

**Job Title:** Coordinator 1, Women's Ministry (Creekside)**Reports to:** Pastor, Adult Ministries (Creekside)**Employment Status:** Full-time (40 hours)**Sunday Hours:** Required**Staff Classification:** Ministerial**Compensation Basis:** Exempt

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

**Duties:**

## Women's Ministry (WM)

- Identify, recruit, develop, and shepherd women leaders (Bible studies, community groups, electives, events, 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 WM Coordinators regarding women's discipleship strategies (bible studies, mentoring, mission trips, service) and church-wide WM events (retreats, worship nights, conferences), 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 and lay leaders
- Coordinate group discipleship of all campus female permanent staff to shepherd spiritual growth and accountability, as well as give care and support to these staff
- Assist Adult Ministries Pastor with Community Group oversight (recruiting and vetting leaders, forming and launching groups, ongoing training, development, and care)

## Congregational Care

- Partner with Adult Ministries Pastor in equipping staff and other leaders (including Elders, Deacons, and lay volunteers) in congregational care skills and needs (counseling, visitation, bereavement, conducting weddings and funerals, baptisms, benevolence, meals, etc.)
- Partner with Adult Ministries Pastor by addressing counseling and care visits, phone calls, and emails, as needed

## Assimilation

- Assist Adult Ministries Pastor in ensuring that the assimilation processes are clear, effective, and well-defined
- Assist Adult Ministries Pastor in vision-casting and caring for leaders and volunteers on Serve Teams
- Represent WM and women's role at Discover Membership

## Fulfill general &amp; 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

See GBC Human Resources Policy for further information  
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