



a
united
family
of faith

**An Opportunity
for Ministry**

Receptionist

Broadmoor



POSITION DESCRIPTION

Title: Receptionist

Department: Care

Supervisor: Care Pastor

FLSA Status: Exempt / Full Time

Position Summary

The Receptionist will greet, assist, and provide direction and information to guests and members who call or enter Broadmoor's Church Office. This person must have a high relational capacity and interpersonal skills to work with other team members, church members, and guests.

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

- Greets members, visitors, and guests; determines each person's purpose and directs or escorts him or her to the appropriate location.
- Answers, screens, and directs phone calls to staff; takes messages, and schedules appointments.
- Manages mail, documents, packages, and courier deliveries and delivers or distributes items.
- Performs administrative and clerical support tasks.
- Performs basic filing and recordkeeping.
- As a member of the Care Team, manages Hospital List, assists ministers and volunteers in supporting/communicating grief and other care needs.
- Manage and communicate "Minister On Call" system.
- Communicates care needs to and between church members and ministers.
- When planning for absence, coordinates volunteers to staff desk.
- Supports other ministry areas as time allows.
- Performs other duties as directed.

Required Skills/Abilities:

- Excellent verbal communication skills.
- Excellent interpersonal and customer service skills.
- Basic understanding of administrative and clerical procedures and systems.
- Proficient with Microsoft Office Suite (Word, Excel, and Teams...) or related software.
- Other Web based communication systems and database.

Education and Experience:

- High school diploma or equivalent required.

Physical Requirements:

- Prolonged periods of sitting at a desk.
- Must be able to lift up to 15 pounds at times.



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.

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.

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.

We Run to the Hurting

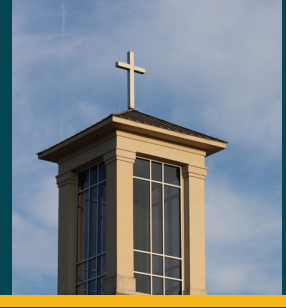
Our community actively looks to serve those struggling on any level, whether in the seat next to us or on the streets around us, we are not passive in serving those in need.

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.

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 the 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 its 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, our church leadership challenged every member to commit up to one month to serving on 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 policies. 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 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 reach the community more effectively. 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 one of the top ten cities to live in the United States, and for the past three years, Madison has been named Mississippi's best city. Madison prides itself on both safety and 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 our state's 5th largest school district. 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 reflects the population within a 15-minute drive of Broadmoor. This area has moderate growth, and in 2016, Madison County was the second fastest-growing county in Mississippi.

Ethnic Breakdown

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

Largest Age Groups

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

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

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



Cliff Hardin Care Pastor

Cliff joined the Broadmoor staff in 2008. He holds degrees in theology and counseling and oversees ministry to semi-retired and retired adults of all ages. He also guides the ministries to those who are hospitalized and the benevolence (Acts 2) ministry. Cliff and his wife are long-time Mississippi residents with two children.



Preston Crowe Counseling Pastor

Dr. Preston Crowe is a native of Louisiana with a heart for ministering to the body of Christ, specifically in the areas of marriage and family, healing, and recovery. Preston holds a Bachelor's Degree in Psychology from Mississippi College. He gained a Master's Degree in Marriage and Family Counseling, a Master's Degree in Christian Education, and a Ph.D. in Psychology and Counseling--all from Southwestern Baptist Theological Seminary. Preston has served in various capacities as a Pastor, College Professor, and Licensed Professional Counselor. He is currently a Board-Certified Christian Counselor, Board-Certified Pastoral Counselor, and Certified Life Coach through the American Association of Christian Counselors.



Terri Philips

Administrative Assistant to Care and Women's Ministry

Terri Phillips has been a member of Broadmoor Baptist Church for 48 years, and an integral part of Broadmoor's staff for 23 years. Her roles have included serving in Adult Discipleship, Missions, Care, and Women's Ministry. She currently assists with Pastoral Care, Empty Nesters, Senior Adults, and supports the Women's Ministry.

LEADERSHIP & STRUCTURE

Church Council

The Church Council is Broadmoor's governing body. This administrative board comprises lay leaders, executive staff, and one rotating staff member. Lay leaders are elected every other year. This body monitors the church from a 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 to unite around Jesus' priorities rather than disagree over 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 on 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 one daily pursuit of abiding with Jesus.



+1 Abiding in Jesus

Spending time in spiritual practices "with" Jesus rather than performing "for" Jesus.



MINISTRIES AT BROADMOOR

Our mission unites us, but we recognize that how each person lives it out may differ 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.

NextGen

Preschool
Kids
Middle School
High School

Adults

College
Singles
Men
Women
Prayer

Community Impact

Sports
Prison
Disaster Relief

Connections

Frontline

Creative Arts

Worship
Communications
Production

Care & Support

Counseling
Support Groups
Benevolence

Missions

Local
North American
International

