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www.brentwoodbaptist.com/employment

JOB DESCRIPTION

**Missions Minister
The Church at West Franklin
A Regional Campus of Brentwood Baptist Church**

Department: West Franklin
Reports to: Campus and Teaching Pastor
Job Status: Part-Time, 20 hours per week
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 Missions Minister is responsible to the church, under the direction of the Campus and Teaching Pastor for planning, coordinating, implementing and evaluating missions initiatives of the Church at West Franklin. The Missions Minister is responsible for helping the church leadership lead and mobilize the West Franklin congregation in working with local, regional, national and international partners. This person is also the West Franklin missions liaison to the Missions Department and the missions staffs at the other campuses; helping to engage and facilitate ministry opportunities for the other BBC campuses in the community of West Franklin. This is a part-time position.

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

- Provide oversight, training, equipping and supervision for any West Franklin campus staff and volunteers associated with the missions ministry at the West Franklin campus, clearly communicating and implementing strategic and operational goals, processes and systems.
- Coordinate with the West Franklin and BBC Mission's staff, and BBC community partners to effectively provide ministry opportunities that impact the West Franklin community.
- Communicate mission opportunities to the West Franklin congregation at least once per month.
- Develop and maintain mission partnerships (local, regional and international) that provide opportunities for people to fulfill BBC's Mission and Vision.
- Develop an intentional process for working with existing leaders and for the continued development of new leaders for West Franklin missions efforts.
- Maintain a detailed process for capturing stories of life-transformation, and decisions for Christ.
- Contextualize the goals of the Middle Tennessee Initiative at the West Franklin campus and report regularly against those goals.
- Be the liaison from the West Franklin Ministry campus to central support at the Brentwood campus for missions.
- Maintain an intentional program of spiritual, professional and physical self-development.



- Perform other duties as assigned by the Campus and Teaching Pastor.
- Provide mission journey opportunities nationally and internationally.
- Work with the Gospel Conversation Coach Coordinator for West Franklin to provide adequate equipping opportunities for church members and lead the West Franklin Gospel Conversation Coaching team
- Work with the Campus Pastor and Worship Minister to provide intentional ways to educate about and motivate to engage in missions from the platform.

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

- Participate in West Franklin Campus Staff meetings and serve as a member of the West Franklin Staff as well as part of the broader Missions Staff.
- Effectively communicate and work alongside an administrative assistant of the Church at West Franklin.
- Pray with and for all staff members and all engaged in mission efforts on a regular basis and when appropriate hold staff members accountable for personal, spiritual and professional growth.
- Report to the Campus and Teaching Pastor monthly on team progress and initiatives.
- Assist in pastoral care duties as appropriate.
- Collaborate with the Communications Team to ensure that BBC's mission, vision, strategies and initiatives at the campus of West Franklin are communicated to the church and to the West Franklin target demographic on a timely basis through the appropriate distribution channels.
- When needed, participate in monthly and quarterly all staff meetings at Brentwood campus and other related and or requested meetings at any of Brentwood Baptist's campuses.

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

- Effective in directing both resources and volunteers towards the accomplishment of goals
- Maximizes personal effectiveness by focusing on "must-dos" tasks
- Anticipates/avoids problems or formulates creative solutions
- Makes timely decisions that produce quality outcomes

Team Contribution

- Demonstrates flexibility, adapts well to changing priorities or situations
- Self-directed and proactive in accomplishing tasks without significant oversight
- Is willing to take on additional responsibilities with a "can-do" attitude
- Collaborates well with others to accomplish group tasks

Team Communication

- Clearly conveys expectations and priorities to volunteers
- Uses written and verbal communication in a way that accomplishes intended results
- Adheres to commitments, schedules and deadlines
- Functions well in a team environment, regularly shares information and solicits feedback from others

Pastoring/Shepherding

- Demonstrates Christ-likeness and a commitment to personal spiritual growth
- Leads volunteers by serving and not by asserting control



- Utilizes emotional intelligence, is emotionally available to those he/she leads
- Invests in the development of others around him/her

Self-Development

- Prioritizes and accomplishes self-development goals
- Demonstrates an ongoing commitment to obtaining the KASH 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 willingness to serve as a bridge where collaboration and alignment will exist between the West Franklin campus and Brentwood Baptist campuses.
- The proven ability to identify, equip, supervise, manage, and lead a team of staff and/ or volunteers.
- Exceptional relational skills.
- The proven ability to manage budgets, plan and implement plans in church environments.
- The proven ability to provide vision and strategy for a comprehensive program of outreach ministries that relate to BBC's Mission and Vision specifically and Missions in general.
- A personal sense of calling from God to vocational Christian ministry in general and to this particular area of ministry.
- Can identify closely with the mission, values, vision, theology, philosophy and methodology of Brentwood Baptist Church.
- A mature Christian who demonstrates the Fruits of the Spirit, is growing in their faith and is committed to spiritual disciplines such as Bible reading, prayer.
- The proven ability to identify, equip and lead a team of volunteers.
- Ability to collaborate, cooperate and function well in a team environment.
- Demonstrates strong written and verbal communication skills.

EDUCATION & EXPERIENCE:

- College graduate is preferred; experience in non-profits, managing volunteers, and understanding church culture is essential.
- Minimum of 5 years in local church or local not-for-profit ministries.

JOB PROFILE FOR WEST FRANKLIN CAMPUS:

West Franklin Baptist Church (WFBC) officially became The Church at West Franklin (WF) a Regional Campus of Brentwood Baptist Church in Fall 2014. The merger happened due to recognition by the membership of WFBC of its current Gospel ineffectiveness. Since the merger, WF has been able to discover, establish, and maintain partnerships locally, nationally, and internationally.

Locally, WF now has ministry efforts with the Franklin Police Department; Johnson Elementary School; Room in the Inn; Natchez; Senior citizen facilities; and ten Gospel Conversation coaches training WF members.



Nationally, WF sends teams throughout the year to Rogersville, TN to work with the underprivileged. WF is currently seeking a partnership with evangelical efforts with South Asians in Houston, TX. The purpose is to glean insights and best practices in effort to attempt similar Gospel ministries with South Asians in Middle Tennessee. South Asians are currently the fastest growing people group in Williamson County.

Internationally, WF sends teams throughout the year to Bangalore, India. The purpose is two-fold: (1) join IMB missionaries there who need help in their strategy, while exposing our people to this third world country; and (2) give our people a taste of South Asia, while earning them credibility with South Asians in Franklin.

The current word being used to describe and motivate mission and ministry efforts at WF is “Hard.” One, the campus sits in the heart of Williamson County. Williamson County = Wealthy. Jesus Himself said it is **hard** for a rich man to enter the kingdom of heaven. Two, as mentioned, South Asians are the fastest growing people group in Williamson County. There is a reason they are one of the largest unreached, unengaged people groups on the planet: because they are **hard** to reach. We believe God has entrusted WF with hard things. The missions minister at WF will be tasked with maintaining our current mission efforts; evaluating our current mission efforts against a Disciples-Making-Disciples (DMD) strategy; and always be on the lookout for how WF can help put a Gospel dent in the “Hard” areas we are called to reach.

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 D with a blend of C/I 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 Equipping and Support. Equipping gifts might include Leadership and Evangelism and the Support gifts of Administration, Mercy and Helps or Service are desirable.

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

Passions: Using the PLACE assessment tool, we will look for a passion mix of Organizing, Leading, Managing or Delegating. Felt Passions should include Evangelism and Missions

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. Arranger, Responsibility, Achiever, Connectedness, Includer, Individualization, Learner or Strategic strengths would be considered a plus.



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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