

WOMEN'S MINISTRY DIRECTOR

The women's ministry director will provide direction and vision and will organize, coordinate and oversee the women's ministries of this church.

Ministry Area/Department	Women
Position	Women's ministry director
Accountable To	Pastor
Position Is	Volunteer
Spiritual Gifts	• Pastor/shepherd • Administration
Talents or Abilities Desired	• Able to relate well with other people • Creative • Good organizational skills
Best Personality Traits	• Analyst-expresser or expresser-leader • Dependable
Passion For	Ministering to women and providing opportunities for women to minister through the church

RESPONSIBILITIES/DUTIES

- Meet regularly—perhaps monthly—with the various women's ministry coordinators and directors to discuss progress, praises, challenges, solutions and new ideas.
- Be available to talk with women's small group leader about concerns or needs they may have.
- Participate in special events and activities for women.
- Work with the women's activities director to plan a special yearly trip to an inspirational event for women.
- Read, research and evaluate materials on women's ministries and apply what you learn to this church's women's ministry.
- Provide training opportunities for women leaders in the church.
- Act as a liaison between the women's ministries and the pastor.
- Oversee the distribution of funds for women's ministries and keep track of budget expenditures.
- Coordinate wedding or baby showers for women of the church.