

Job Description: Women's Ministry Director

Position Title: Women's Ministry Director

Reports To: Discipleship & Equipping Pastor/Executive Ministry Pastor

Employment Status: Part-Time

Location: Main Church, Anywhere, ST

Position Summary

The Women's Ministry Director is responsible for developing, overseeing, and growing a Christ-centered ministry that encourages, equips, and disciples the women of the church. This position focuses on spiritual growth, building community, and creating opportunities for women to actively live out their faith in alignment with the mission and vision of the church.

Key Responsibilities

1. Ministry Leadership and Vision

- Develop and implement a comprehensive vision for the Women's Ministry that aligns with the church's mission and values.
- Provide spiritual guidance and biblical teaching for women in the church through Bible studies, discipleship programs, and special events.
- Foster an inclusive and welcoming atmosphere for women of diverse backgrounds and life stages.

2. Program Development and Oversight

- Lead or coordinate small group Bible studies, mentoring programs, and prayer ministries.
- Plan and oversee regular gatherings, retreats, and special events designed to encourage spiritual growth and fellowship among women.
- Recruit, train, and mentor volunteer leaders to help implement ministry activities effectively.

3. Discipleship and Care

- Equip women to grow in their faith and develop their gifts for service within the church and community.
- Partner with other ministries (e.g., Youth, Men's Ministry, Missions) to create holistic and family-centered discipleship opportunities.
- Provide spiritual support, encouragement, and pastoral care to women in need, including counseling or referral to appropriate resources.

4. Communication and Collaboration

- Serve as a liaison between church leadership and the women's ministry to ensure alignment with overall church goals.
- Maintain clear and consistent communication with ministry participants through various platforms (e.g., email, social media, announcements).
- Collaborate with staff and ministry leaders to integrate women's ministry into the broader life of the church.

5. Administration and Budget Management

- Develop and manage the Women's Ministry budget in alignment with the church's financial guidelines.
 - Oversee event planning logistics, including promotion, volunteer coordination, and venue setup.
 - Track and evaluate the effectiveness of ministry programs to ensure they are meeting the needs of participants.
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Qualifications

Spiritual and Personal Requirements

- A growing and vibrant relationship with Jesus Christ, demonstrated through daily prayer, Bible study, and a lifestyle consistent with biblical teachings.
- Active member of the Fellowship of Montgomery
- Agreement with the church's statement of faith and commitment to its mission and vision.
- A heart for ministering to women and a passion for discipleship.

Education and Experience

- Experience in leading women's ministry or equivalent leadership role within a church setting.

Skills and Abilities

- Strong biblical knowledge and the ability to teach and mentor others effectively.
- Excellent interpersonal, communication, and organizational skills.
- A collaborative team player who is flexible and adaptable.
- Proven ability to manage events, budgets, and volunteers.

Work Schedule

This position requires flexibility to work evenings, weekends, and occasional travel for retreats and conferences.