

**JOB DESCRIPTION
FIRST BAPTIST CHURCH ELK GROVE
DIRECTOR WOMEN'S MINISTRY**

I. Position Identification

- Title: Director Women's Ministry
- Department: Women's Ministry
- Reporting Relationship: Director Operations and Finance
- Classification: Ministry Staff, Full-Time, E-2 Exempt

II. Position Summary

Direct all Women's Ministries activities at FBCEG. Evaluate and maximize the effectiveness of current and future programs. Develop discipleship ministry to aid in the spiritual growth and outreach efforts of all women. Provide leadership to resource staff members and volunteers involved with this ministry.

III. Responsibilities

- Establish departmental goals, objectives, policies and financial plan by prioritizing programming needs.
- Train and develop strong volunteer leaders to plan, organize and execute the various programs in the Women's Ministry.
- Meet with Women's Ministry program leaders regularly:
 - To maintain consistency and to update programs as needed.
 - Encourage leaders to work together to provide opportunities for participants in their programs to be involved in other areas of the Women's Ministry.
- Provide leadership to fellowship events.
- Know and love women new to our community including visitation and mentoring.
- Encourage the discipleship of women by providing training and focused Bible study.
- Promote and provide evangelism outreach specific to women's needs.
- Participate in the regional and/or national women's conferences as appropriate.
- Manage financial and budget activities for the department in conjunction with FBCEG's Director of Operations and Finance.
- As part of the Ministry Staff Team plan, administer and effectively reach out to community in an effort to grow our church body.
- Work cooperatively with other ministries to achieve over-arching FBCEG objectives and unity of spirit.

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- Meet with women in need to listen, pray, encourage and direct their focus toward Christ.
- Facilitate counseling as necessary.

IV. Supervisory Responsibilities

- Supervise, coach and motivate all department staff and volunteers for the Women's Ministries.
- Perform all supervisory responsibilities in accordance with FBCEG's policies and procedures

V. Minimum Job Requirements

Education

- Applicable BS or BA degree

Experience

- 8 years experience on various levels of Women's Ministry.

Management/Supervisory Experience

- 5 years supervisory or team leadership experience.

Skills

- Ability to participate in the leadership of the spiritual growth of FBCEG.
- Ability to work independently, as a team leader and/or a team member.
- Working knowledge of Microsoft Word, Excel and Outlook.
PowerPoint desired but not required
- Excellent oral and written communication skills
- Excellent administrative and organizational skills