



TEXAS BAPTISTS®

BAPTIST GENERAL CONVENTION OF TEXAS

OPEN POSITION POSTING

Opening Date: 1/25/2018

Closing Date: Until Filled

Position Title: Evangelism Lead Specialist

Department/Division: Great Commission Team

Job Type: Regular Full-Time, Exempt

Location: 7557 Rambler Road, Suite 1200, Dallas, TX 75231

BASIC FUNCTION: Lead out in coordinating a statewide evangelism strategy for Texas Baptists, providing influence and leadership with the Great Commission Team staff and personally engaging Texas Baptists church staff and leaders in Biblically, creative methods, materials and strategies.

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. Personally engage as many Texas Baptists churches as possible through on-site preaching, consulting and conference leading. This should include as many Sunday morning preaching opportunities as can be effectively arranged.
- *2. Assist in the development, enlistment, promotion, and planning of a statewide strategy to involve and assist Texas Baptists in reaching the lost in Texas.
- *3. Oversee and manage the budget and work of the Evangelism area in coordination with the Associate Director.
- *4. Lead in the execution of plans, policies and budgets approved by the Great Commission Team Director.
- *5. Coordinate appropriate work efforts for Evangelism ministry cross-functionally with other Great Commission Team members.
- *6. Cooperate effectively and coordinate successfully with the leaders of other teams, units and workgroups to ensure excellence in service delivery, research, resources, and ministry objectives.
- *7. Consult regularly with internal and external ministry leaders to understand needs and improvement for service delivery. Report findings to Great Commission leadership, as requested.
- *8. Maintain accurate reporting as required by supervisor and BGCT policies, procedures and guidelines.
- *9. Inform supervisor of trends and changes in evangelism and recommend strategies to address needs effectively.
- *10. Prepare and provide reports regularly to the Great Commission Team Director of the progress of work performed by staff to include issues addressed and resolutions.
- *11. Make recommendations for program changes to supervisor.
- *12. Prepare and proofread letters, memos, and other correspondence accurately and timely.

Evangelism Lead Specialist

- *13. Supervise and manage calendar for initiatives, events, and activities related to the Great Commission Team's objectives and responsibilities.
- *14. Promote positive internal relationships to facilitate improved understanding of goals and objectives; regularly foster a spirit of cooperation and teamwork among staff.
- *15. Plan, implement, and procure appropriate training and development activities and experiences to enable professional growth and development.
- *16. Identify and develop potential leaders within assigned areas of responsibility.
- *17. Provide direction apropos to development of media materials of the Evangelism work and ministry in consultation with other staff.
- *18. Supervise, monitor, evaluate, and provide feedback and direction to direct reports. Prepare and conduct routine and annual performance evaluations. Oversee tasks and guide work of all direct reports effectively. Develop goals and standards for direct reports and communicate those effectively.
- *19. Serve as a consultant to pastors, education ministers, and other ministry leaders (vocational and volunteer) providing expertise for evangelization strategies.
- *20. Respond to requests and inquiries from constituents timely and accurately.
- *21. Process mail and other correspondence accurately and timely.
- *22. Answer phones promptly, take accurate messages, and respond to requests for information timely.
- *23. Attend meetings and participate in training as required.
- *24. Maintain compliance with the Baptist General Event of Texas policies and procedures. Maintain compliance with all state and federal laws and regulatory requirements.
- *25. 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 Bachelor's degree in related field and ten years of experience.
2. Active membership in a BGCT uniquely aligned church during employment.
3. Proficient client management skills.
4. Travel to various geographic locations and some overnight stays.
5. Ability to maintain confidentiality.
6. Ability to effectively manage personnel; requires administrative skills to include but not limited to staff selection, development, motivation, scheduling, and evaluation.
7. Proficient ability to exhibit detail-oriented skills necessary to understand and manage a wide-range of information from a vast amount of entities.
8. Excellent listening skills, interpersonal skills, and relationship building skills.
9. Ability to share the message of Jesus Christ at any time in an appropriate manner fitting of the person, situation, and time.
10. Knowledge of Scripture and theology; requires commitment to continual study and growth spiritually.
11. Ability to think strategically.
12. Ability to work in and promote a multicultural organization.
13. Proficient ability to speak, read and write English.
14. 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.

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. Commitment to Christian principles and teachings both professionally and personally.
23. Proficient working knowledge and ability to use various office software including, but not limited to, Microsoft Word, Microsoft Publisher, Microsoft Access, Microsoft Excel, Microsoft Outlook email, and internet skills.
24. 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.
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.
26. Sufficient good health to properly discharge duties.

CONTACT: **Human Resources**
 Phone 214-828-5168
 FAX 214-887-5455
 E-Mail hr@texasbaptists.org

Texas Baptists is an Equal Opportunity Employer.