

Timberline Church

Job Description

Job Title: Women's Ministries Director

Reports To: Executive Pastor

Direct Reports: None

Effective Date: July 2018

Summary:

The Women's Ministry Director is responsible for the development and oversight of all areas in Women's Ministries through administration, leadership development, servant volunteer assimilation, teaching of Biblical truths, discipleship, and evangelistic outreach opportunities.

Duties & Responsibilities

The following list of duties and responsibilities is intended to serve as a guide to what is expected of the Women's Ministries Director.

- General Duties
 - Attending weekly Chapel Meetings and other employee meetings and/or functions.
 - Working collaboratively with other departments and ministries to integrate the values of Timberline Church.
 - Meeting regularly with the Executive Pastor to evaluate targeted goals
 - Developing and implementing standard procedures for assessing achievement of the defined goals and objectives.
- Oversee the development and implementation of Women's Ministries.

This includes:

 - Leading women into transforming relationships with Jesus Christ and others.
 - Meet one on one with women to pray, encourage, and support in her journey.
 - Help Women's Ministries teams to recruit, connect, train, support, motivate, and encourage volunteers.
 - Providing coaching, conflict resolution, and support to all groups under the care of women's ministries
 - Serve as the liaison between both MOPS group coordinators and facilities, childcare, accounting, and the administrative assistant.
 - Schedule MOPS (2 groups) biweekly meetings to ensure each group has equal number of meetings in the Fall and Spring semesters.
 - Coordinate Bible Studies for content and material, start and end dates and times, and ensure books are available for purchase.
 - Research Bible Studies and authors before purchasing any studies for Timberline and/or the Women's Ministry Lending Library.

- Be “on call” for Bible Study and/or Book Club Leaders to facilitate if needed, completing any necessary duties, dealing with facility issues or any other concerns.
- Plan, coordinate, and execute a Women’s Fall retreat and a Women’s Spring event partnering with staff, leaders, and volunteers.
- Managing the overall Women’s Ministry, and MOPS budgets.
- Working closely with the Executive Pastor and Administrative Assistant to ensure effective communication and delegation throughout all ministries.
- Serving as point person for all necessary decisions directly related to this area.
- Equipping staff (paid and volunteers) to be effective in all areas of their responsibilities.
- Monitoring the delivery of ministry activities to assure excellence.
- Seek feedback for strengths, weaknesses, and suggested improvements in Women’s Ministry.
- Function as an employee of Timberline Church with a servant’s heart and a willingness to minister to people inside and outside of Timberline Church as needed.
- Serve the members of the church, the women’s leaders and volunteers, and the community in times of crisis and need.
- Abide by the Timberline Church Ministry Covenant.

Time Commitment

- This is part-time position.
 - Must be able to work a flexible schedule, and serve during evenings and weekends as necessary.
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