

## Job Description: Women's Ministry Director

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**Department:** Women's Ministries

**Location:** Bachelor Creek Church of Christ

**Job Title:** Women's Ministry Director

**Reports to:** Sr. Minister

**Classification:** Part-time (20 hrs./week including Sundays)

### **Job Description and Responsibilities:**

#### **PURPOSE:**

The Women's Ministry Director is responsible for the development and implementation of the vision, strategy and tactical elements for all programs, events, and educational aspects related specifically to women at Bachelor Creek. Specifically, the Women's Ministry Director is responsible for women's Bible studies and special events, working with ladies aid, and ministering to women in need.

#### **COMPETENCIES & EXPECTATIONS:**

- Passion for ministry to women and providing environments that will aid in the growth of their faith
- Growing relationship with Jesus Christ evidenced by action, attitude, and behavior
- Ability to fully embrace the vision, mission, and core values of Bachelor Creek
- Proven competency in administration
- Reliable, trustworthy, self-starter, and excellent at following through on details
- Possess the ability to innovate and create while adapting to growth and change
- Possess the ability to use appropriate judgment, discretion, sensitivity, and confidentiality
- Proven leadership skills in collaboration and cooperation with a team
- Possessing strong interpersonal skills with the ability to engage in healthy, motivating relationships with supervisors, coworkers, and volunteers.
- Proven ability to achieve results

#### **ESSENTIAL JOB FUNCTIONS:**

- Develop and implement the vision for women's ministries in collaboration with the Sr. Minister & elders
- Oversee and implement all programming and events for women
- Recruit and train all women's ministry volunteers and women's ministry core team
- Provide care and encouragement for women in need
- Travel to hospitals to visit women undergoing surgery, also nursing home visits for elderly women
- Work closely with BCCC Ladies Aid and be the representative for them
- Responsible for Women's ministries budget and financial oversight
- Oversee the selection and implementation of curriculum for women's Bible studies
- Develop a communication plan to keep all women informed about opportunities at BCCC
- Other duties as assigned

## **EDUCATION & EXPERIENCE:**

- Bachelor's Degree preferred but not required
- Must be a member of BCCC
- Experience in public/care services preferred

## **RELATIONSHIPS:**

- Reports to Sr. Minister
- Supervises and directs Women's ministry volunteers and core team
- Serves as the representative for Ladies Aid
- Works closely with all areas of ministries within Bachelor Creek Church of Christ