

**Position Title:** Womens Ministry Director  
**Position Type:** Part Time/Salaried/Exempt

**Ministry:** Adult/Family Ministries  
**Reports To:** Groups Pastor

**Purpose of Role:** *Responsible for leading the Women's Ministry for all Journey Church women.*

**Primary Tasks:**

- Primary gatekeeper and point of contact for the **Womens Ministry** of Journey Church ensuring women have a clear pathway of discipleship to take their next steps with Jesus.
- Assists all **Women's Groups** and Bible studies, so there are ongoing opportunities for the women of Journey to participate in groups and develop community.
- Collaborates with the **Adult Ministries Team** to ensure women have resources for receiving shepherding, care and encouragement. Vision and planning 6 months to 1 year ahead for implementation.

**General responsibilities**

- Helps recruit, coach, and train all-volunteer Women's Serve Team and group leaders. Develop a Women's serve team - train and shepherd for discipleship/events/group leaders
- Collaborate and team with Groups Pastor to execute Journey Groups ministry strategy.
- Coordinates with Groups Pastor and Family Pastor for planning all engagement aspects of Women's Ministry or relevant special events.
- Collaborates with the Adult Ministries team regarding church strategy, ministries, and direction. Ex. 13 week board, Adult team meeting, 1 year vision/strategy
- Facilitate ministry strategy within Family Ministries around resources for parenting, moms, etc.
- Meets consistently with the Adult/Family Ministries Teams for ministry planning, coaching, and development, and any other staff meetings as requested.
- Helps encourage and teach women how to shepherd and grow leaders in their circle of influence through relationships, training and discipleship.
- Help to ensure Women's Groups leaders are equipped for leading and discipleship.
- Prays regularly for the church and its people, and models spiritual vitality and accountability.
- Attends Ministry Team meeting
- Ensures social media engagement, promotion, and follow up are happening on all platforms for Women's Ministry (CCB, women's Facebook group, women's blog, etc ). Meets with the communication team to determine the best strategy/platform/implementation for these platforms.
- Website updates and layout management to ensure platforms are user friendly. All other duties as assigned.

**Experience & Knowledge Required**

- Biblical knowledge and foundation for interacting with women from all walks of life and spiritual backgrounds. Strong Christian character as described in 1st Timothy 3:2-7.
- Excellent verbal and interpersonal skills. Proficiency in Word, Excel, Mac OS, Google Docs. Ability to learn and use CCB Software.
- Ability to work with a team to plan and execute large events and environments. Willingness to put yourself out there, ask for help, reach out, etc.
- Excellent organization, time-management, and multi-tasking skills. Reliable, trustworthy, and excellent at following through on details.

**Possess and exhibit the following core values in their daily lives:**

- Personal Love for God and Love for People.
- Work ethic that is excellent, protective of the church, and frugal with time and money.
- Attitude of a servant, enjoyable to be with and devoted to the call of God and the church.
- Supports the mission of Journey Church of being an active member and attender.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_