



918-333-5757 · 3503 Tuxedo Blvd. Bartlesville, OK 74006 · tuxedo.church

Leadership Job Description/Expectations

Position(s): Women's Bible Study Leader

Job Description: The Women's Bible Study Leader is responsible for teaching a weekly Bible class for the ladies of Tuxedo Church. Responsibilities include: spiritual preparation, prayer, study, and teaching.

Expectations:

1. Meet the 10 basic leadership expectations for all leaders of Tuxedo Church. (provided on next page)
2. Pray, study, and teach a Biblical lesson.
3. Promote and encourage the women of Tuxedo Church to attend when possible.
4. Work with the Women's Ministry Leader to make sure the Bible Study is complimentary to Tuxedo Women's Ministry vision.
5. Arrive early to make sure the meeting area is prepared for ladies arrival.
6. Make sure meeting area is cleaned up after Bible Study.
7. Take any questions or concerns to the Women's Ministry Leader.
8. Coordinate with Women's Ministry Leader for any materials or other needs of the Bible Study.
9. Plan and prepare any needed substitutes if unable to teach.
10. Make pastoral staff aware of any significant needs or problems that arise.



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Leadership Job Description/Expectations

Position(s): Women's Ministry Leader

Job Description: The Women's Ministry Director is an important part of Tuxedo Church's ministry and discipleship of women. Responsibilities include: Coordinating with Pastor to schedule and promote women's meetings, services, events, and outreaches, speaking and ministering to women, organizing service opportunities within Tuxedo Church for women, and helping to mentor and engage the young women of Tuxedo Church.

Expectations:

1. Meet the 10 basic leadership expectations for all leaders of Tuxedo Church. (provided on next page)
2. Schedule regular women's meetings, outings, and ministry opportunities.
3. Facilitate service opportunities within the church.
4. Help promote and raise funds for women's ministry.
5. Encourage missions giving and missions work among the women of Tuxedo Church.
6. Help connect, mentor, and engage the young women of Tuxedo Church.
7. Communicate any needs or problems to the pastor.
8. Encourage times of fellowship and prayer.
9. Help grow and build the women's ministry of Tuxedo Church.
10. Pray for the women of Tuxedo Church.