



Women's Ministry Coordinator Job Description

Relationships:

The Women's Ministry Coordinator serves as part of the Women and Family Ministries department and reports directly to the Women and Family Ministries Senior Director.

Ministry Qualifications:

Staff Ministry Qualifications

- Evidence of a sincere commitment to Christ and a dedication to the advancement of the kingdom of God.
- Previous church and life experiences that reflect a positive testimony in the body of Christ.
- Active participant in biblical community and consistent attendance at a weekly worship service.
- Evidence of practicing spiritual disciplines (personal Bible reading, prayer, etc.).
- A passionate heart for Christ, his word, the local church, and people in general.
- Interpersonal skills with the ability to communicate effectively with staff, volunteers, the congregation, and the community.
- Member of the church or in the process of membership, which includes
 - Commitment to and ability to articulate our mission, vision, and values.
 - Agreement with our church constitution and statement of faith (doctrine.)
- Ability to maintain a high standard of confidentiality both during and outside of work.
- Growing in biblical knowledge and learning to disciple others.
- A desire to be part of a church ministry team that strives for excellence.
- Faithful, available, teachable, and responsive to reproof and guidance.

Specific Ministry Qualifications

- Skilled administratively and organizationally.
- Great attention to detail.
- Natural collaborator with analytical and problem-solving skills.

Objectives:

The Women's Ministry Coordinator (WMC) assists the Women and Family Ministries Senior Director in focusing on the church's women and works to contextualize the mission and strategy of Grace Community Church in the Women's Ministry.

Roles:

- Coordinator of Women's Ministry
- Staff Representative for Women's Equipping
- Staff Representative for the Women's Ministry Volunteer Leadership Team

Responsibilities:

Coordinator of Women's Ministry

Under the oversight of the Women and Family Ministries Senior Director:

- Meet regularly with the Women and Family Ministries Senior Director
- Disciple women, connect women with those that can disciple them, and connect women with those who need to be discipled.
- Help create opportunities for Bible study, prayer, support, and fellowship for women.
- Develop outreach events to bring women into the kingdom and fellowship at Grace.
- Schedule and coordinate women's fellowships, retreats, seminars, or conferences.
- Evaluate programs annually, keeping current with the needs of women in various stages of life.
- Assist in the annual budget process by submitting budget recommendations for the Women's Ministry.

Staff Representative for Women's Equipping

- Work with other departments to ensure Women's Ministry equipping strategies coordinate with church-wide equipping goals.
- Mobilize women for ministry by identifying strengths in others and encouraging women to develop their talents.
- Shepherd and supervise the Women's Ministry volunteers, helping to connect them to biblical community.
- Help facilitate the recruitment of teachers and development of material for women's Thrive classes and Bible studies.

Staff Representative for the Women's Ministry Volunteer Leadership Team

- Assist in recruiting and training volunteer leaders for the Women's Ministry.
- Coordinate and attend regular meetings with Women's Ministry volunteer leaders as needed.

Pay and Benefits:

Full-time, 40 hours per week, position with negotiable benefits. Hourly wage starts at \$15 per hour based on experience and tenure.