



**Position:** Director of Women's Ministry  
**Position Status:** Full time (40 hours per week)  
**Description Date Approved:** October 2023

**Pay Rate:** Commensurate with experience  
**Supervisor:** Executive pastor  
**Start Date:** Position is open to be filled at any time

**Benefits:**

Health insurance or \$5,000 healthcare stipend  
PTO (sick time and vacation time off): TBD  
Study leave: TBD  
Books & ministry expenses: TBD

**Description:**

The Director of Women's Ministry (DWM) oversees all ministries reaching women, from young adult life onward, in conjunction with a wide network of women volunteers, including our elected women's ministry council (WMC<sup>1</sup>). The goal is to build relational capital and to have that as a primary goal for the job. The aim is to have a woman who will be discipling, training, and meeting women in need.

**Responsibilities:**

City Reformed has a very active women's ministry which emphasizes discipleship and spiritual growth more than social programs as such. This activity is focused in three areas.

***Women's Mentoring Program***

- We seek to connect women in one-on-one relationships with a deliberate spiritual component. The DWM works with the Women's Discipleship Committee (WDC) as they assist with the mentor program.
- Potential new mentors are nominated by the WDC and then interviewed by the DWM. The DWM and WDC then assign mentor/mentee pairings, which may be changed at the request of either the mentor or mentee.
- Mentors participate in biannual training meetings, overseen by the DWM, who maintains and continues to develop a mentor manual and training materials.
- Recruitment of mentees occurs via various advertised social events and by working closely with campus staff workers to assure knowledge of the mentor program among college students.



### ***Community groups and Bible studies***

- Our church has a very high participation in community groups, which have Bible study, prayer, fellowship, and service components. These groups have male leaders and women’s council liaisons who act in many ways as father and mother figures for the groups. The DWM works with an elder overseeing community groups to identify effective women liaisons.
- The women liaisons of the community groups meet with the DWM regularly to check in on discipleship issues, and participate in biannual training meetings overseen by the DWM.
- There are also several women-only Bible studies sponsored by the Women’s Ministry Council not directly overseen by the DWM.

### ***General discipleship***

- The DWM meets with women members of the church on a regular basis. This role is not that of an official or certified counselor, but counseling experience and knowledge of counseling issues such as offered by CCEF are of great value. The DWM is often a first point of contact for women struggling with deep personal issues or in crisis.
- The DWM is the primary contact for new women in the church, helping them to connect to a community group and/or other ministries.
- The DWM often works alongside the elders and/or deacons in crisis situations involving women.

### **Community requirements:**

- The DWM needs to become a member of City Reformed PCA, to affirm our philosophy of ministry statement (“Seven Points of Agreement”), and to be in basic agreement with the PCA doctrinal standards.
- The DWM will directly report to the Executive Pastor and participate in regular supervisory meetings and weekly staff meetings.
- The DWM does not need to be an elected member of the WMC, but will serve as an avenue of communication between the WMC and the church staff, and will attend the monthly meetings of the WMC.
- We expect that the DWM will pursue continuing education initiatives such as CCEF training, counseling courses, and conferences, and we will make available funds for this ongoing training.

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<sup>1</sup>The Women’s Ministry Council at City Reformed is a body of elected women leaders in our church who oversee various aspects of ministry to women. These include, but are not limited to: teaching, discipleship, counseling, prayer, mercy, hospitality, advocacy, and worship. WMC members undergo a nomination process, year-long training course, examination by Session in denominational standards (Westminster Confession, Shorter & Larger Catechisms), and election by the women members of the church. The WMC is an integral part of our overall Gospel ministry, distinct from but working alongside our ordained elders and deacons. For more on our views on women in ministry, please refer to [our position paper here](#).