

PERSONNEL DESCRIPTION: Campus Ministry Coordinator (PART-TIME)

PERSONNEL CLASSIFICATION: Ministry Support Staff

JOB DESCRIPTION:

The Campus Ministry Coordinator serves as the primary ministry operations and administrative gateway for The Church at Kettering. Serving as a vital link between campus ministries, central support, and the congregation, this role creates a warm, welcoming environment and provides local ownership of campus systems. Working alongside the Campus Pastor and in partnership with Central Services, this position handles administrative workflows, weekday reception, Sunday preparations, and event execution.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Demonstrate a Christ-like attitude in performing all work in order to exalt our Lord and Savior, Jesus Christ
- Guest Assimilation & Hospitality
 - Warmly welcome, assist, and direct weekday visitors, guests, and individuals in need entering the campus.
 - Coordinate guest follow-up, track membership and baptism progress, and ensure clear next steps.
 - Maintain lobby hospitality areas, guest materials, signage, and updated ministry brochures.
 - Oversee weekly campus readiness in partnership with the cleaning team and First Impressions, performing minor cleaning as needed.
- Communication & Reception
 - Answer, screen, and forward incoming calls, answering general inquiries regarding services, membership, events, and partner ministries.
 - Coordinate campus emails, text messages, social media scheduling, and weekly announcement preparation.
 - Sort and distribute incoming mail and carrier deliveries.
- Worship Ministry Administration
 - Volunteer & Ministry Support Coordinate volunteer onboarding, scheduling, and communication across teams.
 - Assist ministry leaders with administrative follow-through, proofreading, and bulk mailings.
 - Support Benevolence and Bereavement ministries with supply ordering and scheduling.
- Event & Campus Logistics
 - Coordinate logistics, registrations, volunteers, and supply needs for campus events, outreach, and ministry gatherings.
 - Maintain Church Management Software/Planning Center records, attendance, calendars, and ministry metrics.
 - Maintain prayer/visitation calendars for hospitalized members or pending surgeries. Coordinate facility and supply needs with Central Services.

RELATIONSHIPS:

- Reports to the Campus Pastor
- Interacts and coordinates frequently with Central Services, Pastors, Ministry Staff, Volunteer Leaders, and guests
- Interacts with additional campus coordinators as needed

REQUIREMENTS:

- Commitment to the mission and values of First Baptist Kettering
- 26 hrs/week (Monday – Thursday), limited adjustments to schedule to meet ministry requirements may be required
- Must be a faithful supporter of the church through tithes and offering

