



Job Title: Minister to Women
Reports To: Associate Pastor of Education
FLSA Status: Exempt
Direct Reports: No
Date Revised: March 2016

POSITION SUMMARY:

The Minister to Women develops, implements, oversees, and maintains a dynamic and comprehensive ministry (1) encouraging and equipping women to grow in their walk with Christ, (2) meeting their spiritual, emotional, physical, mental, and social needs, and (3) attracting churched and un-churched women.

ESSENTIAL RESPONSIBILITIES:

General

1. A committed follower of Jesus Christ who demonstrates spiritual maturity and models an authentic relationship with the Lord
2. Enthusiastically embraces and demonstrates the vision, mission, and values of the Church
3. Develops and maintains a regular program for personal professional development in the fields of spiritual development, discipleship, and ministry, staying informed on current and appropriate methods, materials, promotional ideas, learning styles, and administrative techniques related to women and women's ministry
4. Consults, cooperates, and promotes a spirit of unity as a team player with other Church staff and members of the congregation concerning women's activities, policies, and procedures
5. Regular and reliable attendance
6. Performs other duties as assigned

Women's Ministry

1. Responsible for setting the direction of a holistic women's ministry by fulfilling the Church's mission "*to love God and love people by seeking out, growing up and sending out disciples of Jesus Christ,*" particularly focused on women and their needs
2. Serves in a lead role to provide a strategic overarching women's ministry
3. Leads in designing, planning, implementing, and evaluating a focused, creative, balanced ministry with women that includes Bible study, discipleship, worship, missions, fellowship, and other events and activities that provides spiritual growth and ministry opportunities
4. Designs, implements, and promotes creative activities/events that will attract churched and un-churched women in the Church and community
5. Timely plans, recruits, leads, resources, trains, motivates, and encourages volunteers who work with women, various women's ministry programs, activities, and events including the implementation of new ideas and events
6. Intentionally builds relationships and encourages relationships between women and within each woman's family
7. Counsels women and others about salvation and spiritual development and models an active lifestyle of personal witnessing and ministry while leading and encouraging women to develop these disciplines in their own lives
8. Provides for the pastoral care needs of women, working with the Church's pastoral counselor, as needed
9. Works with associate pastor of education and other ministers to offer appropriate classes and ministries with women, including discipleship, parenting, marriage, and family life
10. Plans and communicates effectively, timely, and appropriately (speaking, writing, social media, planning, etc.) with women and workers
11. Recommends, monitors, and manages the approved women's ministry budgets to implement an effective ministry in accordance with the Church's financial policies
12. Works with and counsels other ministers providing understanding and response to women's needs and concerns throughout various life stages
13. Supports the work of the Church by working with the other staff and serving in any reasonable capacity in corporate worship times or other church-wide events



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KNOWLEDGE AND SKILLS:

To perform this job successfully, an individual must be able to perform each essential responsibility satisfactorily. The requirements listed below are representative of the knowledge, skills and/or abilities required.

Education and/or Experience:

Educational and experiential background and interest in women's ministry (discipleship, spiritual formation, and Christian education). Minimum of master's degree in religious education required from a seminary that is supported by the Southern Baptist Convention or otherwise recognized as doctrinally consistent with historical Southern Baptist beliefs. Minimum of three years of local church and/or denominational experience in leading women's Christian education, discipleship, and ministry.

Language Skills:

Ability to understand, read, write and speak English. Ability to read, analyze and interpret general educational, organizational development, discipleship, theological and church practice-related resources and materials or government regulations. Ability to successfully write articles, communications and correspondence. Ability to effectively present information, respond to questions and professionally interact with women, volunteers with women, Church members, Church employees, vendors and the general public.

Reasoning Ability:

Ability to recognize and define problems, collect data, establish facts, draw valid conclusions and correct errors. Ability to understand financial data to effectively manage approved funds within budget. Ability to interpret a variety of instructions in a variety of forms and deal with abstract and concrete variables.

Other Qualifications:

Called by God to minister a local church; Knowledge of God's Word, the Church's doctrine, policies and procedures; knowledge of Church Bylaws, Operations, Standards, Policies and Recommended Practices. Ability to speak and lead publically in front of large and small groups. Requires ability to identify and implement opportunities to improve performance of the Church. Must be able to handle multiple, simultaneous tasks effectively and efficiently while maintaining a professional, courteous manner. High integrity, including maintenance of confidential information. Must be highly relational with the ability to exercise good judgment and positively influence and lead others, including handling confrontations with poise and efficiency. Computer skills (including, but not limited to Internet and email) required. Ability to work a flexible schedule, including evenings and weekends. Must be able to travel.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job responsibilities.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit and/or stand for extended periods of time; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, bend, crouch or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Repetitive motion of upper body required for extended use of computer. Required specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

Work environment characteristics described here are representative of those that an employee may encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job responsibilities.

Works in well-lit, ventilated and climate controlled Church and office environment with routine office equipment; some equipment has moving mechanical parts. On occasion must perform work outdoors in various types of weather.



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Noise level in the work environment is usually moderate, but can vary depending on the activity.

I have read the Minister to Women job description and meet or exceed the qualifications to fulfill this position. I agree to follow the Church's policies, procedures and rules. I accept the responsibilities listed above and attest I am willing and able to perform these job functions.

Employee Name (please print): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

This document will be placed in the employee's Human Resource file.