



CHRIST COVENANT  
CHURCH

## Assistant Director of Women's Ministry

### POSITION PURPOSE:

This position provides leadership and oversight for all women's small groups and key areas of ministry to women.

### POSITION SUMMARY:

- Serve as the Assistant to the Director on the Women's Ministries Leadership Team (WMLT)
- Provide leadership for the Small Group Ministry
- Provide leadership and direction for all women's Bible studies
- Serve with the Christian Education (CE) Committee as an avenue to develop and approve curricula for women to engage in training teachers/facilitator
- Provide oversight for Women's Ministry Conferences and Events

### PERSONAL COMMITMENTS:

- Committed to Jesus Christ as personal Savior and Lord
- Committed to the doctrines of the Reformed faith and the Presbyterian system of church government
- Must serve as a communing member or be in the process of becoming a communing member of Christ Covenant Church
- Must display the spiritual gifts of leadership, wisdom, and shepherding
- Committed to prayer in all aspects of personal and professional life
- Committed to a regular personal accountability with other women

### REPORTING RELATIONSHIPS:

This position will be accountable to the Director of Women's Ministries (DWM) and ultimately to the Pastor of Shepherding & Discipleship (S&D).

### REQUIRED SKILLS/ABILITIES:

- Vision for the ministry of the church as a whole
- Organizational skills which enable her to implement plans effectively
- Wisdom and willingness to delegate tasks and responsibilities, as necessary, in order to most effectively utilize time and gifts and to allow others to participate in ministry
- Motivational character to draw others to the ministry with enthusiasm
- Initiative to address needs as they arise with creative and workable solutions, developing new programs/structures, as necessary
- Compassion for the members involved in ministry while actively recognizing needs, addressing issues, and providing encouragement
- Willingness to work within the structure of the staff at Christ Covenant Church, cooperating with and supporting other Director and Pastoral level members
- Commitment to enable the success of the DWM
- Submission to the Session of Christ Covenant Church

### SUPPORTING EXPERIENCE:

At least 2 years of experience in working with women in discipleship and accountability roles.

### EDUCATION/TRAINING:

Undergraduate degree in any discipline

**BASIC ROLES/EXPECTATIONS:**

**Women's Ministries Leadership Team (WMLT)**

- Presence/Advocacy – Serve as a member of the WMLT who is responsible to advocate for the Small Group Ministries for women
- Assistant to the Director – Be available to serve as the facilitator for the WMLT in the event the Director must be absent.

**The Small Group Ministry**

- Provide oversight for the leadership structure of the Small Group Ministry including recruitment, training, and accountability of leaders within the structure
- Direct and lead opportunities for expansion of the Small Group Ministry including strategies for growth and consideration of satellite opportunities (groups that meet outside of the established times on campus)
- Provide oversight of curricula development
- Provide Pastoral care for leaders and Small Group ladies and serve as a conduit to more direct/specific care, as needed (Shepherdess)

**Small Groups**

- Provide oversight of all Women's Elective Bible Studies by assisting with teacher selection/training and curriculum selection, and providing leadership and oversight for planning purposes by identifying needs and resources
- Provide oversight of Merea Ministry by assisting with mentor selection, logistical needs, and pastoral care for Small Group leaders

**Christian Education**

- Participate with the CE committee to develop and approve materials for women and train teachers and leaders
- Serve as an advocate for CE committee within the framework of all women's Small Groups by ensuring that Small Group leaders understand/affirm the philosophy of CE and assisting leaders in adherence to the CE policies/plans

**PHYSICAL ABILITIES**

- Position involves light to medium walking, standing, stooping, carrying, and lifting of lightweight materials (under 25 pounds).
- Requires visual acuity to read numbers, letters, and images; depth perception; hand and finger dexterity to use a keyboard, and hand-eye coordination.
- Requires speaking and hearing abilities which are sufficient to hear over phone, speak publicly, and carry on routine conversations.

**OTHER**

- The Assistant Director's office will be located in the Global Outreach house.
- The Assistant Director's specific accountabilities will be determined and reviewed quarterly.
- This is a 29-hour per week position.