



## WOMEN'S MINISTRY COORDINATOR

**OBJECTIVE:** Lead effective gospel ministry to a multi-generational community of women at Christ Community Church

**OVERSIGHT:** Pastor of Discipleship & Spiritual Formation

**CLASSIFICATION:** Part Time, Monday – Thursday, up to 35 hours per week

### QUALIFICATIONS & REQUIREMENTS:

#### Education

- Bachelor's degree required, post-graduate studies preferred, or relevant experience in education, theology, or management.

#### Experience

- Demonstrate knowledge and commitment to Reformed theology
- Working with Microsoft Word, Outlook, and Excel
- Leadership Experience

#### Requirements

- Be or become an active member at Christ Community Church
- Commit to performing duties in accordance with the church's vision, the Staff Handbook and the Processes and Procedures Manual
- Advance the vision of Christ Community Church to women
- Maintain a cooperative team spirit with staff, members and volunteers
- Sensitivity to work with personal information in a confidential manner
- Exhibit personal integrity and self-motivation
- Demonstrate a personal interest in families

#### Skills

- Ability to interact effectively with various relational styles
- Spiritual gifts: leadership, shepherding, disciple making and evangelism.
- Strong organizational skills with a demonstrated ability to prioritize and execute concurrent projects

### SPECIFIC RESPONSIBILITIES:

- Create, strategize, implement, and maintain an effective ministry structure and process for developing mature and equipped followers of Jesus
- Identify, train, and mobilize volunteer leaders – new and existing - to assist with and lead ministry efforts
- Work harmoniously as part of the staff team to effectively communicate ministry direction and offerings to staff, members, and volunteers
- Organize connectional gatherings for women to find and build community
- Serve as a key voice on issues related to women in ministry and overall church direction
- Oversee and administrate the Women's Ministry budget and reporting

- Serve as a shepherding presence to women; refer to appropriate resources as needed
- Meet with the Asst. Pastor of Discipleship & Spiritual Formation for collaboration and shepherding care
- Complement and support the Discipleship philosophy of ministry of Christ Community Church.