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)

Will Train Applicant(s): N/A

External posting URL:
Internal posting URL:

Applications Accepted By:

E-mail: york@westpca.com
Mail: Tucker York

Subject Line: Resume’ for open position
Address: Westminster Presbyterian Church
2151 Oregon Pike
Lancaster, PA 17601

Job Description

Role:
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.

Reports to:
- Pastor of Adult Ministries for teaching, mentoring, and other broad Women’s Ministry Director responsibilities
- Pastor of Counseling for counseling ministry to women

Responsibilities:

Teaching
- 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