



TEXAS BAPTISTS®
BAPTIST GENERAL CONVENTION OF TEXAS

OPEN POSITION POSTING

Opening Date: April 26, 2019

Closing Date: Until Filled

Position Title: BSM Director, Sul Ross State University

Department/Division: Collegiate Ministry Team

Job Type: Regular Part-Time, Exempt

Location: Sul Ross State University - 902 E. Lockhart Ave., Alpine, TX 79830

BASIC FUNCTION: The Director of Baptist Student Ministry (BSM) is responsible for the direction of the total ministry of the BSM on the local campus, primarily Sul Ross State University. In addition to coordinating the campus ministry, the 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. Critical to this position is the ability to utilize a local leadership team and other adult volunteers.

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 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. **Consistently communicate the vision of Sul Ross BSM to engage the students at Sul Ross State to follow Christ and transform the world.**
 - *b. **Meet students consistently:** Hours engaged as Director, between 12-15 average per week.
 - 1) Create weekly opportunities for students to meet students on campus—tabling, Solarium cards, breakfast tacos, coffee and conversation, etc.
 - 2) Find ways churches can access the campus and get them involved.
 - 3) Ask a campus administrative official (student life or residence hall personnel), “What would you like to see happen on this campus?” or “What are some ways you could use some help serving the students on this campus?”
 - *c. **Stay focused on relational evangelism**
 - 1) Make sharing the gospel by BSM students your goal.
 - 2) Follow up with new students who attend weekly meetings through connection card, gospel appointments, sign up lists, etc. Meet new students often and consistently.
 - 3) Teach your students how to share the Gospel, through regular training and practical experience.
 - 4) Recruit other adult volunteers and train them to share the Gospel with students on campus.

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***d. Make disciples (train them, build leaders)**

- 1) Create a leadership team of 6-10 students and invest in them every week: team meetings, one-on-one, etc.
- 2) Have conversations that give attention to prayer, personal growth, giftedness and accountability.
- 3) Offer students encouragement, challenge and support as they are trained to disciple other students.
- 4) Have a weekly event where students learn how to follow Jesus and engage non-believers (luncheon, night meetings, etc.).

***e. Send students out**

- 1) Challenge students to live out their faith on the campus, in the community, and across the planet by providing them opportunities to participate in and experience missions. (local projects and mission trips). Length of trips will vary due to part time position.
- 2) Lead your students to participate in Go Now Missions. Emphasize (gonowmissions.com) by raising funds, learning, praying, and going. These are projects for students funded by students.

***f. Tell the story of what God is doing on your Campus**

- 1) Complete the monthly update sharing stories of life transformation, prayer needs, and report BSM work.
- 2) Share BSM story with local churches, church leaders, prayer partners, and ministry supporters.

- *2. Supervise the Baptist Student Center 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 BSM: See Building Expectation document
 - *b. Care and use of all property belonging to the Convention as it relates to the Baptist Student Ministry at the university.
- *3. Administer the budget in alignment with BSM and BGCT approved goals and objectives for the campus to include but not limited to the following: best to have assistance from a volunteer.
 - *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.
- *4. Work with the Local Leadership Group- meet quarterly.
- *5. Attend all meetings and training as required to include but not limited to the following: Director Training Retreat (July), New Worker Training, if recent hire, Mission Trip, annual local Executive board meetings, local leadership team meetings.
- *6. Communicate with the Center for Collegiate Ministry through required monthly updates, financial reports; student missions report forms, semester and yearly statistical data.
- *7. Prepare and proofread letters, memos, and other correspondence accurately and timely.
- *8. Answer phones promptly, take accurate messages, and respond to requests for information timely.

- *9. Maintain compliance with The Baptist General Convention of Texas' employee policies and procedures. Maintain compliance with all state and federal laws and regulatory requirements.
- *10. Perform other duties as required.

**Task which is considered to be an essential and primary 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. 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. Training provided.
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 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.
9. Ability to plan, administer, and report budgets proficiently.
10. 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
11. Ability to develop strong, consistent leadership among students. Assist students in discovering and exercising their spiritual gifts through serving in leadership roles in BSM.
12. 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
13. Recognizable word gift in speaking before a group or congregation.

14. Ability to communicate the vision of BSM both locally and state-wide on association and local church level.
15. 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.
16. 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
17. Possess personal spiritual discipline that models a proactive stance toward personal, spiritual, and relational health.
18. 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.
19. Excellent, professional written communication skills.
20. Ability to make effective, timely and appropriate decisions.
21. Excellent listening skills, interpersonal skills, and relationship building skills.
22. Excellent demonstrated leadership skills necessary to appropriately influence people to achieve a desired outcome.
23. Ability to travel to various geographic locations, including travel by car, and some overnight stays including weekends.
24. Professionalism in the workplace to include professional and accurate communication with others.
25. Excellent organizational skills; ability to multi-task and manage a variety of tasks.
26. 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.
27. 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**
 Phone 214-828-5168
 Fax 214-853-4257
 Email hr@texasbaptists.org

Texas Baptists is an Equal Opportunity Employer.

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