



# ILLUMINATE

## COMMUNITY CHURCH

### JOB DESCRIPTION

#### DIRECTOR OF WOMEN'S MINISTRY

**JOB TITLE:** Director of Women's Ministry

**REPORTS TO:** Family Pastor

**HOURS/WEEK:** Full Time

**FLSA DESIGNATION:** Exempt

**STAFF CATEGORY:** Ministry Staff

**OVERALL MISSION:** We are called to love all people, make disciples, and empower them to be on mission for God.

**OVERALL VISION:** Our vision is to be a "city on a hill" where the broken, hurting, and searching are drawn to the light and love of Jesus.

**SUMMARY OF POSITION:** The person called to this position ensures that the mission, vision, and values of Illuminate are carried out by teaching, encouraging, and empowering women of all ages to grow in their relationship with Jesus Christ through learning, sharing, and serving. This person provides discipleship and leadership development for Women's Ministry, oversees all aspects of Women's Ministry, and equips women to serve and engage in ministry throughout Illuminate Community Church.

**RESPONSIBILITIES** - Specific responsibilities include:

1. Identifying the strengths and growth opportunities for the current ministry, then establishing and implementing a strategic plan for Women's Ministry that assists in fulfilling Illuminate's vision, mission, values, and missional growth.
2. Recruit, train, empower, and care for a lay Women's Ministry Leadership Team to provide oversight and administration for Women's Ministry.

3. Overseeing and coordinating the various branches of the Women's Ministry, including, but not limited to:
  - a. Mom's Group
  - b. Women's Bible Study
  - c. Women's Discipleship
  - d. Women's Classes
  - e. Women's Mentoring
  - f. Women's Service Projects
  - g. Women's Ministries Events
4. Partnering with the Groups & Enrichment Pastor to create small group opportunities for women to grow in Christ and serve (Women's Bible Studies, Women's Mentoring, Spiritual Gifts, etc.).
5. Reviewing existing Women's Ministry activities to ensure women of various ages and stages are engaged in the ministry, and then developing or modifying the existing activities to reach all the women in the church.
6. Lead, teach, or attend Women's Small Groups.
7. Provide consultation, input, and guidance to the ongoing ministries of Illuminate, while collaborating with the Pastors on developing Small Group Studies, Leadership Development, and other discipleship practices for women.
8. Provide consultation, input, and guidance to the Illuminate Leadership Team on maximizing ministry roles for women in accordance with doctrinal standards and the philosophy of ministry of Illuminate.
9. Oversee the administration of Women's Ministry, including developing an integrated calendar with the Main Illuminate Calendar, communication strategies in collaboration with Illuminate's Communications Team, answering emails on behalf of Illuminate Women, planning the budget and all the necessary lay help for coordination of women's event logistics.
10. In partnership with the Pastoral Staff, provide gospel-centered care and counsel to women and lay leaders participating in Illuminate Women's Ministry.
11. Keep current on best practices in Women's Ministries.

**QUALIFICATIONS:** The Director of Women's Ministry displays the following character traits:

- Knowledge of:
  - Microsoft Office (Word, Excel, Outlook, and Teams)
  - Basic knowledge of the Bible and theology
  - Comfortable with learning new database systems and virtual platforms

- Demonstrated competency in:
  - Leading groups of volunteers in significant ministry activities.
  - Leadership in periods of organizational transition; ability to move culture in a new direction.
  - Multi-tasking and organizational skills.
  - Relational skills, including a high value of people, aspiring to serve others, fostering a healthy and amiable spiritual environment, being approachable and accessible, working collaboratively with others and in team environments, and appreciation for one's own and other's giftedness.
  - Strong and effective interpersonal, written, and verbal communication skills.
  
- Ability to:
  - Communicate and teach in small, medium and large venues (1-350 persons)
  - Maintain a high degree of professionalism and accuracy.
  - Be flexible.
  - Work in a multi-faceted environment with little supervision.
  - Forecast as well as attend to weekly details.
  - Handle confidential information.
  
- Personal Qualifications:
  - Dynamic and growing faith in Christ.
  - A desire for individual & professional growth.
  - Positive can-do attitude; takes initiative.
  - Consistently strives for excellence.
  - Integrity of work habits and results.
  - Team Player.
  - Personable in working with staff and volunteers.
  - Aspires to serve others with a servant's heart.
  
- Education and/or experience:
  - Master of Arts in Theology, Master of Divinity, or equivalent preferred.
  - 5+ years of experience in ministry leadership.
  - 3+ years of related experience.

## **NEEDED ATTRIBUTES:**

- A commitment to Jesus Christ and a life that demonstrates consistency with biblical standards, including compatibility with the church's statement of faith and governing values.
- Highly functional both behind the scenes and out front.
- Demonstrate a high degree of loyalty and the capability of protecting the confidentiality of sensitive matters related to the church.
- Excellent verbal and written communication skills.
- Have a team-first mentality focused on collaboration and communal betterment.
- Serve as an excellent example of Christian witness to the community within and outside the church.

**PHYSICAL DEMANDS:**

Constant sitting, standing, moving, and viewing of screens. Occasional lifting of 20 pounds or more.

*Please send resumes or inquiries to [info@illuminatecommunity.com](mailto:info@illuminatecommunity.com)*