

Church at Sandhurst Position Description

Title: Woman's Ministries Leader

Reporting Structure: Equipping Pastor // Lead Pastor

Status: Exempt Salaried; Part-Time position

Position Purpose: Lead Women's Ministry by guiding leaders and participants, fostering community and spiritual growth in loving and obeying God while helping other women do the same. Oversee vision, planning, promotion, leader development, and cross-ministry collaboration to equip women to minister to women.

LOVE & OBEY GOD

BY THE POWER OF HIS SPIRIT
FOR THE PRAISE OF HIS GLORY

& help others do the same



Essential Skills and Experience

- Leadership Experience: At least three years of experience in lay ministry leadership (preferred).
- Organizational & Social Skills: Strong ability to organize events, manage tasks, and engage with diverse groups.
- Crisis Care & Visitation: Experience providing care, support, and visitation for women in crisis.
- Doctrinal Alignment: Agreement with the Church at Sandhurst's "Statement of Faith."
- Spiritual Maturity: A mature believer who is humble, prayerful, reliant on the Holy Spirit, and not easily offended.
- Active Listener: Ability to listen attentively and empathetically.
- Biblical Application: Skill in applying biblical principles to real-life situations.
- Planning & Organization: Ability to develop, coordinate, and execute plans effectively.
- Discernment & Encouragement: Recognizes gifts in women and encourages them to serve and lead.
- Peacemaking & Mediation: Capable of finding common ground among differing viewpoints.
- Effective Communication: Inspires and motivates others through clear, engaging communication.

Principle Accountabilities

1. Vision & Communication: Cast vision for Women's Ministry and promote effective communication of all women's programs.
2. Teaching & Discipleship: Offer diverse teaching opportunities focused on discipleship, spiritual gifts, vocational skills, and life experiences in service to others.
3. Leadership & Growth: Model servant leadership and encourage ongoing spiritual maturity.
4. Community & Fellowship: Organize gatherings, social events, and fellowship opportunities.
5. Service & Outreach: Raise awareness of service opportunities within the church and community.
6. Pastoral Care & Support: Provide pastoral care and respond to teaching needs as requested.
7. Program Coordination: Align women's programs with broader church activities.



Primary Responsibilities & Performance Metrics

1. Identify, train, and support ministry lay leaders of women's programs annually to advance their progress toward self-sufficiency and independent operation within five years.
2. Assess the needs of women at Sandhurst by evaluating discipleship priorities—truth, relationship, opportunity, and accountability—through surveys, discussions, and participation feedback.
3. Prioritize attending weekly church staff meetings.
4. Hold monthly meetings with women to provide mentorship, encouragement, and guidance, tracking engagement and personal development outcomes.
5. Provide oversight for weekly gatherings of women's groups.
6. Collaborate with church leadership to develop and manage an annual women's budget, ensuring alignment with ministry goals and financial accountability.
7. Organize and execute at least one annual social or dining event for women.
8. Organize/arrange at least one women's biblically based seminar event annually.
9. Perform other duties as needed