

# HOUSTON'S FIRST BAPTIST CHURCH

## Position Assignment:

**Job Title:** Legacy 685 Associate

**Department:** Missions

**Hired By:** Clark Reynolds, Toni Steere

**Reports To:** Toni Steere

**Campus:** Loop

**Status:** Full-Time Exempt

**Employment Category:** IIIB

**Summary of Position:** The Legacy 68:5 Associate, together with the Director and Legacy 68:5 lay leadership team, is responsible for the execution of all initiatives related to Orphan Care at Houston's First Baptist Church. The Legacy 685 Associate should have a deep understanding of the complexities that comprise the global perspective on institutionalization and the complexities of caring for children in orphanages. Legacy 68:5 is unique as it functions largely utilizing lay leadership, the OVC Associate will play a crucial role in leading and investing in the Orphan and Vulnerable Child Care Team.

**Purpose:** The Legacy 68:5 OVC Associate will intentionally build relationships with current and future HFBC OVC Partners here and around the world to gain a deeper understanding of the realities facing global communities in order to provide the most the deepest support and the most relevant, compassionate, Biblical resources available.

## Duties and Responsibilities:

- Pray for Legacy 68:5 and all OVC partners on an ongoing basis.
- Create biblically based material to engage members in caring well for the vulnerable by utilizing OVC Essential Practices.
- Lead Legacy 68:5 OVC Initiatives by utilizing the existing Lay Structure to execute the overall vision.
- Cultivate leadership and mobilize HFBC members to connect with OVC partners on the field in collaboration with Missions.
  - Screen all mission trip participants
  - Provide 6-week training
  - Cultivate leadership
- Recruit and Develop the OVC Care Team.
- Provide Leadership and Oversight to the Orphaned and Vulnerable Children Team
  - Vetting New Partners (local and global)
  - Presenting Recommendations to the Missions Council (monthly)
  - Cultivating Relationship with Partners (local and global)

- Visit organizations serving Orphaned and Vulnerable Children and families, this requires traveling to regions where we have relationship including Africa, Europe and Southeast Asia. (Quarterly travel expected)
- Organize annual gala schedule, mobilizing OVC Care Team and Missions Team to attend and support current partners.
- Develop and maintain the OVC Partner Portal in collaboration with Missions.
- Utilize current training modalities to encourage, train and mobilize partners to raise the standard of care for children institutionalized globally. (CAFO Trainings, Trauma Competent, TBRI, etc)
- Provide annual Milestone 6-week Class (minimum 1 class per year) to raise awareness at HFBC about the plight of the orphan globally. (All In, Care Reform, Global Trends etc.)
- Participate actively in social media posts and strategic opportunities across all campuses to raise awareness on all OVC initiatives.
- Check and respond to emails promptly regarding partner needs and or potential partner opportunities.
- Maintain and reconcile monthly financials related to OVC initiatives (Nexonia & Intacct).
- Maintain healthy relationships with CAFO, Lifesong for Orphans, Show Hope, Tapestry and other national & international organizations
- Attend Annual Conferences (CAFO, Tapestry, Empowered to Connect, etc)
- Attend Missions Team Meetings (weekly), Legacy 68:5 Team Meetings (bi-monthly), Missions Council (monthly)
- Other duties as assigned.

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

☒ Math skills

☒ Reasoning ability

Computer skills:

☒ Windows

☒ Mac

☒ MS Office

☐ MS Outlook

☐ Other: [Click here to enter text.](#)

☒ 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

☐ Other: [Click here to enter text.](#)

**Education and/or Experience:** Select all that apply

☒ College graduate preferred

☒ Administrative Experience

☐ Personnel Management

☒ Church Staff experience preferred

☒ Other: Trust Based Parent Educator, Empowered to Connect Trainer, Trauma Competent Caregiver Trainer, Preferred personal experience in the field (foster parent, adoptive parent or orphan care provider)

**Organizational Relationships:** Reports to Toni Steere – Legacy 685 Director

**Working Conditions:** Select all that apply

☒ 40 hour work week

☒ Additional hours as needed

☒ Occasional off campus activities

☒ Continuing Education

☒ Specialized training

☒ Occasional travel

☐ Other: Click here to enter text.

**Prepared By:** Toni Steere

**Title:** Director, Legacy 685

**Date Prepared or Revised:** February 13, 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