**Position:** Women’s Ministry Director

**Reports to:** Senior Minister

This position is to promote and support the needs of women both within and outside of the church.

### Duties:

Meets regularly with Senior Pastor to review direction and goals of the Women’s Ministry.

Develops and encourages other Women’s Ministry Team members in their responsibilities, delegating appropriately, and assisting when needed.

Leads periodic Women’s Ministry Leadership Team meetings and encourages the contribution of every team member.

Identifies training needs for Leadership Team members and finds opportunities to meet these needs.

Contacts Women’s Ministry Team members as needed, and at a minimum monthly.

When Team positions are unfilled, perform duties of that position when necessary.

Prays regularly for her position, Women’s Ministry Team, and the women of the church and community.

Other duties as needed or determined by Senior Minister.

### Roles and Responsibilities

Lead or facilitate at least one bible study (research it/promote it) per quarter.

Lead one event per month outside of the bible study.

Facilitate two large events per year, such as retreat or conference.

Be aware and promote other regional events/opportunities for women to be involved.

Maintain communication with women of the church on relevant information, upcoming events, inspiration, etc.

Be able to meet with women in smaller group settings to build a connection, individual bonding, building leaders within the church.

Facilitate a service/mission opportunity off site within the community reaching women outside the normal church community.

Meet with Women’s ministry advisory committee on periodic basis.

### Basic skills and qualifications

A warm and outgoing personality with strong people skills

Passionate to see people grow in the grace and knowledge of Jesus Christ

Highly proficient manager, skilled organizationally, and eager to continue to develop in this

area.

Innovative problem solver, dedicated to best practices, and energized by the relentless

pursuit of excellence.

Strong and inspiring leader of leaders who is humble, teachable, and approachable.

Breeds a positive, open, and collaborative ministry culture characterized by faith-based

Prayer and love for one another

Steady and calm during crises, does not shy away from confrontation and is committed to

conflict resolution.

Able to establish appropriate boundaries and pursue a healthy balance of family, personal

health, and ministry