



TEXAS BAPTISTS®

BAPTIST GENERAL CONVENTION OF TEXAS

OPEN POSITION POSTING

Opening Date: 7/26/2018

Closing Date: Until Filled

Position Title: BSM Director, UTEP

Department/Division: Collegiate Ministry Team (BSM)

Job Type: Regular, Full Time Exempt

Location: El Paso, TX

BASIC FUNCTION:

The Director of BSM will lead in the continued growth and expansion of the Baptist Student Ministry (BSM), working in cooperation with the Department of Spiritual Life at the University of Texas El Paso (UTEP). As the priority religious organization on campus, UTEP BSM will coordinate strategies for student leadership teams, evangelism/discipleship strategy on and off campus, international ministry and Go Now Missions. Additionally, the UTEP BSM Director will actively interact with collegiate churches for cooperation and support.

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 UTEP University alongside Spiritual Life is expected to include but not limited to the following strategies:
- *a. **Student Leadership Strategy**—the development of student led leadership teams with one designed to coordinate all BSM activities
 - *b. **Discipleship/Evangelism Strategy:**
 - 1) Develop an intentional, relational strategy that challenges students in personal spiritual growth and making Disciples through one on one, small group and campus outreach. **Goal:** students reaching students who reach other students.
 - 2) Develop a strategy for HSU of communicating the Gospel to UTEP students. Examples include but are not limited to: Prayer walking, social activities such as retreats, large campus-wide events, Resident hall outreach, personal, sensitive Gospel appointments, Intramurals, Luncheons, training, etc.
 - 3) Implement a strategy to train UTEP students in appropriate methods of clearly sharing the Gospel message on and off campus.

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- 4) Develop and implement a strategy to involve students in Texas BSM's Go Now Missions that will complement UTEP's short-term missions program. Strategy will involve both going and giving. UTEP BSM will also have a minimum of one Spring Break missions trip involving Beach Reach at South Padre Island.
- 5) Participation in planning and strategy with UTEP Spiritual Life.
- *c. **Coordinate the present ministries under the direction of UTEP BSM, working in coordination with the Spiritual Life staff.**
- *d. **Missions**
 - 1) International Ministry
 - 2) Working with appropriate entities to enlist small group outreach in Residence halls.
 - 3) Active participation in Chapel and Welcome week activities. If no welcome week activities initiate BSM involvement and coordination of Welcome Week.
 - 4) Prioritize Texas BSM Go Now Missions as key sending vehicle for HSU students while still supporting students serving in through other entities.
- *e. **Church Life**
 - 1) Develop a strategy that leads students to be involved in local Baptist churches.
 - 2) Consult with collegiate leadership of local churches as appropriate.
 - 3) Pursue relationships with local church staffs aggressively.
 - 4) Will coordinate youth ministry teams in relationship to area churches.
- *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 UTEP approved goals and objectives for the campus to include but not limited to the following:
 - a. Work with the University in budget planning.
 - b. Make regular financial reports to the University supervisor.
 - c. Work within the guidelines of UTEP University.
- *4. Work with the chaplain's office effectively to provide a student ministry 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), minimum one week long mission trips, required staff meetings, student leadership meetings, weekly programs through BSM, personal conferences with students for the purpose of discipleship/leadership development and others deemed necessary by the Collegiate Ministry Team and/or the Chaplain's office. 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.
- *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.

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- *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 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. 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 the ability to articulate and implement a clear vision of spiritual growth and outreach to Baylor students.
3. Require ability to create a BSM community under a unifying vision of sharing Christ on the Baylor campus.
4. Requires strong Biblical communication skills.
5. Requires attendance and support at weekly chapel services and other Spiritual Life meetings.
6. 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).
7. 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.
8. Requires ability to raise funds through alumni and church base contact.
9. Requires ability to work under close supervision and clear expectations, yet exercise independent thinking and initiative, especially during the first three year.
10. Requires knowledge of denominational structure and church programs.
11. Requires ability to maintain confidentiality.
12. 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.
13. 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.
14. 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.
15. Requires ability to plan, administer, and report budgets proficiently.
16. Requires ability to provide strategic and logistical planning and facilitate meetings, conferences, workshops, and retreats as required.
17. Requires knowledge of and commitment to traditional Baptist distinctives.
18. Requires understanding of Scripture and theology and commitment to lifelong study and personal growth.
19. Ability to develop strong, consistent leadership among students.
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.

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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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