

WE ARE HIRING

JOIN OUR TEAM!



cba COLLIN BAPTIST
ASSOCIATION

FULL-TIME MINISTRY ASSISTANT

- Serve with and support a full and part-time staff team
- Coordinate meetings and ministry with partner churches
- Manage daily office operations and association calendar
- Provide support for strategic priorities in serving churches

APPLY



Send your resume, cover letter,
including your conversion story to:
apply@collinbaptist.com

www.collinbaptist.com

Ministry Assistant

Collin Baptist Association



MAIN PURPOSE OF THE JOB:

The Ministry Assistant supports the Executive Director (EXEC) in driving the development of the Collin Baptist Association's (CBA) vision, strategy, and long-term strategic priorities to serve churches. Additionally, the Ministry Assistant is responsible for administering the tasks and functions of the CBA office in concert with the daily service practices of the CBA Boards and CBA staff, including, but not limited to -- office management, bookkeeping, CBA calendar and events updates, telephone services, publications, social media, and correspondence.

MAIN DUTIES AND KEY RESPONSIBILITIES:

- Play a key role in helping execute CBA strategic plans, meetings, events, and projects to serve churches.
- Provide support to the EXEC in the area of risk assessment/mitigation (insurance, laws, policies, procedures).
- Structure and facilitate cross-functional teams in the delivery of strategic projects for our partnership ministries.

GENERAL TASKS:

- Support the EXEC in providing administrative and financial reports as necessary or assigned.
- Ensure confidentiality of all sensitive information.
- Maintain regular office hours (per operations manual).
- Present a welcoming and helpful presence to all who post on social media, call, text, e-mail, or visit.
- Provide administrative leadership for the CBA office in the absence of the EXEC.
- Receive, screen, and route incoming calls. Take appropriate action and/or messages.
- Sort and route incoming mail and email.
- Copy incoming checks and invoices and make deposits as needed for the financial services.
- Prepare and mail association mailings and/or distribute e-newsletters as needed.
- Develop and maintain an association database of members, donors, visitors, and friends.

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GENERAL TASKS (continued):

- Record attendance at meetings, prepare letters and note absence patterns for follow-up.
- Routinely ensures the CBA website is maintained and updated under the direction of the EXEC.
- Maintain the association activity calendar and coordinate the facility use calendar.
- Assist EXEC with event coordination and execution. This will require occasional weekend/after-hours work, about 4 times per year. Compensatory time off is provided.
- Maintain and administer the EXEC Appointment calendar to include setting appointments.
- Coordinate, supervise, recruit, and assist office staff and volunteers as needed.
- Purchase and maintain office supplies and coordinate the maintenance of office equipment.
- Evidence a manner of life consistent with the Christian faith held by the CBA statement of faith.
- Perform other duties as assigned.

QUALIFICATIONS:

- Must exemplify the Christian faith and lifestyle through active church membership, and have a desire to serve God by serving CBA, CBA member churches, and the Collin County community.
- Corporate strategy experience, combined with relevant ministry and administrative experience.
- Good blend of analytical skills, strategic thinking, planning, and implementation.
- Excellent oral and written communication skills.
- Skilled in these areas: social, hospitality, people motivation, development, and management.
- Demonstrable computer skills. Required proficiency in Microsoft Office 365 suite (Word, Outlook, PPT, Excel, etc.). Working knowledge of QuickBooks is desirable. Familiarity with cloud computing desired.
- Ability and desire to learn new skills and gain new responsibilities.
- A team player who desires to work hard and serve churches together for God's glory.

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MISSION

Collin Baptist Association is a network of Great Commission-minded Southern Baptist churches connect, collaborate and engage in the work of the Gospel of Jesus Christ in Collin County and beyond.

VISION

We live for the day when every girl, boy, woman and man in Collin County experiences a living witness to the Gospel of Jesus Christ.

COOPERATIVE RELATIONSHIPS

Collin Baptist Association is an autonomous body in voluntary relationships with the Southern Baptist Convention, The Baptist General Convention of Texas, The Southern Baptists of Texas Convention and other entities that would help the association accomplish its mission.

CORE VALUE #1: Working Together MISSIONALLY

PEOPLE: We value people as they are and seek to meet them at their point of need. We acknowledge their uniqueness and diversity and seek to create an association of genuine inclusiveness where grace abounds in the context of biblical authority.

RELATIONSHIPS: It is through relationships, individual and corporate, that we are most effective in achieving our vision statement. These relationships will provide networks where information and resources can be utilized and shared by our individually autonomous churches.

RESULTS: We expect to get His things done, His way. This will require us to be relevant, timely, and to meet or exceed expectations.

HERITAGE: Heritage is our counterbalance to innovation. Awareness and understanding of our Christian and Baptist history will help us to retain the good of the past as we move into the future.

INNOVATION: We believe innovation is necessary to reach our world with the gospel message of Christ. We value creativity, flexibility, and change as a means of assisting and leading churches in accomplishing their biblical functions.

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CORE VALUE #2: Serving Together COOPERATIVELY

COOPERATION: We believe, in order to reach Collin County and the world in building the Kingdom of Christ, it is necessary for there to be cooperation between churches, staffs, and members. This requires an environment where relationships of support and trust are developed and an understanding that the mission will not be accomplished without interdependence.

KINGDOM MENTALITY: We will challenge churches and leaders to exercise the mind of Christ, particularly in regard to evangelism and missions, in all of Collin County and beyond.

EXCELLENCE: We will continually evaluate the who, when, what, where, why, and how of the things we do and seek to achieve them with the highest standards.

CORE VALUE #3: Standing Together DOCTRINALLY

REVELATION OF GOD: By His Spirit and through His Word, God reveals Himself to us. Our desire is to seek where He is active and to join Him in that activity so that His vision becomes our vision and we find ourselves in harmony with His will.

ACCOUNTABILITY: We are accountable first to God and then to member churches and to ourselves and must continually seek ways to satisfy this responsibility.

CORE VALUE #4: Cooperating Together FINANCIALLY

STEWARDSHIP: Stewardship is our accountability in the areas of time, talent, money, and other resources in order to function effectively and efficiently. We must regularly evaluate all we do by the standards of Christ and his Word.

Collin Baptist Association is comprised of 114 churches of various sizes in Collin County (one of the fastest-growing counties in Texas) that partner together to reach and make disciples of Jesus Christ the one million plus diverse people who reside in Collin County.