

**Church of the Apostles**  
**Director of Women's Ministry Job Description**

<b>Job Title:</b>	<b>Director of Women's Ministry</b>
<b>Reports to:</b>	Associate Pastor
<b>Position Status:</b>	Part Time
<b>Purpose:</b>	The Director of Women's ministry will coordinate all women's ministries at the church. She will also provide pastoral support to the women of the church and will work with pastoral staff to support women of the church. This role is a ministry position and is therefore important that the applicant be an active and growing follower of Jesus Christ.

**Job Duties and Responsibilities:**

- Provide pastoral care for women of the church. Maintain one day a week available for unscheduled and scheduled appointments.
- Meet monthly with women's ministry leaders to coordinate ministry and plan for future programs and events
- Manage budgets for women's ministries
- Attend weekly pastoral care meeting (Tuesday 11-noon)
- Attend Yearly Staff Planning Retreat (2 days in late Jan/Early Feb)

**Job Requirements**

- Committed Christian and member of Church of the Apostles
- Pastoral training and/or gifting
- Ministry Leadership

**Evaluation and Compensation**

The Director of Women's Ministry will receive an annual performance evaluation by the Associate Pastor. Compensation is reviewed annually by the Senior Pastor and a subcommittee of the church's Leadership Council, and may be adjusted annually in accordance with performance and with the results of a national compensation survey of similar positions.

Employee will submit weekly timecard for hours worked. Compensation will be given each month for hours worked at a rate of \$20/hr. Part Time Employees are not paid for holidays not worked nor for personal days.