



Women's Ministry Director

PART TIME – 25 hours a week

JOB DESCRIPTION – updated January 2021

OVERVIEW:

- Lead all aspects of the Women's Ministry and implement the vision of TBC to "develop fully devoted followers of Christ."

REPORTS TO:

- Steven Knight, Serve Pastor

PREREQUISITES:

- **Preferred Skills:** Leadership, Administration, Teaching, Organized, Team Builder, Communication, Initiative, Confidentiality, Team Member, Adaptability, Counseling, Pursues Excellence. Proficient in typing and comfortable using Microsoft Office.
- **Requirement:** Is a current church member of Trinity Bible Church or is willing to make TBC their home church by becoming a member.

NON-NEGOTIABLES:

- **Salvation:** Born-again (John 3:3)
- **Maturity:** Growing in love for God and others (Matt. 22:36-40)
- **Unity:** Embraces the over-arching vision and mission of Trinity Bible Church and works as a team member to carry out such vision (Ephesians 4:1-16). Keeps all expectations set forth for a TBC member (i.e. adhering to our Doctrinal Statement, submitting to the leadership, etc.).
- **Performance:** Fulfilling your role and responsibilities to the best of your ability and to the glory of God (Colossians 3:23-24).

RESPONSIBILITIES:

- Lead as a "leader of leaders" who builds ministry teams and develops team leaders
- Provide counseling and spiritual direction to women on an individual basis as needed
- Teach in the women's ministry and develop a team of teachers
- Provide visionary leadership to the Women's Ministry
- Develop and oversee Women's Ministry budget
- Participate in team meetings, including Serve and All-Staff meetings

To apply for this position, please send your resume to Steven Knight at sknight@trinitybible.com.