



Job Description  
**Director of Women's Ministries**

**I. Introduction**

The Director of Women's Ministries, reporting to the Executive Director of Grace Toronto (hereinafter called GT), would be a gospel-centred, missional, prayerful leader, responsible for starting a new ministry for women at GT. She would accomplish this by creating a vision for, mobilizing leaders toward, catalyzing ministry initiatives to accomplish, and implementing a structure of ministry for this new ministry, such that women at Grace Toronto are effectively disciplined to be gospel centred, missional, maturing disciples of Christ who glorify God in all their endeavours and enjoy Him supremely. This Director would have a heart for the city, and for women living and ministering in a primarily urban context.

**II. Requirements and Competencies**

The suitable candidate would have met the biblical standards of probity of life and consistency of conduct as befits a mature Christian leader, as set out in our Employee Manual and in the criteria for leaders described in 1 Timothy and Titus.

They would be comfortable with and aligned to our system of doctrine and practice, as elucidated in the Westminster Confession of Faith and the Presbyterian Church in America Book of Church Order. They would be comfortable with our expression of the role of men and women in both ministry and life; notably, our commitment to an irenic expression of biblical complementarianism and elder-led ecclesiology.

They would be gifted in leadership, interpersonal relationships, team building and public communication. They would have experience and a fruitful track record in personally discipling women in a broad spectrum of contexts. They would be able to teach the gospel clearly, willing to undergo formal training - both theological and practical - to better equip themselves; with a proven track record of mobilizing and training leaders to help do the work of ministry.

Exceptional candidates would also have some of these prior experience or accomplishments: formal theological education/training; formal counselling education/training; prior ministry experience in women's ministry leadership; prior experience in starting a ministry, business venture, or other social/ministry initiatives.

**III. Primary Areas of Responsibility and Accountability**

They would be responsible for, among other things, these primary objectives:

1. **Theological Vision:** This person would be responsible to effectively craft, articulate and disseminate a theological vision that is compatible with the overall theological vision and values of GT, and yet

contextualized to the specific ministry needs, context and biblical goals for women's discipleship. Their strategic vision and plans would be consistent with this theological vision and flow from it.

2. **Strategic Vision:** This leader would be responsible to craft and implement an effective strategic vision for women's discipleship that is compelling and clear, feasible yet also inspiring and faith-stretching. They would be responsible to help lead the implementation of it, including mobilizing and training quality female leaders and disciple-makers, and ministry coordinators, for the various ministries and events that are planned.
3. **Ministry Leadership:** This leader would give strong, loving, servant-oriented leadership to the ministry, ensuring that women are being disciplined in an effective, gospel-centred way; that events and ministries arising out of this role help women to become vibrant, contagious, gospel-centred, missional women of maturing faith. Included in this ministry leadership would be accountability for leadership of events and conferences.
4. **Women's Discipleship:** This leader would effectively disciple and shepherd women at GT so that they grow in their understanding of the gospel and its beauty, and its application to all of life; that women would grow in their own understanding of the importance of the Word, prayer, spiritual warfare dynamics, gospel foundations, fellowship, worship and sanctification; that these women would be growing in their own sense of adoption and maturing in their understanding and application of the gospel to their whole life.

#### **IV. Hours and Compensation**

The suitable candidate would be willing to work up to full time hours, being 40 hours per week, with some flexibility as to office hours, to be negotiated with the Executive Director. The compensation shall be commensurate with the salary scale of ministry leadership at GT. There is also a benefits package.

#### **V. Start Date**

We plan on having this job filled as early as **May 1, 2021**.

#### **VI. Response Process**

Please email your letter of response, including attached resume and 3 references, to the Executive Director, Simon Davis, at: [simon@gracetoronto.ca](mailto:simon@gracetoronto.ca)