



To apply for this position, complete the online application on the Brentwood Baptist Church website:  
[www.brentwoodbaptist.com/employment](http://www.brentwoodbaptist.com/employment)

## **JOB DESCRIPTION**

### **Adult Ministries Administrative Assistant Brentwood Baptist Church**

Department: Adult Discipleship  
Reports to: Adult Groups Minister  
Job Status: Full-time  
FLSA Status: Non- Exempt  
Effective Date: Immediately  
Primary Officing Campus: Brentwood Campus, 7777 Concord Road  
Primary Ministry Campus: Brentwood Campus, 7777 Concord Road

### **SUMMARY**

The Adult Ministries Assistant shall be responsible to the church, under the direction of the Adult Groups Minister and the Associate Adult Minister for providing administrative support and assistance in carrying out the responsibilities of these offices.

### **PRIMARY JOB RESPONSIBILITIES** may include but are not limited to the following:

- Administer details of all Adult Bible studies including, but not limited to, Sunday morning and evening Groups, and special emphasis studies. This includes, but is not limited to, EventU requests, online registrations, Technical support, Childcare support, Communications requests, design, updating and printing of brochures and flyers, providing support for leaders, maintaining and updating member lists in Ministry Platform, as well as attendance, gathering Ministry Scope and Summary numbers, and maintaining and updating web presence and information.
- Perform quickly and efficiently while positively communicating with other departments to successfully and accurately administer daily support through all areas of BBC ministries.
- Relate to all group leaders equally, on and off campus groups.
- Assist Adult Minister–Groups and Adult Minister–Groups Associate in assimilation of visitors and new members into Groups, special emphasis studies; providing accurate record keeping and when asked by minister, contact prospects via phone, email or postal mail in a timely manner.
- Assist with complete process of retreats and special events by making location or room reservations, managing contracts and payments, booking activities and receiving registrations.
- Accurately plan ministers', or guest event speakers', travel to conferences or speaking engagements including, but not limited to, mode of transportation, lodging, meals (if necessary), event registration, honorarium requests and reimbursements.
- Maintain information on ministers' schedules and calendars, as well as maintain in Key Dates, Outlook and the Discipleship Calendar on The Source website.
- Assist with promotional designs for adult ministries and assist ministers with compiling special projects and reports.
- Manage all promotions and facility planning for outside events from the community or other ministries relating



to the Adult Groups Ministries.

- Maintain financial records including, but not limited to, Bank of America credit card statements, check requests, making cash deposits when required.
- Manage and post articles and videos on the Adult JourneyOn Leadership website.
- Record and keep Group Metrics updated as designed by ministers.
- Become fluent in mapping neighborhoods via church data base.

**OTHER RESPONSIBILITIES** may include but are not limited to the following:

- Participation in staff meetings as required by the department.
- Participate as a team member to assimilate guests into groups.
- Serve in rotation for phone relief duty and/or other church-wide needs
- Complete applicable weekly/quarterly/annual reports required by the department
- Complete other duties as assigned by supervisor.
- Pray for new leaders to surface on a regular basis.

#### **COMPETENCIES AND TRAITS:**

In addition to the specific responsibilities required for this role, Brentwood Baptist Church also seeks candidates that possess some general competencies and behavioral traits that enhance the effectiveness of our staff.

#### **Individual Contribution**

- Manages details, tasks and projects efficiently without frequent reminders
- Maximizes time effectively by focusing on “must do” priorities when necessary
- Anticipates/avoids problems or formulates creative solutions
- Makes timely decisions that produce quality outcomes
- Adheres to commitments, schedules and deadlines
- Demonstrates a comprehensive knowledge of issues and topics pertaining to the area of his/her job specialty (for Professional Staff positions only)

#### **Team Contribution**

- Demonstrates flexibility, adapts well to changing priorities or situations
- Self-directed and proactive, level of supervision required is appropriate
- Is willing to take on additional responsibilities, helps with a “can-do” attitude
- Collaborates well with others to accomplish group tasks
- Uses written and verbal communication in a way that accomplishes intended results

#### **Self-Development**

- Prioritizes and accomplishes self-development goals
- Demonstrates an ongoing commitment to obtaining the KASH [Knowledge, Attitude, Skills, Habits] necessary to be successful in this role
- Teachable spirit with a desire to learn and grow
- Maintains appropriate gap between the current job description and the employee’s current abilities that allows for future growth.

#### **QUALIFICATIONS:**

- Be detail oriented
- Have strong written & verbal communication skills
- Must meet BBC benchmark for computer competency



**EDUCATION & EXPERIENCE:**

- Preferred minimum of two years related experience and/or training or equivalent combination of education and experience.

All campuses function under the governance of Brentwood Baptist Church. Each campus is an established entity operating as a whole and permanent part of the Brentwood Baptist. Each maintains pre-determined alignment characteristics that uphold the Brentwood Baptist “DNA” while also containing some contextualized characteristics to allow it to best reach its target local community. Every staff member is an employee of Brentwood Baptist.

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