

# TRINITY CHURCH

STUTTGART Campus Administrator



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Since 2007, Trinity's mission has been to make disciples who exalt Jesus Christ and honor God's Word in everything they say and do. Our four-part strategy invites people to **COME** to Christ, **GROW** in their faith, **SERVE** Him by serving others, and **REACH** those outside the church with the good news of Jesus. As our community continues to grow, we remain one church with seven locations across the globe, including five in Virginia; one in Stuttgart, Germany; and one in the Middle East.

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## + Position Description

The Campus Administrator is responsible for assisting the Campus Pastor and Connect Ministries Coordinator while providing leadership and support to Sunday morning ministry teams for their campus. The Campus Administrator also works with the Campus Pastor and Connect Ministries Coordinator to plan services, connect church members and visitors to the ministry of the church, and to coordinate all campus related ministries.

## +Responsibilities

### Sunday Mornings:

- Ensure all Sunday morning teams are in attendance
  - Parking Team, Greeters, Ushers, Hospitality, Prayer Team, Security and Safety Team
- Set up or oversee the set up for Campus.
  - Ensure all Service Paperwork is printed and distributed to the correct places/people
  - Ensure Bulletins are printed for Ushers to distribute
  - Ensure Hospitality has all necessary supplies.
  - Ensure all signage gets set out in front of building and in parking garage
- Help facilitate 8:45am pre-service huddle
- Anticipate any needs or problems before, during, and after service
- Oversee Offering Count and ensure it gets put into the safe and totals are reported

### Weekly Tasks:

- Schedule Sunday morning teams 3-4 weeks out
  - Parking Team, Greeters, Ushers, Hospitality, Prayer Team, Security and Safety Team
- Oversee Campus Calendar
- Request any necessary graphics or website updates
- Print event flyers for Connect Area for events over the next 6 weeks
- Attend weekly staff meeting, service planning meeting and monthly all staff meetings
- Prepare Scripture Reading & Host Script
- Submit weekly attendance reports
- Add prayer requests to Intercessory Prayer email as needed and inform Campus Staff of Prayer Request
- Ensure sufficient Welcome Bags are made for the coming weekend
- Give any Connect Cards to Connect Ministry Coordinator

## **Regular Tasks:**

- Order Hospitality Supplies
- Maintain supply of welcome bag supplies
- Order supplies for events or campus needs as needed
- Credit Card receipts & expenses- Quickbooks
- Create event registrations
- Work with Campus Pastor to execute campus vision
- Work with Connect Ministries Coordinator to get people connected to serving teams, membership. Community Groups
- Schedule/coordinate special events and services (Easter, Christmas, Baptism, New Member Commissioning)

## **+Minimum Requirements/Critical Skills:**

- Effective verbal and written communication.
- Effective delegation with volunteer teams.
- Attention to detail, task-oriented.
- Calm demeanor, cool under pressure.
- Foresight, discernment, problem-solving ability.
- Physical stamina for various tasks..

## **+ Essential Relationships:**

- Campus Pastor, Connect Ministries Coordinator, Campus Team

## **+ Expectations**

The Administrative Assistant will:

- Report to the Campus Pastor.
- Work an average of 15 hours per week, including Sundays and occasional evenings, depending on church event schedules.
- Office at the Campus.
- Support the leadership decisions of the Elder Board and participate in regular performance reviews.
- Pursue a strong spiritual life, including Christ-centered growth and development, a consistent commitment to prayer and scripture, and active participation in the Trinity Church community.

## **+Support**

- Receive compensation and necessary resources such as computers, supplies, books, and office space from Trinity.