



Position	Women's Ministry Director
Status	Full Time
Reports to:	WU Campus Pastor
Location	West U Baptist Church

Purpose: The Women's Ministry Director of the CityRise Network of Churches will strive to build a community of godly women who are committed to building up the body of Christ as well as fulfilling our vision of lifting our city and world by generously giving the gospel of Jesus Christ. This candidate will oversee the development and coordination of ministry to all of the women in our church family.

Qualifications: Possesses spiritual maturity and character consistent with biblical requirements for church leadership.

Establishes, if not already, membership in the church

Demonstrates proficiency in computer literacy, document creation, social media management, email communication and scheduling.

Demonstrates outstanding verbal and written communication, utilizing empathy, clarity, and professionalism with each encounter.

Speaks in public with ease and is gifted in teaching the Scriptures to women

Relates well with women from all walks of life.

Possess a strong calling and passion for ministering to women.

Executes other job duties as assigned

Bachelor's Degree or work equivalent required. Theological training preferred

Duties: ***Manage the administration of Women's Ministry*** including developing a program calendar, communication strategies, and all of the necessary lay help for coordination of program logistics.

Pray regularly for the women of the church

Oversee the planning and coordination of women's bible studies

Conduct ministry communications by answering emails and phone calls, updating social media, completing communication requests for church wide promotion, sending event emails with details and updates.

Outreach weekly to visitors and church attendees and members

Develop Women's ministry budget, distribute funds and track expenditures

Review, modify and develop women's ministry programs to ensure women of various age and stage of life participate in the programs

Visit women at home and in the hospital as needed

Participate in meetings including staff meetings, leadership ministry meetings with Women's Committee, and executive leadership.

Provide gospel centered care and counsel to the women of CityRise.

Attend worship on Sunday mornings as well as church-wide events

Recruit, lead, support and pray for the lay leadership teams serving the Women's Ministry.

Supervise efforts to mentor and disciple women of the church, helping them grow spiritually.

Oversee and participate in special events and activities for women, including registration, marketing and communicating all details of events.

Support other ministries as needed with events and activities.