



Biography
Janice M. Brooks
Encouraging Words Ministries
Church Administrator

Born in Baltimore Maryland on December 31, 1951, Janice is the sixth child of ten children (eight girls and two boys). Her father was a “self-made” carpenter, a farmer, an ordained minister, pastor, and evangelist who also worked in several conventional occupations. Her mother, a devoted homemaker, was also a cosmetologist, and often worked at other service industry occupations. Assistant Pastor Brooks received her early formal education in the Baltimore City public school system, and attended Frostburg State University in Frostburg, Maryland. Graduating with a Bachelor of Science degree in Health and Physical Education, she taught high school in Baltimore before enlisting in the United States Marine Corps on 21 December 1974.

After completing basic training at Marine Corps Recruit Depot, Parris Island, South Carolina, Janice began her 22-year, active-duty military career. Having been assigned a 3081 Military Occupational Specialty (MOS) Janice served primarily as a contract specialist, contract administrator, and purchasing section supervisor. She also served in other secondary occupational specialties such as health and fitness instructor and drill instructor. Janice’s military assignments included service at the following installations: Marine Corps Base, Twenty-nine Palms, CA; Marine Corps Logistics Base, Barstow, CA; Marine Corps Base, Camp Smedley D. Butler, Okinawa, Japan; Marine Barracks (“8th & I”), Washington, DC; Marine Corps Recruit Depot, Parris Island, SC; and Marine Corps Base, Camp LeJeune, North Carolina. Her final active-duty assignment was Camp Butler, Okinawa, Japan where she served three separate tours, including two, three-year “In-Place Consecutive Overseas Tours” (IPCOTs) and a one-year extension for a total of 7 years.

Janice’s military decorations and awards include: Meritorious Service Medal, Navy Achievement Medal, Navy Meritorious Unit Commendation Ribbon, Marine

Corps Good Conduct Medal, National Defense Medal, Humanitarian Service Medal, and The Navy and Marine Corps Overseas Service Ribbon.

Having taken advantage of off-duty educational opportunities while serving, Janice completed Webster University's master's degree program in Management between April 1981 and March of 1983. Both of her children were also born during that period. Some of her off-duty involvements included: teaching adult evening school; teaching ESL classes; teaching and coaching children and adult sports; co-establishing a local church, ministering, and teaching Bible studies at local churches; and fulfilling her higher education aspirations for an advanced degree (Doctor of Management in Organizational Leadership) conferred in March of 2011.

Janice is also a published author. Her single work is entitled, *Core Values: Styles and Practices of Successful Military Leaders*. Her book was published by Dorrance Publishing Company in 2017.

On April 25th, 1997, two years after having achieved the rank of Master Sergeant, Janice retired from the Marine Corps, returning to civilian life and a second career. While still residing overseas in Okinawa, Japan, she co-established, owned, and operated *God's Little Ones* (GLO), a Christian education, learning and development center in a local township of Okinawa. Upon returning to the United States, Janice obtained employment during the first three years of retirement as senior program analyst, and senior financial analyst for government contractors in support of Naval Air Systems Command, Patuxent River (Pax River), Maryland, and Naval Air Traffic Controllers in Saint Inigoes, MD. In 1999, she was hired as a department of defense contract specialist at the Naval Air Systems Command, Pax River, MD, advancing from the GS-9 to GS-12 level that year. Janice also operated as a licensed Real Estate professional (Certified Realtor) with the Maryland Association of Realtors in Southern Maryland in 1998 and 1999. Janice briefly held the position of Church Administrator and was an ordained minister at Spirit Song Ministries in Silverdale and Bremerton, Washington before moving to the State of Florida.

Janice holds teaching credentials for the states of Maryland, California, and Washington. She is also a certified Navy and Marine Corps Junior Reserve Officer Training Corps (JROTC) instructor. Janice served as a naval science instructor (NSI) for the NJROTC unit at Central High School in Brooksville, FL from 2010 – 2012. From 2006 till 2010 Janice was the Naval Science Instructor for the NJROTC unit at Bremerton high school in Bremerton, WA.

Janice's first assignment as an NSI was at Curtis H.S. in University Place, WA where she served for six years. This newly established unit was selected as the #1 unit in NJROTC area 13, and #4 in the Nation for school year 2003/2004, and was selected as Distinguished Unit with honors for several consecutive years.

Janice is married to Carl M. Brooks, Sr., Sergeant Major, USMC (Ret.), currently a Naval Science Instructor, serving at Leto high school in Tampa, FL. They have two adult children: Daughter, Khoe Wraelle Brooks, a teacher and a graduate of Fayetteville State University in North Carolina, and Carl M. Brooks, Jr., an Army veteran now working as a military contractor in the United Arab Emirates, having served 3 tours of duty in Iraq, and 3 in Afghanistan. Janice and her husband are also the proud grandparents of 14-year-old granddaughter, Jahzara Trinitee Elizabeth Winchester, and 5-year-old Kisaye Najjah Winchester.

Janice's priorities in life are fulfilling her God-given calling and commission to spread the gospel of Jesus Christ throughout the world; the happiness and well-being of her family and friends; and reaching out to the poor and needy of the community and the world. Janice and her husband currently reside in Spring Hill, FL. A licensed and ordained minister and evangelist, Janice currently serves as an Assistant Pastor and church administrator at Encouraging Words Ministries in Brooksville, FL under the senior leadership of Pastor (Elder) Bill Pope, Jr.

Bio Updated: April 2021