



GRACE PRESBYTERIAN CHURCH

DIRECTOR OF WOMEN'S MINISTRY

Effective Date: February 2026

Classification: Full-time, Exempt

Benefits: As indicated in the Staff Handbook

Reports to: Leader of Adult Ministry Team

Compensation: \$54,000-\$81,000

General Purpose:

Provide leadership for women's ministry at Grace Presbyterian Church by cultivating participation in worship, community, discipleship, and outreach through Grace's discipleship pathway. This role also engages women in the surrounding community, helping them connect meaningfully to Christ and the life of the church.

Supervises: Women's Ministry Coordinator, Moms Collective Child Care Coordinator, "Rooted in the Word" Child Care Coordinator

Key Goals and Objectives:

- Lead women's ministry in alignment with Grace's mission, values, and ministry plan
- Encourage spiritual growth and active participation in church life
- Develop women as leaders and volunteers
- Integrate women's ministry within Grace's discipleship pathways
- Represent women's ministry within the coordinated ministry life of the church

Key Responsibilities:

Spiritual Leadership & Shepherding Care

- Model a growing walk with Christ through prayer, Scripture, and worship
- Encourage women toward discipleship and disciple-making
- Provide spiritual care in coordination with pastoral staff
- Build relationships across life stages to foster connection and belonging

Ministry Leadership & Program Oversight

- Partner with pastors, elders, and mature female leaders in shepherding and care
- Provide vision for outreach efforts (e.g., Mom's Collective), helping participants transition into worship, Sunday School Communities, and broader church life
- Oversee women's gatherings, retreats, and events that support fellowship and spiritual growth
- Guide Tuesday morning and other discipleship-oriented gatherings as next steps within Grace's pathway

Collaboration & Staff Engagement

- Work collaboratively with staff and ministry leaders to ensure alignment and communication
- Coordinate with the communications team on ministry updates and outreach
- Participate in staff teams and committees as requested
- Support churchwide initiatives as needed

Leadership Development & Team Oversight

- Recruit, train, and encourage female leaders
- Foster shared leadership and sustainable ministry teams
- Delegate effectively and provide oversight to the Women's Ministry Coordinator, child care coordinators, and ministry-specific leaders

Key Skills and Ministry Competencies:

- Demonstrates biblical leadership character qualities (ex: 1 Timothy 3:1-13 and Titus 1:6-9)
- Articulates the gospel clearly and faithfully
- Leads through shepherding and collaboration
- Organizes, teaches, and equips others effectively
- Practices hospitality and helps integrate women into church life

Success Factors:

- Builds and leads volunteer teams
- Strong organizational and interpersonal skills
- Self-directed, adaptable, and creative within ministry parameters
- Comfortable managing multiple priorities
- Proficient with basic technology and communication platforms
- Embraces Grace's mission, values, ministry plan, and statement of faith
- Leads cooperatively toward shared ministry goals

Qualifications:

- Reliable, trustworthy, and team-oriented
- Big-picture thinker who also manages details
- Develops leaders and supports change
- Works effectively across age groups
- Demonstrates thoughtful stewardship of time, resources, and relationships