

## **Employment Agreement/Job Description**

**Position:** Director of Women's Ministry

**Status:** Part Time

**FLSA Status:** Non-Exempt

**Hours:** Regular schedule of 20 hours per week coordinated with the Minister of Education/Discipleship office. Additional time may be scheduled during the week as ministering to individuals may demand.

**Supervision:** Minister to Education/Discipleship

**Pay:** Determined by Personnel Team

**Benefits:** Benefits are as described for applicable position in the current Personnel Procedures Manual.

**Function:** To encourage women in this journey of faith in order to deepen relationships with God and others. Also, to serve women in our church and community through Bible study, prayer, fellowship, special events, discipleship, mission, and service.

### **Qualifications:**

1. A clear testimony of faith in Jesus Christ
2. An active member of HGBC
3. Consistent spiritual and moral character and lifestyle, complying with the biblical leadership qualifications described in 1 Timothy 3:1-13 and as outlined in the Personnel Policies of the church.
4. Adequately trained and proficient in the areas of responsibility assigned to this position.
5. Competent in organization, prioritization, administration, and interpersonal relationships.
6. Commitment to long-term growth of the women's ministry at HGBC.
7. A heart for transformational ministry that reaches out to women of every age group and every ethnicity

### **Responsibilities:**

1. Develop and implement a strategy that will reach all age groups and ethnicities within the church and give every woman a chance to grow in her faith in Christ Jesus
2. Administer and coordinate Women's Bible studies
3. Administer and directly supervise Special Events for women which may include: Ladies Retreat, Tablescares, Single Sisters Over Sixty, Refresh, etc.
4. Communicate with women through various means such as newsletters, e-mail, social media, texts, etc.

5. Lead Bible study or small group sessions on Sundays and/or during the week
6. Support and participate in local mission projects and mission trips helping women
7. Conduct Women's leadership meetings
8. Develop and manage Women's Ministry Budget

**Administrative Support:** Admin Assistant to Minister of Education/Discipleship

**Evaluation:** Informally, as needed.  
Formally, each year.

\_\_\_\_\_  
Employee

Date: \_\_\_\_\_

\_\_\_\_\_  
Supervisor