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.

Skills Requirements: Select	t all that appl	у			
⊠Language skills (English)		☑Math skills	⊠Reasonin	⊠Reasoning ability	
Computer skills:	⊠Windows	s ⊠Mac	⊠MS Office	⊠MS Outlook	
⊠Administration	D	Service to others	⊠Teacher/	Leader	
☑Good Communication skills		⊠Team builder ⊠Self-disciplined		plined	
⊠Servant leader		☑Decision maker ☑Strong work ethic		ork ethic	
⊠Empathy for ministry partners		⊠Attention to detail			
Education and/or Experi	ence: Selec	t all that apply			
⊠College graduate preferre	ed ⊠Personr	nel Management exp	perience preferred		
⊠Church Staff experience p	oreferred				
Organizational Relations	hips: Re	ports to Minister o	of Campus Develop	<u>oment</u>	
Working Conditions: Sel	ect all that a	pply			
⊠40 hour work week	⊠Addition	nal hours as needed	⊠Occasional o	⊠Occasional off campus activities	
⊠Continuing Education	□Speciali	zed training	⊠Occasional tr	⊠Occasional travel	
Prepared By: Peter Lee		Title: Minister of Campus Development			
Date Prepared or Revised	d: April 9	, 2025			
Signature of preparer:					
I have read and received a cop understood in the past. I furth questions concerning the worl	ner understand	I that I am expected to	work according to thi	s job description. If I have	
Employee Signature			Date		
Print Name					

This job description is not all-inclusive and can be modified verbally and in writing by the position supervisor.