

Director of Community Life & Women's Ministry
Kirk of the Hills Presbyterian Church
Job Description

POSITION PURPOSE: The *Director of Community Life and Women's Ministry* will be a member of the Senior Staff leadership team. This person will assume primary responsibility for guiding visitors and members into the life of the church, organizing hospitality initiatives within and outside the walls of the Kirk, and facilitating Women's Council leadership of all Kirk women's ministries.

ASSIGNMENT REPORT: Senior Pastor

ADMINISTRATIVE REPORT: Executive Administrator

BACKGROUND: The Kirk of the Hills strives to develop mature disciples of Jesus Christ by helping all people *Know God and Make Him Known*. The responsibilities of this position will be accomplished by connecting people with one another and with ministry opportunities so they might receive spiritual care (know God) and respond to their God-given calling (make Him known).

POSITION OUTCOMES/EXPECTATIONS:

I. Community Life

- a. Offer insight and discernment as a member of the Senior Staff to help ensure the Kirk is offering an excellent and relevant set of ministry offerings
- b. Guide visitors expressing interest in joining the church onto a pathway to membership.
 - i. Provide development and oversight of the system of contact and follow-up to those who have expressed interest in learning more about the church and/or membership.
 - ii. Facilitate *Intro to the Kirk* class schedule, materials, teachers, interviews
- c. Coordinate and lead members in finding pathways to connect, serve, and lead within the church based on interest and gifting.
- d. In conjunction with Senior Staff, plan hospitable events and activities which provide a welcoming context for members, visitors and the public

II. Women's Ministry

- a. This position will support a ten to twelve person Women's Council which changes annually.
- b. Serve as the ambassador and liaison between the women of the church, other ministries, and the church session and staff.
- c. Teach Bible Studies and/or recruit teachers
- d. Mentor and disciple women as able
- e. Help Shepherding Elders monitor spiritual development of the community

QUALIFICATIONS AND REQUIREMENTS:

Education

- Bachelor's degree
- Master's degree in theology preferable but not required

Experience

- A minimum of 3 years in a church environment with increasing responsibility

Requirements

- Must be people-oriented. The right candidate will have a hunger to know, converse with, pursue, and understand the inner workings of people, particularly women, within the Kirk orbit (ie, membership and beyond).
- Must be detail oriented. Final candidates will be asked to take an online personality assessment.
- Must have solid understanding of project management principles.
- Must have organizational, multi-tasking and planning skills with ability to thrive in a fast-paced, dynamic environment.
- Must be willing and able to work occasional evenings and weekends, including Sunday mornings.
- All employees must commit to performing their duties in accordance with the stated mission and purpose of The Kirk of the Hills PCA, Kirk Policies and Procedures Manual, and the Westminster Confession of Faith. All employees must be evangelical Christians and willing to become a member of the Kirk of the Hills.

All of the above duties and responsibilities are desired job functions for which reasonable accommodation will be made. The position description is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.

In order to apply for this position, please email the Search Team at applications@thekirk.org with a copy of your resume/CV.