



## GLEN ELLYN BIBLE CHURCH Job Description

**POSITION TITLE:** Women's Ministry Director

**REPORTS TO:** Growth and Groups Pastor

**CLASSIFICATION:** Part-time – 15 hrs./week

**DEPARTMENT:** Programming

### **JOB SUMMARY:**

The Women's Ministries Director oversees all programming for Women's Ministries (WM) at Glen Ellyn Bible Church. This role is a key leadership position in the church, providing vision and direction of Women's Ministry programming as well as care and shepherding for the women of the church. The WM Director will offer strong visionary leadership, build women's ministry teams, organize and execute programming and serve as a person of "first touch" and "resourcer" for women at GEBC

### **OBJECTIVES/PURPOSE:**

- Oversee the development and implementation of all women's ministry programming including: philosophy, vision, curriculum, calendar of events.
- Integrate GEBC's disciple-making philosophy within women's ministries, as well as integrating women within total church programming.
- Create programs and mobilize volunteers to reach women who are not Christians with the Gospel.
- Recruit, equip, train and encourage volunteer Women's Ministry team members.
- Serve as the "go-to" person for women in the church who need care, counsel or other resources.

### **ESSENTIAL DUTIES/RESPONSIBILITIES:**

- Oversee all WM programming and curriculum for two mid-week programs.
- Oversee all WM volunteers and manage the budget.
- Participate in weekly staff meetings, volunteer training, and manage WM communications.
- Partner with other programming staff in vision cultivation, prayer, and providing caregiving for women in need.
- Create new and innovative ways to grow WM at GEBC.

### **QUALIFICATIONS**

**Education/Certification:** Bachelor's Degree required, field of study is not as important as having a winning personality that can recruit and empower people to carry out the mission and vision of the church.

**Experience Required:** Must have experience recruiting, training and supervising volunteers. Experience leading in a church or other ministry is preferred. Experience coaching/counseling/mentoring women is a must.

**Skills/Abilities:** Must be a mature Christian with a passion for discipleship. Knowledge of women's ministry needs. Visionary with leadership & management strengths. Must have a magnetic personality.

If you are interested in this position please send your resume to Grant Armstrong: [garmstrong@gebible.org](mailto:garmstrong@gebible.org)