

## BRIDGE CITY CHURCH JOB DESCRIPTION

Job Title: **Campus Admin**  
Department: Administration  
Approved by: Lead Pastor/Campus Pastor

### ROLE

The Campus Admin communicates with and provides complete and total support for the Campus Pastor. Their job is to oversee, help coordinate, and help plan the flow of five areas of ministry (First Impressions, Ushers, Connection Point, Events, Facilities).

### WIN

The campus is running at a high level of efficiency and is growing numerically in each area of ministry, adding fully-trained and effective team members. The Campus Pastor is functioning at a high level of care for people.

### RESPONSIBILITIES

- Submit to the vision and direction of the Campus Pastor
- Equip and inspire First Impressions, Ushers, Connection Point, Events, and Facility Coordinators to lead teams of people that welcome guests in a way that inspires them to connect with BCC
- Assist Team Leaders in scheduling quarterly trainings
- Train Team Leaders on scheduling weekly services in Planning Center Online
- Support Campus Pastor by overseeing the administrative follow-up of the areas of ministry they are responsible for
- Coordinate the Sunday flow of worship experiences, as well as special events for the areas of ministry under the direction of the Campus Pastor
- Continuously communicating with and on behalf of the Campus Pastor
- Systematizing every area of ministry with excellence in an effort to free up the Campus Pastor to provide pastoral care

### REQUIREMENTS

- Is a mature follower of Jesus, a tithing member of Bridge City Church, family is in order, passion-driven, loves people, and exhibits leadership characteristics of a deacon (1 Timothy 3:8-13)
- Actively involved and supports the vision and direction of the church, participating in church events, special events, ministry opportunities, missions, and moving self and others to discipleship and growth
- Excellent time management, administration, multi-tasking, leadership, delegation, and written/verbal communication skills
- Attended a Victory & Freedom Weekend
- Ability to learn church database and scheduling systems

### REPORTS TO

Campus Pastor with a dotted line to the Business Director