



An opportunity to experience grace, grow in faith, and make an impact – for where you are.

TITLE OF THE POSITION: South Street Campus Admin/Marriage Ministries Coordinator
REPORTS TO: Campus Pastor
ROLE TYPE: Part-Time
HOURLY EXPECTATION: 25 hours per week

General Description

The South Street Campus Admin/Marriage Ministries Coordinator is a part-time position focused on providing administrative support to the South Street Campus Pastor and coordinating the marriage ministry of Chapelstreet Church.

South Street Campus Administrative Assistant Responsibilities: 5 – 10 hours per week

The South Street Campus Administrative Assistant will provide a diverse range of support to the Campus Pastor and Campus Staff (as assigned by the Campus Pastor). The support will include, but is not limited to the following:

- Providing administrative and communication support for the Campus Pastor
- Tracking and recording data for attendance and visitors
- Visitor follow-up and connections support for Campus visitors and regular attenders
- Provide oversight and support to our welcome and prayer teams and volunteers
- Preparing budget reports and tracking expenses
- Ordering and maintaining supplies
- Assisting with and attending Campus and/or Chapelstreet Church events, as requested
- Supporting South Street Campus staff and ministries, as needed
- Working with Connections Coordinator to recruit and train volunteers, i.e. greeters, welcome desk
- Liaison with head usher and coordinator of welcome teams
- Serving as a campus liaison with Chapelstreet ministry departments
- Preparing and sending Campus communications
- Performing other tasks as requested by the Campus Pastor and Campus staff

Coordinator of Marriage Ministries Responsibilities: 10 – 15 hours per week

The Coordinator of Marriage Ministries provides coordination and communications for weddings, pre-marital mentoring, the bi-annual Chapelstreet Couples Event, and multiple marriage events throughout the year. The role includes, but not limited to the following:

- Respond to all requests for weddings
- Distribute all wedding applications
- Assign weddings to the appropriate pastor
- Recruit, train and coordinate pre-marriage mentors (volunteer couples who perform pre-marital mentoring)
- Become familiar with the PREPARE & ENRICH inventory
- Match mentor couples with engaged couples
- Schedule training/encouragement gathering annually with Campus Pastor
- Update calendar with approved weddings and pending weddings list
- Coordinate with Worship Ministries and Facilities Departments for music/tech and facility wedding needs
- Recruit and train volunteer wedding coordinators
- Facilitate communication between wedding coordinators and brides
- Maintain and keep Chapelstreet's Wedding Booklet up to date
- Coordinate all aspects of marriage events with responsible pastor, i.e. securing reservations, establish costs, manage budget, purchase materials, design and execution of event
- Coordinate calendaring and communications for all marriage events

South Street Campus Admin and Marriage Ministries Coordinator Abilities & Attributes

- Excellent time management and multitasking skills
- Good sense of humor and ability to demonstrate grace
- Detail oriented
- Good written and verbal communication skills
- Able to maintain a high-level of confidentiality
- Strong initiative and ability to work with minimal oversight
- Ability to enhance a positive team environment built on creativity, innovation, communication, collaboration, and continuous improvement
- Highly relational and capable of working positively with multiple ministry leaders, including volunteers
- Has a coachable spirit and is excited to learn new things
- Abiding personal relationship with Jesus Christ
- Adoption of Chapelstreet Church Statement of Faith and ministry vision
- True desire to invite, grow, and support the Chapelstreet Church family
- Dedicated to becoming a member of Chapelstreet Church