

# South Park Church

## Adult Ministry Department

**Position Title:** Women's Ministry Director  
**Status:** Part Time (<20 Hours per week)  
**Reports To:** Pastor of Adult Ministries

### Job Description

#### **Position Summary:**

This is a part time, position (equal to or less than 20 hours per week) with a focus on ministering to adult women (18 years and above).

This individual must have a magnetic walk with God, be a person of good character, a leader, and a strong team player. Responsibilities include directing and growing small group(s), coaching and equipping leaders and teachers, pastoral care and mentoring of women.

#### **Specific Responsibilities:**

(Some of these responsibilities can be delegated as long as they are accomplished)

- Ministering to adult women of the church community.
- Be involved and manage the programming oversight for Women's Ministry.
- Develop or lead lessons/discussions.
- Develop future small group leaders to not only lead small groups but to also recruit, encourage and develop other new small groups and members.
- Intentionally mentor future leaders. Duplicating oneself in these leaders to a point where these leaders will also mentor and care for their small group members.
- Develop, coach and equip teachers.
- Assist other ministry leaders in holding volunteers and members accountable to a healthy spiritual walk and to their job descriptions and as we care for individuals and families.
- Serve as a visionary for the ministry- welcoming new ideas, groups, ways and programs all in the effort to teach the women and other members about the love of God while ensuring alignment with the vision and purpose of the church.
- Maintain a high level of confidentiality, integrity, and grace when working with women, their families, members and other staff members.
- Track and maintain accurate attendance and progress and maintain the database.

- Work with connection director to follow up with individual women and/or families who have not attended on a regular basis not only in small groups and other adult ministries related programs but church worship and volunteering in other areas.
- Send follow-up 'welcome' and regular emails, literature, and communications to guests and members.
- Develop and manage an efficient and effective women ministry program budget.
- Attend all staff meeting on the first and third Wednesday's of every month.
- Be part of the Adult Ministry vision and strategy team.
- Evaluate and keep up-to-date on the latest materials and methods in Adults ministry especially those focusing on Women's Ministry including applicable seminars and events.
- Update communications as it relates to Women's Ministry also upload information on upcoming events.
- Encourage women to grow spiritually and participate in church life. And set measurable goals to reflect this.

**Experience and Skills Required:**

- A saving knowledge of Jesus as Lord and Savior, and general agreement with South Park Church's statement of faith.
- Have a verifiable history of moral purity as a Christian leader.
- Growing knowledge of the Bible.
- Strong love for God's people.
- Understanding and support of South Park Church's Philosophy of Ministry and Vision Statement.
- Effective leadership skills - the Women's Ministry Director will be in charge of many teams and volunteers.
- Growing knowledge of volunteer development, recruitment, and encouragement.
- Organizational and project management experience.
- Ability to organize self and others.
- Time management skills ability to prioritize and walk away from projects once delegated.
- Ability to effectively communicate and listen to others.
- Committed to applying principles of biblical peacemaking when conflict arises.
- Ability to make decisions and problem solve effectively.
- Self-driven individual.
- Strategic thinker and proactive in approaching changes or taking action.
- Flexibility in hours - hours may change from week to week and at times, needs of ministry members, therefore flexibility would be important.
- Growing knowledge of issues affecting women.

- Basic ability to use computer software, including Microsoft Office Suite (Word, PowerPoint, Excel, and Publisher), web, Facebook, and Google Software Suite.
- Undergraduate degree (B.S. or B.A.) and reasonable competency of Biblical training and theology. Preferred candidates will have completed coursework in biblical, theological and ministry training (M.A., M. Div, or Th.M. level)
- Strong experience with mentoring and relational ministry.

I have read the above job description and agree to fulfill the responsibilities and requirements described therein.

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Signature

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Print name

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Date