

Director of Women's Ministry

INCUMBENT: Caroline Williams
 CALLED BY: Session
 REPORTS PRIMARILY TO: Minister of Discipleship
 SECONDARILY TO: Senior Minister

PRINCIPAL FUNCTION

To serve and provide leadership to the Women's Ministry at Trinity Presbyterian Church. Work effectively with the Minister of Discipleship and other ministries of the church.

SPECIFIC RESPONSIBILITIES

- **Oversee the Women's Ministry at Trinity Presbyterian Church**
 - ☐ Support, direct, and advise the Women in the Church (WIC) Council and their ministries
 - Serve as the WIC staff representative
 - Help the WIC Spiritual Growth team organize and oversee women's Bible studies
 - Help the WIC Special Events team organize and oversee women's events
 - Steward and provide accountability for the WIC finances
 - ☐ Regularly teach and/or facilitate women's Bible studies.
 - ☐ Meet regularly with individual women in the church to encourage, minister to, and disciple them
 - ☐ Continue to develop and oversee women's mentoring program
 - ☐ Continue to develop and coordinate women's discipleship groups
 - ☐ Attend Restorative Care ministry meetings in support of caring for women
- **Assist the Minister of Discipleship**
 - ☐ Coordinate teacher training for women
 - ☐ Recruit, develop, and encourage women's Bible study teachers and facilitators
 - ☐ Support *Midweek* activities by coordinating material, locations, and teachers for all electives and classes
 - ☐ Coordinate Marriage weekends, church conferences (on and off site), and *iLife*
 - ☐ Attend monthly Ministry to Adults Committee meetings; take and submit minutes
 - ☐ Develop and maintain a tracking system for discipleship activities, conferences, and special events, helping maintain milestones and due dates to support the annual church planning and budget cycle
 - ☐ Develop expertise with the church membership care tool (ShelbyNext) to assign and track interactions
- **Assist Trinity Church's outreach/hospitality/special events:**
 - ☐ Greet during Sunday morning and evening worship services
 - ☐ Reach out to women who are visiting the church
 - ☐ Coordinate the food and décor for internal church events (i.e. staff receptions, baby showers, etc.)
 - ☐ Help with special events (i.e. church-wide BBQs, Pathway class, etc.)
- **Weddings**
 - ☐ Meet with bridal parties to explain and clarify Trinity's wedding policy. Submit requests for exception to policy if needed. Attend Worship and Music Committee meetings when needed for wedding planning.
 - ☐ Assign approved Wedding Coordinators to supervise the wedding rehearsal and ceremony
 - ☐ Type up wedding notes for the Church Administrator and Sexton

GENERAL RESPONSIBILITIES

1. Work as a team with Trinity staff to serve common areas of ministry, develop relationships with others on staff, and give aid and input to all other areas of ministry.
2. Attend staff and ministry meetings as instructed by Minister of Discipleship.

AGREE:

Supervisor _____ Incumbent _____ ..Admin. Ministry Team _____

QUALIFICATIONS

1. An evangelical Christian with a desire to serve the Lord by ministering to women.
2. A woman of deep spiritual life, of prayer, and of holy character.
3. A competent Bible teacher/facilitator.
4. A woman with demonstrated ability to manage, mobilize, and lead volunteers and program participants to accomplish the ministry goals within an annual budget.
5. A woman who possesses technical skills to stay abreast of changes to word processing, databases, presentations, and outward facing digital tools.
6. A Trinity church member, or one who is willing to join the church, and is able to sign the Statement of Faith and be loyal to the Westminster Confession of Faith.

COMPENSATION

Salary and other benefits will be determined by the Session after input from the Senior Minister and Church Administrator. Vacation periods, insurance coverage, pension and other benefits are indicated in the written policy that is reviewed and updated by the Ministry of Administration periodically.

UPDATE STATUS

10-08-25 Approved by Session on _____

AGREE:

Supervisor _____ Incumbent _____ ..Admin. Ministry Team _____