

JOB DESCRIPTION
Director of Women's Ministries
Fourth Presbyterian Church
5500 River Road, Bethesda, MD 20816
301-320-3600

Purpose: To encourage, train and equip the women of Fourth Presbyterian Church to model their lives upon Biblical principles, rather than upon the standards of secular culture, and to be ambassadors for Christ in their homes, church, neighborhoods and work places.

Reports to: Senior Associate Pastor

Responsibilities:

Prayer: Make prayer the first and continuing priority in all endeavors. Set the example and encourage lay leaders to bathe all undertakings in prayer, both private and corporate.

Integration: Work closely with church leadership to ensure women's ministries reflect and support its vision for Fourth Church, and that the ministries nurture, strengthen and edify the Body of Christ. Meet regularly with other women on staff in caring roles for women of all ages for collaboration, encouragement and prayer.

Administration: In concert with Women of Fourth volunteer leadership: prepare and oversee budget for women's ministries; lead planning, both short-term and long-range; promote programming in church and community that addresses issues unique to women; oversee event planning; act as a liaison between volunteer leaders and church staff with regard to administrative procedures such as room reservations and financial transactions (check requests, deposits, etc.); respond to inquiries regarding women's ministries, both written and verbal; maintain files on women's ministries; guide, evaluate and redesign (when appropriate) a leadership structure for women's ministries; supervise administrative staff.

Leadership Development: Identify and train women's ministry volunteer leaders; encourage and disciple these leaders in spiritual and ministry growth.

Spiritual Development: Encourage the spiritual growth of women through teaching and curriculum selection focused on gender-specific issues not covered elsewhere by Adult Education. In particular, actively foster inter-generational discipling and mentoring among women.

Program Development: Continually assess women's ministry programs' effectiveness in achieving Women of Fourth's vision: to pour the gospel of Christ into women so that, being transformed by the Holy Spirit, they will grow in relationship with God and pour out the love and grace they've received into our church and community. Reform existing programs and introduce new programs as appropriate to support objectives. Work actively with volunteer leaders to inspire vision, guide direction, and facilitate lay involvement.

Service Development: Maintain a culture of service in which participants in women's ministry programs give as well as receive. Give a vision for and encourage use of spiritual gifts in the church by women of all ages. Help women understand that they are called to serve and will be blessed by serving, regardless of age, situation or season of life.

Resource Development: Update training materials (including general leader training and small group leader training). Update event and program planning manuals as needed.

Denominational – Keep current with information from denominational women’s ministries at the national and presbytery levels. Attend General Assembly, Presbytery women’s ministries programs and National Women’s Conference.

Interdenominational – Keep current with available resources on women’s ministries, including literature, conferences and seminars. Maintain a network of fellow women’s ministry leaders for information exchange and program collaboration, as appropriate.