



The Grove is a missional Christian church in Chandler, AZ that is committed to Loving God, Growing Together, and Serving the World.

Position: Women's Ministry Director

Status: Full Time

Date Posted: May 4, 2023

Position Overview: The Women's Ministry Director will give leadership, vision, and shepherding to the ministry of women all while embracing the mission and vision of The Grove Church.

Essential Responsibilities & Duties:

- Lead and Coordinate all Women's Bible studies
- Teach:
 - Develop teaching materials
 - Teach and lead weekly morning study and evening study
 - Create small group network of teachers & speakers
- Leadership Development:
 - Develop and lead a team of volunteer leaders to help bring vision to the ministry and establish ministry goals.
 - Recruit, train, and support small group leaders for Wednesday morning/evening study
- Curriculum Oversight:
 - Assist with selection of curriculum choices for all women's studies
- Logistics and Communication:
 - Manage Flourish social media. Create engaging posts on all platforms regularly
 - Organize set up and take down of room for studies (morning/evening)
 - Communicate with production team leaders with any audio/visual needs
 - Maintain regular communication with women through weekly emails
- Coordinate Childcare:
 - Work with Children's Pastor to recruit workers for Wednesday morning/evening study
- Plan and implement events for women
 - Annual Retreat
 - Choose dates, location, speaker
 - Develop advertising materials and registration process
 - Recruit and manage planning team for all the details involved
 - Serving Opportunities
 - Plan and organize serving opportunities with the help of a planning team
 - Other Social Events
 - Schedule, plan and implement other social events throughout the year i.e.: paint night, Women's conferences, hike days, Christmas or spring tea

- Create and manage annual ministry budget
 - Work with supervising staff to create and present an annual ministry budget
- Shepherding and love women of the Grove
 - Spend time with women as needed over coffee, on the phone and through emails in support of their spiritual journey and growth
 - Support and encourage other women on staff

Requirements:

- Experience in related field
- Christian education that has prepared you for ministry
- Master's degree preferred
- Enjoys working with people, and has good relational & communication skills
- Ability to motivate others and be a team player
- Utilizes time well & is self-motivated
- Agrees and aligns with the vision, values, and Statement of Faith of The Grove

To Apply: Submit a resume to rjorgensen@thegroveaz.org or fill out an application at thegroveaz.org/employment