



CORAM DEO

BIBLE CHURCH

JOB DESCRIPTION: Women's Ministry Director

SUMMARY: The Women's Ministry Director is responsible for developing and overseeing the discipleship, care and spiritual support of women at Coram Deo Bible Church.

REPORTS TO: Associate Pastor **STATUS:** Exempt/FT **SUPERVISORY ROLE:** Yes

QUALIFICATIONS: This person must be spiritually mature, teachable, trustworthy, humble to follow and able to lead. This individual must have passion, experience and competencies in working with women of all ages and spiritual maturities. She must be able to cast vision, lead effectively, manage a variety of responsibilities, and give attention to detail. A Bachelor's degree is desirable.

ESSENTIAL ROLES AND RESPONSIBILITIES INCLUDE:

Leadership

- Establish and promote a vision for Women's Ministries
- Promote discipleship opportunities within Women's Ministries

Discipleship:

- Facilitate the spiritual growth and maturity of women through various Bible studies
- Utilize small group style approach to discipleship within Bible studies
- Lead and shepherd the Women's Ministries Teaching Team
- Teach Bible studies to women on a regular basis
- Identify and develop new leaders and teachers
- Develop and approve curricula for Bible studies and teaching team

Oversight:

- Oversee and shepherd the Women's Ministries staff
- Oversee the equipping and training of all table leaders, apprentices, coaches, and teachers
- Organize and oversee various special events for women
- Propose and manage the Women's Ministry annual budget
- Facilitate volunteer teams for ongoing ministry and special events

IN GENERAL: This person will do what is necessary to fulfill the mission and initiatives of Coram Deo Bible Church.

This job description was updated in December 2020 and is subject to review and revision, as needed.