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**JOB DESCRIPTION**  
**Director of Women's Ministries - First Baptist Spartanburg**

**SUMMARY**

The Director of Women's Ministries, under the direction of the Minister of Groups and Discipleship, is responsible for providing oversight to all aspects within ministries to women and providing leadership in carrying out the strategic ministry plan of FBS. As a member of the Groups and Discipleship Team, the Director of Women's Ministries plays a vital role in connecting people in an environment where they can grow, raising up and developing leaders, overseeing lay leadership teams, and executing a discipleship strategy that undergirds the mission of the church and Groups and Discipleship Ministry.

**PRIMARY JOB RESPONSIBILITIES** may include but are not limited to the following:

- Provide oversight to the discipleship strategy for women's ministries and assist with our church-wide discipleship strategy. Establish, document, and communicate the vision and strategies clearly.
- Oversee and approve any and all curriculum used within women's discipleship.
- Lead and develop lay leadership teams (equip and empower women to lead).
- Raise up and develop leaders for various groups (i.e. Life Groups, Discipleship Groups, etc.).
- Invest in the lives of our women by meeting with women of all ages within the church.
- Communicate and meet regularly with ladies within the church (i.e. weekly email, text, social media, etc.).
- Attend weekly team meetings and other meetings as needed, and offer input and ideas.
- Plan and coordinate events throughout the year for women that create environments for inviting and investing, as well as events for the Groups and Discipleship Team as needed.
- Work with other teams on various projects and needs.
- Manage the Women's Ministry budget.

**OTHER RESPONSIBILITIES** may include but are not limited to the following:

- Manage the women's webpage and be willing to help assist other pages as needed.
- Be present and available for ministry needs that come up.
- Teach, host, and have a stage presence.
- Reach and invite people within our community to come to church and/or get involved.
- A believer and member (or willing to become a member) who faithfully gives at least 10% of gross income to FBS and demonstrates biblical stewardship of one's time, talents, and treasure.
- Maintain personal integrity and evidence of ongoing spiritual growth.
- Be willing to learn, adapt, grow, and develop (reading, researching, education, have a mentor, etc.).

