

Position title	Women's Ministry Director	Department	Family Ministry
Status/hours	Approx. 32hr per week	Salary band	III – P/T
Reports to	Executive Pastor	Updated	12/15/23
Direct reports	N/A		

Job summary

The Women's Ministry Lead is a valued position for the church and its members. This role is to be led by a woman with strong character, a proven record of inspirational leadership, excellent relational skills, innovative, and a strong vision for developing and discipling women of all ages. The right leader must have the ability to build and lead the Women's Ministry Team. She must be able to cast a compelling vision for TRCC's Women's Ministry. She will be responsible for recruiting, training, and developing dynamic leaders and will be the point of contact and staff voice for all areas of women's ministry.

Primary responsibilities (may include but not be limited to the following items)

Responsibilities:

- Create environment and culture that focuses on the spiritual formation of TRCC women
- Lead, develop, and delegate responsibilities to the Women's Ministry Leadership Team along with various other volunteer teams within the ministry
- Identify the strengths and growth opportunities for the Women's Ministry at TRCC
- Evaluate existing women's ministry programs to ensure women of various age and stage are able to access, participate and grow in their faith
- Connect, disciple and mentor women at TRCC
- Communicate Women's Ministry Teams needs to TRCC leadership (and vice versa)
- Partner with other ministry departments to connect and encourage community
- Serve and lead in cooperation with and in submission to TRCC leadership and Elder teams
- Develop and administer an annual women's ministry budget
- Attend monthly all-staff and Pastor/Director meetings as well as all staff required ministry events
- Ensure ministry is in alignment with TRCC's mission and vision
- Recruit, train, and develop a volunteer base to assist with serving in all areas of ministry
- Occasionally assist in other duties as needed/requested by the Executive or Lead Pastor

Qualifications:

- Passionate to see people grow in the grace and knowledge of Jesus
- Committed to personal growth and ongoing spiritual development
- Strong and inspiring leader of leaders who is humble, teachable, and approachable
- Steady and calm during crisis, does not shy away from confrontation and is committed to conflict resolution
- Warm and welcoming personality with strong people skills
- Clear communication skills in group setting; listens well to others
- Teachable, self-starter, collaborative, discrete, servant
- Able to establish appropriate boundaries and pursue a healthy balance of family, personal health and ministry
- Bachelor's degree or equivalent ministry experience, required
- Training and experience in one-on-one Biblical counseling, preferred: Licensed, a plus
- Active and involved member of TRCC; or willing to become a member