



Job Position: Women's Ministry Director
Department: Women's Ministry
Supervisor: Pastor/Director of Spiritual Formation
Compensation: Part-Time (20 hrs. per week)

Job Scope: Oversee the development and coordination of ministry to all the women in the church. Supervised efforts to mentor and disciple women of the church, helping them to grow spiritually. Work with appropriate committees, officers, and leaders to carry out the ministry of the church.

Duties & Responsibilities:

- Provide leadership to all aspects of Redeemer's Women's Ministry
- Connect regularly with women of all ages in the church (college to elderly) to shepherd them, as well as identify gifted women to utilize within the church
- Serve alongside the spiritual formation team to create an integrative approach to women's ministry and integration within Redeemer's discipleship strategy (see below)
- Develop and oversee women's ministry teams for various sub-ministries (i.e. retreat, special connection events)
- Oversee women's Bible studies offered throughout the year
 - Currently there is a yearly flow of fall, winter and summer study
 - Fall and Winter are 6-8-week studies, with a morning and evening study
 - Summer studies: there are no morning studies but an evening meeting at a home that is more like a book club.
 - Teach fall and winter studies and put together study/discussion questions
- Mentor and develop teachers and writers, to expand/strengthen teaching and writing team
- Recruit, train and equip small group facilitators for various studies and small groups

Discipleship Strategy

- As a participant of the spiritual formation team, help shape vision and strategy for the church's spiritual formation ministries
- Evaluate, strategize and implement discipleship roadmap for Women's ministry
- Life on Life Leadership (involved in group/leading/training/mentoring)
- Serve on team that develops CG discussion questions that align with sermon series
- Write curriculum or contribute and facilitate topical classes to the development of the churchwide curriculum

Shepherding

- Serve in the shepherding committee providing spiritual care and crisis care for the women
- Provide input and wisdom to shepherding cases
- Be willing to serve on certain shepherding cases as appropriate

Leadership Development

- Recruit women leaders and build teams for teaching and serving within Redeemer

Knowledge, Skills and Abilities

- Mature and vibrant faith/walk with Jesus
- Commitment to membership and the local church
- Experience leading multigenerational and multi-ethnic groups of people
- Proven ability in writing (articles/curriculum)
- Solid experience in teaching, mentoring, and leading dynamic groups within the church
- Commitment to Reformed Theology (Covenantal & Christ-Centered Approach to the Scriptures)
- Passionate about discipleship and raising leaders/volunteers
- Leadership in building and developing volunteer teams
- Proven ability to take projects from beginning to end
- Thorough knowledge of timing, motivation and continuity
- Strong organizational skills and an ability to prioritize and complete simultaneous projects
- Action-oriented and displays focus, passion and initiative. Takes appropriate action when something needs to be done
- Ability to establish rapport with a diverse group of staff, leadership, volunteers, and the community with various professional backgrounds and build effective relationships
- Ability to work under pressure and meet close deadlines with a positive and professional attitude
- Organized, creative thinker and storytelling skills, works well on a team with directional oversight
- Excellent interpersonal, oral and written communication skills
- Ability to think critically and creatively with an attention to detail, have a high standard of integrity, and be motivated to incorporate best practices into the organizational structure
- A heart for the local church, a growing relationship with Jesus Christ and a passion to help others find and follow Jesus