

Women's Ministry Director—Faith Presbyterian Church

Mission

The Women's Ministry Director will support the pastors and elders of Faith Presbyterian Church and will provide, under their leadership, consistent oversight of Faith's ministry to women in the church. She will teach and lead in large and small group environments. She will equip volunteers to minister to the needs of the women in the church, as well as other duties to the church body as a whole.

The Women's Ministry Director will develop and oversee Women's Ministry of Faith and will provide opportunities for women to grow spiritually, develop friendships, encourage one another, and become equipped for ministry.

Job Description

1. Recruit other women to come alongside her as an administrative team in volunteer roles.
2. Encourage her Team through routine communication as well as monthly Team meetings and annual planning meetings.
3. Oversee the women's committees and facilitate participation by women in the church in ministry to the church body.
4. Coordinate the calendar of women's events and meetings, including monthly meetings, and events such as the annual retreat, Christmas Brunch, Spring Tea, etc.
5. Coordinate regular women's gatherings such as Bible studies, Sunday School classes, Mothers' Encouragement Group, etc.
6. Maintain the Women's Fellowship space.
7. Attend conferences and represent Faith Presbyterian Church at the discretion of the session.
8. Oversee the development and administration of a budget for Women's Ministry of Faith.

Job Requirements

1. A member in good standing of Faith Presbyterian Church.
2. Adherence to the same doctrinal standards as church officers.
3. Preferred 3+ years active involvement in Christian ministry leadership at Faith.
4. Well grounded and knowledgeable in the Scriptures with formal or informal Bible training or ministry experience.
5. Strong administrative, interpersonal, and organizational skills.
6. Effective written and oral communication skills.
7. Experience leading and coordinating Bible studies.
8. Teachable, discrete, a servant-leader, able to delegate, a clear communicator.
9. A woman with a desire to see women in the church grow in their faith and connect with each other.
10. Will meet with the session at their discretion.
11. Position reports to the senior pastor.

Nomination Form for WMF Director Position 2022-2024

Nominee _____

___ Nominee agreed to be nominated for position

Nominee's contact information:

Phone #: _____

Email: _____