## Job Description

**Role:**
Under the direction 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

**Responsibilities:**

### Teaching
- Teach biblical books and topics to women in classroom and small group settings as needed
- 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
- Provide general oversight of support groups (i.e. 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
- 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
• Be intentionally available to female church staff

Coordinating
• Oversee & participate in 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
• Biblical and theological training with a demonstrated commitment to continuing education preferred

Reviewed By: Search Committee Date: 5/11/20
Approved By: Date:
Last Updated By: Tucker York Date/Time: 5/11/20