

Job Description: Women's Ministry Lead

Overview

The Women's Ministry Lead assists in shepherding the women of CCB by offering gracious, honest, Christ-centered care and lay-level counseling, leading the women's ministry team, and serving on the Shepherding Team as a lead shepherdess.

Reports to

Pastor of Discipleship

Qualifications

- A vital and active relationship with the Lord Jesus Christ
- Firmly grounded in the Scriptures and the Reformed tradition
- Happy agreement with the theology and mission of CCB and the PCA
- Godly character, marked by the grace of Jesus
- Healthy personal life and, if married, strong marriage and family life
- Experienced in women's discipleship
- Able to teach the Bible and theology
- Has experience and a heart for lay counseling and is either trained in lay counseling or is willing to receive training
- Celebrates the Bible's complementarian view of gender in the home and church*
- Is eager to equip and integrate women into the ministry of the church*
- "Dignified, not [slanderous], but sober-minded, faithful in all things" (1 Tim 3:11), including in online conduct
- [Hungry, humble, smart](#)
- Willing to make a two-year commitment to this position

*Our view and application of complementarianism in church ministry is articulated [here](#). You may also read [our denomination's recent report on women serving in church ministry](#).

Responsibilities

Apart from generally pursuing the women of Christ Church as a loving, spiritually mature, and wise support to them, the Women's Ministry Lead will fulfill her role in four specific areas:

Serve on the Shepherding Team (1)

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- Take a lead role in overseeing the lay counseling of CCB women
- Be a primary direct provider of lay-level counseling to the women of the church
- Along with the other members of the Shepherding Team, discuss and advise on pastoral care matters of both men and women
- With the Shepherding Team, advise and support the session in its shepherding ministry
- Other responsibilities as assigned

Lead the Women's Ministry Team (2) and the Shepherdess Team (3)

- Recruit, equip, and lead both teams
- Set meeting agendas, lead meetings, organize action items, and oversee various goals in being achieved
- Give special relational care and attention to the members of these teams
- Plan events, studies, and other initiatives, including an annual two-night retreat for women
- Teach the Bible and/or lead Bible studies and discussions
- Other responsibilities as assigned

Support the Pastor of Discipleship in the healthy facilitation of Discipleship Groups (4)

- Help with recruiting leaders and placing women in groups (annually)
- Help in researching and deciding upon, or developing, curriculum
- Serve as liaison to women's discipleship group leaders, providing help and direction as needed
- Other responsibilities as assigned

Hours & Compensation

This is a part time hourly position, 20–30 hours per week. Wage is \$21-27 per hour depending on experience. Benefits: 3% matching retirement after 1-year of employment. We also offer continued development and training opportunities.