



MISSION HILLS CHURCH

REAL. MESSY. NEW.

WOMEN'S MINISTRY BIBLE STUDY COORDINATOR

Department : Ministry Environments

Direct Report : Women's Ministry Executive Director

Position : Full-time

PURPOSE OF POSITION:

The purpose of the Women's Ministry Bible Study Coordinator is to assist the Women's Ministry Executive Director with oversight of women's Bible studies while supporting the implementation of the vision, mission and core values of Mission Hills Church.

QUALIFICATIONS:

- Earned degrees and/or other credentials that have equipped them for the duties of the role
- Alignment with the vision, mission, core values, and doctrinal statement of Mission Hills Church
- Models strong Christian character, integrity, vibrant relationship with Christ and lives out biblical truth
- Experience in leading or facilitating women's Bible study
- Self-motivated, not needing micromanagement yet love to do life as a team
- Strengths in the following areas: kind, caring, positive attitude, organization, follow through, time management skills, ability to work well with Bible study leaders, project management, strategy development and assisting in implementation of strategy. Should have a proven track record of demonstrating these strengths in past and/or current ministry settings.

RESPONSIBILITIES:

- Recruit Bible study leaders
 - Assist in identifying potential leaders and co-leaders.
 - Participate/lead Bible study group
- Assist in training Bible study leaders and team leaders
 - Assist Executive Director in planning and implementation of training sessions for leaders
 - Research curriculum, training DVD's, articles and assess survey results to use for trainings
 - Create schedules of studies
 - Assist in planning Deeper event
 - Identify coordinators for and oversee approximately 20 greeters and hostesses
- Communication and follow-up
 - Bi-monthly leader emails with updates including tips and communication leaders needs
 - Room reservations for Bible study groups/make and clean up coffee on Thursdays
 - Coordinate needs with Communication Department
 - Monthly proofing of website
 - Work with IT department to load registration info/assist women with registration issues
 - Frequently man Next Steps room to meet and connect new women on weekends

- Ongoing assessment
 - Background checks
 - Create survey and assist Executive Director in analyzing results to evaluate studies and determine if ministry goals are being accomplished
 - Attend national Lifeway Women's Conference
- Manage accuracy of Bible study materials
 - Submit accounting check requests
 - Delegate administrative projects as needed, working with volunteer team when possible
- Assist the Woman's team with and participate in all special events