

Women's Ministry Director Frontline Community Church

Personal Expectations

The Women's Ministry Director must be a member of Frontline Community Church and faithfully support and adhere to the church's mission, vision, values, policies and procedures, Code of Conduct, and Staff Core Values. She is to be a spiritually mature disciple of Jesus Christ who is committed to continually growing in her relationship with Christ and leading others to do the same. The Women's Ministry Director should maintain a healthy and balanced life, including appropriate time for personal spiritual growth, rest, family and relationships, and the development of her gifts and abilities.

Overview

The Women's Ministry Director is a part-time (20 hours per week) position serving under the direction and oversight of the overseeing Associate Pastor (AP). The Director provides spiritual leadership and overall direction for Women's Ministry in alignment with Frontline's mission and vision by, developing leaders and equipping volunteers to help women grow in their relationship with Christ, build meaningful relationships, and serve others.

The Director is responsible for ensuring that Women's Ministry programs, Bible Studies, and events encourage spiritual growth and contributes to Frontline's mission and vision. She must be highly organized, relationally engaged, and capable of leading in a dynamic and continually transitional and growing environment. She will function as the primary liaison between the Women's Ministry and the overseeing AP and other FCC staff and ministries."

Responsibilities

1. Oversee, Disciple, and Equip Women's Ministry Leaders and Volunteers:

- Recruit, develop, disciple, equip, and lead Women's Ministry leaders ensuring curriculum is gospel-centered, discipleship focused, Christ glorifying curriculum and leads to fulfillment of Frontline's mission and vision.
- Build trust with Women's Ministry Core Team and leaders, empowering them to lead according to their gifts while maintaining appropriate oversight, accountability, coaching, and encouragement.
- Develop, implement, and provide resources, training, and practical tools, both in person and online, to equip leaders and volunteers for effective ministry.
- Delegate responsibilities to Women's Ministry Core Team to identify ministry needs, develop leaders, create volunteer opportunities, address challenges, and implement solutions in a timely manner.

2. Oversee Women's Ministry programs and community engagement:

- Oversee Women's Ministry Core Team and volunteers as they schedule, plan, develop, promote, and execute Bible Studies, retreats, conferences, special events, evangelism opportunities, etc.
- Develop and implement programs aimed at accomplishing the mission and vision of Frontline.
- Communicate and coordinate with staff and ministries to ensure proper utilization of space, resources, and volunteers, as well as promote unity and cohesiveness throughout Frontline.
- Ensure clear and consistent communication about women's ministry events and opportunities through church bulletins (physical and digital), social media, and other channels.
- Able to answer questions and concerns as the point of contact for all things pertaining to Women's Ministry.
- Create an environment where women grow in their faith and connection with others, actively participating, serving, discipling others, and go share the gospel.
- Provide appropriate spiritual encouragement and support to women experiencing personal challenges, while recognizing the appropriate boundaries between pastoral care, informal support, and professional/biblical counseling.

3. Administration, Budget, and Ministry Operations

- Oversee the purchasing, organization, use, and storage of Women's Ministry supplies and resources.
- Develop and manage the Women's Ministry and Bible Study annual budgets in accordance with Frontline's financial policies and procedures.
- Maintain appropriate records, schedules, calendars, ministry information, and other administrative responsibilities necessary for an effective ministry.
- Attend weekly staff meetings, generally held on Mondays.
- Meet with the overseeing AP at least twice per month.
- Participate in Women's Ministry Core Team meetings and leadership development meetings as needed as well as Women's Ministry events, retreats, Bible studies, conferences, and other ministry activities as appropriate.
- Support and participate in church-wide events and leadership responsibilities as requested (Example: Sunday services, Bible studies, Holiday events, VBS, Special programs, Leadership meetings, etc.).

4. Other Skills and Qualifications:

- Exhibit excellent written and verbal communication skills.
- Be a strong listener who relates well to women from different backgrounds, ages, and stages of spiritual maturity.
- Model spiritual maturity, humility, integrity, dependability, and emotional health.
- Ability to disciple, coach, develop, and encourage others.
- Delegate effectively and build trust with leaders, volunteers, and participants.
- Strong organizational and time-management skills.
- Demonstrate strong conflict-resolution and relational skills.
- Teachable and receptive to feedback, guidance, and direction.
- Work independently while also functioning effectively as part of a ministry team.
- Demonstrate flexibility and the ability to adapt to changing ministry needs.
- Able to use computers and a variety of software applications necessary to fulfill ministry responsibilities.

5. Hours (20 Hours Per Week)

- **Office Hours:** Office hours will be scheduled Monday through Thursday according to a mutually agreed-upon schedule and approved by the overseeing AP. The Director is responsible for managing her schedule effectively to fulfill ministry responsibilities while maintaining a healthy work-life balance.
- **Evening and Weekend Responsibilities:** Because Women's Ministry includes events and gatherings outside normal office hours, occasional evenings and weekends will be required. The Director is expected to adjust her weekly schedule responsibly to accommodate these commitments. Compensatory time may be taken for ministry responsibilities outside normal office hours with prior approval from the overseeing AP.