



a united family of faith

An Opportunity
for Ministry

Ministry Assistant – Groups
& Connections

Broadmoor



POSITION DESCRIPTION

Title: Ministry Assistant — Groups & Connections

Department: Adult Discipleship & Missions

Supervisor: Groups Pastor and Connections Pastor

FLSA Status: Non-Exempt / Full-Time

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 Ministry Assistant for Groups & Connections provides skilled, organized, and reliable administrative support to the Groups Pastor and Connections Pastor, ensuring that the day-to-day operations of both ministries are carried out with excellence, consistency, and care.

Position Summary:

The Ministry Assistant for Groups & Connections coordinates and manages the day-to-day administrative functions for Broadmoor's Groups and Connections ministry areas, providing direct support to the Groups Pastor and Connections Pastor. This role serves as a central point of coordination between staff, volunteers, group leaders, and the church body — handling communications, managing records, supporting event logistics, and maintaining the systems and processes that keep both ministries running smoothly. This position requires the ability to multitask across multiple ministry contexts, maintain strong attention to detail, and build relationships with a wide range of people. This position plays an essential behind-the-scenes role in helping the Groups and Connections teams operate with excellence, accountability, and gospel-centered care.

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

General Administrative Support

- Provide day-to-day administrative support to the Groups Pastor and Connections Pastor, serving as a central point of contact for staff, volunteers, church members, and ministry partners.
- Manage ministry correspondence and communications in a timely, professional, and ministry-minded manner, including email, phone inquiries, and written materials.
- Schedule and coordinate the use of all spaces and facilities needed by the ministry, including meeting rooms, event spaces, and campus resources.
- Coordinate ministry calendars and assist in scheduling meetings, events, and planning sessions across both ministry areas.
- Attend meetings as designated by ministry leadership and assist with preparation, note-taking, and follow-up as needed.
- Redirect inquiries or requests to appropriate staff as needed and ensure timely, ministry-minded follow-up.
- Provide occasional administrative support to the Adult Discipleship & Missions Pastor, including Groups and Connections needs, special projects, and other administrative responsibilities as assigned.
- Provide receptionist coverage as needed to ensure consistent front office operations and guest service.

Groups Support

- Provide administrative support for Broadmoor's Adult Life Groups, including group listings, leader communications, and enrollment and registration processes.
- Assist the Groups Pastor in maintaining current group leader rosters, group locations, meeting times, and curriculum information in Broadmoor's church management software.
- Support the recruitment, onboarding, and training coordination of new group leaders, including scheduling training sessions and distributing leader resources.
- Assist with logistics for Groups launch events, group leader huddles, and semester kickoff initiatives.
- Track group attendance and assimilation data for first-time and repeat group members, providing regular reporting to the Groups Pastor.

Connections Support

- Provide administrative support for Broadmoor's guest and assimilation ministry, including first-time guest follow-up systems and welcome communications.
- Assist the Connections Pastor in maintaining accurate guest and membership records, including next-step pathways and connection touchpoints, in Broadmoor's church management software.
- Support the coordination of new member classes, connection events, and welcome team scheduling.
- Assist with logistics for Connections-related events, including venue setup coordination, materials preparation, and volunteer team communication.
- Track guest assimilation data and provide regular reporting to the Connections Pastor and Adult Discipleship Team.

Data, Reporting, and Systems

- Maintain data integrity in Broadmoor's church management software (Touchpoint), including adding and updating people records, groups, forms, and other required data across both ministry areas.
- Maintain current storage, retrieval, and reporting systems for ministry information and metrics using Microsoft Office tools and Broadmoor's church management software.
- Generate and distribute reports and ministry data as requested by ministry leaders or church leadership.

Financial & Administrative Processes

- Assist with basic financial administrative tasks in coordination with the Finance Team, including processing receipts, submitting check requests, and tracking ministry expenses across the Groups and Connections budget areas.
- Maintain organized records of financial documentation and ensure timely submission of required reports and requests in accordance with Broadmoor's financial policies.

Skills & Qualifications:

- High school diploma or equivalent required.
- Proficient in Microsoft Office, including Teams, Word, Excel, 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 the 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 requires flexibility in schedule, including availability for evenings and weekends.
- Must maintain confidentiality and provide ministry support with discretion, compassion, and grace.

Physical Requirements:

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

Key Team Member



Mark Evans

**Adult Discipleship
and Missions Pastor**



ABOUT OUR

Family of Faith

Ages

26% 0-12
12% 13-18
20% 19-34
27% 35-60
15% 60+

Demographics

36% Single
32% Married
7% Divorced or Widowed
23% with Kids

Average Weekly Attendance

1,800 in Worship and 1,400 in Groups



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

Scripture

God's Word is the ultimate authority for faith and life.

Community

Genuine relationships are essential for spiritual formation.

Compassion

Christ's love moves us toward the hurting as agents of healing.

Generosity

God's abundant grace inspires sacrificial living.

Multiplication

Every disciple is called to make disciples.

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 Pastor, and Ministry Lead Team

The Lead Pastor and Executive Pastor are supported by Council members and provide leadership to the broad staff, while the Ministry Lead Team supports, assists, and leads in the day-to-day execution of ministry across 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 Serve | 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.

NextGen

Preschool
Kids
Middle School
High School

Adults

College
Singles
Men
Women
Prayer
Connections

Creative Arts

Worship
Communications
Production

Care

Counseling
Support Groups
Benevolence
Grace Ministry (Special Needs)

Missions

Local Outreach
North American
International





1953

OUR HISTORY

Rooted in Jackson, Planted in Madison

Broadmoor Baptist Church was born out of the rapid growth of the Jackson metro area following World War II. Chartered as an independent congregation in January 1953 as a mission plant of First Baptist Church of Jackson, Broadmoor quickly grew into

a thriving community of faith. After years of ministry on Northside Drive in Jackson, the church relocated to its current home in Madison in January 2000. This move positioned Broadmoor to reach a growing and vibrant community for generations to come.



A Home Built for Ministry

The Madison campus spans 35 acres on Highland Colony Parkway, with a multi-structure facility of roughly 215,000 square feet designed to support the full breadth of Broadmoor's ministry. The campus serves thousands of members and guests each week across worship, groups, and a wide range of ministry gatherings. Every member to commit up to one month to serving on mission by 2020.

Faithful Leadership, Enduring Mission

Throughout its history, Broadmoor has been shaped by pastors who have led with faithfulness and vision. The church's most recent chapter began in June 2020, when Pastor Josh Braddy became Lead Pastor ushering in a season marked by renewed mission clarity, debt freedom, and a strengthened identity as a community joining Jesus on His mission.

In 2022, Broadmoor launched a refreshed brand and ministry strategy to better align its people around shared values and equip every generation to make disciples."





OUR COMMUNITY

The campus of Broadmoor Baptist Church is located in Madison the City within Madison County

Madison is in central Mississippi and is a suburb of Jackson, the capital of Mississippi. Various publications consistently rank Madison The City as one of the best places to live in the United States and the best place to raise a family in Mississippi. Madison prides itself on both safety and quality of life for all of its citizens.

Schools in Madison County

There are many opportunities for quality education in Madison. The Madison County Schools have consistently carried an A rating and are one of the largest school districts in Mississippi. There are also other options in the community including private, college preparatory, Christian, and a strong homeschooling community. The area also has many preschools and Mothers Morning Out programs, including Broadmoor's Weekday Preschool.

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	54% White	37% Black	4% Latino	3% Asian	2% Other
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Average Age

40

Largest Age Groups

25-44 (26%) | 45-64 (26%)
Birth-17 (23%) | 65 + (18%)

71%

**Family
Households**

29%

**Single
Households**

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**Highest Average Household
Income in the Area**

Largest Religious Affiliations

Protestant Denominations
Catholic Affiliation

Religious Community Involvement

62% Not Involved
38% Involved

**Average Home Price
in Madison County**

\$360,000

**Average Home Price
in Mississippi**

\$198,400

**Average Home Price
in the United States**

\$371,750

Madison County cost of living is 8% lower than the national average