

HOUSTON'S FIRST BAPTIST CHURCH

Position Assignment:

Proposed Job Title: Minister of Missions and Connection **Department:** Missions/GIVE

Recruited By: Minister of Campus Development **Reports To:** Minister of Campus Development

Location: Sienna **Status:** Full Time Exempt

Proposed Employment Category: IIA

Summary of Position: The Minister of Missions and Connection is responsible for creating and developing a culture of mobilization for the Sienna Campus in leading our church family to give their lives away locally, nationally and internationally. The goal is to equip and mobilize each member to live out the Great Commission. The Minister of Missions and Connection will plan and oversee all local outreach efforts and mission trips. In addition, at the discretion of the Campus Pastor, ministerial staff will facilitate and conduct functions such as funerals, weddings, baptisms and occasionally preach.

Duties and Responsibilities:

Missions

- Coordinate and oversee all of Houston's First Sienna's Missions and Mobilization Ministry.
- 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.
- Develop and maintain missionary relationships.
- Serve as the Sienna Campus representative and Liaison to the Missions Office at the Loop.
- Ensure all mission trips are executed in a Godly, Effective and Excellent manner. Maintain, oversee and lead mission trips as well as create and implement new national and international mission trip opportunities.
- Equip the church to serve effectively on mission.
- Develop, visit, learn from, minister and encourage our mission partners.

Local Outreach

- Coordinate and oversee all of Houston's First Sienna's local evangelism and outreach efforts.
- Act as the primary catalyst for training, equipping, and mobilizing the members of HFBC to live out the Great Commission.
- Develop local evangelism strategies, train members in effective types of evangelism and provide opportunities for them to put these skills into practice locally.
- Strengthen ongoing relationships with local church plants, especially those who gather on our campus.
- Build and oversee a Spanish Life Bible Study class with the goal of launching a Spanish speaking service at our campus.
- Build and maintain relationships with local ministry partners in part through quarterly visits.

- Create, develop and oversee outreach opportunities for meaningful gospel engagement, including but not limited to:
 - Light the Night
 - Easter and Christmas
 - Sienna Serves
 - ESL
 - Launch an ESL program and grow it towards certification as a recognized program in the Sienna and Missouri City community.

Connection and Assimilation

- Follow up with guests and walk them through a process of assimilation and membership.
- Create clear pathways from first time guest to engaged member.
- Prepare baptism candidates for baptism.
- Coordinate social for guest engagement, i.e. Meet and Greets
- Plan and coordinate Make It Your Church meetings

Sienna Staff Responsibilities:

- Works with the Minister of Campus Development 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, Deacons 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

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

Education and/or Experience: Select all that apply

College graduate preferred Administrative Experience Personnel Management

Church Staff experience preferred Other:

Organizational Relationships: Reports to Minister of Campus Development

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: Matthew Savage

Title: Minister of Campus Development

Date Prepared or Revised: April 28, 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