

Position: Student Ministry Coordinator

Reports To: Tyler Crosson, Lead Pastor

Status: Full-Time Position / Exempt

Work Schedule: Sunday–Thursday, including required Wednesday evenings for Student Programming. Occasional Friday/Saturday and additional evening hours as needed.

Pay Range: \$40,000

Position Summary:

The Student Ministry Coordinator is responsible for implementing the vision and values of BridgePoint Church's Student Ministry at the designated campus, with the purpose of helping students, all students, get closer to God. This role is a visible leader on the Student Ministry team who builds healthy teams, creates excellent weekly environments, strengthens school and family partnerships, and ensures alignment with centrally planned strategy and events.

Supervisory Responsibilities:

- Leads and develops volunteer teams; no direct staff reports.

Essential Duties, Responsibilities and Expectations:

Campus-specific (at the assigned campus):

- Serve as a visible leader who models BridgePoint's mission and culture while executing the student ministry vision on campus.
- Lead all campus Student Ministry activity through high collaboration across all department teams and campuses, ensuring aligned weekly experiences, events, and leader care.
- Implement the centrally planned teaching series and worship plan; coordinate room setup and vibe, outside vendors, check-in/out, safety, transitions, stage support, and small-group flow.
- Recruit, screen, onboard, schedule, coach, and care for volunteer leaders; lead pre-service huddles and provide bite-size training to develop the team.
- Be a consistent, relational presence with students; welcome new students and follow up within 48 hours.
- Maintain a parent communication rhythm (e.g., weekly email, mid-series updates, event reminders and post-event follow-ups) using central templates and brand guidelines.
- Establish and invest in relationships with local schools near the campus by attending student games and key activities; collaborate with First Priority/FCA; provide snacks/meals when permitted; schedule lunch drop-ins; and meet with administrators/campus leaders within school policies.
- Partner with the KidsPoint team to coordinate 5th-grade transitions and shared milestones/rites of passage so students and parents experience a smooth handoff.
- Recruit and rally for unite night; help with campus set/tear-down and check-in; ensure timely follow-up on decisions and next steps.
- Coordinate rooms, work orders, A/V requests, and rehearsal times with Facilities and Production/Worship to support weekly experiences and special events.
- Stewards ministry funds within the approved budget including planning purchases, tracking expenses, reconciling monthly, and submitting receipts on time in alignment with finance procedures

- Support camps/retreats/trips registration, paperwork, scholarships, staffing ratios, logistics, transportation guidelines, and post-event follow-up; record time per policy and obtain advance approval for overtime during major events.
- Regularly attend weekend services at the assigned campus to connect with students and families and support church-wide events as needed.

Central collaboration (planned/coordinated centrally):

- Participate in monthly planning with the Lead Pastor for Unite night programming, content, and run-sheet; provide campus feedback to improve content and logistics.
- Collaborate weekly with other Student Ministry Coordinators to align student content and programming, share resources and volunteer plans, cover for one another as needed, and ensure a consistent student experience across campuses.
- Contribute feedback to strategy, annual calendar, series plans, and shared standards; implement central plans with excellence at the campus.
- Implement and uphold student safety standards (two-adult rule, approved/background-checked leaders, incident reporting, secure check-in/out, transportation rules, medical/permission forms, mandated reporting) and complete required trainings.
- Use the church management system, approved email/text platforms, and brand guidelines; coordinate with the Communications team as needed.
- Participate in staff and Student Ministry team meetings; share campus wins, stories, and metrics; collaborate on continuous improvement of series, events, leader development, and systems.
- Performs other related duties as assigned.

The ideal candidate is:

- A follower of Jesus and professes Him as their Lord and Savior.
- Highly called, passionate about helping people grow closer to God.
- High character, prioritizing integrity and personal values over tasks.
- Flexible team player, fostering a drama-free, high-capacity environment.
- Cares for people and teams, advocates BridgePoint's culture.
- Commits to actively participate in the life of BridgePoint Church as a member, embodying the culture and vision of the organization.

Education and Experience Requirements:

- High school diploma or equivalent required.
- Associates or Bachelor's degree in a related field preferred.
- Minimum of 2 years of hands-on student ministry experience required.
- Proficient in Excel, Word, Planning Center Online and GSuite. Must be willing to learn new programs as needed.

Physical Requirements:

- Ability to stand, walk, and sit for extended periods of time.
- Ability to lift and carry up to 50 pounds.
- Ability to bend, stoop, and reach.
- Ability to climb stairs and navigate uneven terrain.
- Ability to operate a computer and other office equipment.
- Ability to drive and have a valid driver's license.

- Ability to participate in physically active youth events and activities, including outdoor events, retreats, and mission trips.
- Ability to respond quickly in emergency situations and provide appropriate assistance.
- Ability to communicate clearly and effectively, including speaking in front of large groups and using technology to communicate with youth and their families.

Employee signature below indicates the employee's understanding of the position's requirements, essential functions, and duties.

Employee Signature_____

Date_____

An Equal Opportunity Employer

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.

How to Apply

Please submit a cover letter, resume and [employment application](#) as a single attachment in PDF format when applying to jobs@bridgepointfl.com and include the position title as the subject line.

Application and background check will be required prior to employment.