



JOB DESCRIPTION

Providence Church

August 2025

Position: Director of Women's Ministry
Reports to: Associate Pastor
Hours: Full-time

Summary of Position:

The role of the Director of Women's Ministry is to plan, lead, and implement the women's ministry at Providence Church so that the women of Providence are passionately pursuing God through small group Bible study, prayer, discipleship, encouragement, meeting practical needs, and outreach to friends and neighbors. The Director will also lead a ministry team that will assist with assessing, setting direction, strategic planning, providing leadership, and executing the ministry to women, ensuring that the programs' vision aligns with the church's overall vision.

Essential Duties and Responsibilities:

- Oversee and coordinate all Women's Ministry programs, including Bible studies, outreach events, fellowship activities, and retreats.
- Develop and lead a Women's Ministry Team that fosters a healthy team culture, supporting assessment, goal setting, strategic planning, leadership, and execution of the women's ministry.
- Recruit, develop, and mentor more women shepherd-leader-teachers who will serve in the ministry's leadership roles and throughout the church's ministries.
- Equipping all the women of Providence to live out the mission of Providence.
- Setting goals and continuously evaluating the women's ministry to ensure it effectively achieves its objectives, including assessing the ministry based on the current vision, ministry philosophy, and disciple-making path of the church.



- Help support and assist in caring for the women of the congregation through personal communication, mentoring, and visitation.
- Ensure that the women's ministry hosts engaging outreach events each year to draw in women outside the church and encourage them to explore the gospel.
- Work with the Administrative Team to set a yearly budget to help accomplish women's ministry objectives.

Qualifications

- Doctrinal Integrity – Understands, agrees with, and can teach and admonish others regarding the doctrinal statement of Providence Church, and maintains good standing as a member.
- Spiritual Integrity – Demonstrates a personal and growing relationship with God based on the foundation of the Word and prayer. Someone who is pursuing God, listening to the Spirit, and experiencing spiritual transformation.
- Excellent People Skills – Skilled at understanding and connecting with others. Possesses high emotional intelligence, including empathy, intuition, and discernment. Willing to address conflicts and resolve them quickly and effectively. A good listener, open to feedback, and not defensive.
- Extensive Ministry Experience – A strong ministry background that adds credibility, experience, insight, and expertise to this role.
- Organizationally skilled – Handles ministry tasks like budgeting, goal setting, communication, and planning.

