

Job Description



Title	Women's Minister	Date:	4.25.2076
Report to Title:	Adult Spiritual Formation Minister	Prepared By:	Eric Clark
Department	Adults Spiritual Formation		

Position Purpose:

The Women's Minister (WM) leads, guides, empowers the Women's Ministry team while working alongside other Adult Ministries to ensure that the women of Stonegate's faith family have multiple opportunities to experience life transformation through Jesus and become all they are designed, called, and gifted to be.

Role Basics | Responsibilities and Expectations

- Be deeply committed to Adult Ministry's vision as it is fleshed out in contextually appropriate ways in Women's Ministry.
- Build a staff team that plans, establishes goals, leads, coordinates, executes, and evaluates ministry to women through our tri-part strategy of Connect, Grow, and Influence.
- Build, lead, and maintain necessary non-staff teams to accomplish ministry goals.
- Network, identify, and unearth potential leaders, co-leads, coaches, etc.
- Train and equip non-staff volunteers for various group ministry roles.
- Collaborate across ministry lines and campuses for Adult Ministry wins.
- Manage projects with strong attention to details, high-level administrative skills, who puts staff and non-staff people in positions to thrive.
- Be a team player and team builder who focuses on the good of the entire organization.

Role Details

- **Leadership** | Empower the Women's Ministry Teams by leading meetings, providing oversight, direction, evaluation, initiating a developing culture, shepherding and listening to the pulse of servant-leaders while being a consistent voice for Women's Ministry.
- **Equipping** | Facilitate the expansion of Stonegate's Women's Ministry through:
 - Networking, recruiting, and training of new group leaders.
 - Helping Women's Team build the necessary teams to accomplish ministry.
- **Administrative** | Take responsibility to develop SGWomen's budget, including all distribution and expenditures, while attending necessary Stonegate staff meetings and Adult Spiritual Formation meetings.
- **Multiplication** | Support a multiplying culture in the various environments of Women's Ministry at every level of leadership.
- **Collaboration** | Partner with other ministry areas to increase the overall impact of Adult Ministry at Stonegate Fellowship. (E.g. aiding in recruiting Servant Leaders for student ministry, or encouraging groups to participate in a missions project)
- **Multisite** | Strengthen the bonds of any multisite Women's Ministry through incessant clarity, consistent communication, empowerment, equipping, and cooperation.

Kingdom Relevance

- **Assimilation** | Invest in the effort to see the unchurched, de-churched, and unconnected connect to this fellowship, so they can work out, in shared relationships, all the ways God has called, designed, and gifted them to be in Christ to advance the kingdom of God.
- **Groups** | Work tirelessly to see Stonegate become a church of groups, not just a church with groups.
- **Welcoming** | Model a comprehensive biblical understanding of hospitality as it relates to ministry.
- **Leader-Equipping** | Work with various ministry departments and associated Stonegate staff to fulfill the *equip the saints for the work of ministry* mandate in Ephesians 4:11-16.

Competencies, Skills and Educational Requirements

Education & Experience

- Preferred: B.S. or B.A. from an accredited university
- Bonus: A Masters degree from an accredited university
- 3+ years of ministry experience | either as a staff member or a high capacity volunteer or combination.

Competencies and Skills

- A strong and growing personal commitment to Jesus Christ spilling over into authenticity, integrity, and holiness.
- Commitment to the vision and values of Stonegate Fellowship and the Adult Ministry team.
- Committed to growth in knowledge and maturity in this area of ministry and leadership.
- Ability to see a big picture and overall structure related to ministries.
- Communicates and relates well to all types of women.
- Works well with women's team and staff teams; ability to mediate between different personalities and keep team focused.
- Able to handle and coordinate different tasks within Women's ministry.
- Manages resources effectively (people, time and costs). Delegates well.
- Evaluates options and chooses appropriate course of action as it relates to the various components of women's ministry. Ability to discern what is best for ministry as it relates to Stonegate Fellowship and other ministries.
- Always looking to improve connections with women and the ministry to women.
- Identifies and provides opportunities to improve the capabilities of other people. Brings out the best in people.
- Listens well. Is aware of personal strengths and weaknesses and takes continuous action to improve personal capability and impact on others.
- Basic computer skills needed e.g. email, word processor, spreadsheet, presentation software.
- Excellent written and verbal communication skills

Time Requirement

- The expected time spent per week will total 40+ hours.
- This position requires availability on days, nights, and weekends. Sunday is considered a work day.
- Office hours are 8:30a.m. to 4:30p.m. Monday-Thursday. This can be flexible depending on events or special programming.
- Office hours will fluctuate during ministry event periods.