

HOUSTON'S FIRST BAPTIST CHURCH

Position Assignment:

Job Title: Director of Women's Ministry

Department: Adult Grow Team

Hired By: Tim Young

Reports To: Tim Young

Campus: The Loop

Status: Full Time Exempt

Employment Category: IIB

Summary of Position: The Director of Women's Ministry provides spiritual leadership, strategic direction, and care for the women of the church. This role exists to cultivate a Christ-centered community where women are encouraged to grow in faith, serve in love, and live out their calling.

Purpose: To design and implement a women's ministry strategy that connects women in the life of Houston's First Baptist and its outreach. Our goal is to help develop a Christ-like character into a women's heart so that she becomes a spirit filled servant of God and witness to the Gospel.

Duties and Responsibilities:

Spiritual Leadership

- Prayerfully cast vision and direction for women's ministry in alignment with the church's overall mission and values.
- Lead women in biblical teaching, discipleship, and spiritual formation.
- Model a Christ-centered life of integrity, humility, and servant leadership.

Program Development & Oversight

- Design and implement ministry programs (e.g., Bible studies, retreats, mentoring, support groups) that meet the diverse needs of women in various life stages.
- Ensure that all programs are biblically sound, culturally relevant, and spiritually edifying.
- Regularly evaluate effectiveness of programs and adjust as needed.

Leadership Development

- Recruit, train, and encourage PathMakers, teachers, and team members within the women's ministry.
- Foster a culture of discipleship, equipping women to lead and serve in the church and beyond.
- Provide ongoing support, care, and accountability for ministry leaders.

Care & Community Building

- Offer compassionate support and biblical counsel to women during times of personal crisis, transition, or spiritual need.

- Create opportunities for connection, fellowship, and hospitality that strengthen the sense of community among women.

Administration & Communication

- Manage the women's ministry budget and resources responsibly.
- Collaborate with church staff and leadership to align women's events with the church calendar and priorities.
- Communicate clearly and effectively through email, social media, announcements, and printed materials.

Event Planning

- Organize and oversee women's events, such as conferences, service projects, and outreach opportunities.
- Coordinate logistics, speaker arrangements, registration, and volunteer teams for special events.
- Promote events to maximize participation and spiritual impact.

This job description is not all-inclusive and can be modified verbally and in writing by the position supervisor.

Skills Requirements: Select all that apply

- | | | |
|---|---|--|
| <input checked="" type="checkbox"/> Language skills | <input checked="" type="checkbox"/> Math skills | <input checked="" type="checkbox"/> Reasoning ability |
| Computer skills: | <input type="checkbox"/> Windows | <input checked="" type="checkbox"/> MS Office <input checked="" type="checkbox"/> MS Outlook |
| <input checked="" type="checkbox"/> Administration | <input checked="" type="checkbox"/> Service to others | <input checked="" type="checkbox"/> Teacher/Leader |
| <input checked="" type="checkbox"/> Good Communication skills | <input checked="" type="checkbox"/> Team builder | <input checked="" type="checkbox"/> Self-disciplined |
| <input checked="" type="checkbox"/> Servant leader | <input checked="" type="checkbox"/> Decision maker | <input checked="" type="checkbox"/> Strong work ethic |
| <input checked="" type="checkbox"/> Empathy for ministry partners | <input checked="" type="checkbox"/> Attention to detail | |
| <input checked="" type="checkbox"/> Other: Shepherd's Heart | | |

Education and/or Experience: Select all that apply

- | | | |
|---|---|---|
| <input checked="" type="checkbox"/> College graduate preferred | <input type="checkbox"/> Administrative Experience | <input type="checkbox"/> Personnel Management |
| <input checked="" type="checkbox"/> Church Staff experience preferred | <input type="checkbox"/> Other: Click here to enter text. | |

Organizational Relationships: Reports to Minister of Education

Working Conditions: Select all that apply

- | | | |
|---|--|--|
| <input checked="" type="checkbox"/> 40-hour work week | <input checked="" type="checkbox"/> Additional hours as needed | <input checked="" type="checkbox"/> Occasional off campus activities |
| <input type="checkbox"/> Continuing Education | <input type="checkbox"/> Specialized training | <input checked="" type="checkbox"/> Occasional travel |

Prepared By: Tim Young

Title: Minister of Education

Date Prepared or Revised: June 17, 2025

Signature of preparer: _____

I have read and received a copy of my job description. I understand this document overrides anything I have understood in the past. I further understand that I am expected to work according to this job description. If I have questions concerning the work and what is expected of me, I will speak to my direct supervisor.

Employee Signature

Date

Print Name