

Job Title: Coordinator, Women's Ministry (Creekside)**Reports to:** TBD**Employment Status:** Full-time (40 hours)**Sunday Hours:** As requested**Staff Classification:** Ministerial**Compensation Basis:** Non-Exempt

Job Purpose: To provide oversight, coaching, and equipping for campus specific women's ministry and to assist Campus Leadership Team in strategic direction of adult ministry and discipleship at campus, as needed.

Duties:

- Identify, recruit, develop, and shepherd women leaders (events, small groups, outreach, mentors)
- Plan and lead 2-3 campus specific women's events per year through a team of campus lay women
- Coordinate with other campus Women's Ministry (WM) Coordinators regarding women's discipleship strategies (bible studies, mentoring, mission trips, service) and church-wide WM events (retreats, worship nights, conferences), as necessary
- Represent WM and women's role at Discover Membership, as necessary
- Consult with the Adult Ministries Team to strategically plan and evaluate campus wide ministry offerings (bible studies, electives, leader celebrations, etc.)
- Invite WM input from campus staff women, campus Pastors' wives, and campus Elders' wives at least once per semester
- Coordinate group discipleship of all permanent female staff to shepherd spiritual growth and accountability as well as give care and support to these leaders

Fulfill general & administrative responsibilities

- Counsel women, as needed
- Oversee campus WM communications
- Attend and help coordinate Adult Ministry events and initiatives, as needed
- Reach out to new women seeking more information and ways to get involved

General Ministerial Duties

- Model Grace Bible Church's mission, vision, values and a lifestyle of personal discipleship at work and in the community
- Grow continually in a relationship with God and in the knowledge of His Word
- Engage in accountability with fellow staff and other believers via small groups, all staff prayer meetings, weekly devotionals, etc.
- As requested, provide ministerial support and care for the church body and staff (including prayer, devotionals, accountability, assisting at funerals and other ministry events, etc.)

Other duties, as assigned**Qualifications:**

- Known to be growing in the strong Christian character of an Elder (1 Tim. 3; Titus 1) including healthy marriage/family, as applicable
- Bachelor's Degree or equivalent combination of education and experience
- Experience in general ministry leadership preferred
- Minimum 2 years' experience in this/related field preferred
- Developing leadership abilities with a teachable spirit
- Developing ability to mentor and train less experienced staff and ministry leaders
- Demonstrated skill/giftedness in systems/team management
- Experienced in personal discipleship
- Effective interpersonal and relational skills
- GBC Church member (as soon as practical after joining staff)
- Theological perspective that is grace-oriented
- Committed to the Constitution, Doctrinal Statement, Mission, Values, and Vision