



Position Available at Grace Polaris Church

POSITION TITLE

Director of Women's Ministries

SALARY RANGE

Based on Education and/or Experience

WORKING HOURS

30–40 Hours per Week

REPORTS TO

Lead Pastor

DESCRIPTION

Grace Polaris Church exists to honor God by multiplying devoted followers of Jesus through worship, community, training, and witness. The director of women's ministries will provide leadership, vision, and oversight for all aspects of women's ministries. Working alongside a dedicated team of leaders and volunteers, the director will encourage women in their faith in Jesus Christ and foster spiritual growth within the church community.

The director will also serve as a member of the Grace Polaris Church Ministry Team, collaborating with staff members to implement the church's vision and ministry initiatives under the direction of the lead pastor.

ESSENTIAL QUALITIES

- Genuine faith in Jesus Christ, and Christlike character.
- Commitment to the [beliefs and identity document](#) of Grace Polaris Church, demonstrated through membership and a history of sacrificial service.
- Proven leadership abilities, while empowering and equipping other women for ministry.
- Ability to facilitate ministry through a team and oversee direct reports.
- Strong stewardship skills, effectively planning and implementing ministry budgets.
- Excellent stewardship, organizational, communication, and interpersonal skills.

PREFERRED QUALIFICATION & EXPERIENCE

- Proficiency in Microsoft Office Suite (Word, Excel, Outlook, etc.).
- Bachelor's degree.
- Biblical and theological training.

INSTRUCTIONS

If you are interested in joining our team in this position, please fill out the application for employment online or download the application and email it to Human Resources Director Mindee Berg (Mindee.Berg@GracePolaris.org).

ADDITIONAL QUESTIONS

- Write a short statement on the foundations of your Christian Faith.
- Describe your testimony and how you came to know Christ.
- Describe the Gospel in 250 Words.
- Describe your current local church and how you are actively involved in ministry.
- Share your experience with women's ministry, including leadership roles, teaching, discipleship, or event planning.
- What is your vision for women's ministry, and how would you seek to equip and encourage women in their faith?
- What strengths and weaknesses do you see in women's ministry today, and what would you do differently to enhance its impact?

Application for Employment

Personal Contact Information

FIRST NAME

MIDDLE NAME

LAST NAME

CURRENT STREET ADDRESS

CITY

STATE

ZIP

YEARS AT THIS ADDRESS

PHONE NUMBER

CELL PHONE NUMBER

EMAIL ADDRESS

General Information

For what position are you applying?

Time Classification: Full time Part time

Date available to begin work: _____

Desired rate of pay: _____

Pay Schedule: Hourly Weekly Annually

Are you a US citizen? Yes No

Have you ever been bonded? Yes No

If yes, explain:

Were you previously employed at Grace Polaris Church?

Yes No

If yes, when?

List any friends or relatives who work for Grace Polaris Church.

Why do you desire to work for Grace Polaris Church?

Would you be willing to have a physical examination before becoming employed?

Yes

No

Have you ever been indicted for, convicted of, or plead guilty to child abuse or a crime involving actual or attempted sexual molestation of a minor?

Yes

No

Have you ever been convicted of a felony?

Yes

No

Personal Testimony

Write a short statement on the foundations of your Christian faith.

What church do you attend?

Are you a member of that church?

Yes

No

How long have you attended that church?

Educational Background

HIGH SCHOOL NAME & ADDRESS

COURSE OF STUDY

NUMBER OF YEARS COMPLETED

UNDERGRADUATE SCHOOL NAME & ADDRESS

COURSE OF STUDY

DIPLOMA / DEGREE

NUMBER OF YEARS COMPLETED

GRADUATE SCHOOL NAME & ADDRESS

COURSE OF STUDY

DIPLOMA / DEGREE

NUMBER OF YEARS COMPLETED

TECHNICAL SCHOOL NAME & ADDRESS

COURSE OF STUDY

DIPLOMA / DEGREE

NUMBER OF YEARS COMPLETED

Work Experience

Start with your present or most current occupation.

OCCUPATION TITLE

EMPLOYER

ADDRESS

TELEPHONE NUMBER

SUPERVISOR

DESCRIBE RESPONSIBILITIES

DATES EMPLOYED

REASON FOR LEAVING

May we contact this employer?

Yes

No

OCCUPATION TITLE

EMPLOYER

ADDRESS

TELEPHONE NUMBER

SUPERVISOR

DESCRIBE RESPONSIBILITIES

DATES EMPLOYED

REASON FOR LEAVING

May we contact this employer?

Yes

No

OCCUPATION TITLE

EMPLOYER

ADDRESS

TELEPHONE NUMBER

SUPERVISOR

DESCRIBE RESPONSIBILITIES

DATES EMPLOYED

REASON FOR LEAVING

May we contact this employer?

Yes

No

Specialties & Training

Describe any specialized training, skills, extracurricular activities, volunteer work, etc.

References

Do not include family members or past supervisors.

NAME

PHONE NUMBER

BEST TIME TO CALL

OCCUPATION

NAME

PHONE NUMBER

BEST TIME TO CALL

OCCUPATION

Applicant's Statement

I hereby certify that the information given in this application is true and complete.

I understand that providing false or misleading information given in my application or interviews may result in discharge.

I authorize investigation of all statements contained in the application for employment as may be necessary in arriving at an employment decision. I give my permission to Grace Polaris Church and its agents to contact all of the references, and obtain information about (but not limited to) credit, criminal background, and driver's record. I release Grace Polaris Church and its agents from liability for relying on any information received during the application and interviewing process. I also release all employers and individuals from liability for furnishing the information about me.

I understand and acknowledge that any employment relationship with the organization is of an "at will" nature, which means that the employee may resign at any time and the employer may discharge the employee at any time with or without cause. It is further understood that this "at will" employment may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

I agree that for so long as I am employed, I will conform my conduct to the rules of the organization.

I am in agreement with the Charis Commitment to Common Identity, the Charis Fellowship Position Statements, and the Grace Polaris Church Position Statements as published online at [GracePolaris.org/Beliefs](https://www.gracepolaris.org/Beliefs), with the following exception(s):

SIGNATURE OF APPLICANT

DATE

As a church and nonprofit organization, we are exempt from the Unemployment Compensation Act. We are an Equal Opportunity Employer.