



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

TITLE OF THE POSITION: Groups Coordinator

REPORTS TO: Groups Pastor

ROLE TYPE: Part-time

HOURLY EXPECTATION: 15 hours per week

General Description

The Groups Coordinator will provide a diverse range of support to the Chapelstreet Groups department.

Groups Coordinator Responsibilities

The Coordinator will support the administration and execution of Groups ministry here at Chapelstreet Church. Responsibilities include, but are not limited to:

- Coordinate ongoing communication with Life Group and Rooted leaders
- Assist with the planning and implementation of Groups informational, training, and celebration events.
- Development of curriculum and ministry guides.
- Help facilitate leadership training as directed.
- Champion Groups ministry within our broader ministry team.
- Administrative Tasks – Such as calendar management, room scheduling, attendance tracking, printing, and mailing communication
- Ordering and maintaining Chapelstreet Groups curriculum and supplies. Maintain the resource closet.
- Maintaining and updating Chapelstreet Groups web page.
- Recruiting and coaching Life Group and Rooted leaders.

Coordinator Abilities & Attributes

- Abiding personal relationship with Jesus Christ
- Adoption of Chapelstreet Church's Statement of Faith and ministry vision
- Passionate about spiritual growth through groups.
- Ability to enhance positive team environment built on creativity, innovation, communication, collaboration, and continuous improvement
- Great attention to detail

- Ability to multitask, stay organized, and meet deadlines
- Experience in ministry, a plus.
- Highly relational and capable of working positively with ministry leaders and volunteers
- Dedicated to becoming an active member of Chapelstreet Church