



Apostles Raleigh

Women's Ministry Director

Job Title: Women's Ministry Director

Position Status: Part Time (24 hours/week)

Reports to: Hayes Thielman (Community Life Team Leader)

Church of the Apostles is a community following Jesus and seeking renewal in Raleigh. We live out this vision through a "rhythm of life" centered on deep prayer, rich community, extravagant hospitality, and gospel partnership. Affiliated with the global Anglican church through the Diocese of the Carolinas and the Anglican Church in North America, we are committed to serving as a hub of spiritual, relational, and cultural renewal, offering a foretaste of God's Kingdom, where all things will be made new.

Position Description:

The Women's Ministry Director implements the mission and vision of Apostles through leading the discipleship and care of women of all generations in collaboration with other staff and ministry leaders.

Core Responsibilities:

- Effectively lead leaders by identifying, recruiting and developing volunteer leaders to carry out the [vision of the church](#) through women's ministry events and gatherings.
- Collaborating directly with gifted leaders and teachers of Apostles to decide on the content, format, atmosphere, timing and small group leader training of the women's Bible study.
- Suppling clear vision, structure, and content for the women's mentoring program for the discipleship and care of women at Apostles.
- Leading an annual retreat that provides engaging spiritual content and fosters cross generation relationships.
- Discerning how the women's ministry is to carry out the larger vision and [Rhythm of Life](#) of Apostles.
- Providing pastoral care to women at Apostles by seeking to notice and connect with women of Apostles at every stage through the highs and lows of life from initial guests to expectant moms, to those grieving or facing hardship.
- Serving as a partner on the Community Life Staff Team to enrich the overall culture of community at Apostles.

- Managing administrative information on the church's database, sending regular email newsletters and utilizing other tools to ensure women connect with women's ministry offerings and do not slip through the cracks.

Time Expectations:

- Part-time staff are expected to work in the church office on Tuesdays and Wednesdays from 9am-2pm
- Attend yearly staff planning retreats (One day in June and two days in August)

Evaluation and Compensation:

The Women's Ministry Director will receive an annual performance evaluation by the Community Life Team Leader. Compensation is reviewed annually by the Senior Pastor and a subcommittee of the church's Leadership Council, and may be adjusted annually in accordance with performance and with the results of a national compensation survey of similar positions.

Employee will submit monthly timecard for hours worked. Compensation will be given each month for hours worked at a rate of \$25-30/hr. Part time employees are not paid for holidays not worked nor for personal days.