively to provide a BSM program that is appropriate to the campus situation and acceptable to the local Baptist churches and alumni.
- *5. Attend all meetings and training as required to include but not limited to the following: team meetings, supervisor training (as scheduled), new worker training (if recent hire, August), mission trips, required staff meetings, student leadership meetings, weekly programs through BSM, personal conferences with students for the purpose of discipleship and leadership development and others deemed necessary by the Collegiate Ministry Team. BSM Director will serve on campus committees only as they relate to the overall vision of BSM.
- *6. Communicate with the Collegiate Ministry Team through required monthly updates, financial reports; student missions report forms, semester and yearly statistical data.

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- *7. 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.
 - *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 in timely manner.
 - *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. Requires gifting in Discipleship/Evangelism skills, Leadership Development, Visioning and Strategic Thinking with a proven experience level in an active campus ministry. Texas BSM or equivalent experience required.
2. Requires knowledge of and commitment to traditional Baptist distinctives.
3. Requires active membership in an affiliated and uniquely aligned BGCT church who is a cooperating church within the association and is supportive of local BSM ministry during employment.
4. Requires the ability to articulate and implement a clear vision of spiritual growth and outreach to ETBU students.
5. Require ability to create a BSM community under a unifying vision of sharing Christ on the ETBU campus.
6. Requires strong Biblical communication skills.
7. Requires attendance and support at weekly chapel services and other Spiritual Life meetings.
8. Requires in-depth understanding of a comprehensive field of knowledge, generally acquired through an earned Master's degree from an accredited seminary (Baptist seminary preferred).
9. Requires ability to raise funds through alumni and church base contact.
10. Requires ability to work under close supervision and clear expectations, yet exercise independent thinking and initiative, especially during the first three year.
11. Requires knowledge of denominational structure and church programs.
12. Requires ability to maintain confidentiality.
13. Requires ability to effectively manage two to three interns, and office personnel; requires administrative skills to include but not limited to staff selection, development, motivation, scheduling, and evaluation.
14. Requires 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.
15. Requires ability to relate positively and sensitively to a broad spectrum of persons from a variety of cultural backgrounds and identities and to promote a multicultural organization.
16. Requires ability to plan, administer, and report budgets proficiently.
17. Requires ability to provide strategic and logistical planning and facilitate meetings, conferences, workshops, and retreats as required.
18. Requires understanding of Scripture and theology and commitment to lifelong study and personal growth.
19. Ability to develop strong, consistent leadership among students.

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20. Requires strong evangelistic skills.
21. Requires ability to communicate the vision of BSM both locally and state-wide on association and local church level.
22. Requires proficiency in interpersonal and conversational skills for sharing the message of Jesus Christ at any time in an appropriate manner sensitive to the person, situation and time.
23. Requires ability to speak, read, and write English. Ability to speak, read, and write proficiently in Spanish is highly desirable.
24. Requires excellent, professional written communication skills.
25. Requires ability to make effective, timely and appropriate decisions.
26. Requires excellent listening skills, interpersonal skills, and relationship building skills.
27. Requires excellent demonstrated leadership skills necessary to appropriately influence people to achieve a desired outcome.
28. Requires ability to travel to various geographic locations and some overnight stays including weekends.
29. Requires professionalism in the workplace to include professional and accurate communication with others.
30. Requires ability to speak clearly and make self understood in face to face interactions; to articulate with accuracy on the telephone and through e-mail.
31. Requires ability to establish and maintain effective working relationships with staff, vendors, churches, committees, organizations, etc.
32. Requires excellent organizational skills; ability to multi-task.
33. Requires commitment to Christian principles and teachings both professionally and personally.
34. Requires proficient working knowledge and ability to use various office software including, but not limited to, Microsoft Word, Excel, Access, Microsoft Outlook email, and internet skills; intermediate level skills required.
35. 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
36. Requires ability to walk, stand and sit, sometimes for prolonged periods of time.
37. Requires sufficient good health to properly discharge duties.

CONTACT: Human Resources
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