



Women's Ministry Director

Ministry/Department: Church Ministries

Reports to: Executive Pastor

Status: Part-Time

Supervisory Role: Yes

Objective

This position plays a vital role on the Veneration Church staff team, providing high-level administrative, leadership, vision, and logistical skills. By communication and coordination of ministry-related activities, the Women's Ministry Director ensures that the women's ministry is positioned to focus on depth in God's word, discipleship, and fellowship.

Key Responsibilities

- Shepherd and care for the women's ministry by owning, modeling and implementing the vision and values of Veneration church.
- Provide gospel clarity through leadership moments, benedictions, spiritual formation events and other teaching opportunities as requested.
- Focus on the gospel mission within the church by intentionally equipping the Veneration women for life and Godliness as well as strategically developing leaders.
- Knowing the ministry, people (staff, those who serve, and congregants) and the community of Veneration Church through intentional connection, spiritual development, counseling and disciple-making discipleship.
- Lead in the recruitment, development, and care of Veneration women.
- Promote gospel unity and cohesiveness through care and leadership of the Veneration women.
- Identify and address execution and operations issues.
- Conduct general responsibilities alongside other pastoral and ministry staff.
- Assist and support the Lead Pastor, as requested, in all aspects of ministry.

Competencies

- Model the Veneration Church mission, vision and values.
- Ability to maintain strict confidentiality.
- Ability to adapt to change.
- Excellent organization, planning, prioritization and problem-solving skills.
- Ability to think strategically and offer solutions in addition to executing requests in a timely fashion.
- Demonstrated judgment and discernment; self-starter; initiative.
- Ability to perform several detailed tasks concurrently and work independently with ease, timeliness and professionalism.
- Strong written and verbal communication skills.

- Ability to interact professionally and effectively with individuals at all levels, both inside and outside the church.
- Works effectively and efficiently in Microsoft Office (Outlook, Word, PowerPoint, Excel).
- Experience supporting senior leadership or pastoral staff strongly preferred (although not required).
- Demonstrated ability to manage confidential information with discretion.
- Familiarity with ministry culture and a heart for servant leadership.

Education & Experience

- Ministry leadership experience including experience managing teams, volunteers and/or ministry areas is ideal.

Position Type/Expected Hours Of Work

This is a part-time position. Days and hours of work may vary based on church need.

The church has several big events, throughout the year to help further the mission of Veneration Church. These events are mandatory for all staff to be in attendance and may vary, depending on the vision cast for the current year. Our entire staff family is called to action, so that we can continue to be a movement for all people to meet and walk with Jesus.

Work Environment

This job operates in a professional office environment within a church ministry setting. The role routinely uses standard office equipment such as computers, phones, photocopiers and filing cabinets. It requires the ability to manage multiple priorities in a fast-paced, team-oriented environment and occasionally supports ministry events that may occur outside of regular business hours. A heart for service and flexibility are essential to supporting the mission of the church.

Physical Demands

This position requires the ability to work in a standard office environment, including prolonged periods of sitting, working at a computer and occasional light lifting (up to 25 lbs.). The role may involve moving between buildings, setting up for meetings or events and supporting off-site ministry activities.

Ministerial Exception

The ministerial exception furthers the purposes of the Free Exercise and Establishment Clauses of the First Amendment by barring legal claims against church bodies by staff members who perform religious functions. All church pastors are subject to the exception, but a formal ministerial credential is not required. While there is no rigid formula to determine other church staff members that qualify, various factors are considered to determine which staff members are subject to the ministerial exception (please see handbook).

Staff members who qualify under the ministerial exception are not covered by federal and state employment and anti-discrimination laws. Please see the Human Resources Ministry team if you have questions on whether you are subject to the ministerial exception.

Code Of Conduct (Values)

- We are a people of **GRACE**
- We are **FEARLESS**
- We are **CONTRIBUTORS**
- We are **WORSHIPERS**
- We trust **HIS TIMING**
- We march **ON MISSION**
- We walk in **JOY**
- We are **ONE**

Eeo Statement

Veneration Church provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, age, sex, national origin, disability status, genetics, protected veteran status or any other characteristic protected by federal, state or local laws. Veneration Church reserves the right to discriminate on the basis of religion to the full extent permitted by law.

Staff Member Signature: _____ Date: _____