

Fourth Presbyterian Church Position Description

Position Title: Director of Women's Ministries

Department/Ministry: Adult Ministry

Status: FT / Regular / Exempt / Salaried / 37.5 hours per week

Reports to: Pastor of Ministries

Date Prepared: November 22, 2022

Mission of Women of Fourth: *To encourage women to grow in faith and love for God through study, service, and fellowship in community.*

Purpose of Position

- To encourage and equip the women of Fourth to grow in God's Word
- To encourage them to serve the church and develop relationships with each other
- To stir a desire to be a witness to those outside the church and be ambassadors for Christ in their homes, neighborhoods, and workplaces

Primary Responsibilities:

- Prayer: Encourage prayer, both private and corporate.
- Leadership: Lead the Women's Council, and support leaders of support groups, circles, events, Bible studies, etc.
- Curriculum: Select Bible studies for Generation to Generation (G2G) Bible studies, circles, etc.
- Integration: Work closely with church leadership to ensure women's ministries reflect and support the vision for Fourth Church
- Advocate: Advocate for women's issues and needs among Senior staff
- Program: Plan and support women's programming and events

Duties:

- Encourage the spiritual growth of women through relationships, teaching, and curriculum selection
- Actively foster inter-generational discipling and mentoring among women (Titus 2)
- Continually assess women's ministry programs' effectiveness in achieving Women of Fourth's vision. Reform existing programs and introduce new programs as appropriate to support objectives.
- Work actively with volunteer leaders
- Prepare and oversee budget for women's ministries
- Lead and support planning events (such as Annual Women's Retreat, Christmas Event and Spring Event)
- Maintain files on women's ministries
- Supervise administrative staff
- Keep current with available resources on women's ministries

Qualifications

- Committed to Jesus Christ as personal Savior and Lord, and a deep and demonstrated love for Christ's Church
- Member of Fourth Church or will become a member of Fourth Church
- Experienced in working in a church alongside of various age groups of women
- A love for the Bible and Reformed theology
- Effective communicator
- Able to teach on occasion and lead Bible discussions
- Able to keep confidences
- Able to recruit, train, develop and build teams of volunteers

Interested candidates:

Submit application by email to Rebecca Sparks-Korossy, rkorossy@4thpres.org, or mail to:

Rebecca Sparks-Korossy
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