

CAMPUS MINISTRIES ASSISTANT

(Seminole Campus)

Reports To: Seminole Campus Pastor

Secondarily Reports To: N/A

Status: Part-Time Position / Hourly Non-Exempt

Work Schedule: 15 hours per week (Sunday 8-12, Tuesday/Wednesday 9-3)

Pay Range: \$15-20/hr, based on experience

Position Summary:

The Campus Ministries Assistant provides administrative and ministry support to the Seminole Campus Pastor while helping ensure the campus stays organized, connected, and ready for ministry. This role helps coordinate schedules, communications, events, volunteer support, and follow-up while creating an environment where staff and volunteers can serve effectively and guests and attenders can take meaningful next steps at BridgePoint.

Supervisory Responsibilities:

- No direct staff supervisory responsibilities; coordinates and supports volunteer teams as part of the role.

Essential Duties, Responsibilities and Expectations:

- Support the Campus Pastor with calendar scheduling and coordination, helping protect time for pastoral and ministry priorities.
- Assist with email, calendar, and incoming requests, identifying items that need the Campus Pastor's direct attention.
- Track and follow up on the Campus Pastor's action items and commitments.
- Manage the Seminole Campus calendar in coordination with the Facilities Manager, including event details, room assignments, and required forms.
- Help ensure the campus is prepared and ready for Sunday services, campus events, and group meetings.
- Manage, communicate, and oversee weekly scheduling for First Impressions volunteer teams.
- Support general campus office needs, including connection requests, prayer requests, supplies, and First Impressions resources.
- Maintain organized campus files and information using ROCK, Planning Center, Google Workspace, and other ministry tools.
- Serve as a welcoming staff presence and point of connection for volunteers, guests, and attenders on Sunday mornings and during campus events.
- Assist with campus communications, including emails, newsletters, printed materials, and event communication.
- Communicate and follow up with campus staff regarding tasks and operational needs for campus events.
- Work collaboratively with staff, volunteers, leaders, and guests across BridgePoint.
- Create a hospitable and inviting environment, helping people connect and engage in the life of the church.
- Perform other duties as needed.

The Ideal Candidate Is:

- A follower of Jesus who professes Him as their Lord and Savior.

- Highly called and passionate about helping people grow closer to God.
- High character, prioritizing integrity and personal values over tasks.
- A flexible team player who contributes to a drama-free, high-capacity environment.
- Someone who genuinely cares for people and teams and advocates for BridgePoint's culture.
- Committed to actively participating in the life of BridgePoint Church as a member and embodying the culture and vision of the organization.
- Highly organized and able to manage multiple details, priorities, and deadlines.
- A clear and effective written and verbal communicator.
- Comfortable working both independently and collaboratively with a team.
- Hospitable, approachable, and energized by supporting people and ministry.
- Comfortable using technology and able to learn systems such as Google Workspace, ROCK, and Planning Center.
- Someone with a heart for ministry and a servant-minded approach to their work.

Education, Experience, and Skills Requirements:

- High school diploma or equivalent required.
- Previous administrative experience is preferred but not required.
- Strong organizational and time-management skills.
- Strong written and verbal communication skills.
- Proficiency with office software and the ability to learn church management and ministry-related systems.

Physical Requirements:

- Maintain a valid Florida driver's license.
- Ability to communicate, receive, and exchange information verbally and in writing.
- Ability to sit at a computer and stand for extended periods of time.
- Ability to lift up to 20 pounds for setup and breakdown of tables, chairs, supplies, and other event needs.

How to Apply

Please submit a cover letter, resume, and [employment application](#) as a single attachment when applying to jobs@bridgepointfl.com and include Campus Ministries Assistant as the subject line.

Application and background check will be required prior to employment.

BridgePoint Church is an equal opportunity employer and administers all personnel practices without regard to race, color, sex, gender, age, ancestry, national origin, mental or physical disability or medical condition, marital status, military or veteran status, genetic information, or any other category protected under federal, state, or local law.