

JOB DESCRIPTION

WOODSIDE BIBLE CHURCH

6600 ROCHESTER ROAD TROY, MI 48085

P : 248-879-8533

F : 248-879-8572

Position Title:	Director, Women's Ministry and AM (Adult Ministry) Development
Department:	Adult Ministries
Campus:	Troy
Date:	January 2019
Supervisor:	Adult Ministries Pastor
FSLA Status:	Exempt

Position Profile:

Under the leadership of the Adult Ministries Pastor, the Director of Women's Ministry and AM Development is responsible for developing ministry in collaboration with our AM Directors (and Pastor), and executing through Women's Ministry at Troy. This function will encompass strategic planning, collaboration, development, resourcing, and networking. Responsibilities include the implementation of discipleship, leadership and Group forms – as developed through our AM Team; as well as organizing and leading bible studies, mentoring/counseling women, coordinating and leading out events, retreats and conferences.

Skill Set:

Team player. This person needs to have a "big vision" that is innovative and pioneering in nature, as well as complimentary to our church, campus and department. Strong interpersonal skills. A personable demeanor and engaging personality. Detail oriented and meticulous in organization. Diligent in following up with unresolved matters. Self-motivated; systematic; works well corporately and independently. Capacity to effectively and regularly communicate needs, priorities, value and gratitude to several distinct groups of church leaders and volunteers. Analytic, creative, and a problem solver. Ability to manage projects and multi task. Able to assist, direct and coordinate others.

Experience Qualifications:

- Minimum of three (3) years' experience in a formal ministry role, paid or volunteer
- Bachelor's degree required
- Knowledge of Microsoft Office Suite (Word, Excel, Power-Point)

Duties and Responsibilities:

- Actively involved in regional and national networking opportunities with other churches for ongoing collaboration, consulting and resourcing.
- Evaluates and helps refine our current Adult Ministry platforms (Groups, Events, Leadership, Serving, Bible Studies); keeps metrics and status reports (via admin) for evaluation and planning purposes.
- Assesses the needs and interests of adults holistically and women specifically in an effort to relevantly engage and disciple them through a variety of opportunities at Woodside.

- Participates in regular meetings with the Adult Ministries Pastor, AM Directors and Women’s Ministry Leadership for strategizing, evaluating and brainstorming.
- In collaboration with AM Directors, defines and refines the AM vision, goals and initiatives; leads out to fulfill these objectives.
- Recruits, trains and oversees Bible Study Facilitators and Teachers, Group Hosts, and Event Teams, as well as volunteer teams for Adult and Women’s Ministry. Provides insight into general leadership development across all Adult Ministry areas.
- Executes Bible Studies, Events, Groups, and Leadership Training in collaboration with our Adult Ministry Team.
- Realizes “Groups” as a primary engagement vehicle at Woodside and focuses accordingly.
- Proposes and manages Women’s Ministries budget and maintains a basic understanding of the AM budget.
- Works alongside ministry leaders to develop and implement training rhythms, finalize the production of resources that assist in the care and multiplication of leaders.
- Works with administrative assistant in support of Women’s Ministry clerically.
- Meets with women in regard to spiritual growth and basic care/counseling, making referrals to the Congregational Care Department as needed.
- Works specifically under the direction of the Adult Ministries Pastor and in collaboration with the Adult Ministries Team.

Spiritual Responsibilities:

Ensures that all actions performed within the context of this job position accomplishes and furthers the mission, vision and values of Woodside Bible Church. Prays regularly for our team and the women of Woodside.

Is a member in good standing at the Troy campus of Woodside Bible Church, faithfully attends, gives, serves and actively participates.

Disclaimers:

Other duties as required may be added or changed. This job description does not constitute a contract for employment.

PROPOSED REVIEWED BY		DATE	
APPROVED BY		DATE	

If you're interested in this position, please email HR@woodsidebible.org

