

**Saint Andrews Presbyterian Church is in the process of receiving applications for a full time Director of Women's Ministry. We are located at 6952 St. Andrews Road – Columbia, SC 29212. Our web site is [www.sapc.net](http://www.sapc.net). If you are interested in being considered, please send your resume to Reverend Marc Rattray at [marc@sapc.net](mailto:marc@sapc.net)**

## **Director – Women's Ministries**

### **Position Description**

**Purpose:** The Director of Women's Ministries will work under and in cooperation with the Senior Pastor, in conjunction with the Session, to care for the spiritual needs of women in the congregation. The aim is to make disciples of Jesus Christ, and to connect and encourage women in their relationship with the Lord and with each other.

#### **Summary of Position:**

- The Director of Women's Ministries will be responsible for establishing and developing ministries in the church that will contribute to the spiritual care and maturity of women who belong to or attend Saint Andrews Presbyterian Church.
- She will be accountable to the Session but will report directly to the Senior Pastor. As a member of the Ministry Staff, she will be expected to work in coordination and support with the entire staff to execute the overall vision of the Session and Senior Pastor.
- The position is a full-time position and will work in tandem with a team of volunteer servants.

#### **Specific Responsibilities:**

- **Prayer**
  - Pray regularly for Women's Leadership Team members, other women in leadership and concerns related to women in the congregation
  - Attend and participate in church corporate prayer events
  - Incorporate a prayer model into all Women's Ministries as appropriate
- **Leadership**
  - Provide encouragement, support, and direction of the Women's Leadership Team & lay leaders (e.g., Bible Study leaders, women staff, interns, etc.)
  - Lead the Women's Leadership Team ("First Night", etc.)
  - Provide leadership and oversight for every aspect of Women's Ministries, as well as vision for longer-term goals
  - Be a resource to the rest of the Ministry Staff on issues related to women
  - Model leadership to foster leadership growth in others
- **Equipping**
  - Provide or ensure that there is training for women in Bible study leadership, discipleship, and care ministries in the church
  - Be involved with existing women's Bible studies of the church to ensure there is appropriate (theologically sound) study materials to deepen the knowledge and understanding of the Word among the women of the church.
  - Mentor and encourage others to mentor

- **Care**

- Pastoral Care/counseling (in conjunction with the session) as needed
- Use relationships with individuals and groups to foster discipleship and ministry on personal and group levels
- Coordinate Visitation/Benevolence together with the diaconate as needed (e.g., hospital visitation, calls, cards, visitation at funerals)
- Interact with the Diaconate and Session to integrate women into churchwide mercy ministries

- **Administrative responsibilities**

- Attend weekly staff meetings
- Prepare and monitor budget
- Attend annual calendaring planning meeting and plan annual calendar
- Along with the Women's Leadership Team, plan and participate in women's Grow, Connect, and Serve events
- Attend other meetings with the session and/or diaconate as requested

## **Personal Spiritual Development**

- Maintain and deepen a personal relationship with Jesus Christ by utilizing the spiritual disciplines necessary for sanctification and effective ministry in the church
- Cultivate such habits of study and personal reading as will contribute to your need to "stir up the gift of God that is in you" to better serve the cause of Christ
- Attend annual staff retreats
- Attend conferences that are specifically geared for the needs of those involved in Women's Ministries in the church
- Develop such personal accountability to a trusted fellow-Christian as will serve to encourage ongoing spiritual growth and faithfulness

## **Desired Personal Characteristics and Qualifications**

- **Personal Characteristics –**

- A woman who believes and lives the gospel, recognizes her own sin and need for grace, extends grace and love to others
- One with a heart for women: relational, compassionate, empathetic, approachable
- One who maintains confidences
- A team player and team builder
- An effective communicator in group settings and one-on-one
- A creative thinker in planning and executing plans
- A woman with gifts of teaching, counseling, administration
- Awareness of personal weaknesses and a willingness to gather others around her for support her in those areas, including delegation and coordination of certain aspects of the job (e.g., budget, communications, media management, etc.)

- **Qualifications**

- Bachelor's degree
- Ministry experience preferred

- Clear understanding and support of the vision and mission of Saint Andrews Presbyterian Church
- Working knowledge of Reformed theology and Presbyterian doctrine and being in general accord with Westminster Confession of Faith.
- Ability to navigate the internet, church software, and other software necessary to perform the job