



BELL SHOALS
CHURCH

EXPECTATIONS AGREEMENT

Name: TBD

Job Title: Discipleship Ministry Assistant

Status: Part-Time (28 Hours per Week)

Supervisor: Global Discipleship Pastor

The Discipleship Ministry Assistant will assist in all aspects of the adult ministry areas of Bell Shoals on all campuses, and will directly assist in day-to-day activities for the Global Discipleship Pastor. This includes but is not limited to: calendaring, organization, communication, and reports.

Ministry Expectations

- Assist with needs and issues related to LIFE Groups, adult ministries, and events.
- Support the Discipleship Pastor in calendaring and communications.
- Ensure items related to the Discipleship ministry areas of the church are up-to-date, organized, and executed with a standard of excellence.
- Collaborate with the Discipleship Pastor and assist in the implementation of processes and ministry concepts.
- Cast vision and build relationships with Adult Ministry Leaders.
- Provide weekly, monthly, and annual reports as assigned.
- Offer support to ensure all areas within the Discipleship ministry are operating in alignment with specific goals and overall vision.
- Proactively assist in realignment of the Discipleship office to a Global (all campuses) focus.
- Assist in follow-up and prospect process related to emails, letters, etc. as needed.
- Attend and assist in LIFE Group meetings and trainings as needed.
- Be a staff member that has a commitment to excellence, heart to serve, spirit of humility, conviction to lead, focus on team, culture of fun, and passion for people.
- Intentionally look to build/improve healthy relationships with adult LIFE Group leadership.
- Strive to become more knowledgeable and efficient in running reports through our current database system.
- Specific duties as assigned by the Discipleship Pastor, Executive Pastor, and/or Lead Pastor.

Personal Expectations

- Maintain God-ordained priorities in your life by putting Jesus Christ first, your spouse second, and your children third, grandchildren fourth, and your ministry fifth.
- Be loyal to the vision and staff and always protect the unity of Bell Shoals Church.
- Invest in and invite the lost to know Jesus and to get plugged into Bell Shoals Church.
- If a member, give sacrificially to the ministry of Bell Shoals Church.

Convictional Expectations

- Adhere to the 2000 Baptist Faith and Message and agree to teach in accordance with it as our guiding statement of faith.

Date
Discipleship Ministry Assistant

Dr. Matt Curry
Global Discipleship Pastor

Date