



Job Title: Campus Pastor Assistant

Location: Central Office or as directed by Campus Pastor

Type: Full-Time

Status: Regular

Purpose

The Campus Pastor Assistant will be primarily responsible for support on the assigned campus(es). They will accomplish these responsibilities by overseeing volunteers, supporting life and learning group leaders, and increased connection and participation within the church community. The Campus Pastor Assistant must have a firm grasp on the vision, purpose, values and strategy of the church. The Campus Pastor Assistant will work directly with the Campus Pastor, Church Staff, Life Group and Learning Group Leaders, and other ministry lay leaders to set overall direction and vision for groups. The Campus Pastor Assistant will ensure that the systems, practices, and policies of the church responsibly and effectively support its ministry activities.

Character and Nature of Position

Considered the “expert” in their area of responsibility and as such must assume overall responsibility for all related activities on the campus. Must be a devoted follower of Jesus Christ, a person of character and integrity. Their life must exemplify the purpose, philosophy, and doctrine of the church. Must have technical mastery of the various aspects in their area of expertise and will assist those involved in the community ministry to realize their maximum potential. They would lead in such a way that people feel encouraged and appreciated in their ministry.

Key Responsibilities and Duties

- Assist in communicating vision for groups ministries
- Organize, coordinate and oversee all campus events
- Ensure all operational supplies and equipment are ready and available as requested
- Oversee first impression teams on campus
- Assist in creating an atmosphere that promotes strong church connections and service within the total church body
- Perform other duties as assigned by leadership
- Provide Campus Pastor administrative support for operations, check requests and submission of credit card receipts
- Attend campus pastor meetings, as requested



Qualifications and Requirements

- A passionate love for the Lord, people and a desire to serve in local church-wide ministry
- Exhibit excellent written, verbal and interpersonal communication skills
- Must possess a strong work ethic
- Ability and willingness to work effectively in partnership with all staff
- University undergraduate degree preferred
- Previous administrative experience preferred
- Individual must possess proven leadership and management with a high skill and competency level demonstrated
- Ability to lead and motivate diverse groups of people – volunteers, employees, peers, leadership and ministry associates
- In step with the future direction of BridgePoint with regards to mission, vision and strategy
- Fitting into the BridgePoint culture.

The Campus Pastor and other leadership staff will conduct annually a performance evaluation and review of the compensation package.

How to Apply

Please submit your cover letter and resume as a single attachment when applying to jobs@bridgepointfl.com.