



Job Description

Position: Women's Ministry Coordinator **Primary Reporting Relationship:** Pastor of Spiritual Formation
Classification: Part-Time, Ministerial Exception **Secondary Reporting Relationship:** None
Ministry Area: Ministry Staff, Generational Team
Interfaces: BAC ministry, operations, and support staff, volunteers, and other stakeholders as identified and appropriate.

Mission: To saturate the 4-B Area with the gospel by restoring people, families, and churches.

Job Purpose: The Women's Ministry Coordinator (WMC) will participate in the establishment and leadership of Bay Area Church (BAC) Women's Ministry. The WMC will focus on the purposes of God, the people involved, and the programs associated with the discipleship of women within the communities in proximity of BAC ministry operations.

Employee Profile:

- Acceptance of and agreement with the Bay Area Church and Bay Area Christian School Statement of Faith and Standard of Conduct.
- A strong, clear Christian testimony
- A lifestyle that displays an ongoing personal relationship with God and a commitment to serve Him daily

Major Responsibilities:

Personal:

- Pursue Christ and biblical community.
- Model faith in marriage, family, and relationships.
- Conduct all matters with moral and legal integrity.
- Represent Bay Area Church well through all interactions (in-person, social media, etc.)

General:

- Work in partnership with the Pastor of Spiritual Formation to establish the vision, mission, standards, and purpose of BAC Women's ministry.
- Give oversight and direction to the discipleship of women in BAC areas of influence.
- Lead efforts to reach out to women on BAC staff and the wives of staff members and work collaboratively with communities served by BAC, including women's ministry leaders at local churches.
- Create regional opportunities and events for BAC women to serve others in the 4B through leadership, participation, and invitation.
- Recruit, train, and develop leaders to serve in BAC Women's Ministry.
- Participate in BAC annual budget, calendar, and ministry planning process for Women's Ministry.
- Communicate effectively with ministry staff, church leadership, and BAC membership as appropriate.
- Attend Ministry Staff and Generations Team meetings, trainings, and events as available.
- Ensure alignment with the mission, vision, standards, and purpose of Bay Area Church.
- Support the efforts of BAC ministry staff and operations in all other ways possible.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk; push; pull; kneel; crawl; crouch; climb; stoop; balance; lift; use hands to finger; feel; grasp; and reach with hands and arms. The employee is required to use repetitive motion such as substantial motions of the wrists, hands, and or fingers. The employee is expected to lift 20lbs of force occasionally, and/or up to 10lbs of force frequently. Visual requirements required include close visual acuity to perform tasks such as preparing and analyzing data, transcribing; viewing a computer terminal; extensive reading; and/or visual inspection involving small parts.

I have received, reviewed and fully understand the job description for the position of **Women’s Ministry Coordinator**. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described. I understand that this job description is not designed to contain a comprehensive list of all of the activities, duties, or responsibilities that are required of an employee for this job, and that the responsibilities and activities may change at any time with or without notice.

Employee Name_____

Date_____

Employee Signature_____