



TEXAS BAPTISTS®

BAPTIST GENERAL CONVENTION OF TEXAS

OPEN POSITION POSTING

Opening Date: February 9, 2018

Closing Date: Until Filled

Position Title: Starter – Church Starting Area 3

Department/Division: Missions Team

Job Type: Regular Full-Time, Non-Exempt

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

BASIC FUNCTION: To assist churches and associations in the establishment and development of new churches.

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. Assist churches and associations in beginning and growing new churches by:
 - a. Conducting useful feasibility studies.
 - b. Providing appropriate information of new church development process.
 - c. Providing information and effective training for sponsor church and mission church on methodology for the development of new churches.
 - d. Providing current information on availability of resources for new church development.
- *2. Assist associations in discovery of new work needs.
- *3. Assist in training associational and church missions development program leadership.
- *4. Accurately develop funding requests to be presented at Peer Review and the Missions Funding Group.
- *5. Accurately develop loan requests as required.
- *6. Maintain updated information on the content and quality of products available from the BGCT and other sources.
- *7. Coordinate connections with BGCT ministry specialists, churches, institutions, agencies and organizations when needed.
- *8. Report regularly and accurately on the work with assigned churches or other constituents to the Church Starting Director.

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- *9. Monitor implementation and progress of the congregational strategic plan through regular communications and Sunday visits to new churches to ensure the congregation is viable, making progress, and is obtaining the resources that are needed.
 - *10. Share and communicate the mission, vision, values, priorities, doctrinal beliefs and positions of the BGCT with assigned constituents.
 - *11. Support, promote, and participate in BGCT events and activities as directed.
 - *12. Align ministry performance with the organization's mission, vision, values, priorities and strategies.
 - *13. Participate in appropriate training and development activities individually and collectively as a member of the team to enable professional growth and development.
 - *14. Promote positive internal relationships to facilitate improved understanding of goals and objectives, and to foster a spirit of cooperation and teamwork with other teams and units.
 - *15. Prepare letters, memos, and other correspondence accurately and timely.
 - *16. Answer phones promptly, and respond to requests for information timely.
 - *17. Maintain compliance with The Baptist General Convention of Texas' employee policies and procedures. Maintain compliance with all state and federal laws and regulatory requirements.
 - *18. 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 in-depth understanding of a comprehensive field of knowledge, generally acquired through earned bachelor's degree in a related field. Master's degree preferred. Four years of proven related experience required.
2. Comprehensive knowledge of church starting including the theology of new work, theory and practice of church planting, new work leadership development principles, and life cycle of a new church.
3. Requires in-depth knowledge of Baptist congregational missions and ministry work.
4. Requires the ability to use assessment tools to determine congregational needs and to evaluate effectiveness of resources and services.
5. Requires knowledge of strategic planning for congregational ministry including development of mission, vision, goals and action plans; problem-solving; resource allocation; and evaluation of programs and ministries.
6. Requires excellent professional mediation and conflict resolution skills.
7. Requires ability to maintain confidentiality.
8. 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 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.

9. Requires ability to effectively manage personnel; requires administrative skills to include but not limited to staff selection, development, motivation, scheduling, and evaluation.
10. 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.
11. Requires commitment to providing quality internal and external “customer” service including needs assessment, meeting standards, and evaluation of satisfaction.
12. Requires ability to plan, administer, and report budgets proficiently.
13. Requires ability to provide strategic and logistical planning and facilitate meetings, conferences, workshops, and retreats as required.
14. Requires active membership in a uniquely aligned BGCT church during employment.
15. Requires knowledge of and commitment to traditional Baptist distinctives.
16. Requires understanding of Scripture and theology and commitment to lifelong study and personal growth.
17. Requires 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.
18. Requires ability to speak, read, and write English.
19. Requires excellent, professional written and oral communication skills.
20. Requires ability to make effective, timely and appropriate decisions.
21. Requires excellent listening skills, interpersonal skills, and relationship building skills.
22. Requires excellent demonstrated leadership skills necessary to appropriately influence people to achieve a desired outcome.
23. Requires ability to travel to various geographic locations and some overnight stays including weekends.
24. Requires professionalism in the workplace to include professional and accurate communication with others.
25. Requires ability to speak clearly and make oneself understood in face-to-face interactions and to articulate with accuracy on the telephone.
26. Requires ability to hear and receive verbal instructions, answer phones, and proficiently communicate in situations with some background noise.
27. Requires ability to effectively work under pressure and remain flexible as priorities change.
28. Requires ability to understand and relate to specific ideas one at a time and to the concepts behind specific ideas; ability to remember verbal and written tasks/assignments from a few hours to several day periods.
29. Requires 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.
30. Requires ability to establish and maintain effective working relationships with staff, vendors, churches, committees, organizations, etc.
31. Requires excellent organizational skills; ability to multi-task.
32. Requires proficient working knowledge of various software to include Word, Excel, PowerPoint, Outlook and Raisers Edge necessary to create professional written communications and reports.
33. Requires commitment to Christian principles and teachings both professionally and personally.
34. Requires sufficient good health to properly discharge duties.
35. Requires 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.
36. Requires ability to walk, stand and sit, sometimes for prolonged periods of time.

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