

Christ the King Presbyterian Church
JOB DESCRIPTION

JOB TITLE: Director of Women's Ministry
REPORTS TO: Associate Pastor of Discipleship
HOURS/WEEK: Full-time Ministry Role

OVERALL MISSION:

The vision of Christ the King is to reach Houston for Christ and renew lives by grace. The mission of the Director of Women's Ministry is to serve the Lord by executing with excellence the vision of Christ the King through Women's Ministry.

SCOPE OF POSITION:

The Director of Women's Ministry will be responsible to lead, develop and execute the following ministry areas:

- Women's Bible Studies and Women's Mentorship
- Women's Connecting and Serving Events

SPECIFIC RESPONSIBILITIES:

- Lead the development of the Women's Ministry Program which aims to connect women with one another and encourage their spiritual growth in Christ
- Identify the strengths and growth opportunities for the current program and create a vision for the ministry consistent with the mission of the church
- Review existing women's ministry programs to ensure women of various age and stage are able to access the program. Develop or modify existing programs to reach the breadth of the church
- Lead, recruit, pray for, and support the lay leadership team for Women's Bible Study, Women's Serving and Women's Social Events.
- Lead or teach a Women's Bible Study
- Provide input and guidance to the ongoing adult discipleship ministry of Christ the King and collaborate with the Associate Pastor of Discipleship on the development of Bible Studies and other discipleship practices for women
- Provide input and guidance to the Christ the King Leadership Team on maximizing ministry roles for women in accordance with denominational doctrinal standards and the philosophy of ministry of Christ the King - **Edited PCH**
- Oversee the administration of Women's Ministry including developing a program calendar, communication strategies, and all the necessary lay help for coordination of event logistics.
- Identify in partnership with Mission Coordinator opportunities for serving events and lead the execution of the events.

- In partnership with Pastoral Staff and Director of Counseling provide gospel centered care and counsel to Women participating in Women's Ministry

CLASSIFICATION: Director

BASIC SKILLS AND QUALIFICATIONS:

- A warm and winsome personality with strong people skills
- Passionate to understand Christ the King's philosophy of ministry
- Passionate to see people grow in the grace and knowledge of Jesus Christ
- Highly proficient manager, skilled organizationally, and eager to continue to develop in this area.
- Innovative problem solver, dedicated to best practices, and energized by the relentless pursuit of excellence.
- Committed to personal holiness and growth in grace.
- Strong and inspiring leader of leaders who is humble, teachable, and approachable.
- Breeds a positive, open, and collaborative ministry culture characterized by faith-based prayer, love for one another, and the motto that 'ministry is fun!'
- Steady and calm during crises, does not shy away from confrontation and is committed to conflict resolution.
- Able to establish appropriate boundaries and pursue a healthy balance of family, personal health, and ministry.