



a united family of faith

An Opportunity for Ministry

NextGen Administrative Assistant

Broadmoor

POSITION DESCRIPTION



Title: NextGen Administrative Assistant

Department: Next Generation Discipleship

FLSA Status: Non-Exempt/Full-Time

Reports to: Middle School Pastor & High School Pastor

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.

Purpose of Position:

The Next Generation Administrative Assistant is responsible for coordinating and managing the day-to-day administrative operations of the Next Generation Discipleship Team, with primary support for the Middle School and High School Ministries.

Position Summary:

The Next Generation Administrative Assistant supports the Middle School and High School Ministries by providing administrative, logistical, and relational support to ministry staff, volunteers, students, and families. This role serves as a primary point of contact for the ministry, manages communications and scheduling, and supports the implementation of ministry systems and processes. The position requires strong interpersonal and organizational skills to foster effective communication, operational excellence, and continuity across the ministry and broader church.

Key Responsibilities include, but are not limited to the following:

General Administrative Support

- Provide day-to-day administrative support to the Middle School and High School ministry team.
- Manage ministry correspondence and email communications in a timely, professional, and ministry-minded manner.
- Coordinate ministry calendars and assist in scheduling meetings, events, and planning sessions.
- Schedule and coordinate the use of all spaces and facilities needed by the ministry, including meeting rooms, event spaces, and campus resources.
- Provide notary services for church-related documents as requested and in accordance with applicable state laws and church procedures.
- Maintain a work schedule consistent with the administrative needs of the ministry and adjust as ministry seasons require.
- Provide receptionist coverage as needed to ensure consistent front office operations and guest service.

Financial/Resource Management

- Process and submit monthly expense reports for ministry leaders
- Manage invoices and check requests for ministry contractors
- Monitor office supply inventory and coordinate the timely ordering and replenishment of materials needed for the ministry area.

Meeting & Communication Support

- Attend meetings as designated by ministry leadership and assist with preparation, note-taking, and follow-up as needed.
- Assist ministry leaders in coordinating volunteers, including maintaining volunteer lists, communicating with teams, and supporting recruitment and scheduling efforts across the Next Gen ministry areas.
- Generate and distribute reports and ministry data as requested by team members or church leadership.

Event & Ministry Support

- Assist in the planning, preparation, and execution of seasonal ministry events.
- Perform occasional off-campus errands and material pickups as needed to support ministry activities.
- Coordinate external event requests and documentation.
- Maintain a strong awareness of community events and local school calendars to support effective ministry planning and scheduling.
- Comply with and uphold Broadmoor's Child Protection Policy in all aspects of ministry and job responsibilities.

Skills & Qualifications:

- High school diploma or equivalent required.
- Proficient with Microsoft Office, including Word, Excel, PowerPoint, and Outlook.
- Ability to learn and effectively use church management software (Touchpoint) and other ministry-specific platforms.
- 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 multitask.
- Ability to collaborate, cooperate, and function well in a team environment across multiple ministry areas.

Special Considerations

- A mature Christian who demonstrates the Fruit of the Spirit, is growing in their faith, and is committed to spiritual disciplines such as Bible reading and prayer.
- Must serve in a manner consistent with Broadmoor's mission, values, and strategy.
- This position may require flexibility in schedule, including occasional evenings or weekends
- Must maintain confidentiality and provide ministry support with discretion, compassion, and grace.

Physical Requirements

- Ability to lift 25 lbs.
- Prolonged periods of sitting or standing
- Ability to use a computer for extended periods
- Ability to move around the church campus, including stairs if applicable.



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 Schools have 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. The area also has many preschools and Mothers 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. Farmers 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 central Mississippi, 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

Broadmoor's community report reflects the population within a 15-minute drive of the main campus. 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 Protestant Denominations Catholic Affiliation	Religious Community Involvement 62% Not Involved 38% Involved
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Average Home Price in Madison County \$211,300	Average Home Price in Mississippi \$129,200	Average Home Price in the United States \$219,700
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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



Shaun Selman Next Generation Discipleship Pastor



Josh Kinsley High School Pastor



Jordan Tew Middle School Pastor

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

