



Women's Ministry Director

J O B P R O F I L E

Bethel Church Job Description

Job Title: Director of Women's Ministry

Prepared: November 2025

Position Overview

Provides visionary and practical leadership to minister to women in a grace-filled community known for loving God passionately, loving others intentionally, and serving the world sacrificially.

Since this is a Christian ministry, any person holding this position shall fulfill the associated responsibilities in a personal and professional manner that provides a positive witness for our Lord Jesus Christ.

Responsibilities

- Provide leadership to the mission and strategy of ministry to women both in Bethel and the community.
- Develop a Women's Ministry Council and mobilize this team to provide spiritual leadership for women.
- Give direct leadership to women's ministry leaders.
- Give oversight and direction for shepherding women in all life stages at Bethel.
- Contribute to the biblical teaching, care, nurturing, and guidance of women at Bethel.
- Provide opportunities for women to develop their gifts, talents, and skills for ministry at the church, in the community, and around the world.
- Oversee budget preparation and expenditures for the ministry.
- Give oversight and leadership to Mom's Group
- Give oversight and leadership to Kid's Program for Tuesday morning
- Give oversight and leadership to social media for Bethel Women
- Collaborate with the Adult Disciple-making Ministries and other ministries to implement a comprehensive and unified mission for Bethel Church.
- Connect with other ministries/organizations that are concerned in meeting the physical and spiritual needs of women in our community.
- Be committed to personal/professional growth through networking and mentoring/coaching relationships.

Qualifications

Character Qualities

- Clear testimony of a personal salvation relationship with Christ
- Demonstrated spiritual growth in allowing Christ to be Lord
- Spiritual maturity as evidenced by a commitment to Christ and the fruit of the Spirit
- Servant-leader: a gracious spirit and commitment to serving and helping others
- Takes initiative to communicate well with other staff members and is responsive to their communication
- Personable, courteous, responsive, teachable
- Takes initiative to resolve conflict in a biblical manner
- Willing to ask for help when needed
- Transparent and humble
- Able to hold matters in confidence
- Cooperative team player

Skills and Talents

- Requires the ability to lead and develop volunteer teams.
- Requires the ability to accomplish assigned projects through volunteers and ministry staff with excellence in communication (written and verbal), project management, time management and collaboration skills.
- Demonstrates the ability to perform high quality, detailed work with minimum supervision within assigned deadlines.
- Demonstrates the ability to think strategically while staying focused on the accomplishment of current departmental priorities.
- Possess the ability to teach and coach others.
- Possess strong leadership skills with the ability to delegate and multiply leadership.
- Possess excellent conflict management skills.
- Creative and innovative.
- Committed to attend Bethel Church regularly.

Education and Experience

- Bachelor's degree preferred
- 3 years' experience in a large church environment preferred
- Demonstrated ability to provide leadership, vision and implementation of ministry in a growing, complex church environment.

Reporting Relationships

Immediate Supervisor

- Pastor of Adult Disciple-making

Supervises

- Women's Administrative Assistant
- Women's Ministry Volunteers

Status and Work Schedule

- This position is a part-time (30 hours/week), exempt position, with the potential for 40 hours/week in the next fiscal year.