



# Women's Ministry Coordinator

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## Purpose of the Position:

At Covenant Life Church, we strive to *reach Sarasota* by making disciples, equipping families and transforming the city. The Women's Ministry Coordinator (WMC) plays a key role in wisely and effectively encouraging, nurturing and discipling the women of Covenant Life by aligning Bible studies, groups and events for women with one another and with the church's vision and by ensuring our women's leaders are supported and equipped well.

## Responsibilities:

- 1. Ministry Coordination:** Covenant Life Church is blessed with gifted women who faithfully lead and serve. The WMC will work to align these various Bible studies, groups and events with one another and with the church's vision. Tasks include (but are not limited to):
  - Evaluate current women's ministry offerings and assess their effectiveness as building community and making disciples
  - Identify gaps where we are missing women's Bible studies or groups (for example, are there appropriate opportunities for working women to grow?).
  - Ensure that groups are aligned with the mission and vision of the church
  - Work with the Director of Children's Ministry (DCM) to intentionally engage moms of young kids both in the church and in the preschool
- 2. Oversight:** The WMC will oversee our women's ministry leaders and the materials being used to disciple our women. Tasks include (but are not limited to):
  - Assemble a women's advisory committee to advise on our ministry to women
  - Be available when a women's group leader needs assistance or encouragement
  - Meet regularly with women's group leaders
  - Evaluate all curriculum and materials being used in women's groups to ensure that they are in theological alignment with our Reformed tradition and useful for the discipleship and edification of women
- 3. Disciple and Counsel Women:** The WMC will be relationally involved in the lives of women in the church and in the community. Tasks include (but are not limited to):
  - Teach or lead a women's discipleship class, Bible study or group occasionally
  - Reach out to new women who visit the church, including possibly hosting a regular dessert for new women
  - Counsel women in the church, working with the Mercy Team as needed
  - Identify a list of women equipped to mentor other women as needed
- 4. Connecting Events:** The WMC will coordinate two to three annual connecting events for women. Tasks include (but are not limited to):
  - Build teams to plan and execute women's ministry events
  - Ensure that there are occasional events that serve as easy on-ramps for new women to meet one another and get involved in the life of the church
  - Plan a women's retreat every three years
  - Develop a cornerstone women's event, such as a Christmas Brunch, that will anchor the calendar for women and that they can anticipate annually

## Reports to:

Pastor of Discipleship and Mission (PDM)

## Working Conditions:

1. **Part Time:** Approximately 20-22 hours per week
2. **Flexible Hours:** The WMC will not be expected to maintain regular office hours but a space to work at the church will be provided as helpful
3. **Additional Responsibilities:** Additional responsibilities, as requested

## Expectations & Qualifications:

1. **Character:** The WMC must be deeply committed to Christ and exhibit an ongoing growth in spiritual maturity and godliness.
2. **Experience:** Experience in and passion for women's ministry as demonstrated by significant volunteer or professional experience serving in a church or parachurch women's ministry.
3. **Membership:** The WMC must be (or become) a member of Covenant Life Church and must actively participate in worship and in a discipleship group. Under Biblical authority, the WMC must demonstrate joyful submission to the elders and staff.
4. **Passions:** The WMC must model a passion for and skill in ministering to women in the midst of life's hurts and celebrations.

## How to Apply

To apply for the Women's Ministry Coordinator position, please send a letter of interest, resume and, if available, audio or video example of your teaching to Steve Jeantet, Executive Pastor, at [steve@covenantlifepca.com](mailto:steve@covenantlifepca.com).