Title: Women’s Director – Part-time (25 hours per week)

Objective: Responsible for directing and developing Grace Chapel’s ministries focused on leading women into a closer relationship with Christ. Actively builds relationships with women leading towards spiritual growth and an increasing love for God and others. Develops leaders and builds community within a supportive and caring Christian environment.

Reports to: Executive Pastor

Primary Duties and Responsibilities:

- **Provides vision, direction, and oversight for all Women’s Ministries**
  - Assesses the spiritual condition and needs of women in the church
  - Recruits, develops and equips ministry leaders
  - Leads women’s leadership team and organizes meetings to align around shared direction
  - Creates ministry focus and ensures teaching content aligns with Grace Chapel’s doctrine and statements of faith. Oversees Bible teaching within women’s ministry and personally teaches as necessary

- **Engages in the care and discipleship of women**
  - Regularly meets with, affirms, encourages, and prays for women at Grace Chapel
  - Builds strategies for reaching unconnected women and leads them into deeper relationships with God and other women as well as into ministry opportunities
  - Equips and encourages women in their family and prayer lives

- **Plans and executes events and retreats specifically designed for women**
  - Finds ways to relevantly reach out to and support women in our surrounding community
  - Plans and executes special events and retreats throughout the year
  - Facilitates women’s outreach activities and ongoing communities

Secondary Duties and Responsibilities

- Pursues professional/personal/spiritual growth and development
- As a member of Grace Chapel’s ministry team, seeks excellence in ministry by taking personal responsibility for leading women to find and follow Jesus
- Retains flexibility and agility in all work situations; pursues and upholds relational unity with volunteers
- Documents and maintains the processes and channels (e.g. website) necessary for ministry success
- Develop and manage budgets maximizing ministry effectiveness

Stewardship of Mission: Understands and supports Grace Chapel’s mission of leading people to find and follow Jesus. Pursues personal growth through enrichment opportunities. Establishes and maintains good team relationships. Effectively utilizes the Lord’s resources for maximum ministry impact while minimizing expenses. Creates an environment of loving Christian care.

Minimum Qualifications: Undergraduate degree, 4-6 years ministry experience in a local church context. Mature Christian walk with God that is regularly and visibly displaying the Fruit of the Spirit. Ability to communicate God’s Word effectively. Demonstrated ability to lead, develop and disciple people. Ability to comfortably engage others in a variety of relational settings. Ability to engage and lead volunteers. Proven experience in shepherding and discipleship. Ability to develop and manage a budget.

Please note: This job description is not designed to cover or contain a comprehensive listing of activities, duties, and responsibilities that are required of the employee for this position. Duties, responsibilities, and activities may change at any time with or without notice.