



## **JOB DESCRIPTION**

**Title:** Women's Ministry Coordinator  
**Department:** Formation / Growth  
**Reports To:** Adult Director  
**Pay Status:** Part-Time 10-15 Hours / Non-Exempt

**General Summary and Objective:** Responsible for overseeing all Women's ministry programming, events, and studies in collaboration with the overall strategy for spiritual formation as provided by the Growth Team.

### **Essential Functions:**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Oversee the spiritual formation strategy geared towards women, intentionally collaborating with appropriate members of the Growth Team
- Plan the annual Women's Ministry calendar, create/maintain the Women's Ministry budget, and set annual goals
- Organize all Women's studies
  - Recruit, train, equip, and communicate with leaders
  - Oversee greeting and hospitality teams
  - Coordinate childcare with Kids Club Coordinator
  - Oversee curriculum selection/purchasing
  - Collaborate with administrative assistant who will create registration forms, update website content, schedule building usage and resources, etc.
- Plan service projects in collaboration with the Mobilization Team
- Plan special events (i.e., Come to the Table, prayer retreat, etc.)
  - Recruit leadership teams
  - Facilitate communication with Facilities team, Communications team, etc.
  - Provide spiritual oversight and direction
- Offer Crossroads women the opportunity to attend a regional Women's Ministry Conference (i.e., Connecting Ministries Conference, Lifeway Women's Leadership Forum). Plan details including transportation, lodging, etc.
- Create, train, and sustain a diverse women's ministry leadership team.
- Provide leadership development and mentoring to those leading, serving, and participating in ministries.

### **Additional Responsibilities:**

- Attend and support official events of the church (weekend services, special events, etc.)
- Attend any All Staff meetings and team meetings

- Maintain significant relationships with fellow staff and partners who are relevant to ongoing kingdom advancement and strategic planning
- Perform other duties as assigned

**Requirements** (knowledge, skills, abilities, education, etc.)

- Fully committed follower of Jesus Christ
- Champion of vision, values, and culture of Crossroads Christian Church
- Ability to work in harmony with other staff members
- Demonstrates personal integrity and godly wisdom
- Demonstrated capacity to lead, administrate, and build teams
- Ability to exercise pastoral skills and sensitivity in encounters with church members and friends, including the ability to maintain confidentiality

**Work Environment**

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets.

**Physical Demands**

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, use hands and fingers, and reach with hands and arms.

**Position Type/Expected Hours of Work**

This position is a part-time, 10–15 hour per week position. Typical schedule is Tuesday, 9:00 AM–3:00 PM, Wednesday 8:00 AM- 12:00 PM, and up to 5 additional, flexible hours.

**Travel**

This position may require occasional traveling for conferences, training, etc., as needed.

*Created: January 12, 2022*

*The statements listed are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of duties and requirements. This does not establish a contract for employment and is subject to change at the discretion of the employer.*