



## **Calvary Church of Pacific Palisades**

**JOB TITLE:** Director of Women's Ministry

**REPORTS TO:** Lead Pastor/Interim COO

**POSITION:** Full-time, exempt

**SUMMARY OF POSITION:** The person called to this position ensures that the mission, vision, and values of Calvary Church are carried out by teaching, encouraging, discipling and empowering women of all ages to grow in their relationship with Jesus Christ through learning, sharing, and serving. This person provides discipleship and leadership development for Women's Ministries, oversees all aspects of Women's Ministries, and serves as a bridge connector from the church to Calvary Christian school to draw women from both to a welcoming community of Women's Ministries open to all.

### **RESPONSIBILITIES:**

1. Identifying the strengths and growth opportunities for the current ministry, then establishing and implementing a strategic plan for Women's Ministries that assists in fulfilling the values, mission, vision, and missional growth engine of Calvary.
2. Recruit, train, deploy, mentor, and nurture (RTDMN) a lay Women's Ministry Leadership Team to provide oversight and administration for Women's Ministries.
3. Continue to build and develop leadership teams to oversee and coordinate the various branches of Women's Ministry including, but not limited to:
  - a. Mom Life
  - b. Women's Bible Studies
  - c. Women's Leadership and Discipleship
  - d. Women's Mentoring
  - e. Women's Ministries events
  - f. Teen Challenge
  - g. Single Women's Ministry Monthly Gathering

4. Partnering with Calvary Christian School and other church staff to strategically create small group opportunities for women to grow in Christ and serve (Women's Bible Studies, Mom Life, Women's Leadership Development, service, etc.).
5. Reviewing existing Women's Ministry activities to ensure women of various ages and stages are engaged in the ministry, and then developing or modifying the existing activities to reach all the women in the church and the school.
6. Lead, teach and/or attend a Women's Small Group Bible Study.
7. Attend weekly Calvary Church staff meetings.
8. Create (and meet with quarterly) a Women's Ministry Advisory Board that consists of women who have historical knowledge of the ministry, proven longevity at Calvary and deep Biblical roots while also equal generational representation to advise on the vision and direction for the Ministry.
9. Provide input and guidance to the ongoing ministries of Calvary, while collaborating with the other church staff on the development of Small Groups, Leadership Development, and other spiritual formation practices for women.
10. Provide input and guidance to the Pastoral Church Staff on maximizing ministry roles for women in accordance with doctrinal standards and the philosophy of ministry of Calvary.
11. Oversee the administration of Women's Ministry including developing an integrated calendar that coordinates with the Calvary Christian School calendar, communication strategies in collaboration with Calvary Christian School Communications Team and the Communication Coordinator at Calvary Church, answering email on behalf of Calvary Women, planning the budget and all the necessary volunteer for coordination of women's event logistics.
12. In partnership with the Pastoral Staff, provide gospel centered shepherding, discipleship and counsel to women and lay leaders participating in Calvary Women's Ministries.
13. Coordinate Childcare with Nursery/Children's Ministry for all women's events that require childcare. Coordinate childcare room use with the school.
14. Create and implement all marketing strategies for Women's Ministries including creation of registration forms, use of planning center for sign-ups, reserve all spaces in E-Space system, and coordinate with facilities on the room set up and things needed with each Bible Study or event.
15. Keep current on best practices in Women's Ministries.

**EDUCATION/EXPERIENCE:**

1. BS/BA degree from an accredited college or university
2. 3+ years' experience in ministry role, preferably in women's ministry
3. Strong biblical knowledge

**QUALIFICATIONS:** The Director of Women's Ministry displays the following character traits:

1. A personal relationship with Jesus, rooted in the Word of God.
2. Is a visionary - one who is strategic and thinks outside of the box.
3. Possesses strong leadership skills.

4. Team builder/Bridge builder
5. Has a passion to see women reach their full purpose and potential in Christ.
6. Expresses a strong voice through a gentle spirit.
7. Has a genuine love for people.
8. Is able to handle inevitable conflict with wisdom.
9. Is a lover of community and connector in the community.
10. Is trustworthy.
11. Is committed to prayer.
12. Is known for being humble.
13. Is recognized as a great listener.
14. Has a strong relationship with the school as the main outreach of Women's Ministry.
15. Looks for opportunities in the wider West LA community to reach out to unchurched and de-churched women.