



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

TITLE OF THE POSITION:	Director of Chapelstreet Women
REPORTS TO:	Executive Pastor
ROLE TYPE:	Full-time
HOURLY EXPECTATION:	40 hours per week

General Description

The Director of Chapelstreet Women is responsible for assessing, developing, and implementing ministry programming that serves the women of Chapelstreet Church. Responsibilities include establishing ministry vision and values, developing effective ministry strategies and programs, ministering directly with women, and partnering with other departments to carry out the overall mission of Chapelstreet Church. Currently, the director leads a staff of four members who together are responsible for designing and executing a variety of weekly and monthly programs as well as special events.

Director of Chapelstreet Women Responsibilities

The Director of Chapelstreet Women provides leadership to Chapelstreet Women’s ministry staff including the Director of Women’s Bible Studies, the Women’s Bible Study Coordinator, Director of Chapelstreet Moms, and an Administrative Assistant. The staff members lead or provide support for multiple programs that run throughout the ministry year. The responsibilities include but are not limited to:

- Providing leadership to the Director of Women’s Bible Studies, who is currently responsible for a variety of areas of this multi-layer study hosted on multiple campuses
- Providing leadership to the Director of Chapelstreet Moms, who is currently responsible for two programs: Moms Together, a ministry for moms of young children offering Wednesday morning sessions per month and Nourish a ministry for moms of teens and tweens offering seven programs a year
- Providing leadership to ministry coordinators who oversee groups aligned by activity or demographics, such as single moms, moms of college students, seniors, knitters, and scrapbookers

- Leading, recruiting, and building teams of women to plan and execute three major special events per year (i.e., Girls Night Out, Couples Event, Women’s Conference that reach 300-700 women per event)
- Continually evaluating the changing ministry needs of the women in our community and adapting programs and events to meet them for where they are
- Seeking innovative ways to join with other Chapelstreet departments to minister to our Chapelstreet families
- Integrating staff cultural values into daily practices
- Setting quarterly goals and encouraging personal growth of each team member
- Developing and overseeing ministry goals and budgets
- Offering direction for design and execution of internal and external communications using various media platforms
- Identifying, training, equipping, and multiplying volunteers
- Serving as a strategic leader for the department and the church

Director of Chapelstreet Women Abilities & Attributes

- Abiding personal relationship with Jesus Christ, with commitment to multiple spiritual disciplines such as Bible Study and prayer
- Loving God and loving your neighbor Matthew 12:30-31
- Embracing the Chapelstreet Church’s Statement of Faith and ministry vision
- Mature in faith and regularly practice the spiritual disciplines
- Strong initiative and ability to work with minimal oversight
- Strong program leadership skills including ability to align program vision and content with church’s biblical doctrines, Statement of Faith, values, and vision; to attract, recruit, and develop ministry leaders; and to organize and plan a multi-faceted ministry covering a wide variety of large and small group events including the ability to delegate responsibilities as appropriate
- Strong communicator, both written and verbal
- Ability to enhance positive team environment built on creativity, innovation, communication, collaboration, and continuous improvement
- Passion for ministering to women of all ages and backgrounds
- Undergraduate degree or equivalent ministry experience (graduate degree in biblical studies or a related field a plus)
- At least three years’ experience working in a large church Women’s Ministries leadership role (could include service as a volunteer with increasing responsibilities)
- Highly relational and capable of working positively with multiple groups of ministry leaders including large teams of volunteers
- Dedicated to becoming an active member of Chapelstreet Church

As Chapelstreet Staff, we believe in the values of:

Go to the Park * One Team * Trust the Net * Build Your Bench * Cover All the Bases