

Church & Candidate Profile

Campus Ministry Assistant



Brookstone Church

Church History

Brookstone Baptist Church, formerly North Asheville Baptist Church, has long stood as a testimony to God's faithfulness since the church was called into existence in 1910. First located on Forsythe Street in North Asheville, the church was a satellite of First Baptist Church of Asheville. NABC grew in membership and influenced the community with the Gospel of Christ.

In 1969 the church body began to grow and a need for a larger facility to reach more people with the Gospel became apparent. This led NABC to go forward in faith as a 1.5 acre tract of land was purchased near I-26 and UNC-Asheville. Construction began and on Easter Sunday, 1972 NABC held its first worship service at that location.

In August of 1989, Jim Dykes was called as pastor, and, in 1994, NABC purchased eight acres on Reynolds Mountain Boulevard. The first service in the new church was held on November 25th, 1995. Such growth occurred that two Sunday morning services were required and eight adjoining acres of land were purchased due to projected growth.

In 2001, the church family moved once again, into a multi-purpose building on the same property. The former building now houses Reynolds Mountain Christian Academy, established in 1999 as a ministry of NABC, originally under the name North Asheville Christian School.

On Easter Sunday, 2017, after 106 years under the same name, North Asheville Baptist Church officially became Brookstone Baptist Church in anticipation of the relocation to a new, 100-acre campus in Weaverville. The church celebrated opening day at its new location on November 12, 2017. This campus includes a large worship space, conference facilities, classrooms, counseling space, student center, a community park, pavilion, walking paths, soccer fields, hiking trails and more. Opening this campus to the community has enabled the church family to reach thousands of people with the Good News of God's love for them in Christ!

October 2nd, 2022 marked the launch of Brookstone's East Campus in the auditorium of Charles C. Bell Elementary School. This is the first of several planned satellite campuses strategically located to reach Buncombe County with the Gospel and to equip God's people of all ages to live intentionally every day.

January 14th of 2024 marked the grand opening of the Brookstone West Campus at Enka Intermediate School in Candler. This was the second planned satellite campus reaching souls in the western part of Buncombe County.

We celebrated the opening of the Student Center on January 7th, 2024, located at the North Campus. The new Student Center is going to speak volumes to our students and to everyone in our community that we are serious about investing in the next generation. It's going to communicate that the Kingdom of God doesn't hinder the children from coming to Christ.



North Campus



East Campus



West Campus



Student Center

Brookstone Church

What does it look like?

Worship Service



We believe life-giving worship is centered on Jesus, informed by the Word, and powered by the Holy Spirit. Emphasizing the singularity of Christ's exaltation and the value of congregational participation, we prayerfully envision having that culture.

When you arrive at the worship center, our ushers can help you find a seat. Our focus during this time is dynamic worship with Jesus. You will hear practical Bible teaching designed to encourage and grow your faith.

What to Wear

We have a casual environment and want you to be comfortable walking in. Our people wear everything from jeans and t-shirt to their Sunday best. You'll fit in no matter what you wear.



In the essential beliefs, we must have unity (Ephesians 4:4-6)
In the non-essential beliefs, we have to have liberty (Romans 14-15)
In all our beliefs, we have to have love (I Corinthians 13)

What does this mean?

All of us come from different backgrounds and cultures where we have developed preferences which are called non-essential beliefs. These are beliefs that we hold very dear because it is what we have learned to become accustomed to, and because of this, we will sometimes differ in our opinion on certain topics. The non-essential beliefs can be found in the style of Christian music we listen to, in the type of clothes we wear to church and in the translation of scripture we read. Whatever your preference, it must never bring division in the body of Christ.

In the area of essential beliefs, those areas where the Bible is very clear, we must stand united together and never compromise these Biblical truths. Examples of these essential beliefs are listed below. Our convictions rest solely on biblical doctrine and not preference.

List of essential beliefs

1. We believe in the Holy Scriptures as the very Word of God (II Tim 3:16)
2. We believe there is only one God eternally existent in three persons (I John 5:1-8)
3. We believe in the deity and virgin birth of Jesus Christ (John 1:1-14)
4. We believe in the person and ministry of God the Holy Spirit (John 16:7-14)
5. We believe that heaven and hell are both real and eternal places (Rev. 20-21)
6. We believe all men are by nature and choice sinful and lost (Rom 3:10-23)
7. We believe salvation is by grace through faith in Jesus Christ (Eph. 2:8-9)
8. We believe in the existence and final defeat of Satan (Rev. 20:1-10)
9. We believe in the second coming of Jesus Christ (I Thess. 4:13-18)
10. We believe in the eternal life and preservation of all saints (John 6:40)
11. We believe in the priesthood of the believers (Heb. 4:15-16)
12. We believe the New Testament Church is an organized body of believers (Eph 4:11-16)
13. We believe that the church has two God-given ordinances: Baptism and The Lord's Supper (Matt. 28:16-20; I Cor. 11:23-24)
14. We believe that the church is financially supported by the faithful giving of believers through their tithes and offerings. (I Cor. 16:1-2; Malachi 3:6-10)

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The Area of Weaverville

North of Asheville sits the unique, scenic town of Weaverville, North Carolina, home to entrepreneurs and artisans alike. With a thriving downtown district offering an array of businesses and plenty of parking, Weaverville draws visitors from all around to its quaint, picturesque Main Street and lush public spaces. Living in Weaverville offers the best of all worlds: quiet country living just a stone's throw from a thriving in-town commercial district, with a 15-minute drive to Downtown Asheville.

In the 1800s, Weaverville was home to grand hotels with visitors escaping the heat of southern summers. Author O. Henry spent some of his last days here, regaining his health before returning to New York City. Today, Main Street offers a lot for visitors with some impressive restaurants, galleries, and artist studios. And it's only ten minutes from both downtown Asheville and the Blue Ridge Parkway.

Residents and visitors to Weaverville can enjoy two public parks within its jurisdiction: Lake Louise Park and the Main Street Nature Park. Well-maintained areas prized for passive recreation, the parks offer walking paths lined with volunteer-maintained flower beds and educational information celebrating Weaverville's rich heritage.

For those looking for nearby nature adventures, Weaverville boasts an entrance to the Blue Ridge Parkway, miles of local hiking trails, cycling routes, scenic drives, wildlife, and native plants. In addition, the Town of Weaverville hosts several community events throughout the year celebrating its unique roots in Western North Carolina, including a Memorial Day Observance at Lake Louise, Fire on the Lake: July 4th Celebration at Lake Louise, a 9/11 Observance at Lake Louise, a Veterans' Day Observance at Lake Louise, and a Town Christmas Parade downtown.

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Campus Ministry Assistant Job Description

PURPOSE:

This position serves as the first point of contact for the assigned Brookstone Church campus and will provide administrative support across the organization. As the Campus Ministry Assistant they will handle the flow of people through the church and ensure that all administration tasks are completed accurately and delivered with high quality and in a timely manner. This position answers to the Campus Pastor, the Executive Pastor, and the Senior Pastor.

RESPONSIBILITIES:

- Serve as the primary assistant to the campus pastor.
- Assist other pastors that serve at your particular campus as directed by the campus pastor.
- Be a warm, inviting and efficient first impression to visitors to the office.
- Serve visitors by greeting, welcoming, directing and announcing them appropriately.
- Answer, screen and forward any incoming phone calls while providing basic information when needed. Check the answering machine daily and route any messages to appropriate staff.
- Check email and respond appropriately.
- Receive and sort daily mail/deliveries/couriers.
- Place calls for pick-up by Fed Ex or UPS as needed.
- Maintain security by following procedures and controlling access.
- Organize schedules and oversee long range plans for assigned ministry areas.
- Contact and/or book venues or speakers and possibly coordinate travel arrangements if necessary.
- Update appointment calendars, book rooms and resources, and schedule meetings/appointments.
- Perform other clerical duties such as filing, photocopying, collating, binding, faxing, assisting with mailings, etc.
- Maintain an office supply ordering list and order office.

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Campus Ministry Assistant Job Description

- Place phone calls for support issues with copiers, phones, etc...
- Maintain an organized and welcoming office area.
- Manage guest service team
 - Scheduling team to serve on Sundays/special events
 - Recruiting new members to the guest service team
 - Communicating to team the needs for Sundays/ Special events
- Prepare for the Engage membership event each month
 - Gathering/Printing all material needed for Engage
 - Responsible for entering membership data into appropriate system
- Setting up and maintaining hospitality area for Sundays
 - Coffee station
 - Information table
 - New guest gifts
- Manage and File expense reports

PASTORAL CARE RELATED RESPONSIBILITIES

- Post and update any campus-specific prayer requests that need to be entered into the workflows in Planning Center and update weekly prayer newsletter.
- Keep the Campus Pastor informed of any updates to medical needs or conditions within the campus congregation and those in the hospital.
- Order flowers when necessary for illnesses, births, and funerals.
- Maintain a weekly list of all pastoral care visits/interventions. These visits/interventions should be tracked in some fashion (Word, Excel, etc...)
- Assist in arranging meals when needed following illnesses, births, and funerals or communicate with Lifegroups who are taking care of this need.
- Properly execute campus-specific guest follow up system.
- Attend Staff-Wide meetings and Ministry Assistant meetings as required.
- Take copious notes in meetings and assign those tasks to make sure that those things listed or brought up are accomplished.
- Prepare for assigned events to include purchasing of supplies, set up and break down of scheduled events the assistant is responsible for. Assistant should be in attendance to assist with all events offered by their assigned ministry area.

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REQUIREMENTS:

- Proven working experience in similar roles.
- Team player that enjoys both special project tasks and ongoing daily tasks.
- Proficient with Google Docs and Sheets.
- Proficiency or the ability to learn additional software: Planning Center, Church Metrics.
- Professional appearance and welcoming demeanor/attitude.
- Solid communication skills both written and verbal. Proofreading skills are a plus.
- Ability to be resourceful and proactive in dealing with issues that may arise.
- Proficient with all social media to help promote/update church events.
- Ability to organize, multi-task, prioritize and work under pressure.
- High school degree or higher educational background.
- Sensitive to confidential information and trustworthy with sensitive information.
- Able to lift at least 25 pounds.

QUALIFICATIONS:

- Has a growing relationship with Jesus Christ and evidence of living a Spirit-filled life.
- Regular and reliable attendance to Brookstone.
- Promotes a positive, ministry-minded, and healthy environment as a team player specifically with pastor and staff as well as church leaders, members, guests, and the community at large.
- Has a servant attitude and desires to serve the Lord through the local church.
- People-oriented: relates well with all people in attitude and appearance.
- Must be able to plan, organize, and handle multiple, simultaneous tasks effectively and efficiently with the ability to give attention to detail and accuracy while maintaining a professional, courteous manner.
- Must be able to exercise good judgment and positively influence others, including handling confrontations with poise and efficiency.
- High integrity, including maintenance of confidential information.
- Knowledge of the church's by-laws, policies, procedures, and general church practices.
- Possess the skills necessary to perform the functions of the job and the capacity to learn additional skills which the job may require.

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PERSONAL DISCIPLESHIP:

- Maintain a vital and growing relationship with the Lord through consistent time in the Word and prayer.
- Commit to EE training.
- Strive to maintain and protect biblical priorities in the home.
- Model the practice of wise stewardship.
- Seek to maintain accountability through participation in a relational environment.
- Personal Worship attendance at service

The above is intended to describe the general content and requirement for performance of this job. It is not intended to be construed as an exhaustive statement of essential functions, responsibilities, or requirements.

SALARY:

A competitive salary wage commensurate with experience will be provided.

HOURS:

The office hours for this position will consist of Monday-Thursday 9:00 am – 5:00 pm. Additionally, responsible for setup/breakdown and supervision of the Guest Services team on Sunday mornings.