

## **Women's Ministry Director: Job Description**

Blumenort Community Church (BCC)

July 2025

**Reports to:** Senior Pastor

**Accountable to:** Senior Pastor/Leadership Team/BCC Membership

### **1. Position Summary:**

- a. The Women's Ministry Director will give oversight to all the women's ministry in the BCC and will report to and be accountable to the Senior Pastor.
- b. As a half-time position, the Women's Ministry Director will focus their time on assisting women's ministry committees, providing spiritual guidance for women as needs arise, and initiating regular visitations with the women of the BCC.

### **2. Qualifications**

#### **a. Spiritual Qualities**

- i. 1 Timothy 3:1-13; 4:12-16; Titus 1:6-9; 2:3-5

#### **b. Character Qualities**

- i. Be a committed, growing, mature believer, living a life in accordance with the Word of God.
- ii. Be disciplined in positions of responsibility including plan of actions, time and finances.

#### **c. Relational Qualities**

- i. Able to communicate well with others.
- ii. Reputable Christian witness; respected by others.
- iii. Must have the ability to delegate and allow others to make decisions.

#### **d. Women's Ministry Experience/Educational Qualities**

- i. Demonstrated skills in ministering to women including teaching, spiritual guidance, and mentoring of persons.
- ii. A Bible College degree is beneficial.

- iii. Other ministry experience and education will be considered.

**e. Other**

- i. Must agree with the BCC Statement of Faith.
- ii. Be, or willing to become, a member of the BCC.

**3. Duties and Responsibilities:**

**a. Provide care and counselling for the women of the BCC:**

- a. Available to provide a listening ear and guidance to women as needed
- b. Expected to initiate regular visitations with women of the church (e.g., new moms, shut-ins, women missionaries, and seniors, etc.)

**b. Ministry representative to women's committees in the BCC:**

- a. Assists the Ladies Ministry Committee to accomplish all initiatives
- b. Assists the Mom's Community Group to accomplish all initiatives
- c. Assists the Kitchen Committee to accomplish all initiatives
- d. Assists the Decorating Committee to accomplish all initiatives

**c. Other Duties and Expectations:**

- i. To attend the weekly church staff meeting
- ii. To serve elsewhere in the church as time and giftedness allows
- iii. To advance skills by self-study, personal contacts, and professional development
- iv. To model exemplary participation in the life of the Church