



JOB DESCRIPTION

Title:	Women's Ministry Director
Department:	Adult Discipleship Department
Reports To:	Adult Discipleship Department Head
Pay Status:	Hourly
Exemption Status:	Non-Exempt

General Summary and Objective: The Women's Ministry Director serves all of the adult women of the Crossroads Christian Church community by providing multiple avenues for women to engage in Disciples Making Disciples primarily through the oversight of all areas of ministry to women.

Essential Functions:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Women's Bible Studies and Small Groups:** primary programming occurs Wednesday mornings with additional times during the week based on the leaders' schedules
 - Oversight of these groups to include the following:
 - Recruiting, training, and equipping of adult leaders
 - Oversight of all greeting and hospitality teams
 - Coordination of children's programming with Kidz Club Coordinator
 - Oversight of special celebrations which may include Worship Team and programming utilized
 - Oversight of selecting curriculum and website process
 - Leadership in organizing prayer for all aspects of the ministry
- **Events:** planning an area-wide women's conference every other year in conjunction with other area churches and planning special events each year such as Come to the Table, Girls' Night Out, Candlelight Dinner, or other fellowship opportunities
- **Mentoring Program:** oversee leadership team as they implement program
- **Girlfriend Interest Groups:** oversee adult leaders of shared interest groups
- **Administrative Responsibilities:** plan yearly calendar, create yearly budget and set yearly goals for the Women's Ministry

Additional Responsibilities:

- Serve on Task Forces or Ad Hoc committees as requested

- Participate in activities and contribute to projects within the Adult Discipleship Department and Church
- Additional duties as assigned

Requirements (knowledge, skills, abilities, education, etc.)

- Fully committed follower of Christ
- Champion of vision, values, and culture of Crossroads Christian Church
- Ability to work in harmony with other staff members
- Exceptional model of personal integrity
- High School Diploma or GED required
- Spiritual maturity and Biblical knowledge
- Demonstrated capacity to communicate well, lead and administrate
- Knowledge about women’s issues and interests, as well as a heart of service and compassion toward women
- Ability to convey a positive professional image and to maintain confidentiality

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Physical Demands

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, use hands and fingers to handle or feel, and reach with hands and arms. There is often set up and tear down for programs and studies that requires the ability to push carts, move chairs and tables, etc.

Position Type/Expected Hours of Work

This position is part time, 25 hours per week. Typical hours worked is Monday to Wednesday 8:00 am-5:00 pm. Tuesday and Wednesday morning availability is currently required. Sundays and weekends are sometimes required dependent upon programming and needs of the church.

Travel

Travel may be required for occasional conferences or training.

April 24, 2018

The statements listed are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of duties and requirements. This does not establish a contract for employment and is subject to change at the discretion of the employer.