

Women's Ministry Coordinator
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 discipling women 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 with women and encouraging their involvement in ministry opportunities so they might receive spiritual care (know God) and respond to their God-given calling (make Him known).

POSITION OUTCOMES/EXPECTATIONS:

- I. 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
- II. Serve as the ambassador and liaison between the women of the church, other ministries, and the church session and staff
- III. Support a 10-12 person Women's Council which changes annually
- IV. Teach Bible Studies and/or recruit teachers, with particular attention to the Tuesday morning study and complementary Wednesday night study
- V. Shepherd women toward maturity in Christ, knowing that every woman needs care and has a calling
 - i. Care – Develop mentor/discipleship relationships with women
 - ii. Calling – Guide women in finding pathways to connect, serve, and lead within the church based on interest and gifting
- VI. Help Shepherding Elders monitor spiritual development of the community

QUALIFICATIONS AND REQUIREMENTS:

Education

- Bachelor's degree
- Graduate 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 women within the Kirk orbit (ie, membership and beyond)
- 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.
- Must commit to performing duties in accordance with the Westminster Confession of Faith, the stated mission and purpose of The Kirk of the Hills PCA, and the KOTH Policies and Procedures Manual.
- Must be willing to come under the care of the KOTH Session through membership.

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.