



Job Description	
<b>Position:</b> Women's Ministry Director <b>FLSA Status:</b> Non-Exempt Salaried Employee <b>Hours per Week:</b> 20	<b>Issue Date:</b> 7/1/2024 <b>Rev. #:</b> <b>Rev. Date:</b>
<b>Approved By:</b> Nick Williamson, Executive Director	Page 1 of 2

## 1.0 General Position Summary

The Women's Ministry Director is a part-time staff member who will lead and oversee ministry to women at CPC.

## 2.0 Reporting Relationship

The Women's Ministry Director will report to the Executive Director.

## 3.0 Key Position Responsibilities

- Oversee and lead the Women's Ministry Team.
- Meet with church members in a shepherding capacity.
- Oversee the planning and execution of up to four women's ministry events throughout the year.
- In partnership with the Director of Shepherding, lead and oversee the Parish Ministry as the primary shepherding arm of the church. This includes the recruiting and training of new Parish Leaders, leading Parish meetings, and coordinating with Parish leaders as they shepherd the congregation.
- In partnership with the Director of Shepherding, lead and oversee assimilation processes for visitors.
- Supervise the Women's Ministry Coordinator
- Attend all staff, parish, and Women's Team meetings.
- Other occasional tasks and duties as assigned by the Lead Pastor, Executive Director, and/or the Session.

## 4.0 Key Qualities

- 4.1 *Character:* This person is a born-again Christian, reflecting and growing in the character qualifications of Titus 1 and 1 Timothy 3. They hide no sin that disqualifies them. Even so, they are quick to confess all their sins, seeing themselves as a five hundred denarii debtor, sorely in need of gospel grace daily. They're humble. They love and live by the



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Bible, they depend on God through prayer, they happily serve their family, and lay down their life for the Church. Their life is worth imitating as they follow Christ.

- 4.2 *Competence:* This person is strong in shepherding, relationship building, and counseling. They must prioritize being over doing. They have strong written and oral communication skills as well as administrative acumen for consistent and clear communication with volunteers and church leadership. They have experience identifying potential leaders, training them, and coaching them along the way. They are strong in vision and communication.
- 4.3 *Chemistry:* This person works well with a philosophy of ministry that is low on programs and events and high on relational, hospitable, and accountable Christian growth. They share the church's vision to be disciple making disciples in a church planting church. They thrive in a team setting, by being a self-starter, who is willing and eager to share leadership responsibility and expectations with members.
- 4.4 *Relationship to CPC:* This person must be a member of (or eligible for with the intention of joining) Columbia Presbyterian Church, in full compliance and agreement with all that membership requires. They must affirm the "Leadership Requirements" section of the CPC Theological Standards Document.