



a  
united  
family  
of faith

**An Opportunity  
for Ministry**

Grace Ministry Coordinator

**Broadmoor**

## POSITION DESCRIPTION

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**Title:** Grace Ministry Coordinator

**Department:** Care Ministry

**Supervisor:** Counseling Pastor

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

### Position Summary

Working under the supervision of Broadmoor's Counseling Pastor to carry out the vision and goals of the Grace Ministry, this person is responsible for all aspects of Grace Ministry. This includes planning, teaching, programming, events, and communication with participants, volunteers, and caregivers. The big picture is to have a team member who builds relationships with families with special needs, caregivers, and parachurch organizations, helping them experience and grow in the Gospel.

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

- Recruit, equip, and retain volunteers for programmatic activities.
- Partner with parents/caregivers through communication that is consistent and connected to the rest of Broadmoor's vision and programs.
- Communicate with Grace Ministry participants on an ongoing basis through postcards, phone calls, and emails.
- Work with the Counseling Pastor to plan and execute all parameters of Grace Ministry within agreed-upon timelines.
- Work with the Counseling Pastor to determine the best means of support to parents of Grace Ministry (support groups, educational classes, etc.)
- Routinely plan and present a Bible Story for Grace Ministry on Sunday mornings and Wednesday nights.
- Equip volunteers with the training and resources needed to effectively teach God's Word to Grace Ministry participants and their families.
- Obtain and maintain information needed on each child or adult within the ministry using Broadmoor's Church Management Software.
- Gather or purchase resources needed for the Grace Ministry Rooms and events weekly, including maintaining the safe and engaging environments of Grace Ministry.
- Optimize physical space to meet the needs of Grace participants.
- Work with Next Gen Ministry to best minister to Grace minors utilizing "typical" or "mainstreamed" settings on Sundays and Wednesdays.
- Typical work hours consist of the following: Sunday Morning - 4 hours; Wednesday night - 3 hours; 4 office days, each consisting of 5-6 hours.

### Key Requirements for Success

- A strong walk with God demonstrating a growing personal relationship with Jesus Christ.
- Minimum 2 years' experience in working or volunteering in services for persons with special needs.
- Strong administrative skills.
- Has or is willing to obtain certification in a field related to special needs ministry (e.g., Applied Behavior Analysis).
- Is a member or is willing to become a member of Broadmoor Baptist Church.
- Has a passion for families and children with special needs.
- Strong verbal and written communication skills.
- Ability to speak to small and large groups of people.



## 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 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.

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### 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**

<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**

- 35-54**
- 5-17**
- 55+**

<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



### Preston Crowe Counseling Pastor

Dr. Preston Crowe is a native of Louisiana with a heart for ministering to the body of Christ. Preston holds a Bachelor's from Mississippi College and both a Master's degree and Ph.D. from Southwestern 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 a Certified Life Coach through the American Association of Christian Counselors. He and his wife, Jennifer, have five children: Mason (married with 2 children), Dawson, Colton, Ashlyn, and Bella, and they also serve as foster parents. He is the director of Broadmoor's Center for Hope and Healing, and works most closely with the Shelter Ministry, Marriage Ministry, Support Group Ministry, and now Grace Ministry!



### 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.



### Thomas Lister Kids and Grace Ministry Pastor

Thomas has served on our Broadmoor staff for 14 years. He started as the Kids Ministry Intern and has served as the Kids Associate since 2016. In 2025, Thomas became the Kids and Grace Ministry Pastor. Thomas has been blessed to call Broadmoor his church home since the age of seven! Thomas is married to Jennings, and they have two daughters, Katherine and Sarah. Thomas has a Master of Divinity from New Orleans Baptist Theological Seminary and has a deep love for God's Word. He cherishes the ability to teach it to children and partner with parents as they disciple their children to follow Jesus.

# 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

