WESTMINSTER PRESBYTERIAN CHURCH
GLORIFY • NURTURE • PROCLAIM

| | | | |
|---|---|---|---|
| **Job Title:** | Women's Ministry Director | **Reports to:** | Executive Pastor |
| **Department/Group:** | Adult Ministries | **Job Code:** | |
| **Location:** | WPC | **Travel Required:** | N/A |
| **Level/Salary Range:** | 7 | **Position Type:** | Full-Time |
| **HR Contact:** | Church Administrator | **Date posted:** | |
| **Will Train Applicant(s):** | N/A | **Posting Expires:** | |

**Applications Accepted By:**

| **E-mail:** | **Mail:** |
|---|---|
| york@westpca.com<br>Subject Line: Resume' for open position<br>**Attention:** Tucker York<br>RE: Women's Ministry Director position | Tucker York<br>Westminster Presbyterian Church<br>2151 Oregon Pike<br>Lancaster, PA 17601 |

**Job Description**

## Our Vision for Women's Ministry Staffing:

Westminster's Women's Ministry is in need of one full-time leader and up to a half-time part-time staff woman. Depending on candidates' interests and skills, we envision one of the following two models for covering the needs of our ministry:

1. Full-time Women's Ministry Director skilled in leadership, administration, and teaching and a part-time Women's Counselor focused on the counseling ministry. – or –
2. Full-time Women's Ministry Director skilled in counseling and teaching and a part-time Women's Ministry Assistant focused on administration and coordination.

Either of these two models would amply cover the scope and responsibilities listed below…

## Role:

As a team member with and taking direction from the pastoral staff, the Women's Ministry Director labors to train, mentor, counsel, and equip the women of Westminster to be multiplying disciples of Jesus Christ.

## Responsibilities:

### Oversight of Women's Ministry

- Oversee and approve teaching materials used in Women's Bible study and other ministries to women
- Schedule and plan occasional conferences or seminars for the edification of women in the congregation and community
- Provide general oversight of support groups (i.e. wives of men in integrity groups, women recovering from oppressive relationships, etc.)
- Provide feedback and suggestions to the pastoral staff, particularly issues pertaining to women
- Able to teach biblical books and topics to women in classroom and small group settings as needed

WESTMINSTER PRESBYTERIAN CHURCH
GLORIFY • NURTURE • PROCLAIM

**Coordinating & Shepherding Care**

- Oversee & participate in women's leadership teams that plan fellowship and outreach efforts
- Identify needs of women in the church and recruit teams of care as appropriate

**Mentoring**

- Recruit and train women lay leaders for service in the church
- Intentionally mentor young women with gifts to pursue a calling in vocational ministry in the church, parachurch organizations, and cross-cultural missions
- Be intentionally available to female church staff

**Counseling [Applies to Ministry Model #2 listed above]**

- Provide counseling to individual women and married couples in coordination with the Associate Pastor of Counseling. This ministry is directed primarily to women who are members or regular attenders of WPC.
- Counsel women of the church with unique needs or in difficult circumstances. Use discernment to refer women to specialists and those requiring long-term assistance.

**Reports to:**

- Executive Pastor for teaching, mentoring, and other broad Women's Ministry Director responsibilities
- Counseling Pastor for counseling responsibilities

**Qualifications and Education Requirements:**

- Credible testimony of faith in Jesus Christ
- Committed to prayer in personal and professional life
- Committed to regular personal accountability with other women
- Committed to Scripture and the Reformed faith as expressed in the Westminster Confession
- Member of Westminster or willingness to pursue membership in the first six months
- Demonstrates experience in church-based ministry to women
- Demonstrates strong interpersonal relational and peacemaking skills
- Demonstrates compassion for hurting women
- Vision to see women use their gifts throughout the life of the church
- Effective leader of teams, winsome & able to organize and equip women for ministry
- Commitment to biblical counseling
- Degree in biblical/theological studies or counseling preferred or similar ministry experience or training

| | | | |
|---|---|---|---|
| Reviewed By: | WMD Search Committee | Date: | 9/28/26 |
| Approved By: | | Date: | |
| Last Updated By: | Tucker York | Date/Time: | 9/30/26 |