

# JOB DESCRIPTION

**WOODSIDE BIBLE CHURCH**

6600 ROCHESTER ROAD TROY, MI 48085

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<b>Position Title:</b>	Director, Women's Ministry
<b>Department:</b>	Adult Ministries
<b>Campus:</b>	Troy
<b>Date:</b>	July 2021
<b>Supervisor:</b>	Adult Ministries and Spiritual Formations Pastor
<b>FSLA Status:</b>	Exempt

## Position Profile:

Under the leadership of the Senior Pastor, Executive Pastor of the Troy campus, and directly reporting to the Adult Ministries and Spiritual Formations Pastor, the Women's Ministry Director is primarily responsible for the spiritual formation of women at Woodside Bible Church, Troy Campus. Primary responsibilities include helping women in spiritual formation, coordinating/leading Bible studies and events, working with the Adult Ministries team to strengthen Life Groups, and mentoring/discipling women. The person in this role will serve to strengthen the church by developing and leading a lay leadership team that will help the women of Woodside Bible Church help others belong to Christ, grow in Christ, and reach the world for Christ.

## Skill Set:

This person will have a strong demonstrable relationship with Jesus. They should have an ability to teach the Bible and help other women learn to do the same, while embracing a high view of Scripture, as well as complementarian view of Scripture. This person should have a personable demeanor which not only invites others into relationship, but fosters inviting others into a relationship with Jesus. They will need to be detail oriented, meticulous in organization, and diligent in following up with unresolved matters. This person should be self-motivated, systematic, working well corporately and independently. They should have the capacity to communicate needs, priorities, value, and gratitude effectively and regularly to several distinct groups of church leaders and volunteers. This person should be analytical, creative, and a problem solver, with the ability to manage projects and multi-task.

## Competencies:

- Budgets/Cost Control
- Congregational Gift Empowerment
- Evaluating and Implementing Ideas
- Inspiring and Motivating Others
- Integrity/Ethics
- Interpersonal Skills
- Managing Across Departments/Locations
- Multiplication
- Prioritizing and Organizing Work
- Servant Leadership
- Team Leadership
- Teamwork
- Up/In/Out Rhythms
- Using Computers and Technology

## Experience Qualifications:

- Minimum of three (3) years' experience in a ministry role
- Associates degree required. Bachelor's degree preferred. Formal theological training is preferred
- Some knowledge of Microsoft Office Suite (Word, Excel, Power-Point)

## Duties and Responsibilities:

- Pray regularly for the women of Woodside Bible Church and the Women's Ministry.
- Evaluating past and present functions and events for the purpose of improving future Women's ministry activities.
- Engaging in a personal ministry of discipleship with the women of Woodside Bible Church, while equipping them to disciple others.
- Offering practical leadership training, helping women find their best place to serve in the church.
- Assessing the needs and interests of the women of the church, finding ways to relevantly reach out to and encourage all the women of the church.
- Recruiting, developing, training, overseeing, and encouraging leaders for women's ministry (e.g., form and invest in women's leadership team(s) or equivalent).
- Coordinating with the Care Ministry to determine ways that women can serve, identifying women/families in need of support and care.
- Actively with participating with a Life Group. Working with the Adult Ministries team to recruit, vet, develop and launch new Life Groups
- Developing a purpose statement for the Women's Ministry, clearly defining ministry objectives and goals. These objectives and goals must measure the effectiveness of accomplishing the ministry's purpose statement. They shall also be consistently articulated to the women of Woodside Bible Church for the purpose of allowing them to take interest in and ownership of the Women's Ministry.
- Working in collaboration with Adult Ministries Team.
- Working in collaboration with Women's Ministry leaders from other campuses to develop multi-campus Women's Ministry opportunities.
- Developing plans which fulfill the ministry's objectives and goals. These plans must focus on the sharing of biblical principles and the committing to vital relationships. Plans must be flexible and offer a variety of opportunities.

## Spiritual Responsibilities:

- Ensures that all actions performed within the context of this job position accomplishes and furthers the mission, vision, and values of Woodside Bible Church (Belong, Grow, Reach).
- Incumbent adheres to the Statement of Faith as established and approved by Woodside Bible Church.
- Incumbent is a member in good standing, participates in praying, giving, serving, worshiping and attends special events as an active member of the church.

## Disclaimers:

Other duties as required may be added or changed. This job description does not constitute a contract for employment.

<b>PROPOSED   REVIEWED BY</b>		<b>DATE</b>	
<b>APPROVED BY</b>		<b>DATE</b>	