



Job Profile

Women's Ministry at Berean serves the purpose of connecting women with each other to provide community, minister to their needs, and equip them in their role as Christian women. This ministry provides a more specific/focused role in the discipleship process of the church in partnership with the Institute for Gospel Growth, ABF's, and small groups as well as functioning as a part of the Family Ministry at Berean. This is a part-time (28 hours), non-exempt (hourly) position and reports to the Family Ministries Pastor.

Job Responsibilities

Essential duties:

Oversee the Women's Ministry team

- Recruit and lead a leadership team that helps guide women's ministry through a selection of bible studies and planning of special events
- Recruit, equip, and lead a team of small group leaders to connect with, challenge, and lead women in their spiritual growth
- Recruit, equip, and coordinate a team of table leaders to guide small group discussions
- Represent Berean's vision for Women's Ministry through campus activities and communications
- Plan and promote Women's Ministry events
- Promote the Institute for Gospel Growth, and other Family Ministry events as part of the discipleship process for women
- Oversee the multi-generational women's mentoring program
- Actively engage with women at all Berean services and events; welcome and connect with new women

Other duties:

- Support Family Ministry (through Women's Ministry) in its mission to connect the church and home in impacting the younger generation.
- Team with the Men's Ministry Pastor and Family Ministry Pastor to create cohesive events that build the kingdom by equipping adults.

Knowledge, skills, and abilities

Faith-Based

- A personal relationship with Jesus Christ
- Evidence of growing maturity as a disciple of Christ
- Agreement with Berean Baptist Church statement of faith
- Committed to attendance and membership at Berean Baptist Church
- Philosophical alignment with Berean's leadership and theology
- Ability to teach and equip others to be effective in ministry

"We know that for those who love God all things work together for good, for those who are called according to his purpose."

Romans 8:28 ESV

Professional

- Effective professional relational and interpersonal skills
- Demonstrated ability to lead a ministry, identify and equip volunteers, and coordinate effective events and studies
- Ability to cast vision for and represent Women's ministry within and outside of Berean
- Ability to work with and maintain positive, loyal relationships with those inside and outside of Berean
- Proven ability to problem-solve and make rational decisions; handle sensitive issues while maintaining confidentiality and trust
- Ability to work on a team and develop rapport with staff and volunteers
- The adeptness to work effectively with a variety of personalities, cultures, and multiple generations
- Ability to budget and manage ministry expenses

Work Conditions

Physical Characteristics

- Working in an office for periods
- Involves some light lifting, up to 20 pounds, and managing supplies for storage
- Ability to stand and walk around the building for several hours when facilitating or leading

Hours

Office hours are generally during weekdays. Additional hours include evenings and some weekends based on seasonal studies, women's special events, and church events such as Faith Family, conferences, and concerts.

This job description in no way states or implies that these are the only duties to be performed by this employee. He or she will be required to follow any other instructions and to perform any other duties requested by his or her supervisor.