



## HAWAII BAPTIST ACADEMY JOB DESCRIPTION

**JOB/POSITION TITLE:** Christian Ministries Coordinator    **OFFICE:** Christian Ministries (9-12)  
**CAMPUS:** Sagert High School

**REPORTS TO:** Director of Faith Integration    **STATUS:** 10 month (exempt)

### PRIMARY PURPOSE:

To assist with the development, plan and implementation of all activities and programs at the high school campus related to the spiritual development and growth of student, parents, faculty, and staff.

### ESSENTIAL DUTIES/FUNCTIONS:

- Structure a Christian Ministries program which will provide each student, teacher and staff on the high school campus the opportunity to respond to the love of God as revealed to us in His Son, Jesus Christ.
- In coordination with the MS/HS campus principals and the Christian Ministries Advisory Team (CMAT), the Coordinator shall plan and execute activities and programs related to spiritual development and growth of students, teachers and staff on the high school campus. (i.e. chapels, camps, Christian Emphasis Week (CEW), Ministry Team, etc.)
- Plan and execute activities and programs related to 9-12 spiritual development and growth of students, parents, teachers and staff (i.e. All-School Chapels, Mainland Advisory Council Week, Focus, Refocus, etc.) with the support and collaboration of Senior Administrators (President, Principals, Directors of HR and Finance), Christian Ministries Coordinators, CMAT, and other designated campus advisory teams.
- Develop and implement ministries, activities and programs so students will be challenged to love God; be grounded in their knowledge of God's word; and encouraged to develop and practice spiritual disciplines of the Christian life.
- Attend regularly scheduled and special meetings.
- Assist in creating and implementing educational goals that will foster biblical integration in academic curriculum and programs.

### OTHER DUTIES/FUNCTIONS:

- Learn and use common school verbiage and practices (9-12 Themes, Expected Schoolwide Learning Results – (ESLRs, Learning Targets, etc.)
- Assist in designing and evaluating curriculum models for faith integration.
- Other duties as assigned.

**CORE COMPETENCIES REQUIRED OF ALL EMPLOYEES OF HBA:** An employee of HBA must demonstrate the following core competencies:

- Christ-like Conduct. Imitate the life of Jesus Christ and take on his behavior, mindset, choices, and character, and apply it to everyday life. Exhibit love, humility, compassion, and servanthood, and allow God the opportunity to work in us and to manifest His Glory within us.
- Passion for Our Calling. Respond to God's passion in our hearts to complete the things He calls us to do. Acknowledge that passion encompasses more than the work, it taps into one's whole life purpose. Reward of wages and prestige are peripheral to using the God-given gifts and

talents to have an effect on the greater good and an impact beyond oneself. Yield passionately to God's calling to live a life full of joy, satisfaction, and true fulfillment.

- Teamwork. Promotes teamwork through building consensus to develop mutual trust, respect, and commonality of goals. Supports team decisions, collaborates with others to develop team solutions, builds consensus, and resolves conflict.
- Customer Focus. Organizes and prioritizes resources to focus on and exceed customer expectations. Make it "easy to do business with" HBA. Demonstrate understanding, helpfulness, sensitivity, and a concern of the needs and feelings of external and internal customers.
- Effective Communication. Listens carefully to feedback and others' views and asks clarifying questions to confirm understanding. Clearly states views and opinions. Actively takes responsibility to ensure there is mutual understanding in all viewpoints and communication. Effectively adapts oral and written communication to the needs and interests of the target audience. Openly shares information in a timely manner with others who need that information.
- Results Orientation. Can be counted on to achieve assigned or promised results in a timely manner by utilizing resources effectively. Clarifies expectations and measurements of performance. Seeks guidance or other resources needed. Takes personal ownership for results by holding self and others accountable for results. Shows strong desire and drive for success by identifying and overcoming obstacles. Demonstrates a sense of urgency and is persistent in using extra effort to achieve results. Focuses efforts on, and strives to attain, results that are important to the mission of HBA and specific department goals.
- Practical Thinking and Decision-Making. Identifies, defines, and focuses on specific problems or issues. Determines information needs; collects, analyzes, interprets, and develops it for use in making decisions. Makes timely and appropriate decisions driven by the information, the needs of the organization, and the need for innovation and creativity to accomplish assigned tasks.
- Continuous Improvement. Strives to continually improve one's own job performance and to better the work environment, work quality, results, and how the work is done. Accepts both the need for and positive potential of change in the workplace. Willing to take managed risk to test approaches that may better satisfy a customer's needs or to meet HBA's needs and goals. Develops alternative and imaginative solutions and approaches to problems. Actively looks for opportunities to redesign and improve work methods and makes changes to improve operating efficiency and quality of output.
- Supporting and Leading Change. Participates in all aspects of both the organizational and process oriented change cycles to accomplish the goals set for their particular level of responsibility. Identifies, plans for, and leads change needed to support HBA's mission and values.

#### **WORKING CONDITIONS:**

- Equipment Use: Desktop computer, tablets, mobile devices, facsimile machine, photocopier, multi-line push button telephone, and musical/audio equipment.
- Work Hours: 7:30 a.m. – 3:00 p.m., Monday – Friday (7.5hours/day). Some weekday after-hours and weekend work will be required.
- Mental Demands: High attention to detail, able to handle multiple tasks concurrently
- Physical Demands: Job requires sitting for long periods of time and also periods of high activity and lifting. Most tasks require periodic visual/mental concentration on work demanding precise eye/hand coordination.

**QUALIFICATION REQUIREMENTS:**

- Spiritual: Must have accepted Jesus Christ as Lord and Savior of his/her life and demonstrate a living relationship with Jesus Christ as described in "The Baptist Faith and Message," the tenets of the Southern Baptist denomination. Must be an active member of a local Southern Baptist church, affiliated with the Hawaii Baptist Convention.
- Skills/Knowledge: Mentoring skills and desire to encourage, engage, equip high school youth. Demonstrable leadership and organizational skills. Effective communication skills. Ability to work with a variety of people; team player. Knowledge of school policy (i.e., disciplinary system, clubs program).
- Education/Training: Master degree in Youth Ministry, Religion, Bible, or Religious Studies. Graduate of a Southern Baptist Seminary.
- Experience: Management, supervisory, administrative and organizational experience.