



Staff Member:

Description Date Updated: February 2026

Position: Coordinator for Women's Ministry

Position Status: Full Time or Part Time

Hours per week: 40, but negotiable

Pay Rate: commensurate with experience

Supervisor: Nameun Cho

Start Date: Negotiable

Benefits:

PTO (sick time and vacation time off): 3 weeks

Materials budget allotted: As needed + ongoing Education Funds

Study Time: 1 week

Health Insurance or Stipend for Full Time

Summary:

The Women's Ministry Coordinator supports and strengthens the ministry to women at City Reformed Presbyterian Church. She helps ensure that the women of the church are supported, connected, and flourishing. The Coordinator works to strengthen existing ministry structures, foster connection and discipleship among women, and promote their integration into all aspects of church life and ministry. The responsibilities of the Coordinator fall into three categories, as described below.

Responsibilities:

I) ADMINISTRATIVE RESPONSIBILITIES

These tasks will be the responsibility of the Coordinator, seeking advice from WMC as needed.

Communication and Collaboration

- Attend weekly staff meetings & monthly all-staff meetings
- Participate in supervisory meetings with the Executive Pastor
- Maintain regular office hours
- Serve as point of contact between leaders of women's ministries and staff

Women's Mentoring Program Director

- Chair the Women's Discipleship Committee (WDC)
 - Plan and lead meetings
 - Maintain a mentor manual
 - Recruit, interview and on-board new mentors
 - Plan and facilitate biannual training meetings
 - Collect mentor and mentee updates biannually
- Coordinate support for any relational ministry needs that arise alongside WMC, pastors and/or women's ministry leaders



Community Group (CG) Liaisons Coordination

- Work to clarify structures and lines of communication for appointment, training and communication in this ministry
- Work with CG leaders to identify and train new liaisons
- Check in quarterly with liaisons
- Assist liaisons with connection to other ministries (meal trains, deacons, showers, etc)

II.) RELATIONAL MINISTRY RESPONSIBILITIES

Responsibilities involving close collaboration with the pastors, other women leaders, and the WMC.

- Cultivate discipling relationships
- Serve as point of contact between pastors and women's ministry in order to coordinate care and provide resources for women in the church
- Meet with the women of the church, serving as an initial point of contact for women with spiritual, emotional or physical needs that are requesting support from the church; or for women who are desiring to serve or become more involved in ministry

III.) WORKING ALONGSIDE WOMEN'S MINISTRY COUNCIL

Responsibilities that support the women's ministry council in their service to the church.

- Assist with retreats and events according to gifts and interests
- Collaborate with WMC to ensure support is in place for needs that may arise, such as church discipline, abuse situations, or mental health crisis
- Attend WMC meetings (approximately every 4 weeks)
- Act as point of contact between WMC and Staff/Liaisons/Mentors
- Coordinate care for women in the membership process (arranging representation at trainings and interviews)
- Additional opportunities according to gifts and interests
 - assisting pastors in shepherding matters
 - leading Bible studies and small groups
 - teaching large groups

Qualifications:

Education

- Bachelor's Degree or 5 years of ministry experience
- Clearances

Skill Set

- Self-directive, proactive and responsive
- Administrative skills



- Communication
- Facilitation of meetings
- Information collection and record keeping
- Volunteer coordination
- Relational ministry skills
 - Approachable, wise, even tempered, thoughtful, empathetic, able to maintain confidentiality
- Spiritual maturity
 - Member or willing to become a member of City Reformed
 - Affirm Seven Points of Agreement
 - Willing to participate in the training and examination process used for WMC
 - Demonstrates a passion for the gospel and a love for the women of the church
- Experience with Planning Center / Church Center or willingness to learn
- Experience leading Bible Studies and/or teaching larger groups (preferred)