

## Director of Women's Ministry

### Job Description

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#### GENERAL DESCRIPTION

The Director of Women's Ministry is a leadership position which provides vision, leadership, and direction to all aspects of Women's Ministry at College Park Church. This includes, but is not limited to, the areas of Women's Bible Studies, Moms Connection (formerly MOPs), discipleship, leadership development, and church-wide and community events.

The Director of Women's Ministry works to help the women of College Park ignite a passion to follow Jesus by promoting Christ-centered spiritual growth and development. This person is responsible for helping communicate the vision and values of Community Life and Women's Ministry throughout the landscape of College Park Church and integrating it across other College Park ministries. She will represent Women's Ministry before the Pastoral Leadership Team and the Elder Council, helping to keep the needs and issues of our women before the leadership of the church. This full-time salaried position reports to the Pastor of Community Life and is essential in the shepherding and equipping the women of College Park Church.

#### PERSONAL QUALIFICATIONS

##### Education

- A minimum Bachelor's degree, preferably in a related field.

##### Experience

- At least 3-5 years of experience in leadership of women's ministry. This would include aspects of the following areas: leadership in a comparable ministry setting, short-term and long-term vision casting for Women's Ministry, administration, planning and execution of Women's Ministry events, training and equipping leaders, and the development of materials and curriculum that equips and fosters spiritual growth and biblical community.

##### Godly Character

- Is known to be a spirit-filled woman who possesses an authentic love for Jesus Christ and others
- Demonstrates a stable, mature Christian walk, reflecting the character of a godly woman found in Proverbs 31
- Exhibits the fruit of the Spirit mentioned in Galatians 5:22-23
- Demonstrates, through life and words, a commitment to prayer and the Word

##### Ethics

- Exhibits a heart of compassion and humility, is trustworthy, and is a servant leader
- Has a healthy balance between ministry and family life
- Lives her life with integrity in the areas of personal purity, leadership, confidentiality, and finances

## **Spiritual Gifts / Skill Sets**

- This role is built on leading and shepherding the women of College Park. We believe it will require a composition of the following gifts: Leadership, Shepherding, and Teaching.
- Experience in leading and teaching in a large venue, and ability to empower and support other women to do the same
- Oversight of leaders at various stages of leadership within the Women's ministry and effective delegation of responsibility to those leaders
- Ability to train and encourage women to use the Word in daily relationships, in discipleship and in resolving conflict, offering biblical truth and instruction that is sensitive, patient, and firm
- Able to cast vision, instill confidence, and demonstrate grace to others
- Capable of resolving conflict and handling difficult circumstances with wisdom, maturity, discernment, and confidentiality
- Able to articulate ideas clearly and has well-developed interpersonal skills
- Encourages an environment of creativity and independent thinking

## **Passion/Calling**

- Zealous for Christ-centered, scripture saturated teaching and instruction
- Passionate about biblical community that is both redemptive in nature and intentional in purpose
- Desires to grow and develop personally and in areas of ministry skill development

## **SPECIFIC RESPONSIBILITIES & DUTIES**

### **1. Overall Leadership of Women's Ministries**

- Provide vision, leadership, and direction for all aspects of Women's Ministries
- Provide clear and consistent communication and unification across all women's ministry lanes
- Communicate the vision and ministry needs on a consistent basis with the Pastors and Elders
- Events: Develop strategic Women's events in line with our ministry vision and values for the key purposes of encouraging, equipping, and creating opportunities for outreach
- Discipleship: Provide leadership for the Women's Discipleship Coordinator, assuring that biblical discipleship, in the spirit of Titus 2, is an integral part of Women's Ministry

### **2. Women's Bible Studies**

- Provide leadership to the Women's Bible Study (WBS) Coordinator, assuring necessary resources and support structures are in place to help the leaders and the participants grow and mature in Christ-likeness
- Work alongside WBS Coordinator in recruiting, training, and overseeing Bible study coordinators and leaders
- Evaluate and approve proposed Bible Study curriculum

### **3. Moms Connection: Step 1 and Step 2**

- Provide leadership for the Steering Committees of Moms Connection
- Help to integrate Moms Connection Step 1 and 2 into greater overarching College Park Women's Ministry

### **4. Leadership Development**

- Encourage and support the recruiting and training of new leaders within Women's Ministry, as well as supporting and shepherding current Women's Ministry leadership