



## OPEN POSITION POSTING

Opening Date: 2/14/2017

Closing Date: Until Filled

Position Title: Ministry Assistant, Church Starting

Department/Division: Church Starting Team

Job Type: Regular Full-Time, Non-Exempt

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

**BASIC FUNCTION:** This position assists the Church Starters in an assigned area with all responsibilities and tasks related to accomplishing the work of developing 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. Perform all clerical duties necessary for maintaining good communication with the Starters.
- \*2. Provide administrative support for the Starters to include but not limited to accurate maintenance of record retention systems, filing, and responding to ministry needs from internal and external constituents.
- \*3. Provide effective telecommunications support answering phones, taking messages, routing messages and requests timely and accurately. Accurately identify high priority callers and takes immediate action to inform Starters then properly manage routing of caller and/or messages to the appropriate individual.
- \*4. Produce usable records and process all data in the Starter's areas of responsibility.
- \*5. Prepare auto pay spreadsheets for weekly program support checks for assigned service area to all funded churches upon receipt of New Church Monthly Report.
- \*6. Maintain records of all new church starts; enter all reports into Touch Point regularly and file in new church files.
- \*7. Maintain detailed funding status spreadsheet for all new church funding. Prepare reports for Starters as requested.

**Ministry Assistant, Church Starting**

- \*8. Assist in development and preparation of all Missions Funding Group agenda materials related to Starter's work assignment.
  - \*9. Process monthly program support checks for assigned service area to all funded churches upon receipt of New Church Monthly Report.
  - \*10. Prepare correspondence to include written, verbal, or email as required by the Starter.
  - \*11. Work with co-workers effectively to meet timely objectives established for the successful completion of projects.
  - \*12. Attend meetings and participate in training as requested.
  - \*13. Maintain compliance with Baptist General Convention of Texas policies and procedures. Maintain compliance with all state and federal laws and regulatory requirements.
  - \*14. Perform other duties as required.
- \*Task which is considered to be an essential and primary 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. In-depth understanding of a comprehensive field of knowledge, generally acquired through an earned Associate's degree in related field or equivalent minimum of 2 years proven experience in related field.
2. Active membership in a church supportive of the BGCT during employment.
3. Commitment to Christian principles and teachings both professionally and personally, with an understanding and commitment to Baptist distinctives.
4. Proficient information management skills, to include:
  - a. Proficient client management skills; ability to maintain confidentiality; proficient ability to exhibit detail-oriented skills necessary to understand and manage a wide-range of information from a vast amount of entities; excellent organizational skills; ability to multi-task.
5. Proficient communication and interpersonal skills, to include:
  - a. Proficient ability to speak, read, and write English; ability to speak clearly and make self understood in face to face interactions and to articulate with accuracy on the telephone; ability to hear and receive verbal instructions, answer phones, and proficiently communicate in situations with some background noise.
  - b. Ability to establish and maintain effective working relationships with staff, vendors, churches, committees, organizations, etc.; professionalism in the workplace, to include professional and accurate communication with others.
6. 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.
7. Proficient ability to plan, administer, and report budgets.

8. 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.
9. Establish and maintain effective working relationships with staff, vendors, churches, committees, organizations, etc.
10. Excellent organizational skills; ability to multi-task.
11. Ability to maintain confidentiality.
12. 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.
13. 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.
14. 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.
15. Proficient working knowledge and ability to use various office software including, but not limited to, Microsoft Word, Microsoft Excel, Google email, TouchPoint, Financial Edge, and internet skills.
16. Ability to use up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently to move objects.
17. 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.

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