Women's Ministry Coordinator

Purpose: The Women's Ministry Coordinator 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 Women's Ministry Coordinator will be responsible for establishing and developing ministries in the church that will contribute to the spiritual care and maturity of women who are members of or attend St. Andrews Presbyterian Church.
- The position is a part-time position and will work in tandem with a team of volunteers.

Specific Responsibilities:

- **Prayer**
  - Pray regularly for Women's Ministry 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 Ministry as appropriate
- **Leadership**
  - Provide encouragement, support, and direction to the Women's Ministry Team & lay leaders
  - Coordinate and lead the Women's Ministry Team
  - Assist and provide oversight for Women's Ministry
  - Be a resource to the rest of the Ministry Staff on issues related to women
  - Represent Women's Ministry on the Executive Leadership Team
- **Equipping**
  - Provide or ensure that there is training for women in Bible study leadership, discipleship, and care ministries in the church
  - Work with the Spiritual Growth Team to ensure there are appropriate (theologically sound) study materials to deepen the knowledge and understanding of the Word among the women of the church
  - Mentor and encourage others in mentorship
- **Care**
  - Serve as a member of the Member Care Team
  - Coordinate with the Member Care Team, the Board of Deacons, and Shepherd Elders as needed (e.g., hospital visitation, calls, cards, home visitation, and meals)
  - Encourage women's involvement in the Member Care Ministry
- **Administrative**
  - Attend weekly staff meetings as needed
  - Assist in the preparation of the Women's Ministry budget
  - Monitor budget and expenditures of the team
  - Attend annual calendar planning meeting and plan annual calendar

- Along with the Women's Ministry Team, plan and participate in women's Grow, Connect, and Serve events as needed
- Attend other meetings with the session and/or diaconate as requested

- **Personal/Professional/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
  - Attend annual staff retreats
  - Attend conferences that are specifically geared to the needs of those involved in Women's Ministry in the church
  - Take advantage of continuing education opportunities

Desired Personal Characteristics and Qualifications

- **Personal Characteristics**
  - A woman who believes and lives the gospel, recognizes her own sin and need for grace, and extends grace and love to others
  - One with a heart for women: relational, compassionate, empathetic, approachable
  - A trustworthy, discreet person who maintains confidentiality
  - A team player and team builder
  - An effective communicator in group settings and one-on-one
  - A creative thinker in planning and executing plans
  - Awareness of personal weaknesses and a willingness to seek support in those areas
- **Qualifications**
  - Bachelor's degree preferred
  - Ministry experience preferred
  - Clear understanding and support of the vision and mission of St. 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

- **Compensation and benefits will be commensurate with education and experience**

Please send cover letter and resume to adminteam@sapc.net