

Director of Women's Ministry

INCUMBENT: Vacant
CALLED BY: Session
REPORTS PRIMARILY TO: Minister of Discipleship
SECONDARILY TO: Senior Minister

PRINCIPAL FUNCTION

To serve and provide leadership to the Women's Ministry at Trinity Presbyterian Church. Work effectively with the Minister of Discipleship and other ministries of the church.

SPECIFIC RESPONSIBILITIES

- **Oversee the Women's Ministry at Trinity Presbyterian Church**
 - ☐ Support, direct, and advise the Women in the Church (WIC) Council and all their ministries
 - ☐ Organize and oversee women's Bible studies with the help of the Spiritual Growth representatives on the WIC council
 - ☐ Regularly teach and/or facilitate women's Bible studies.
 - ☐ Recruit, develop, and encourage women's Bible study teachers and facilitators
 - ☐ Help coordinate teacher training for our women with the help of the Minister of Discipleship
 - ☐ Meet regularly with individual women in the church to personally encourage, minister to, and disciple them
 - ☐ Develop and oversee women's mentoring program
 - ☐ Develop/Coordinate women's discipleship groups
 - ☐ Organize and oversee women's events with the help of the Special Events representatives on the WIC council.
 - ☐ Steward and provide accountability for the WIC finances
 - ☐ Support Session in caring for women by attending monthly Restorative Care ministry meetings; take and submit minutes
 - ☐ Serve as the WIC staff representative
- **Weddings**
 - ☐ Meet with Brides and their mothers to explain and clarify our church's wedding policy. Submit requests for exception to policy when needed. Attend Worship and Music Committee meetings when weddings require Director's presence.
 - ☐ Assign approved Wedding Coordinators to supervise the wedding rehearsal and the ceremony
 - ☐ Type up wedding notes for Church Administrator and Sexton
- **Hospitality/Special Events**
 - ☐ Coordinate the food and décor for internal events at the church such as staff welcome/retirement receptions, baby showers, etc.
 - ☐ Help Director of Outreach with special events, such as summer church-wide BBQs
- **Assist the Minister of Discipleship**
 - ☐ Support *Midweek* activities by coordinating material, locations, and teachers for all electives and classes
 - ☐ Coordinate Marriage weekends, church conferences (on and off site), and *iLife*
 - ☐ Attend monthly Ministry to Adults Committee meetings; take and submit minutes
 - ☐ Develop and maintain a tracking system for discipleship activities, conferences, and special events, helping maintain milestones and due dates to support the annual church planning and budget cycle
 - ☐ Develop expertise with the church membership care tool (ShelbyNext) to assign and track interactions
- **Assist the Director of Outreach by:**
 - ☐ Greet on Sunday mornings and evenings before the worship services
 - ☐ Reach out to women who are visiting the church
 - ☐ Help with Pathway class as needed

AGREE:

Supervisor _____ Incumbent _____ Admin. Ministry Team _____

GENERAL RESPONSIBILITIES

1. Work as a team with other staff personnel: take up slack in general areas of ministry, develop relationships with others on staff, and give aid and input to all other areas of ministry.
2. Attend all staff and ministry meetings as instructed by Minister of Discipleship

QUALIFICATIONS

1. An evangelical Christian with a desire to serve the Lord by ministering to women.
2. A woman of deep spiritual life, of prayer, and of holy character.
3. A competent Bible teacher/facilitator
4. Ability to manage, mobilize, and lead volunteers and program participants to accomplish the ministry goals within an annual budget.
5. Possess technical skills able to stay abreast of changing technology required to manage internal word processing, databases, presentations, and outward facing digital tools
6. Join the church and be able to sign the Statement of Faith and to be loyal to the Westminster Confession of Faith.

COMPENSATION

Salary and other benefits will be determined by the Session after input from the Senior Minister and Church Administrator. Vacation periods, insurance coverage, pension and other benefits are indicated in the written policy that is reviewed and updated by the Ministry of Administration periodically.

UPDATE STATUS

09-17-25 Approved by Session on _____

AGREE:

Supervisor _____ Incumbent _____ Admin. Ministry Team _____