Job Description: Women's Ministry Director

Purpose

The Women's Ministry Director (WMD) provides leadership and oversight for the Women's Ministry of Westtown Church.

Qualifications

- Mature follower of Jesus Christ, seeking to live a life of faith and repentance in Him
- Proven servant leader with a desire to disciple, lead, train, and shepherd women toward growth in Jesus Christ.
- In agreement with the doctrine and polity of the Presbyterian Church in America.
- Able to work collaboratively with staff, Session, ministry leaders, and volunteers.
- Shall be (or become) a member in good standing of Westtown Church and regularly participate in the worship and life of the church and demonstrate a commitment to faithful involvement in Sunday worship, missing no more than six (6) Sundays per year for personal reasons.

Summary of Duties

Leadership, Discipleship, and Equipping

- Encourage, equip, and disciple women serving in key leadership roles, including the Women's Ministry Team (WMT), Bible Study leaders, and Fellowship Group leaders.
- Recruit, train, and develop new and existing Women's Ministry leaders with assistance from the Session as needed.

Women's Bible Studies

- Oversee the Women's Bible Study program.
- Regularly teach, mentor leaders, and participate in the Women's Bible Study ministry.
- Recruit, train, and support Bible Study group leaders and teachers.
- Coordinate Bible Study groups and leaders as needed.
- Plan Bible Study curriculum in accordance with the Session and/or Pastor.
- Ensure that Bible Study teaching is consistent with the *Westminster Standards* and the theological commitments of Westtown Church.

Women's Ministry Team

- Lead the Women's Ministry Team (WMT)
    - Because of the part-time nature of this role, it is critical that the Director and the WMT leverage "lead" volunteers for the various activities and events to distribute the effort and create accountability.
- Establish meeting times and prepare agendas.

- Cast vision for the purpose and goals of Women's Ministry.
- Delegate responsibilities to team members and other volunteers.
- Recruit and recommend new team members, subject to Session approval.
- Provide encouragement, support, and accountability to team members

Current Events/Activities of the Women's Ministry Director and Team include:

Women's Retreats

- Currently the WMT hosts a biennial Women's Retreat.
- The Director works with the WMT to choose the venue, speaker, and theme subject to appropriate Session approval.
- Works with the WMT to coordinate all details of the retreat including promotion, recruiting, and logistics.

Women's Fellowship Events and Ministry Groups

- The Director works with the WMT to coordinate and promote fellowship events, including fall and spring social events and the Christmas dinner.
- In coordination with the WMT, provides oversight and assistance as needed to established women's ministry groups/activities including
    - Book Club
    - Needle Arts Group
    - Monthly Prayer Meeting
    - Moms Brunch
    - Meals Ministry

Other Duties

- Work with church administrator and communications staff to ensure that Women's Ministry events are scheduled and promoted.
- Arrange childcare for women's ministry events as needed, in accordance with church policies.
- Develop and administer the annual Women's Ministry budget in accordance with the budget approved by Session and Westtown Church financial policies.
- Perform other duties as assigned by the Session or Senior Pastor that are reasonably consistent with the responsibilities of this position.

Other Responsibilities and Expectations

- Follow all established Policies and Procedures of Westtown Church.

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- Attend the annual PCA Women's Ministry Leadership Training Conference, or its equivalent, for continuing development, education, and networking.
- Attend weekly Staff Meetings at least once a month (due to part-time status).
- Quarterly provides a written report to the Session regarding the progress, needs, and direction of Women's Ministry.
- Maintain ministry records, event planning timelines, leader communications, and ministry evaluations as necessary to support effective ministry operations.
- The Women's Ministry Director reports to the Senior Pastor under the direction of the Session and collaborates regularly with church staff.
- The Women's Ministry Director is part-time and will work 25 hours/week.

For inquiries and to apply, email: wmdcommission@westtownchurch.org.

Phone inquiries to Elder Don Byers at (813) 731-5938 and leave message on voicemail.