

Grace Covenant Presbyterian Church
Director of Ministries
Job Description

Grace Covenant Presbyterian Church (GCPC) is a PCA congregation in Blacksburg, VA, home of Virginia Tech. As a college town church, our congregation consists of local singles and families of all ages, undergrads, and internationals. Our primary vision is to be a group of people who love the gospel of Jesus Christ and want everything we do to reflect this gospel. We want to be a church where 1) the worship is heartfelt and God-centered; 2) the preaching and teaching comes out of the Bible and always points to Jesus; 3) growing daily in humility and the fruit of the Spirit is more important than big events or programs.

We are seeking a servant-minded woman to serve as a full-time Director of Ministries. We desire someone who earnestly loves Jesus, depends daily on His grace, and is eager to invest in our congregation. This individual will work with and under the pastors to develop and coordinate our ministries to all adults and children, integrate new members into the life of our church, and encourage the discipleship of women within our congregation.

Primary Duties:

- Pray for and encourage all members of the church
- Along with the pastors, welcome visitors and help new members integrate into the life of the church
- Assist with household and hospital visitation across the congregation as needed
- Teach and disciple women in God's grace within the church and equip them to disciple, care for, and witness to others
- Provide basic counseling to women and direct them to other resources; willing to receive additional training in counseling as opportunities and needs arise
- Work with the Discipleship Committee and women's ministry leaders to coordinate our women's programs and to develop or help find solid, Gospel-centered resources
- Collaborate with the Associate Pastor and various ministry leaders to:
 - Recruit and train volunteers for the church's various ministries, including training in Bible study methods and in leading small groups
 - Connect regularly with lay ministry leaders to encourage them and be their liaison to the pastors and Session
 - Coordinate various ministry areas across the church, including helping with mercy projects and mission trips as opportunities arise
 - Organize, support and help train teachers for children's Sunday School and our annual one-week Summer Bible Camp
 - Find volunteers to plan and promote church-wide fellowship activities
 - Assemble church-wide announcements and ensure effective communication

- Support the pastors in their administrative service to the church, such as helping them 1) update the website, 2) produce the bulletin, and 3) coordinate worship and/or other building use logistics as needed.
- Attend bi-weekly staff meetings and relevant portions of monthly Session meetings
- Live as a witness of God's grace within our community, helping win others to Christ

Qualifications:

- Bachelor's degree or equivalent. Seminary degree a plus
- At least 4 years of experience working or volunteering in a ministry setting
- Training in biblical exegesis and Reformed theology
- Experience in training others to teach the Bible
- Strong interpersonal skills; works well as part of a broad team
- Excellent verbal and written communications skills
- Excellent organizational, and project management skills
- Prioritizes own time well without close supervision
- Proficient with common office and communications software and tools
- Spiritual Characteristics:
 - God's grace in Jesus Christ as the central feature of one's life and doctrine
 - Actively following Jesus, growing daily in faith, humility and integrity
 - Member in good standing of a Christian church with strong pastoral references
 - Background in the Presbyterian Church in America or similar Reformed denomination
 - Affirmation of the beliefs & values of GCPC and agreement with the Westminster Confession of Faith and its catechisms as well as relevant chapters of the PCA's Book of Church Order.

Salary is competitive, based on education and experience. Benefits such as health and dental insurance, retirement, vacation, etc. included.

Candidates who wish to be considered for this position should send a cover letter and resume to search@gracecovenantpca.org. The cover letter should briefly introduce themselves, including current and past ministry experience, church and denominational affiliation, and what interests them in this position and our church. The resume should include three references (with email and phone number contact information): one pastoral, one vocational, and one personal.