



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

JOB DESCRIPTION

**Adult Discipleship & Care Minister
The Church at Station Hill
A Regional Campus of Brentwood Baptist Church**

Department: Station Hill
Reports to: Associate Executive Pastor
Job Status: Full Time
FLSA Status: Exempt
Effective Date: Immediately
Primary Officing Campus: The Church at Station Hill
Primary Ministry Campus: The Church at Station Hill

SUMMARY

The Church at Station Hill Adult Discipleship & Care Minister is responsible to the church, under the direction of the Associate Executive Pastor for the day-to-day management of adult discipleship ministries and coordination of all pastoral care ministries of the church. The Disciple & Care Minister will be actively involved with the other members of the Church Staff.

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

Discipleship – Groups

- Oversees Adult LifeGroups, Focus Studies, and Summer Connect Groups by:
 - Equipping Adult LifeGroup leaders each semester / Meets with LifeGroup coaches at least bi-monthly / Communicates with leaders weekly
 - Identifying, recruiting, and equipping new Adult LifeGroup leaders
 - Working with Connections Minister for all Adult LifeGroup requests, communication and promotion
 - Personally launching a new Adult LifeGroup at least once per year
 - Overseeing and expand Sunday AM discipleship opportunities for adults
 - Managing the Adult Discipleship goals and budget
 - Maintain dotted line relationship with Discipleship Champion at BBC

Congregational Care

- Work with the Campus Pastor to ensure the congregational care needs are met according to church-wide congregational care standards.
- Oversee referrals to other staff and professional counselors.
- Oversees all Station Hill Congregational Care Ministries by:
 - Identifying, recruiting, and equipping leaders for Congregational Care ministry teams.
 - Serving as the staff liaison to the Station Hill Deacons & Nurture Team, Celebrate Recovery team, and Benevolence Team.
 - Managing the goals and budget for all Congregational Care Ministries.
 - Working with the Administrative Assistant to ensure accurate information is kept regarding congregational care cases and follow-up.



- Working with Administrative Assistant to coordinate wedding and funeral arrangements.
- Providing assistance with Decision Counseling

Other Roles/Duties

- Preaches 6+ times per year

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

- Effectively communicate and work alongside an administrative assistant
- Pray for all staff members on a regular basis and hold staff members accountable for personal spiritual and ministerial growth (self-development plan).
- Report to the Associate Executive Pastor at least quarterly on team progress and initiatives.
- Be available to serve the church as a decision counselor, pastoral counselor, and on-call minister. Perform weddings and funerals as available.
- Complete other duties as assigned by supervisor.

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.

Management

- Directs both resources and people (paid or unpaid) towards the accomplishment of goals
- Maximizes personal effectiveness by focusing on “must-dos” tasks and delegating other priorities to others
- Anticipates/avoids problems or formulates creative solutions
- Makes timely decisions that produce quality outcomes

Leadership

- Develops both vision and strategy that focuses team energy towards results
- Maintains a working environment characterized by high levels of encouragement and trust
- Drives team towards greater innovation and collaboration
- Sets clear expectations and holds team members accountable for them

Communication

- Clearly conveys expectations and priorities to staff and/or volunteers
- Uses written and verbal communication in a way that accomplishes intended results
- Adheres to commitments, schedules, and deadlines
- Regularly shares information with and solicits feedback from staff/volunteers

Pastoring/Shepherding

- Demonstrates Christ-likeness and a commitment to personal spiritual growth
- Leads staff and/or volunteers by serving and not by asserting control
- Utilizes emotional intelligence, is emotionally available to those he/she leads
- Invests in the development of staff or volunteers around him/her

Self-Development

- Prioritizes and accomplishes self-development goals
- Demonstrates an ongoing commitment to obtaining the necessary knowledge, attitudes, skills, and habits necessary to be successful in this role
- Teachable spirit with a desire to learn and grow



- The gap between the current job description and the employee’s current abilities is appropriate and allows for future growth

QUALIFICATIONS:

- A strong Christ-follower who can identify closely with the mission, values, vision, and priorities of The Church at Station Hill.
- A mature Christian who is growing in his or her personal walk with the Lord through committed Bible Study, prayer, and service.
- A willingness to be a “team player,” where collaboration can exist between the Discipleship Ministries and other ministries within the church.
- An understanding and passion for discipleship groups (both on and off campus)
- The proven ability to think strategically and creatively work with ministry models and paradigms.
- The proven ability to identify, train, lead and care for staff.
- Strong managerial and leadership skills combined with an exceptional relational ability. Training in Modelnetics (Main Event Management) preferred or essential in the first year.
- Effective written and verbal communication skills.
- The proven ability to identify, equip and lead a team of minister and support staff.
- The proven ability to manage people, budgets, long-range planning and plan implementation in secular and/or church environments

EDUCATION & EXPERIENCE:

- Minimum of a Master’s Degree from an accredited college or university. Seminary education preferred.
- Minimum of 5 years experience is required working in the local church or Christian ministry context.

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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