

## First Baptist Church – Broad

### Re-Engaging. Reimagining.

Dr. Keith Norman, Senior Pastor

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**Please send a professional resume and two references to [mcaswellfbc@aol.com](mailto:mcaswellfbc@aol.com)**

First Baptist Church - Broad (FBCB) is a large and growing ministry that strives to not only offer corporate and inclusive worship opportunities, but also to create small group ministry experiences that foster community, Godly relationship, and personal growth! Our goal is to re-engage and reimagine what discipleship and engagement looks like for the body of Christ.

As the Discipleship and Engagement Coordinator (DEC), one would serve in this capacity by planning, organizing, coordinating and managing discipleship and engagement events that are inclusive, yet innovative and relevant to our diverse congregation.

#### **Responsibilities include, but are not limited to:**

- Creating and managing forward-thinking discipleship and engagement opportunities for members of our congregation
  - Example: Spiritual Gifts Tests, Spiritual Educational Curriculum, Small Groups
- Manage all points of congregation engagement and involvement
- Managing/supervising the ministries of FBCB
- Frequent maintenance of 'Event Request Forms' (method by which events are proposed) that are submitted by **ministry leaders**
- Coordinating and managing internal and external events that offer resources and assistance that serve our congregation
  - Example: Covid Vaccination w/ BMG, Rent and Utility Assistance w/ City of Memphis, Food Gift Cards w/ United Way of Memphis
- Collaborating with work colleagues to ensure successful facilitation of events

#### **Required Work Experience & Skills**

**\*Proof of COVID-19 Vaccination is MANDATORY**

**\*Financial support of First Baptist Church-Broad is required**

- A minimum of 2 years of organizational management and coordinating experience
- Membership database management experience (Shelby, Epic, etc.)
- Computer and technology experience (Microsoft Office, Google Drive)
- Professional interpersonal communication experience
- Collaborative/teamwork skills

**\*Seminary training is helpful to this position, but not required; however, applicants with strong and adequate biblical knowledge with a 21st century-approach to discipleship and engagement platforms will be given preference.**