



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

**TITLE OF THE POSITION:** Women's Bible Studies Coordinator  
**REPORTS TO:** Director of Women's Bible Studies  
**ROLE TYPE:** Part-time  
**HOURLY EXPECTATION:** 20 - 24 hours per week

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### **General Description**

The Women's Bible Studies Coordinator is a part-time position and will provide a wide range of administrative support required to run weekly study sessions on multiple campuses. The work schedule will vary widely based on timing of sessions but is expected to average 20-24 hours per week over the course of the ministry year. Sessions are held Tuesday and Thursday mornings and Wednesday evenings from September through May (and Wednesday evenings for summer session in May and June). While sessions do not meet in July and August, these months are used to prepare for the upcoming ministry year.

### **Responsibilities**

Working under the leadership of the Director of Women's Bible Studies, the Coordinator will provide administrative support to the ministry including fall, winter/spring, and summer sessions. This support will include:

- assisting in the design and execution of internal and external communications
- developing promotional announcements
- keeping the website current
- handling all aspects of participant registration, tracking participants in church's database and providing timely analysis and reports to leadership
- providing rosters to leaders
- handling funds received from participants
- assisting with periodic celebrations,
- assisting with session setup and cleanup

### **Abilities and Attributes**

- Abiding personal relationship with Jesus Christ
- Adoption of Chapelstreet Church's Statement of Faith and ministry vision
- Strong initiative and ability to work with minimal oversight
- Strong program administration skills including basic event planning, participant registration, handling funds, supporting leaders, and recognizing and addressing details required to prepare for and execute large group sessions

- Strong database skills including data entry, analysis, and report building
- Ability to enhance positive team environment built on creativity, innovation, communication, collaboration, and continuous improvement
- Experience working in a church environment a plus
- Highly relational and capable of working positively with multiple groups of ministry leaders including recruiting and managing volunteers
- Dedicated to becoming an active member of Chapelstreet Church

*As Chapelstreet Staff, we believe in the staff core values of:  
Go to the Park \* One Team \* Trust the Net \* Build Your Bench \* Cover All the Bases*

HD 8/2023