HOUSTON'S FIRST BAPTIST CHURCH

Position Assignment:

Proposed Job Title: Legacy 68:5 Min Coordinator **Department:** Legacy 68:5

Recruited By: Associate Director of Legacy 68:5 **Reports To:** Associate Director of Legacy 68:5

Location: Sienna Campus **Status:** Part Time

Proposed Employment Category: V

Summary of Position: The Legacy 68:5 Ministry Coordinator helps steward relationship with the foster, adoptive, and kinship families connected to the Sienna campus through Legacy 68:5's Connect, Equip, and Sustain framework, carrying the vision and leadership of the Director of Legacy 68:5 into the daily life of the campus. The role carries three areas of stewardship: the families themselves, the Pathmakers who serve them, and the campus staff relationships that bring families into the full life of the church. The weight of this role is relational connections with families, informal gatherings, and consistent personal follow-up.

Purpose: To give foster, adoptive, and kinship families at the Sienna campus a consistent, Christ-centered relational presence that connects them to community, equips them with trauma-informed support, and sustains them through practical care.

Duties and Responsibilities:

- Serve as a steady relational presence for foster, adoptive, and kinship families at the Sienna campus of Houston's First
- Provide Christ-centered relational shepherding through placement, transition, and ongoing needs, working alongside the Associate Director
- Prepare for and assist in hosting the campus's gatherings for foster, adoptive, and kinship families, including Moms of the Heart, and sustain additional opportunities that build relationships among families
- Represent Legacy 68:5 at Sienna campus-wide events for both recruitment and mobilization as scheduled
- Maintain the ministry's regular communication and follow-up rhythm through the Family Portal — sharing upcoming opportunities, responding to inquiries and interest forms, and following up with families who have not responded or who missed a gathering
- Assist in building family pathways for those in need of services, follow up on a consistent cadence, and log summaries in the Family Portal
- Connect families to ongoing resources offered by Legacy 68:5 through online, social media, and equipping courses
- Work alongside the Associate Director to refer families to counseling and clinical services, beginning with The Oaks and utilizing vetted community providers
- Recruit and onboard new Pathmakers in partnership with the Associate Director, and coordinate the campus's Pathmaker team
- Train with the Safeguarding team, attending ongoing, required in-person trainings, to serve as an additional screener for Legacy 68:5 Pathmaker candidates
- Be present and actively participate in the life of the Sienna campus, including worship, staff meetings, and serving opportunities, in coordination with the Associate Director and Executive Pastor
- Serves as a collaborative partner on broader Legacy 68:5 ministry efforts, supporting periodic projects across campuses and at The Oaks with a hands-on approach and a commitment to learning alongside team members.
- Execute the administrative needs of campus programming and events, including room reservations, ordering supplies, catering and food orders, setups, etc.

- Manage and organize registrations and forms for Legacy 68:5 events and programs, ensuring accuracy and timely follow-up
- Collect, manage, and submit funds for events and programs, maintaining accurate financial records
- Engage in ongoing learning and application of ministry best practices, including trauma-informed care and relational shepherding strategies for foster, adoptive, and kinship families.
- Participate in ongoing team learning, including assigned books, courses, and shared study

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

PC skills: ☐Windows ☒MS Office ☒MS Outlook ☒MS Excel

☒Other: Canva, Claude / AI tools (or willingness to learn).

☒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 ☐Administrative Experience ☐Personnel Management

☐Church Staff experience preferred

☒Other: Experience working with vulnerable children or families (education, social work, child welfare, or ministry.); trauma-informed training preferred or willingness to pursue.

Organizational Relationships: Reports to Associate Director of Legacy 68:5

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: Howard Solis **Title:** Associate Director of Legacy 68:5

Date Prepared or Revised: October 22, 2026

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