

HOUSTON'S FIRST BAPTIST CHURCH

Position Assignment:

Job Title: Connection and Missions Associate **Department:** Downtown

Hired By: Min of Campus Development **Reports To:** Min of Campus Development

Campus: Downtown **Status:** Full Time Exempt

Employment Category: IIIB

Summary of Position: Oversee the implementation of Houston's First strategy for Assimilation and Missions ministries.

Purpose: As part of the Downtown staff team, ensure alignment of Assimilation and Missions departments to the mission, vision, strategy and values of Houston's First.

Duties and Responsibilities:

Assimilation

- Oversee and implement pathway for first-time guests, baptism candidates, and prospective members to become church members.
- Work with Grow Team members to develop a pathway of discipleship for those exploring the Christian faith and new Christians.
- Recruit, train and support Connection Team to ensure effective next steps for first-time guests and those interested in salvation, baptism or church membership.
- Recruit, train and support Welcome Team, Reach Team and Parking Team to ensure effective guest and member experience for Sunday gatherings and special events.
- Regularly teach Equip courses related to topics exploring the Christian faith and to disciple new Christians.

Missions

- Oversee implementation of PLACE process, including online assessment, teaching the course, and leading individual coaching to help members discover their spiritual gifts and God-given design to effectively serve in local ministry opportunities at the campus.
- Manage, expand and develop partnerships with domestic and international ministry partners to mobilize members for short-term mission trips.
- Develop and cultivate relationships with local, domestic and international ministry partners for effective missionary care and financial stewardship of support.
- Regularly teach Equip courses related to equipping members to give their lives away in the areas of mobilization and missions.

Other

- Be part of Sunday Worship rotation as stage host and prayer partner.
- As part of Downtown staff team, support and participate in campuswide events and initiatives outside of department area.
- Collaborate with Assimilation & Missions ministry staff from other campuses for churchwide events and initiatives related to department area.
- Support and participate in churchwide events and initiatives for all campuses.

Print Name