

HOUSTON'S FIRST BAPTIST CHURCH

Position Assignment:

Job Title: Minister of Discipleship

Recruited By: Malcolm Marshall, Campus Pastor **Reports To:** Campus Pastor

Location: Sienna

Status: Full Time Exempt

Proposed Employment Category: IIA

Summary of Position: This role oversees the local outreach and global mission efforts of the Sienna Campus, creates, and implements a men's ministry strategy and leads and coordinates member care. In addition, at the discretion of the Campus Pastor ministerial staff will facilitate and conduct functions such as funerals, weddings, baptisms and occasionally preach.

Purpose: To provide excellent leadership and direction to three critical ministries at the Sienna campus.

Duties and Responsibilities:

Men's Ministry

- Coordinate regularly scheduled Men's Bible studies
- Plan and promote all details of the annual Men's Retreat
- Develop and facilitate men's discipleship and discipleship strategies
- Serve as the lead staff liaison for Men Serve
- Multiply healthy Men's Ministry Leaders
- Oversee and facilitate the current prison ministry

Member Care

- Coordinate pastoral care team and schedule
- Serve as the lead ministerial presence for pastoral care
- Ensure that every member receives excellent pastoral care

Missions Mobilization

- Act as the primary catalyst for training, equipping, and mobilizing the members of HFBC to live out the Great Commission
- Create and develop a culture of mobilization for the Sienna church family in giving their lives away locally, nationally and internationally
- Develop local evangelism strategies, train members in effective types of evangelism and provide opportunities for them to put these skills into practice-locally

- Plan and Coordinate local outreach strategies, events, and mission projects, including Go Houston
- Collaborate with HFBC staff and ministry leaders to develop short term trips that align with HFBC’s missions and mobilization strategy and mission partner needs
- Lead occasional mission trips, domestic and foreign

Sienna Staff Responsibilities:

- Works with the Campus Pastor and finance department to develop the annual operating budget and provide quarterly reviews of those expenditures
- Maintain receipts and expenditures to be reconciled monthly and be prepared to discuss budget items as requested
- Attend the weekly Sienna staff meetings, monthly huddle, Deacon meeting and the quarterly Make It Your Church Orientation
- Serve on call as needed

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 |
| PC skills: <input checked="" type="checkbox"/> Windows | <input checked="" type="checkbox"/> MS Office | <input checked="" type="checkbox"/> MS Outlook |
| <input checked="" type="checkbox"/> MS Excel | <input checked="" type="checkbox"/> Administration | <input checked="" type="checkbox"/> Service to others |
| <input checked="" 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

- | | | |
|---|--|---|
| <input checked="" type="checkbox"/> College graduate preferred | <input type="checkbox"/> Administrative Experience | <input type="checkbox"/> Personnel Management |
| <input checked="" type="checkbox"/> Church Staff experience preferred | <input type="checkbox"/> Other: | |

Organizational Relationships: Reports to Campus Pastor and assists Minister of Campus Development when/where needed.

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 |
|---|--|--|

Continuing Education

Specialized training

Occasional travel

Prepared By: Matthew Savage

Title: Minister of Campus Development

Date Prepared or Revised: February 28, 2024

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