

HOUSTON'S FIRST BAPTIST CHURCH

Position Assignment:

Proposed Job Title: Minister of Discipleship

Department: Sienna

Recruited By: Matthew Savage

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, plans and oversees adult discipleship including Wednesday nights 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: Men's Ministry, Pastoral Care and local & international Missions.

Duties and Responsibilities:

Ministry Leadership

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.
- Plan and coordinate Wednesday night Adult Discipleship Classes

Member Care

- Coordinate pastoral care team and schedule.
- Serve as the lead ministerial presence for pastoral care at the Sienna campus.
- Ensure that every member receives excellent pastoral care.
- Train the church body to care for one another in effective ways.

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 mission's convictions, 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.
- 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

Language skills Math skills Reasoning ability

PC skills: Windows MS Office MS Outlook MS Excel

Other:

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:

Education and/or Experience: Select all that apply

- College graduate preferred Administrative Experience Personnel Management
 Church Staff experience preferred Other:

Organizational Relationships: Reports to Campus Pastor

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:

Prepared By: Matthew Savage

Title: Minister of Campus Development

Date Prepared or Revised: March 9, 2025

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