



a  
united  
family  
of faith

**An Opportunity  
for Ministry**

Administrative Assistant

**Broadmoor**



## POSITION DESCRIPTION

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**Title:** Administrative Assistant

**Department:** Executive Staff

**Supervisor:** Lead pastor

**FLSA Status:** Non-Exempt / Full Time

### Position Summary

This Administrative Assistant is responsible for coordinating and managing the day-to-day functions for the Lead Pastor and Executive Pastors while assisting in the fulfillment of Ministerial and administrative responsibilities. As such, the Administrative Assistant serves as the initial point of contact for those seeking assistance from the ministry's leadership, handling general inquiries on their behalf, scheduling requests and the redirecting to staff the handling of matters within their ministry area. This person must have high relational capacity who works with other team members, church members, and guests. This Administrative Assistant must be able to implement the standard systems and processes required in each distinct ministry area while providing continuity with the relationships, systems, and processes across the church at large.

**Primary Job Responsibilities** include but are not limited to the following:

- Maintain ministry schedules and coordination with other ministry schedules and the church's master calendar.
- Schedule and coordinate use of all spaces and facilities needed by the ministry.
- Timely handling of phone calls.
- Respond to and manage the ministry's correspondence and emails.
- Keep an easily accessible filing system of relevant documents and files.
- Prepare documents and agendas for meetings – both internally and with lay leadership.
- Attend meetings as designated by the ministry leadership.
- Coordinate with appropriate staff and lay volunteers on events and programs within the ministry.
- Provide reporting data to the Ministry Team members and the Executive Pastors or their designees.
- Maintaining a work schedule that is consistent with the administrative needs of the ministry.
- General administrative support as needed and directed by the ministry leadership.

### Key Requirements For Success:

- A mature Christian who demonstrates the Fruits of the Spirit, is growing in his / her faith and is committed to spiritual disciplines such as Bible reading, prayer.
- High school diploma or its equivalent.
- Proficient with Microsoft Office including Word, Excel, PowerPoint, and Outlook.
- Ability to communicate effectively and professionally, both orally and in writing, with church staff, church members and the community.
- Detail oriented with an ability to organize, focus and multi-task.
- Ability to collaborate, cooperate and function well in a team environment.



## OUR MISSION

**We are a United Family of Faith  
Joining Jesus on His Mission  
for the Glory of God and the  
Good of our Communities**

**Our Mission** answers the question:  
*"What we will do and what we will be?"*



## OUR VALUES

### **We Submit to God's Word**

The Bible is the good news of Jesus and the authority for all areas of life because of its power to transform and shape us from the inside out.

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### **We Pursue Reconciliation**

Just as we have been reconciled to God through Jesus, we are called to be ambassadors of the grace, forgiveness, and reconciliation that was shown to us, bringing God's compassion and healing power into a broken world.

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### **We Equip Disciplemakers**

We equip every generation to walk alongside others so they move from simply believing in Christ to being a mature disciple who makes disciples.

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### **We Run to the Hurting**

Our community actively looks to serve those struggling on any level, whether in the seat next to us or on the streets around us, we are not passive in serving those in need.

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### **We Cultivate Healthy Relationships**

When we live life alongside fellow believers we are able to know and be known, giving and receiving the encouragement necessary to live out our calling and witness in this world.

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### **We Live Generously**

We strive to be a community that models God's love through tangible expressions of generosity that bless people and bring glory to God.



# 1953

## OUR HISTORY

The congregation of Broadmoor began meeting over 65 years ago following the rapid expansion of the City of Jackson after WWII. The church was a mission plant of First Baptist Church of Jackson and was chartered as an independent congregation in January 1953. Membership quickly grew, eventually securing a tract of land on

Northside Drive, where it met until moving to its Madison location in January of 2000. Six lead pastors have served Broadmoor from inception to the present day. Multiple ministries touching the lives of countless people have made a Kingdom impact locally, nationally, and globally over the church's six-plus decade existence.



### The Move to Madison

With a total membership of over 6,000 people and weekly worship attendance averaging over 1,600 attendees, Broadmoor Baptist Church is a multi-structure campus of roughly 215,000 square feet of space located on 35 acres on Highland Colony Parkway in Madison, Mississippi.

### A Church Focused on Mission

Always a mission-minded church, Broadmoor supports local, North American, and international ministries. Our church and lead pastor launched "The Go Campaign" in 2011. During "The Go Campaign" and the subsequent "GO 2.0" initiatives, each member of Broadmoor was challenged to commit up to one month in mission by 2020.



### Creation of the Church Council

In 2017 and 2018, the Deacon Executive Council and Executive Pastors (with feedback from the Deacon body) led our church through a comprehensive review of all polity, processes, and policy. This review resulted in the creation of a Church Council, which has led to positive changes for our congregation, the representation of lay members, and church governance. Our church congregation approved new bylaws on February 18, 2018, and formally adopted operational policies and the Personnel Policy Manual in January 2018.



**Josh Braddy**

LEAD PASTOR

2020

## A New Era for Broadmoor

On June 21 2020, Pastor Josh Braddy became Broadmoor's 6th Lead Pastor ushering in a new era for Broadmoor. Since that day, God has blessed Broadmoor with successfully navigating COVID restrictions, resuming regular activities on the Madison campus, and paying off all of the church's outstanding debt. Considering the uncertain climate of the culture and economy during those times, we recognize God's faithfulness to Broadmoor in this season of ministry.

## A New Brand and Visual Identity

In April 2022, Broadmoor revealed a new branding strategy for the church that focused on clearly articulating our mission, identifying core values, defining strategy, and understanding how to measure success. We believe this process better aligns the people of Broadmoor with shared values and methods to more effectively reach the community. Under God's faithful direction, Broadmoor is prayerfully looking toward the future that awaits us as we strive to be more and more like Christ.





## OUR COMMUNITY

The campus of Broadmoor Baptist Church is located in the city of Madison in Madison County.

Madison is in central Mississippi and is a suburb of Jackson, the capital of Mississippi. Family Circle Magazine named Madison as a top ten city to live in the United States, and for the past three years, Madison has been named as Mississippi's best city to live. Madison prides itself on both safety and its quality of life for citizens.

### Madison County Schools

There are many opportunities for quality education. The Madison County Public School System has an A-rating and is the 5th largest school district in our state. Other options in the community include private, college preparatory, Christian schools, and a strong homeschool community. Our area also has many preschool and Mother's Morning Out programs, including Broadmoor's Weekday Preschool for three and 4-year-olds.

### Shopping, Dining and Entertainment

Madison County offers a variety of shopping, dining, entertainment, and healthcare options for all ages. Located just off the interstate, Renaissance at Colony Park in Ridgeland is an outdoor shopping experience with some of the finest retail and dining in the metro area. When it comes to dining, there is no shortage of both local and national chain restaurants to accommodate any food craving. Farmer's markets, family events, festivals, holiday celebrations, car shows, and movie theaters all offer entertainment and a connection to the community throughout the year.

Within 15 miles of the church's location, there are five major hospitals to serve metro Jackson, many of which have satellite clinics in Madison. Numerous facilities in the area offer varying exercise opportunities and fitness workouts. The Madison and Ridgeland communities have three beautiful and well-maintained parks providing for all sorts of recreational needs, including universal playground equipment and walking trails. Ridgeland also has 14 miles of multi-purpose trails for runners, walkers, and bicyclists. Madison County provides many athletic programs throughout the year, including soccer, basketball, volleyball, football, tennis, softball, and baseball.

# COMMUNITY STATISTICS

Our community report was based on the population within a 15-minute drive of Broadmoor. There is moderate growth in our area, and in 2016 Madison County was the second fastest growing county in Mississippi.

**Ethnic Breakdown**

<b>57%</b> White	<b>38%</b> Black	<b>2.4%</b> Asian	<b>1%</b> Other
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**Average Age**  
Late **30's**

**Largest Age Groups**

1. <b>35-54</b>	2. <b>5-17</b>	3. <b>55+</b>
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<b>70%</b> Family Households	<b>26%</b> Single Households	<b>\$\$\$</b> Highest Average Household Income in the Area
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<b>Largest Religious Affiliations</b>	<b>Religious Community Involvement</b>
<b>Protestant</b> Denominations <b>Catholic</b> Affiliation	<b>62%</b> Not Involved <b>38%</b> Involved

<b>Average Home Price in Madison County</b>	<b>Average Home Price in Mississippi</b>	<b>Average Home Price in the United States</b>
<b>\$211,300</b>	<b>\$129,200</b>	<b>\$219,700</b>

Madison County cost of living is **3.2%** higher than the national average





## ABOUT OUR

# Family of Faith

### Ages

**10%** 0-12  
**13%** 13-18  
**27%** 19-34  
**34%** 35-60  
**16%** 60+

### Demographics

**10%** Single  
**45%** Married  
**6%** Divorced or Widowed  
**39%** with Children

### Average Weekly Attendance

**2,000 in Worship and 1,900 in Groups**

## KEY TEAM MEMBERS



### Josh Braddy Lead Pastor

Josh Braddy is the sixth pastor in Broadmoor's history. Josh previously served in Broadmoor's High School Ministry before becoming the pastor at New Palestine Baptist Church in Picayune, MS. In 2020, Josh was called back to Broadmoor as the Lead Pastor. He and his wife, Katie, have three children, Gideon, Mara Joy, and Lydia. Josh's passion for adoption as well as graduate work in church revitalization through New Orleans Baptist Theological Seminary are catalysts for the entire church family to grow in their faith in Jesus Christ.



### Neil Marsh Executive Pastor of Ministry

Neil has served Broadmoor as the Executive Pastor of Ministry for four years, after five years in other discipleship roles. He and his wife, Jennifer, have one daughter, Katherine. Neil is a licensed psychologist in the state of Mississippi and has graduate degrees from the University of Southern Mississippi, Texas A&M University, and New Orleans Theological Seminary. His unique blend of experience makes him the ideal choice to lead Broadmoor's ministry teams and strategy.



### Mike Haight Executive Pastor of Creative Arts

Before assuming his current role, Mike served over a decade in worship leadership at Broadmoor. He served in several churches before his arrival at Broadmoor, including First Baptist Church in Orlando, Fl. With love for sharing the gospel and making disciples through the creative arts, Mike oversees Broadmoor's worship ministry and provides direction to the Communications and Production Ministries of the church. Mike is married to Lori and has one daughter, Kaelyn.

# LEADERSHIP & STRUCTURE

## Church Council

The Church Council is the governing body of Broadmoor. This administrative board is comprised of lay leaders, executive staff, and one rotating staff member. Lay leaders are elected every other year. This body is responsible for monitoring the church from an overall spiritual, administrative, and stewardship perspective.

## Lead Pastor, Executive Pastors, and Senior Staff

The Lead Pastor and Executive Pastors are supported by Council members in their respective areas of responsibility. The Senior Staff ministry team supports, assists, and leads in all aspects of ministry in the church.

## Deacons

The congregation elects the Deacon Body to serve, unify, and lead throughout the church. The Deacons promote peace, harmony, and cooperation among our members by extending pastoral care throughout the congregation and by serving as leaders throughout our ministries.

## OUR STRATEGY

### How does Broadmoor equip church members to live out this mission?"

This simple map helps connect all ministries back to our mission. We think of it as a "3+1" strategy.

**Broadmoor provides 3 weekly settings for members' first steps. These venues equip members with resources and relationships for the journey of disciple-making.**

**1 Worship** | Joining for a worship service positions us to elevate the glory of God rather than promote the value of ourselves.

**2 Groups** | Gathering for a group experience places us with a family of other members learning how to unite around Jesus' priorities rather than disagree because of our preferences.

**3 Service** | Rallying with a team of others to accomplish a shared goal situates us to see others' "needs" rather than our "wants".

God works through these shared experiences within the Church Family. At the same time, when hearts are out of alignment, a person can attend worship services, groups, and even serve on great teams and still miss out the faith-filled life we are all re-created to experience. The Holy Spirit is the catalyst for real, observable, and lasting life

change. He draws one to follow Jesus, changes them to become like Jesus, and empowers each one toward the mission.

The Holy Spirit works inside each person in the three settings, fueled by 1 daily pursuit of abiding with Jesus.



### +1 Abiding in Jesus

Personally spending time in spiritual practices "with" Jesus rather than perform "for" Jesus.



# MINISTRY TEAMS AT BROADMOOR

Our mission unites us, but we recognize that how each person lives it out may look different based on life stage, skills, and interests. Ministry staff members, leadership teams, and deacon ministry teams work together to create a culture of submission to the Word and Jesus' mission of making disciples. To do so, we set annual goals that require aligned and inter-ministry short-term objectives.

## Adults

- Groups
- Men
- Women
- Prayer
- College
- Singles
- Missions
- Connections / Frontline

## Nextgen

- Preschool
- Kids
- Middle School
- High School
- Grace Ministry

## Care and Support

- Counseling
- Congregational Care
- Community Impact

## Creative Arts

- Worship
- Communications
- Production

## Business

- Finances
- Operations
- Human Resources
- Security

