



Campus Coordinator

Job Description

October 2026

Reports To:	Campus Pastor (dotted line to Connecting Director at Annapolis campus)
Position Type:	Hourly, Part Time
Purpose:	The Campus Coordinator is the operational backbone to the Kent Island campus. This role blends administration, volunteer coordination, guest follow-up and Sunday execution to ensure the campus runs smoothly and guests feel welcome.

BASIC QUALIFICATIONS:

- Models the lifestyle of a passionate, maturing follower of Jesus with a deep personal commitment to Jesus.
- Spiritually mature and emotionally intelligent.
- Demonstrates humility, discernment, and godly wisdom.
- Agrees with BACC Statement of Beliefs and Position Papers and meets all Ministry Partner requirements.
- Strong ability to lead, equip, and develop people.
- Strong relational and communication skills.
- Servant leader who thrives on leading through others.
- Teachable and approachable.
- Self-starter who demonstrates initiative and follow-through.
- Maintain a professional personal style commensurate with the role.

RESPONSIBILITIES:

1. Sunday Morning Leadership

- Serve as the primary lobby Sunday morning point person for the campus
- Ensure all Connect roles are scheduled and covered
- Oversee Sunday logistics: set-up, signage, hospitality spaces, Guest Central
- Lead or support Connect Team huddles to set the tone for the morning
- Troubleshoot issues calmly and decisively as they arise
- Be a visible, friendly presence for guests and volunteers
- Prepare communion or other gathering elements as needed
- Coordinate with the Campus Pastor on weekly flow and special moments

2. Volunteer Scheduling & Administration

- Coordinate volunteer onboarding logistics, as well as ongoing trainings and team milestones / celebrations
- Communicate clearly with volunteers throughout the week
- Partner with Annapolis Campus Connecting Director to align systems

3. Guest Follow-Up & Database Management

- Ensure first time guests are followed up with quickly and personally
- Enter attendance and guest data into the church database
- Coordinate with Campus Pastor on pastoral follow-up needs
- Partner with Annapolis Campus Connecting Director to align followup systems

4. Office Administration & Campus Support

- Order supplies for Sunday mornings, hospitality and office needs
- Manage basic campus inventory and purchasing within budget, including Janitorial needs
- Support the Campus Pastor with admin tasks
- Coordinate space readiness and cleanliness
- Assist with event logistics as needed (monthly events, holidays, baptisms, parent dedications)
- Meet weekly with Annapolis Communication Coordinator to align announcements, emails, social media and website communications.

Weekly Requirements:

- Weekly Sunday presence (required)
- Midweek admin + scheduling time
- Weekly check-in with Campus Pastor
- Monthly meetings with Annapolis Campus Connecting Director for alignment
- Flexibility during launch, holidays, and special events

OTHER DUTIES AS ASSIGNED:

- Attend staff meetings and required leadership meetings
- Participate in Bay Area all-staff events and trainings
- Assist with other ministry responsibilities necessary to accomplish Campus vision and goals