



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

TITLE OF THE POSITION: Campus Coordinator – North Aurora
REPORTS TO: Campus Pastor
ROLE TYPE: Part Time
HOURLY EXPECTATION: Averaging 20 hours per week

General Description

Working under the leadership of the Campus Pastor, the Coordinator will provide administrative, communication, and organizational support to the Campus Pastor, staff, and volunteer leaders. This role helps advance campus initiatives by coordinating projects, supporting ministry activities and events, facilitating communication, and assisting with the implementation of strategies that further the mission and goals of the campus.

Coordinator's Responsibilities

- Participate actively in weekly staff meetings and managing the campus activity calendar
- Serving as campus focal point with the communications team including submitting requests for support, meeting with the team, and ensuring that communications needs are being met
- Take a leadership role in event planning, to include attending meetings with staff and volunteers, developing and communicating the plan, tracking and communicating progress, executing elements of the plan, supporting retention of vendors, coordinating volunteers, managing budget, and attending the event to ensure plan is executed smoothly
- Serve as a campus liaison with other Chapelstreet ministry departments, for example, assist with Adult Discipleship life initiatives at North Aurora
- Develop and oversee the connections process with emphasis on identifying newcomers, overseeing follow-up efforts with guests, planning and implementing regular connections events, and leading and encouraging next step discipleship growth for all attenders
- Serve as ministry champion, recruit and train welcome team (including ushers, greeters, coffee team) volunteers, oversee special programming at the campus, maximize church database use and usefulness in tracking connections and group involvement, help with general church ministry duties
- Identifying group needs and working cross-departmentally to provide program opportunities

- Participate in congregational care efforts, including coordinating with the Care Ministry when individuals experience significant life events such as surgeries, hospitalizations, or other care needs
- Oversee membership, baptism and child dedication (along with Kids' team) processes at campus level
- Point of contact for campus level community involvement & outreach, for example, work specifically with Shepherd's Heart to assist with donation collection
- Order and maintain campus supplies
- Prepare budget reports and tracking expenses
- Maintain data integrity by updating the database, recording attendance, and other CCB tasks
- Maintain campus appearance
- Prepare and send campus communication
- Working in tandem with other Campus Coordinators to provide general support to Chapelstreet
- Assisting with phone coverage
- Other duties as assigned to further the mission and vision of Chapelstreet Church

Abilities & Attributes

- Abiding personal relationship with Jesus Christ
- Adoption of Chapelstreet Church's Statement of Faith and ministry vision
- Dedicated to becoming an active member of Chapelstreet Church
- Attend Chapelstreet Church North Aurora Campus
- Strong event planning skills including ability to align events purpose and content with Chapelstreet Church's mission and vision
- Strong initiative and ability to work with minimum oversight
- Ability to enhance 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
- Excellent time management and multitasking skills
- Detail oriented
- Able to maintain a high-level of confidentiality
- Strong communication skills both written and verbal
- Strong database skills including data entry, analysis, and report building - proficient in Word, Excel, and PowerPoint. Helpful to have additional exposure and experience with Canva, CCB, and eSpace
- Good sense of humor and ability to demonstrate grace
- True desire to invite, grow, and support the Chapelstreet Church family

Cultural Expectations:

Chapelstreet Church is made up of many ministry teams who share our mission to help others experience grace, grow in faith, and make an impact. We want to be “For Where We Are”. We value teamwork, love to work hard together, and have fun!

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*

Pay Rates: This is a part-time, non-exempt position with an hourly rate range of \$17.00 - \$20.00. The rate is based on experience, education, and skills. With tenure and performance experience, compensation may exceed the published range.

Benefits: Some of our benefits for our part-time employees include nine paid holidays, vacation & sick paid time off, and Sacred Solitude days.