



Oklahoma Baptist Homes for Children (OBHC) is the largest provider of private, not-for-profit, residential childcare in the state, serving more than 200 at-risk youth and families at four campus locations. Additionally, five Hope Pregnancy Centers (HPC) offer caring, non-judgmental support to those who find themselves in an unplanned pregnancy.

OBHC Mission Statement: The mission of Oklahoma Baptist Homes for Children is to demonstrate God's love by providing hope through empowering children and their families to follow Christ.

Statement of Faith: Oklahoma Baptist Homes for Children declares the Bible as the foundation for its faith and practice, and affirms as its confession of faith, the Baptist Faith and Message, as revised and adopted in 2000 by the Southern Baptist Convention.

Director of Ministry Relations

Job Description Summary: The Director of Ministry Relations will assist in the spiritual development and relationships of residents, their families and local churches. Through a variety of initiatives the DMR will provide direction and vision for a variety of areas campus wide, including the weekly chapel program. The DMR will also look to develop new opportunities for area churches as well as the home churches of the BRT resident families.

This position is a full-time exempt position. Oklahoma Baptist Homes for Children offers a competitive salary and, for full-time personnel, a compensation package which includes health insurance, life insurance, retirement, and much more. The Director of Ministry Relations is required to live on campus in order to share responsibilities with Executive Director and Assistant Director for 24-hour emergency coverage.

In accordance with Oklahoma Medical Marijuana and Patient Protection Act, this job is designated as safety-sensitive because of its requirement of *'the operation of a motor vehicle, other vehicle, equipment, machinery, or power tools'* and is therefore exempt from the anti-discrimination prohibitions of the Oklahoma Medical Marijuana Act.

Location: Boys Ranch Town, Edmond, OK

Reports to: The Director of Ministry Relations reports to the Executive Director of Boys Ranch Town.

Supervises: The Director of Ministry Relations will assist the Executive Director and work alongside other staff to fulfill the purpose of Boys Ranch Town and Oklahoma Baptist Homes for Children.



Requirements: *“For an overseer, as God's steward, must be above reproach.” Titus 1:7a, ESV*

1. Profess that Jesus Christ is Lord and that Jesus is the one true God, acknowledging that there is no salvation from sin apart from Jesus' death, burial, and resurrection (Jn. 14:6).
2. Believe the Bible is the inspired and inerrant Word of God (2 Tim. 3:16).
3. Mature, Christian person who is actively involved in a Southern Baptist church. (Heb. 10:25).
4. Believe and follow the 2000 Baptist Faith and Message as summarized in the OBHC Statement of Belief.
5. Must be an active member in good standing of a Southern Baptist Church. Pastoral reference expected.
6. A firm commitment to the sanctity of human life (Ps. 139:13, 14) and biblical sexual purity in all circumstances (1 Cor. 7).
7. Concern for God's kingdom (Mt. 6:33), love for those served (Mt. 22:37-39), and a calling to OBHC (Ps. 90:16, 17).

Educational Minimum Requirements: *“Do you see a man skillful in his work? He will stand before kings. He will not stand before obscure men.” Proverbs 22:29, ESV*

1. Bachelor's degree in a religion, behavioral science, or other related area of study from an accredited college or university.
2. Master's degree from an ATS accredited seminary (preferably Southern Baptist) in Divinity, Ministry Leadership, Spiritual Formation, Pastoral Ministry, or related field is preferred but not necessary.

We are a religious employer, and we reserve the right to hire based upon religion pursuant to Section 702 of Title VII Civil Rights Act 1964.

Job Responsibilities: *“Whatever you do, work heartily, as for the Lord and not for men.” Colossians 3:23, ESV*

1. **Responsible for Godly leadership and training of Direct Care, Social Service, After Care, and Education staff in all aspects of spiritual formation.** *“Choose for your tribes wise, understanding, and experienced men, and I will appoint them as your heads.” Deuteronomy 1:13, ESV*
 - A. Responsible to work together with staff to understand the spiritual needs of BRT residents, which includes being aware of the changing environment and encouraging residents spiritual development. (Gal. 6:5-18).



- B. Serves alongside the Executive Director in the development of campus activities to include chapel, discipleship, prayer, retreats, conferences, and service opportunities (Acts 20:28).
 - C. Responsible for remaining above reproach regarding OBHC policies and procedures (1 Tim 3:2).
 - D. Works closely with houseparents, case workers, program staff, and the executive director developing discipleship strategies.
 - E. Work with staff leadership in training regarding Biblical principles in parenting and crisis intervention.
2. **Performs duties of a chaplain/pastor to residents and their families.** *“Pay careful attention to yourselves and to all the flock, in which the Holy Spirit has made you overseers, to care for the church of God, which he obtained with his own blood.” Acts 20:28, ESV*
- A. Directs the chapel program to include coordination of chapel calendar, contacting and selecting speakers, overseeing worship, and communicating programs to the campus (1 Cor 14:40).
 - B. Serves as campus chaplain to all staff, ready to serve where needed in the event of a crisis (Rom 12:15).
 - C. Speaks regularly in chapel and helps maintain the spiritual pulse of the campus (2 Tim 4:2).
 - D. Performs pastoral counseling services and crisis intervention for residents in partnership with the case workers (Eph 4:32).
 - E. Provides support to residents and families in emergency situations (Gal 5:13).
 - F. Implements strategies for training and equipping residents for gospel ministry (Ephesians 4:12).
 - G. Attends residents’ extracurricular activities and baptisms (Lk 15:7).
 - H. Participates in a 24 hour on call rotation with other designated staff.
3. **Connects the OBHC/BRT to the local church.** *“In whom the whole structure, being joined together, grows into a holy temple in the Lord.” Ephesians 2:21, ESV*
- A. Speaks and visits churches on behalf of OBHC and BRT (Heb10:24).
 - B. Takes residents to church when needed (Heb 13:7).
 - C. Transports residents to extra-curricular events when needed (Rom 15:2).
 - D. Assists development in service projects and donor relations (2 Cor 8:12).
 - E. Coordinates and supervises volunteers (Acts 6:3).
 - F. Visits with the families of residents about their plan of care and progress and actively seeks to connect families with their local church (Acts 20:28).



4. Responsible for Reporting to Proper Authority with Christ-Like Submission. *“Let every person be subject to the governing authorities. For there is no authority except from God, and those that exist have been instituted by God.” Romans 13:1, ESV*

- A. In a spirit of humility, the Director of Ministry Relations is responsible to and under the supervision of the Executive Director (Prov. 25:6).
- B. Out of respect, informs Executive Director of times of unavailability to fulfill the “on-call supervisor” role (Mt. 7:12).
- C. Daily check work related email and phone calls and promptly return calls the same day.
- D. While in BRT office, greet donors and guest promptly. Willingly help carry in any donations that arrive to office and exhibit a spirit of servanthood.

5. Demonstrates Christ-like Interpersonal Skills

“Only let your manner of life be worthy of the gospel of Christ, so that whether I come and see you or am absent, I may hear of you that you are standing firm in one spirit, with one mind striving side by side for the faith of the gospel” Philippians 1:27, ESV

- 1. Models Christ-like behavior in word and deed in relationships with staff, donors, trustees, volunteers, men, women, children, and families (1 Tim. 4:12).
- 2. Responsible for exercising Christ-like confrontational skills (as they arise) while engaging in interpersonal relationships, beginning with one-on-one confrontation (Mt. 18:15-17).
- 3. Recognize and respond humbly to the differences in learning and communication styles, as well as cultural and philosophical perspectives of residents, families, and staff (Gal. 3:28).
- 4. Demonstrate biblical conflict resolution skills with residents, staff, and family members, beginning with confession of personal responsibility in the conflict being addressed (1 Jn. 1:9).
- 5. Actively pursues opportunities for fellowship, friendship, and community- building with other staff members, remembering that each staff person is a brother or sister in Christ (Heb. 10:24).
- 6. Recognize the emotional needs, family dynamics and other personal difficulties of the other staff members and respond with love and prayer (Jn. 15:12-14).



6. **Honor God's Provision by Keeping OBHC Property and Vehicles Clean and Well Maintained** *"So then each of us will give an account of himself to God."* Romans 14:12, ESV A. Follow campus/office procedures in regard to maintenance, cleanliness and general upkeep of assigned vehicles, treating each item as a gift from the Lord (Jas. 1:17).
 - A. Display biblical characteristics of truthfulness and integrity by reporting all damage and accidents to campus/office vehicles as per campus/office procedures to administration (Prov. 28:18).
 - B. Demonstrate and teach stewardship and ownership on campus/in the office by keeping allotted office space, office equipment, grounds, facilities, buildings and other resources/areas clean and picked up (Gal. 6:4, 5).
 - C. Be proficient and use integrity in use of computer and other office equipment (1 Cor. 15:58).
 - D. Ensure vehicles are washed and cleaned monthly and have oil changes at designated mileage.
7. **Additional Responsibilities**

"And whatever you do, in word or deed, do everything in the name of the Lord Jesus, giving thanks to God the Father through him." Colossians 3:17, ESV

1. Maintains appropriate attire as dictated by biblical commitment to modesty (1 Tim. 2:9, 10), specific circumstances, activities and office procedures.
2. Out of respect for the Lord and OBHC, maintain punctuality to office hours as scheduled by assigned supervisor (Phil. 2:3).
3. Time off for personal needs or requests of any type of leave must be arranged in advance with the immediate supervisor, demonstrating Christ-like respect for authority (1 Pet. 2:17).
4. Be available to represent OBHC in public meetings as per administrative request or by permission (1 Cor. 14:40).
5. Seeks proper approval on all credit card and charge accounts when purchasing items needed on campus/in office (Rom. 12:10).
6. Make prayerful and wise financial decisions on purchases approved by administration. For example, purchase items on sale, in proper quantity, and only necessary items (Prov. 21:20).
7. Be able to meet all the qualifications and expectations as outlined in *OBHC Policies* section (VI., L, M, pages 10-12) unless otherwise specified by the qualifications listed in this job description (Prov. 18:9).
8. Complete appropriate tasks as assigned by supervisor (Phil. 4:13).

Additional Compensation: This position also includes housing, commissary privileges, etc.

