



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

**TITLE OF THE POSITION:** Director of Women’s Bible Studies  
**REPORTS TO:** Director of Chapelstreet Women  
**ROLE TYPE:** Part-Time  
**HOURLY EXPECTATION:** Averaging 29 Hours per week

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### **General Description**

The Director of Women’s Bible Studies is a part-time position providing leadership to multiple on- going large group Bible studies designed to help women of all stages and ages grow in their understanding and application of God’s Word.

### **Director of Women’s Bible Studies Responsibilities**

Working under the leadership of the Director of Chapelstreet Women, the Director of Women’s Bible Studies will provide leadership to multiple programs and platforms that run throughout the ministry year, including a summer session. The duties include but are not limited to:

- Determining the number, type, and frequency of studies offered
- Evaluating and selecting curricula, ensuring that it is theologically and doctrinally aligned with Chapelstreet Church’s Statement of Faith and values
- Evaluating and selecting teachers, ensuring each has sufficient experience and shares Chapelstreet Church’s Statement of Faith and values, and demonstrates the capability of delivering lessons in that context
- Recruiting and training volunteer leaders responsible to assist in curricula evaluation, teacher evaluations, and facilitating discussion among the participants
- Ongoing assessment of effectiveness of current Bible study formats and content
- Establishing program goals and budgets
- Supporting design and execution of internal and external communications using various media platforms
- Maintain up-to-date communication with Kid’s Team regarding paid childcare and collaborative programming
- Serve and support all-church initiatives as requested

The work schedule will vary somewhat based on timing of sessions but is expected to average 29 hours per week over the course of the ministry year. Sessions are currently held, but not limited to, Tuesday & Thursday mornings and Wednesday evenings throughout the ministry year.

### **Director of Women's Bible Studies Abilities & Attributes**

- Testify to personal faith in Jesus Christ as Savior and Lord
- Give evidence in daily life (words and actions) of being a disciple of Jesus Christ
- Confirmed agreement with Chapelstreet's vision, mission and statement of faith
- Strong initiative and ability to work with minimal oversight
- Strong program leadership skills including ability to align program vision and content with Chapelstreet Church's Statement of Faith, values, and vision; to attract, recruit, and develop ministry leaders; and to lead planning for multi-session large group events
- Ability to ensure details are addressed while maintaining focus on program vision
- Ability to enhance positive team environment built on creativity, innovation, communication, collaboration, and continuous improvement
- Passion for ministering to women
- Experience working in women's ministries a plus
- Highly relational and capable of working positively with multiple groups of ministry leaders including large teams of volunteers
- Current member of Chapelstreet or actively pursuing membership at Chapelstreet which includes baptism by immersion

*As Chapelstreet Staff, we believe in the values of:*

**COMMUNICATION \* INNOVATION \* ONE TEAM \* WELLBEING \* MULTIPLICATION**