

Church & Candidate Profile

Outreach Pastor Assistant
Brookstone North Campus



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 speaks volumes to our students and to everyone in our community that we are serious about investing in the next generation. We strongly believe the Kingdom of God doesn't hinder children from coming to Christ.



North Campus



East Campus



West Campus



Student Center

Brookstone Church

What does it look like?



Main Worship Center

Gathering Area



Main Hallway

Brookstone Church

What does it look like?

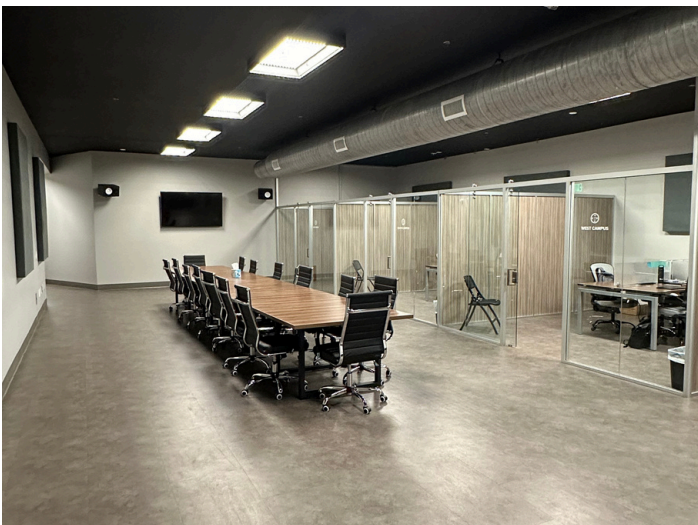


Upstairs Hallway

Kids Area



Campus Staff Pods



Brookstone Church

What does it look like?



Office Entrance

Student Auditorium



Student Center
Gathering Area

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)

Brookstone Church

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.

Brookstone Church

Outreach Pastor Assistant Job Description

RESPONSIBILITIES:

- Serve as the primary assistant to the Outreach Pastor
- Respond to emails and screen/forward phone messages in a timely manner
- Maintain necessary contact information for missionaries and community partners and manage the Community Partner activity calendar on the website
- Calendar coordination to schedule meetings, lunches, classes, etc.
- Assists Outreach Pastor with gathering information and data as needed
- Submit check requests and credit card authorizations
- Reserve rooms and spaces in Planning Center
- Prepare and document needed receipts and items for expense reporting
- Assist as needed with annual budget preparation
- Maintain records and filing documents as needed
- Coordinate travel arrangements when necessary
- Assist with We Share Evangelism class (typically offered on Sundays) preparation and provide necessary communication to our trainers and students
- Schedule meetings between the Outreach Pastor and EE trainers as needed
- Order necessary curriculum materials from Evangelism Explosion
- Order supplies for Outreach, Community Partners and Evangelism ministries
- Become familiar with the Bless Every Home App, Come and See and other outreach programs offered by the church.
- Coordinate/Manage follow-up visits to New Movers to the area.
- Maintain Staff Evangelism Team List
- Set up We Share, Missions, Community registration events in Planning Center.
- Post attendance for We Share evangelism class.
- Willingness to learn and use Planning Center, Basecamp, and other frequently used software
- Attend Staff Chapel, Prayer Gatherings and a monthly Operations and Outreach meeting
- Assist Prison ministry group and coordinate/manage follow-up items
- Coordinate once a month meetings between Outreach Pastor and one Community Partner a month
- Coordinate the Community Partner spotlight area on monthly calendar which includes a video introduction to the specific ministry
- Commit to Evangelism training and attain the level of a trainer and participate as a trainer during We Share classroom sessions

Brookstone Church

Outreach Pastor Assistant Job Description

QUALIFICATIONS:

- Bachelor's degree and/or at least five years' experience in an administrative or equivalent position
- Must be sensitive to confidentiality and trustworthy with sensitive information. Any discussion of confidential materials, being part of gossip or drama is cause for immediate dismissal
- Ability to understand a concept and create a developable path to accomplish the concept
- Able to recognize needs and be self-motivated to assist in brainstorming solutions
- Proficient with Apple OS, Google Suite, project management softwares

PERSONAL DISCIPLESHIP:

- Maintain a growing relationship with the Lord through consistent time in God's Word and in prayer
- Commit to attending evangelism 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 Lifegroup
- Personal worship service attendance

ACCOUNTABILITY:

The Outreach Pastor Assistant reports to the Outreach Pastor and the Executive Pastor of Operations and Outreach

SALARY:

A competitive salary commensurate with experience will be provided to include paid vacation, pro-rated in year one

HOURS:

Monday-Thursday 9AM-5PM, various evening and weekend commitments depending on church programs and events

Brookstone Church

Outreach Pastor Assistant Job Description

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.

