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[www.brentwoodbaptist.com/employment](http://www.brentwoodbaptist.com/employment)

## **JOB DESCRIPTION**

**Discipleship & Connections Pastor  
The Church at West Franklin  
A Regional Campus of Brentwood Baptist Church**

Department: West Franklin  
Reports to: Campus and Teaching Pastor  
Job Status: Full Time  
FLSA Status: Exempt  
Effective Date: Immediately  
Primary Officing Campus: The Church at West Franklin  
Primary Ministry Campus: The Church at West Franklin

### **SUMMARY**

The Church at West Franklin Discipleship & Connections Pastor is responsible to the church, under the direction of the Campus and Teaching Pastor for the day-to-day management of discipleship and connection ministries, staff supervision, and ministry coordination.

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

#### **Discipleship**

- Oversees LifeGroups and Focus Studies
- Equips LifeGroup leaders quarterly / Meets with LifeGroup leaders monthly / Communicates with LifeGroup leaders weekly
- Responsible for identifying and equipping new LifeGroup leaders
- Handles all LifeGroup requests, communication and promotion
- Oversee and expand all discipleship opportunities for all ages throughout the West Franklin campus
- Oversees and Supervises Ministry Areas led by the following Ministers/Ministry Area Leaders
  - Children's Minister (PT)
  - Student Minister (PT)
- Oversees Adult Discipleship Budget
- Maintain dotted line relationship with Discipleship Champion at BBC

#### **Connections**

- Oversee New Member Orientation Process including planning and coordinating details of Discover classes
- Work with West Franklin PLACE Coordinator in overseeing all aspects of PLACE/Discover Us
- Oversee and coordinate follow up with guests attending the Church at West Franklin
- Oversee Guest Services Ministries including: coordinating details contributing excellent Sunday AM experience for members and guests (signage, car & foot traffic, coffee, lobby, etc.)
- Recruit, enlist, and train ushers, greeters, welcome center, & parking volunteer teams
- Lead, develop, and empower leaders to oversee various volunteer teams



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### **Other Roles/Duties**

- Preaches at least 3-4 times a year
- Teaches Bible/Focus Studies when called upon
- Ability to function in a variety of support functions in support of the Campus & Teaching Pastor

### **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 (South Region) at least quarterly on team progress and initiatives.
- Be available to serve the church as a decision counselor, pastoral counselor, 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 West Franklin.
- 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 & Connections Ministries and other ministries within the church.
- An understanding and passion for discipleship for all ages.
- 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 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. Experience executive or senior level management and serving in a multi-site church context is preferred.

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.

#### **THE CANDIDATE**

The foremost requirement for this role is that of a Christ centered life. The successful candidate will have a deep and ever-growing relationship with God as evidenced by daily habits, practices and disciplines of spending time with Him and His Word, observable fruits of the spirit, active involvement in the leadership of a church, and a commitment to maintaining healthy accountability relationships with a small number of mature believers. It is essential that this person align comfortably with the mission, vision, values, goals and strategies of Brentwood Baptist.

A strong sense of *calling* to lead & shepherd the local church and her members must be evident. This person must be teachable, a person of great character and servant’s heart, and have a history of a commitment to self-development. They will possess a unique blend of creative and administrative skills mixed with strong interpersonal relationship and pastoral gifts.

This person will need to have experience working in complex organizations where people and systems combine to create highly adaptive, innovative and changing environments. Therefore, they must be flexible, willing and able to think and live outside the box, possess exceptional organizational and change management skills, and must deeply value



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people, graciously receive criticism and relate well both cross generationally and cross culturally. A participative, collaborative, team-oriented culture is the desire at Brentwood Baptist Church and this person must be characterized by these same values.

#### **PERSONALITY, GIFTS, STRENGTHS AND ABILITIES**

**Personality:** A variety of personality types can be successful in this role. Using the DISC personality profile assessment tool we will expect this person to be a primary C, with DI as a strong secondary attribute. The DISC profile will be viewed in light of the person's Spiritual Gift, Abilities and Strength profile mentioned below.

**Spiritual Gifts:** Using the PLACE assessment tool, we will look for a mix of Support and Equipping gifts. Equipping gifts might include Leadership, Pastor/Shepherd, Teaching or Encouragement and the Service gift of Administration, Hospitality or Service are desirable.

**Abilities:** Using the PLACE assessment tool, we will look for the top three Abilities to come from the domains of Social, Enterprising and Conventional or Investigative abilities.

**Passions:** Using the PLACE assessment tool, we will look for a passion mix of Leading, Managing, Organizing, Teaching, Influencing or Delegating.

**Strengths:** Using Gallup's StrengthsFinder assessment tool we will look for a person with strengths primarily in the domain of Executing and Relational, with at least one strength in the Strategic domain. Developer, Connectedness, Arranger, Achiever, Strategic or Context would be considered a plus.

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