

Title: Women's Ministry Director (Part-Time)**Role Impact:**

Grace Chapel exists to lead people to find and follow Jesus, and the women of Grace are meant to be this mission in living color: welcomed into belonging, formed by God's Word, and released to disciple others.

The Women's Ministry Director gives vision, leadership, and spiritual care to this work. You will create the spaces where a woman new to Grace Chapel becomes a woman rooted in Christ, and a woman rooted in Christ becomes a leader who helps others grow. This is disciple-making through Bible study, community events, and everyday relationships, aimed at one outcome: women transformed by Christ who, in turn, help transform the women around them.

Primary Responsibilities:**Lead Women's Discipleship**

- Oversee seasonal women's Bible studies and discipleship opportunities.
- Recruit, train, encourage, and support volunteer leaders.
- Equip women to grow spiritually and engage in meaningful community.
- Provide leadership, coaching, and encouragement throughout the ministry year.

Build and Develop Volunteer Teams

- Identify and cultivate volunteer leaders.
- Create opportunities for women to discover and use their gifts.
- Encourage and support volunteers through ongoing communication, training, and relationship-building.
- Foster a healthy, collaborative team culture.

Plan Meaningful Events and Gatherings

- Lead volunteer planning teams for 6-8 women's events throughout the year.
- Oversee outreach events, fellowship gatherings, retreats, and special ministry opportunities.
- Coordinate with church staff on communications, registration, technology, hospitality, and event logistics.
- Ensure events are welcoming, engaging, and spiritually impactful.

Teaching For Ladies Bible Study and Mom's Group

- Teach at least twice for the Ladies' Bible study in Fall 2026
- Teach 3-4 times in Spring of 2027
- Teach Mom's Group at least once per semester.
- More opportunities possible in the next ministry year (Fall 2027-Spring 2028)

Secondary Duties and Responsibilities:**Welcome and Connect Women**

- Build relationships with women who are new to Grace Chapel.
- Help women find community, discipleship opportunities, and places to serve.
- Provide encouragement, prayer, and pastoral care support alongside ministry leaders.

Collaborate with Church Staff

- Partner with the Discipleship Pastor and ministry teams to advance Grace Chapel's mission.
- Participate in staff meetings and church-wide initiatives.

Contribute to a healthy and unified staff culture.

What We're Looking For

- A growing and vibrant relationship with Jesus Christ.
- Alignment with Grace Chapel's beliefs, mission, and values, and willingness to become a Grace Chapel member.
- Strong relational and communication skills.
- Exceptional administrative, organizational, and planning abilities.
- Experience in leading and developing volunteers.
- Experience in women's ministry, discipleship, or church leadership preferred.
- Theological education, ministry training, or equivalent experience preferred.
- Experience planning and executing large-scale events preferred.

Characteristics of Success

- Warm, welcoming, and approachable leadership style with healthy conflict resolution skills.
- Strong team builder who enjoys developing, encouraging and journeying life with others.
- Spiritually mature and prayerful with the ability to mentor women at Grace Chapel.

Why You'll Love This Role

- Invest in the spiritual growth of women across multiple generations.
- Serve alongside passionate volunteers and ministry leaders.
- Shape meaningful discipleship experiences and community-building opportunities.
- Join a collaborative and mission-driven church staff.
- Enjoy flexible part-time hours with paid time off and staff benefits.

Position Details

- Part-Time (approximately 25 hours per week)
- Includes Sunday morning ministry presence and an in-person office for staff culture.
- Reports to the Discipleship Pastor
- Compensation: \$28–\$33 per hour, depending on experience
- Paid time off and additional staff benefits available

Take the Next Step

To apply, please email your resume to LaNelle Jones, Grace Chapel Operations Director at: ljones@gracechapel.org