

Part Time
Women's Ministry Director

Title: PT Women's Ministry Director

Church: West Hills Community Church

Accountable to: Senior Pastor

Brief description of West Hills Community Church:

Our congregation desires to have a community of Jesus followers who are learning to love one another in a meaningful, "organic" way. We are not a performance-oriented church. We choose to focus on people, not programs and we strive to include all generations worshipping together. We believe that unity is the first step in a healthy outreach to our community. Our two services are the same by design, with a blended music style. Our purpose statement reads... ***Building a community of people who are finding new life in God and in others, by believing in Jesus Christ, worshipping Him and learning to live every day by the Word of God.***

- > Average Sunday morning attendance: Approx. 300 (110 first service, 190 second service)
- > Current Staff: Senior Pastor, Worship Pastor, Youth Pastor, PT Community Life Pastor, PT Children's Ministry Director, PT Office Administrator, Hispanic Church Pastor
- > 12 Home Groups
- > Christian School as ministry of our church meets at our church with 130 students, 24 staff

Candidate Requirements:

- 1) Born again Christian, desiring to grow in relationship with Jesus Christ.
- 2) Become an active member of West Hills Community Church.
- 3) At least 3 years of experience in a church leadership position, either volunteer or staff. This would most appropriately be in Women's Ministries, Deaconess Ministries, or Discipleship Ministries.
- 4) Female.

Brief job description: We have a growing church family in need of shepherding of the Women's Ministries. This position will have three basic parameters: 1) Recruiting and organizing the volunteers on the Women's Ministries Commission, 2) Increasing and maintaining the number of Women's Ministries fellowship events in our church, 3) Maintaining a strong personal recognition of the women in our church.

Hours:

5 hours/week (estimated breakdown):

-1 day/week	2
-Sunday Morning	<u>3</u>
	5

Women's Ministries Commission:

1. Be the Staff Leader of the Women's Ministries Commission.
2. Maintain a regular once-a-month meeting of the Commission.
3. Plan and implement at least 6 fellowship events per year for the women of West Hills.
4. Plan and implement one Women's Retreat per year.

Personal Recognition of the women of the church:

1. Become familiar with all the women of West Hills and be able to greet them by name on Sunday mornings. While this may take many months to accomplish, it is one of the basic requirements of this position.

Compensation:

1. \$500/month.
2. Personal Expense Account of up to \$75/month for meetings over coffee and other related expenses.
3. Vacation: Two weeks per year or as negotiated. (For this position, since it is so part-time, more than 2 Sundays away will be acceptable as negotiated).

Development:

1. The senior pastor will meet regularly with the Women's Ministries Director for ministry and personal development.
2. The church will pay for and encourage the Women's Ministry Director to attend at least one local conference or training session of her choice per year.

If interested in applying, please contact Pastor Marcus for an application (pastormarcus01@gmail.com).