

HOUSTON'S FIRST BAPTIST CHURCH

Position Assignment:

Job Title: Missionary Care Administrative Assistant **Department:** Missions/Missionary Care

Hired By: Mission's Pastor **Reports To:** Missionary Care Director

Campus: Loop **Status:** Full-Time

Employment Category: IV

Summary of Position: Under the guidance of the Missionary Care Director, the Missionary Care Administrative Assistant assists the GO Global Care Ministry at Houston's First Baptist Church (HFBC) and its Missionary Partnerships. This role collaborates with the lay leadership team called the Missionary Care Team consisting of licensed counselors, business executives, and returned global workers.

Purpose: To provide assistance to the GO Global Care Ministry at Houston's First Baptist Church and their 85+ global worker family units.

Primary Roles in the Mission's Office:

- Overall, assist the Director with everything that entails missionary care at HFBC.
- Managing financial assistances for over 100 full time HFBC supported missionaries through renewal and onboarding processes for current and new HFBC missionary partners.
- Assist the Director in any partner interviews for financial support.
- Create system to communicate supported missionary prayer needs to the Prayer Team.
- Support for domestic and international missionary care trips.
- Provide some pastoral care for missionary partners and connecting them with other resources at HFBC. Be available to provide pastoral care for walk-ins if needed.
- In collaboration with the Missionary Care Team, help manage the Missionary Care Contacts.
- In collaboration with the Missionary Care Team, help manage Missionary Care Volunteers.
- Help with all marketing and communications for the GO Global Care Ministry.

Financial Assistances | HFBC Missionary Partners

Financial assistances include managing both the onboarding and renewal processes of distributing funds to Missionary Partners.

- **Onboarding** – Potential applicants approaching HFBC for support are sent documents outlining support processes and requirements. Applicants are asked to complete an on-line application and provide information that allows vetting and evaluation.
- **Renewal** – Existing partnerships are re-evaluated on an annual basis. Evaluating the personal care and health of missionaries, changes in their ministry direction, identifying care needs, and re-evaluating financial support levels.

Missionary Care Trips | Local & International

For the purposes of maintaining an atmosphere of retention and minimizing attrition rates among missionary partners, the Missionary Care Staff is committed to providing three main elements of care during Care Trips: Prayer and Worship, Debriefing, and Child Care.

Each area of care trips is supported by the Missionary Care Administrative Assistant and is approved by the Missionary Care Director.

- International Care Trips – This service package allows the Missionary Care Staff and Team to provide intentional care and support to existing organizational partners, team conferences, and retreats. These trips also provide HFBC the opportunity to pioneer new relationships with global networks and ministry initiatives.
- Annual Local Retreats – Every fall HFBC missionary partners are invited to a local Missionary Care Retreat. This retreat is a planned time of decompression, fellowship, prayer, and renewal for returned missionaries – whether they are on short-term furlough or long-term home assignment. This is a cooperative effort between the JPM Counseling Center, the Missions Department, and the Missionary Care Team.
- Member Care Trips – HFBC is committed to providing excellent care and support to its missionary partners. Member Care trips serve the purpose of keeping HFBC missionary partners emotionally and spiritually healthy on the field especially after traumatic events. Member Care trips foster encouragement, connection, and help prevent isolation, depression, conflict, and burn out.

Marketing | Communications

Foster collaborative working relationships for marketing and communication projects with Creative Services and Production. Assist the Director in the creation of key videos, web pages, and marketing pieces to promote Missionary Care Opportunities to HFBC members. These include:

- Email Marketing Campaigns – send out consistent emails through a platform called MailChimp. Communicate ministry direction, updates, service opportunities, etc. directly to our missionary partners, HFBC Give Leaders, and volunteers.
- Communication with missionary partners – respond to newsletters, send out consistent email communications, video calls, and regularly checking in whenever there is a significant world event happening in/near their location.
- Website & Social Media – Promote Missionary Care and creating awareness. Maintain website communications, updates, and events. Communicate ministry updates and highlights on Social Media platforms.
- Videos – Assist in the conceptual creation of promotional videos to be used during Sunday Services, Lunch & Learns, on Social Media, and for other promotional opportunities.
- Event Flyers – Creation of flyers and online invitations to events, retreats, and serving opportunities.
- Other marketing/communication duties as assigned.

Missionary Partners | Programs

- Missionary Care Contact Program – Work in collaboration with the Missionary Care Team, to coordinate individuals and small groups to ‘adopt’ missionaries supported by HFBC. The goal is to provide encouragement, prayer, and a direct link to our local church family. These “Missionary Care Contacts” are individuals, couples, and families who commit to establishing and maintaining a relationship with a missionary or missionary family for at least one year. Create vetting and training processes in conjunction with the Missionary Care Team.
- Missionary Care Team – Participate in the Missionary Care Team (MCT) at HFBC. This is a loving community of support for our missionaries while they are abroad or at home. The MCT seeks to

ensure consistent communication and connection with missionaries while they are serving in their host countries. For returned missionaries, we want to provide a safe place for fellowship, life assistance and opportunities for them to share their skill and experience for the benefit of the body of Christ. Wherever God has placed them, we recognize and appreciate their service and sacrifice in bringing the gospel message to the world.

- Missionary Prayer Team – We desire to be a church that prays, especially for the lost peoples of this world. In this ministry we invite lay leaders and volunteers directly into the work of missionaries through prayer. We desire to pray for every prayer request that comes to us through newsletters and direct communications. The Prayer Team commits to praying over each prayer request on each received newsletter. The Missionary Care Administrative Assistant organizes communication of prayer needs, leadership and vision to the Missionary Prayer Team praying over the 300+ prayer requests each month.
- Missionary Volunteer Team – Steward and mobilize 40+ Missionary Care volunteers through 10 areas of service. This includes vetting, training, processing background checks, conducting personal interviews (if necessary), and completing child safety applications for all volunteers. For volunteers that work with missionaries in high-risk countries there will be additional privacy, safety, and security training.
- Miscellaneous Events– Throughout the year, GO Global Care has multiple events. The Missionary Care Administrative Assistant will assist in communication of the events, set up, recruiting volunteers, etc.

Administration | Support Services

Expenses:

- Manage HFBC credit card balance/Reconcile discrepancies.
- Mileage Reimbursements.
- Vendor Additions/Payments.
- Honorariums/Guest Speaker payments.
- Archive financial records; hard copies or digital copies.

Room Reservations/Setups & Event Registrations:

- Reserve Rooms for events on eSpace website.
- Hunt Retreat Reservations.
- Create room setup on Social Tables website.
- Communicate confirmation and setup to Facilities/Housekeeping.

HFBC Walk-ins:

- Conversations, Spiritual Guidance, Prayer.
- Build Rapport, Lead by example, Live above Reproach.
- Acts of sacrifice and service.
 - Availability; phone, text, email.

General Office:

- Respond to phone calls, voicemails, emails and mail.
- Maintain Missionary Care database(s) via Rock.
- Produce reports and inter office communications.
- Process communications for ministry partnership requests.
- Maintain ministry/office supply levels.
- Maintain/Organize/Clean storage rooms.
- Track loaned & returned ministry items.
- Duties as assigned.

Special Projects/Areas of Assistance:

- Attend monthly Mission Council Meetings.

- Attend Missions Team and Missionary Care Team Meetings.
- World Mission Offering – Setup and event assistance.
- Make It Your Church Orientation – Setup and event assistance.
- Volunteers – Facilitating HFBC members and volunteer positions.
- Special Projects (ex: Disaster Relief, etc.).

Church Involvement:

- Foster organizational partnerships.
- LBS Class involvement.
- Volunteer opportunities.

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

- | | | |
|---|---|---|
| <input checked="" type="checkbox"/> Language skills | <input checked="" type="checkbox"/> Math skills | <input checked="" type="checkbox"/> Reasoning ability |
| Computer skills: | <input checked="" type="checkbox"/> Windows | <input checked="" type="checkbox"/> Mac |
| | <input checked="" type="checkbox"/> MS Office | <input checked="" type="checkbox"/> MS Outlook |
| <input checked="" type="checkbox"/> Administration | <input checked="" type="checkbox"/> Service to others | <input type="checkbox"/> Teacher/Leader |
| <input checked="" type="checkbox"/> Good Communication skills | <input checked="" type="checkbox"/> Team builder | <input checked="" type="checkbox"/> Self-disciplined |
| <input checked="" type="checkbox"/> Servant leader | <input checked="" type="checkbox"/> Decision maker | <input checked="" type="checkbox"/> Strong work ethic |
| <input checked="" type="checkbox"/> Empathy for ministry partners | <input checked="" type="checkbox"/> Attention to detail | |

Education and/or Experience: Select all that apply

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|--|---|---|
| <input checked="" type="checkbox"/> College graduate preferred | <input checked="" type="checkbox"/> Administrative Experience | <input type="checkbox"/> Personnel Management |
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Working Conditions: Select all that apply

- | | | |
|--|--|--|
| <input checked="" type="checkbox"/> 40-hour work week | <input checked="" type="checkbox"/> Additional hours as needed | <input checked="" type="checkbox"/> Occasional off campus activities |
| <input checked="" type="checkbox"/> Continuing Education | <input type="checkbox"/> Specialized training | <input type="checkbox"/> Occasional travel |

Prepared By: Kelsey Engel

Title: Missionary Care Director

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