

HOUSTON'S FIRST BAPTIST CHURCH

Position Assignment: Mobilization and HUB Associate

Job Title: Mobilization and HUB Associate **Department:** Mobilization & Students

Hired By: Downtown Minister of Campus Development **Reports To:** Downtown Minister of Campus Development

Location: Downtown

Status: Full Time Exempt

Proposed Employment Category: IIIB

Summary of Position: Oversee the implementation of Houston's First strategy for Mobilization and HUB Ministries.

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

Duties and Responsibilities:

MOBILIZATION:

1. Oversee recruitment, training and support of Welcome Team Leader & team to ensure effective guest and member experience for Sunday gatherings and special events.
2. Develop and implement ongoing local outreach and ministry opportunities for members to meaningfully demonstrate and declare the gospel.
3. Develop and expand prayer ministry so that members can grow in the area of prayer.
4. Oversee and manage implementation of PLACE assessment, class, and coaching to help members discover their spiritual gifts and God-given design to effectively serve in ministry.
5. Partner and build relationships with outside organizations to create ministry opportunities for members.
6. Be available in lobby on Sundays to answer questions at Welcome Center.
7. Be available as main point person to minister to homeless guests seeking assistance.
8. Oversee recruitment, training and support for Prayer Team and weekly morning prayer meeting.
9. Collaborate with Downtown staff team for prayer initiatives and events.

HUB:

10. Develop and execute Life Bible Study and MidLink programs, including selecting or developing biblical and relevant curricula, and overseeing their proper use within each ministry area.
11. Recruit, interview, and train all prospective staff and volunteers to ensure all programming is run safely and effectively. Provide ongoing support, communication, encouragement, and training for staff and volunteers.
12. Oversee strict adherence to HFBC policies and procedures regarding children's safety, including review of building safety standards and ensuring the CYSNA Process is implemented for all HUB ministry staff and volunteers.
13. Ensure that all HUB ministry staff and volunteers are equipped to share the gospel in practical and age-appropriate ways with middle and high school students.
14. Plan and lead the implementation of special or seasonal HUB initiatives such as Rush Week, Camp Rush, etc.
15. Plan and lead the implementation of equipping students to share the gospel through age-appropriate evangelism training.
16. Equip parents on relevant topics to be the primary disciple leader of their children via resources, offering classes/workshops, etc.
17. Continually growing in knowledge, current practices, trends, etc. to effectively reach and minister to current middle and high school students.

OTHER:

- 18. Be part of Sunday Worship rotation as stage host and/or prayer partner.
- 19. As part of Downtown staff team, support and participate in campuswide events and initiatives outside of department area.
- 20. Collaborate with HUB & Mobilization ministry staff from other campuses for churchwide events and initiatives related to department area.
- 21. Support and participate in churchwide events and initiatives for all campuses.
- 22. Other duties as assigned by Campus Pastor and Minister of Campus Development.

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

Skills Requirements: Select all that apply

Language skills (English) Math skills Reasoning ability

PC skills: Windows Mac MS Office MS Outlook MS Excel

Administration Service to others Teacher/Leader Good Communication skills

Team builder Self-disciplined Servant leader Decision maker Strong work ethic

Empathy for ministry partners Attention to detail

Education and/or Experience: Select all that apply

College graduate preferred Personnel Management experience preferred

Church Staff experience preferred Administrative Experience

Organizational Relationships: Reports to: Downtown Minister of Campus Development

Working Conditions: Select all that apply

40 hour work week Additional hours as needed Occasional off campus activities

Continuing Education Specialized training Occasional travel

Prepared By: Peter Lee **Title:** Downtown Minister of Campus Development

Date Prepared or Revised: February 21, 2023

Signature of preparer: _____

I have read and received a copy of my job description. I understand this document overrides anything I have understood in the past. I further understand that I am expected to work according to this job description. If I have questions concerning the work and what is expected of me, I will speak to my direct supervisor.

Employee Signature

Date

Print Name