

WESTMINSTER PRESBYTERIAN CHURCH OF JOHNSON CITY

Position Job Description

Position Title:	Director of Women's Ministry	
Reports To:	Assistant Pastor	Status
Ministry Team:	Adult Discipleship & Shepherding	Part Time
Primary Purpose:	To lead the women of Westminster to know God more intimately through the study of Scripture, prayer, fellowship, and service.	FSLA Coverage
		Non-exempt

Education:	Bachelor's Degree
Work Days (Hours):	20-25 hours per week

Ministry Team Approval:	Adult Discipleship & Shepherding
P & A Team Approval:	
Revision Date:	March 4, 2025

Skills and Qualifications

- A knowledge of and love for God and His Word
- Embraces the Westminster Standards, as well as the vision and mission of Westminster Presbyterian Church
- Embraces a Complementarian view of men and women
- Skilled in building relationships with women and relating to women from various backgrounds (age, stage, ethnicity)
- Strategic thinker who can assess ministry effectiveness, set clear goals, and adapt as needed
- Able and eager to shepherd, disciple, and train women
- Able to teach with proven communication skills
- Able to handle and resolve conflicts, deploying Biblical counseling and wisdom
- Able to hold confidential information and handle sensitive issues with discretion
- Successfully pass a background check

Responsibilities

- Manage, shepherd, and lead the Women's Ministry Leadership Team
- Plan and facilitate women's Bible studies
- Plan and facilitate women's fellowship events, conference, and/or retreats
- In cooperation with the Assistant pastor, help assimilate women and their families into the life of WPC (i.e. help them find a Sunday school class, small group, Bible study, etc)
- Oversee and manage the Women's Ministry budget
- Maintain a directory and email list of current women at WPC for communication regarding current events and activities
- Coordination of the "Meal Train" ministry
- Creation and distribution of New Member welcome gifts
- Serve on the Adult Discipleship and Shepherding Team
- Attend bimonthly Staff meetings
- Attend 2 Session meetings per year to give an update on Women's ministry
- Attend one conference or seminary class per year for continuing education and training

To apply, submit resume and cover letter to info@wpcjc.org