



# TEXAS BAPTISTS®

BAPTIST GENERAL CONVENTION OF TEXAS

## OPEN POSITION POSTING

**Opening Date:** May 10, 2018

**Closing Date:** Until Filled

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**Position Title:** Associate Evangelism Lead/African-American Specialist

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**Department/Division:** Great Commission Team/Evangelism

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**Job Type:** Regular Full-Time, Exempt

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

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**BASIC FUNCTION:** To serve as Associate Evangelism Lead and to program, coordinate, and direct the African-American work of Evangelism.

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**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.*

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- \*1. Serve as the Associate Evangelism Lead assisting in the overall work of evangelism under the direction of the Evangelism Lead, as part of the Great Commission Team.
- \*2. Recommend goals and action plans for presenting a witness to all ethnic groups with special emphasis on African-American.
- \*3. Become acquainted with all aspects of Church Revitalization; focusing particularly on implementing strategies which can be used effectively with Texas Baptist churches.
- \*4. Provide on-site, individual, customized Church Revitalization consulting to Texas Baptist churches.
- \*5. Become acquainted with all aspects of Apologetics as it relates to the overall ministry of Evangelism through the Great Commission Team.
- \*6. Conduct speaking engagements, consulting and training in the area of Apologetics under the direction of the Evangelism Lead.
- \*7. Produce and adapt materials necessary to meet specific evangelism needs of ethnic groups to include but not limited to children, youth, singles, senior adults, and individuals residing in the inner city.
- \*8. Enlist and equip key ethnic pastors and/or church leaders to regionally promote the entire program of evangelism within African-American congregations.

**Associate Evangelism Lead/African-American Specialist**

- \*9. Develop plans, strategies and materials to assist all non-ethnic churches and missions to witness to ethnic groups.
  - \*10. Conduct associational or area clinics and set up pilot projects in major cities and local churches to implement the evangelism strategies of the Great Commission Team.
  - \*11. Work to secure ethnic participation in the total evangelism program.
  - \*12. Collaborate with the staff specialists to develop unique ethnic versions of all evangelism strategies.
  - \*13. Partner with BGCT components and/or staff to achieve the best possible program of evangelism for African-Americans.
  - \*14. Study sources and techniques of successful evangelistic efforts and adapt them for use by Baptist churches.
  - \*15. Counsel with the appropriate leaders of Texas Baptist schools and seminaries to ensure evangelism training is provided for students serving African-American congregations in Texas.
  - \*16. Conduct highly specialized conferences for church leaders whose congregations face unique evangelistic challenges among ethnic groups.
  - \*17. Formulate program and budget proposals for the African-American component of the Evangelism's program and budget, as part of the Great Commission Team.
  - \*18. Accept other assignments as requested by the Evangelism Lead.
  - \*19. 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.
  - \*20. Process mail and other correspondence accurately and timely.
  - \*21. Prepare and proofread letters, memos, spreadsheets 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 Convention 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
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**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 an earned Bachelor's degree in related field and ten years of experience.
2. Requires active membership in a BGCT affiliated church during employment.
3. Requires proficient client management skills.
4. Requires travel to various geographic locations and some overnight stays.
5. Requires ability to maintain confidentiality.
6. Requires ability to effectively manage personnel; requires administrative skills to include but not limited to staff selection, development, motivation, scheduling, and evaluation.
7. Requires proficient ability to exhibit detail-oriented skills necessary to understand and manage a wide-range of information from a vast amount of entities.
8. Requires excellent listening skills, interpersonal skills, and relationship building skills.
9. Requires ability to share the message of Jesus Christ at any time in an appropriate manner fitting of the person, situation, and time.
10. Requires knowledge of Scripture and theology; requires commitment to continual study and growth spiritually.
11. Requires ability to think strategically.
12. Requires ability to work in and promote a multicultural organization.
13. Requires 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. Requires ability to speak clearly and make self-understood in face to face interactions; to articulate with accuracy on the telephone.
16. Requires ability to hear and receive verbal instructions, answer phones, and proficiently communicate in situations with some background noise.
17. 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.
18. Requires 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. Requires ability to establish and maintain effective working relationships with staff, vendors, churches, committees, organizations, etc.
20. Requires excellent organizational skills; ability to multi-task.
21. Requires professionalism in the workplace to include professional and accurate communication with others.
22. Requires commitment to Christian principles and teachings both professionally and personally.
23. Requires 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. 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.
25. 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.
26. Requires ability to walk, stand and sit, sometimes for prolonged periods of time.
27. Requires sufficient good health to properly discharge duties.

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**CONTACT:**            Human Resources  
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