



CAHABA PARK CHURCH
PRESBYTERIAN CHURCH IN AMERICA

JOB DESCRIPTION

TITLE: Director of Women's Ministry

REPORTS TO: Executive Pastor

HOURS: Part-time position that will grow to full-time in the coming years. However, if interested in taking on other duties (admin, event, etc.) may be able to start as full-time.

POSITION PURPOSE: Seeking a director of ministry to engage and lead the women of Cahaba Park Church to serve God and redeem Birmingham through worship, mission, and community.

CHARACTERISTICS:

- A Word-centered Christian woman of godly character who is committed to continued personal spiritual growth as well as the growth of others
- Eager to equip, engage, and encourage women of all ages and stages with the Gospel of Christ.
- Reflects a servant's heart and models a passion for ministering to women through life's hurts and celebrations.
- Skilled in building relationships, confronting and resolving conflict, and maintaining confidences.

QUALIFICATIONS:

- Commitment to the Reformed faith as it is articulated in the Westminster Confession of Faith.
- Bachelor's degree required (Seminary training desirable but not required).
- A minimum of three years' experience in leading, developing, and encouraging women in discipleship and other ministry settings.

DUTIES AND RESPONSIBILITIES:

- Evaluate the current women's program and create a vision to develop a ministry that aligns with the mission of Cahaba Park.
- Guide women in finding pathways to connect, serve, and lead within the church based on their interests and spiritual gifting.
- Organize and/or lead Bible or topical studies to promote the spiritual growth of women.
- Oversee event coordination for women to provide opportunities for worship, mission, service, and fellowship.
- Work in partnership with the pastors, staff, and session of Cahaba Park Church.
- Must be flexible and able to work Sunday mornings as well occasional evenings and weekends.

TO APPLY: Please submit your resume, a brief testimony, and three references to info@cahabapark.org by February 1, 2021.

This job description is not to be construed as an exhaustive statement of duties, responsibilities, or requirements as these may change as the ministry evolves.