



WESTMINSTER PRESBYTERIAN CHURCH

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Job Title:	Women's Ministry Director	Reports to:	Associate Pastoral Staff
Department/Group:	Adult Ministries	Job Code:	
Location:	WPC	Travel Required:	N/A
Level/Salary Range:		Position Type:	Full-time
HR Contact:	Tucker York (Executive Pastor)	Date posted:	
Will Train Applicant(s):	N/A	Posting Expires:	
External posting URL:			
Internal posting URL:			
Applications Accepted By:			
E-mail: york@westpca.com Subject Line: Resume' for open position Attention: Tucker York RE: Women's Ministry Director position		Mail: Tucker York Westminster Presbyterian Church 2151 Oregon Pike Lancaster, PA 17601	
Job Description			
<p><u>Role:</u> Alongside of the pastoral staff, the Women's Ministry Director labors to train, mentor, and equip the women of Westminster to be multiplying disciples of Jesus Christ.</p> <p><u>Reports to:</u></p> <ul style="list-style-type: none"> • Pastor of Adult Ministries for teaching, mentoring, and other broad Women's Ministry Director responsibilities • Pastor of Counseling for counseling ministry to women <p><u>Responsibilities:</u></p> <p>Teaching</p> <ul style="list-style-type: none"> • Regularly teach biblical books and topics to women in classroom and small group settings • Oversee and approve teaching materials used in Women's Bible study and other ministries to women • Schedule and plan regular seminars for the edification of women in the congregation and community • Coordinate with the pastoral staff to plan conferences covering important biblical and cultural topics that have broad appeal • Oversee & facilitate (as needed) affinity support groups (i.e. Harvest USA group for parents, wives of men in integrity groups, women recovering from oppressive relationships, etc.) • Review and recommend books and other resources for helping women grow in their discipleship • Serve as a resource to presbytery and regional churches (i.e. retreats, seminars, consulting) • Remain engaged with important issues of practical theology affecting our denomination • Provide feedback and suggestions to the pastoral staff, particularly issues pertaining to women 			



Mentoring

- Recruit and train women lay leaders to facilitate Bible studies and other small groups
- Regularly disciple women for leadership and service in the church
- Mentor women recovering from broken situations and train lay leaders to provide care
- Intentionally mentor young women with gifts to pursue a calling in vocational ministry in the church, parachurch organizations, and cross-cultural missions

Counseling [these responsibilities are negotiable and contingent upon interest and experience]

- Partner with the Pastor of Counseling as requested in marital counseling cases and other cases with individual women
- Be intentionally available to female church staff
- Pursue ongoing education and training in biblical counseling through CCEF and/or other counseling resource providers as approved by Session
- Advise Session commissions investigating marital abuse, divorce, and other issues as requested

Coordinating

- Oversee women’s leadership teams that plan fellowship and outreach efforts
- Liaison to the Deaconess Board

Personal Commitments

- Credible testimony of faith in Jesus Christ
- Committed to prayer in personal and professional life
- Committed to regular personal accountability with other women

Qualifications and Education Requirements:

- Clear understanding of Westminster’s mission statement
- Committed to Scripture and the Reformed faith as expressed in the Westminster Confession
- Member of Westminster or willingness to pursue membership in the first six months
- Demonstrates experience in church-based ministry to women
- Demonstrates strong interpersonal relational skills
- Demonstrates compassion for hurting women
- Vision to see women use their gifts throughout the life of the church
- Effective leader of teams, able to organize and equip women for ministry
- Master’s level biblical and theological training with a demonstrated commitment to continuing education strongly preferred
- Training in biblical counseling preferred

Reviewed By:	Search Committee	Date:	1/13/20
Approved By:		Date:	
Last Updated By:	Tucker York	Date/Time:	1/14/20