



**Staff Member:**

**Description Date Approved:** October 2023

**Position:** Director of Women's Ministry

**Position Status:** Full Time

**Pay Rate:** Commensurate on experience

**Supervisor:** Executive Pastor

**Start Date:** 1/1/2024

**Hours per week:** 40

**Attends Staff Meetings?:** Yes

**Benefits:**

**Health insurance or \$5,000 stipend**

**PTO (sick time and vacation time off):** TBD

**Study Time:** TBD

**Books & Ministry expenses:** TBD

**Expectations:**

- **The Director of Women's Ministry (DWM) oversees all ministries reaching women from a young adult life stage onward in conjunction with a wide network of elected women's ministry leaders (WMC<sup>1</sup>) and volunteers, who assist in almost all of these areas. The priority of this role is relational investment in women.**
- **The DWM needs to be (or become) a member of City Reformed PCA, be able to affirm our statement of faith ("Seven Points of Agreement"), and affirm necessary WMC statements of agreements.**
- **The DWM will directly report to the Executive Pastor (EP) and participate in regular supervision meetings and weekly staff meetings.**
- **The DWM will serve as the WMC liaison to the staff and attend its monthly meetings.**
- **The DWM will pursue Continuing Education initiatives (e.g. CCEF, etc.) by way of certification courses and conferences.**

**Responsibilities:**

- **Discipleship/Oversight**
  - Be the primary contact for new women in the church, then assist in referring them to the necessary ministry group and/or CG
  - Assist in ongoing ministry concerns regarding shepherding situations that involve women
  - Assist the staff, Session, WMC, and/or deacons in mercy ministry situations regarding women
  - Assist with various church event planning, including but not limited to: Lent, Good Friday service, Easter breakfast, Easter aesthetics, Thanksgiving dinner, Advent, Christmas Eve service, etc.
- **Community Group (CG) Liaisons**
  - Work with the CG Oversight Pastor and CG leaders to identify women for the CG Liaison role.
  - Confer with the WMC regarding liaison recommendations.





- Meet with candidates to discuss the liaison role.
- Communicate with liaisons at the end of each quarter for feedback on the health of the CG.
- Host bi-annual mentor/liaison training.
- Be available to liaisons for any needs/concerns/questions and give assistance as needed.
- Be in communication with CG Oversight Pastor as to concerns or changes in CGs.
- Women's Mentor Program
  - Oversee mentor training program through maintaining and continuing to develop mentor manual and training materials.
  - Oversee the Women's Discipleship Committee (WDC) as they assist with the mentor program.
  - Meet with the WDC to plan bi-annual training sessions for current mentors and make mentor/mentee matches
  - Host annual fall lunch (October) for the purposes of ministry visibility and mentor recruitment
  - Coordinate with campus staff workers to assure knowledge of mentor program for college students attending City
  - Recruit and assess mentors for the program; conduct bi-annual training for new mentors or as needed.
  - Oversee and assess the general health of all mentor/mentee relationships via bi-annual questionnaire. Follow up with any concerns or needs by meeting with a mentor or mentee requiring so.

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<sup>1</sup>The Women's Ministry Council at City Reformed is a body of elected women leaders in our church that oversee various aspects of ministry to women. These include, but are not limited to: teaching, discipleship, counseling, prayer, mercy, hospitality, advocacy, and worship. WMC members undergo a nomination process, year-long training course, examination by Session in denominational standards (Westminster Confession, Shorter & Larger Catechisms), and congregational election. While we affirm the office of elder and deacon to be reserved for men, we uphold the importance of the WMC as an integral part of overall gospel ministry. For more insight into our views on women in ministry, please refer to [our position paper here](#).