

**CHILDREN'S AND WOMEN'S MINISTRY JOB DESCRIPTION**  
**Grace Community Church, graceboca.org, 600 West Camino Real, Boca Raton, FL 33486**

**MISSION**

Children: To help children (0-5<sup>th</sup> grade) become followers of Jesus, and to partner with parents for raising their children  
Women's: To help encourage women and provide opportunities for their Christian spiritual growth

**STRATEGY:**

Create / maintain weekly and seasonal programs and activities; create / maintain a working partnership with women and parents of children; recruit and lead a children's ministry team to work in the various programs.

**VITAL TRAITS**

- a clear profession of faith in Christ; consistent devotional life; consistent Christian character; good role model
- agreement with the doctrine, mission, and leadership of GCC and ECO
- a love for people, a servant's heart, a humble spirit, a passion for the Gospel and a heart for the lost
- a visionary, strategic, and creative thinker with a passion for ministry in and from the local church
- a team player; loyalty and mutual respect; able to lead and to follow; a collaborative approach to ministry
- skills in recruitment, leadership, organization, and administration
- skills in communication, oral and written, to groups large and small
- experience and passion for children and children's and women's ministry and for seeing them grow in the faith

**CURRENT PROGRAMS**

Children: Nursery care for all services and some special events as needed; Sunday School; Kid's Worship; Midweek program (during the school year); summer VBS; Christmas program; Bible & Brunch Bunch, summer mission trip; parent and family enrichment including Fall Festival.

Women's: Bible studies; Annual Women's retreat

**SPECIFIC RESPONSIBILITIES**

- Children: Prepare an annual ministry plan and budget; be the primary teacher at the children's large group gatherings; screen and select appropriate curriculum; recruit, equip, and encourage volunteers; maintain a loving and safe nursery and early childhood ministry; plan and implement for k-5<sup>th</sup> grades weekly growth times, regular social times, seasonal camps and retreats; maintain screening for workers and safety protocols for pick up and drop off and child care; resource parents to grow in their parenting; do general organization and administration of records, equipment, supplies, etc.
- Women's: Plan Bible studies, Retreats, opportunities for fellowship and spiritual growth
- General Duties: Attend weekly staff meetings and other staff times as assigned by Lead Pastor; be first responder to pastoral care needs of people in your AOM; perform other duties as assigned by the Lead Pastor

**ROLES AND RELATIONSHIPS**

- Lead Pastor: report to him as the direct supervisor
- Staff: positive part of healthy staff culture: mutual respect, appreciation, care, coordination, teamwork, encouragement
- Ministry Volunteers: be a leader among volunteers as a "player-coach" to do ministry and to involve others
- Church Family: participate in the life of the church as any other good and faithful member

**SUPPORT FROM THE CHURCH**

- Financial support (salary and benefits) according to education and experience
- Office space, equipment, supplies, and clerical assistance
- Expense account for books, conferences, travel, meetings, etc.
- Ministry budget for equipment, curriculum, supplies, etc.
- Continuing education funds (after the first year)
- Respect, encouragement, appreciation, prayer, and love

**AVERAGE HOURS**

40 hours per week (plus the core program times of Sunday morning and Wednesday evening)

The director should establish regular office hours to be available at predictable times for staff and volunteers. Specific office hours and vacation time will be approved by the Lead Pastor.

**INTERESTED CANDIDATES MAY SUBMIT A NOTE OF INTEREST AND A RESUME TO [INFO@GRACEBOCA.ORG](mailto:INFO@GRACEBOCA.ORG).**