RESTON BIBLE CHURCH

PERSONNEL JOB DESCRIPTION

Position/Title: Director of Women’s Ministry
Reports To: Pastor of Fellowship Groups
Classification: Nonexempt
Date Prepared/Revised: May 21, 2020

Reston Bible Church is a non-denominational church located in Dulles, Virginia. RBC exists to know Christ and to make Him known through biblical preaching, teaching, and authentic Christian community in Northern Virginia and around the world.

Principal Function

The principal function of the Director of Women’s Ministries is to coordinate women’s Bible studies, the women’s retreat, and other women’s events that support the vision and leadership of Reston Bible Church and to oversee all ministries that come under the umbrella of Women’s Ministry.

Specific Duties and Responsibilities

- To prepare for and lead a Women’s Bible study group.

- Recruiting, training, encouraging and overseeing both current and new Bible study leaders, women’s ministry staff and volunteers on an ongoing basis.

- Plan effective communication of all studies, women’s events, child-care needs, and various volunteer committees in coordination with the women’s ministry assistant.

- Work with the facilities director and women’s ministry assistant on facility set up requirements in keeping with facility guidelines.

- Attend Tuesday morning church staff meetings as available.

- Attend monthly meetings with her supervisor (Pastor of Fellowship Groups) to coordinate vision, activities, and calendar. Plan women’s events to coordinate with the wider church calendar.

- Promptly answer all inquiries regarding women’s ministry.

- Review materials for future use in Women’s Bible Studies and conduct ongoing review of programs, events and study materials in light of the vision of RBC.

- Continue personal ministry growth by reading materials on subjects such as leading small groups, women’s ministry, counseling and spiritual formation.

Updated May 2020
• Prepare annual budget submission for women’s ministry and monitor the budget on a monthly basis.

• Prepare annual report to give women the big picture of what God is doing in and through Women’s Ministry.

• Disciple young women and seek to develop future leaders for the women’s ministry.

• Plan and execute periodic mid-size ministry events as needed such as the Christmas Brunch, Evening/Weekend Teaching Events and other ministry developments.

• Seek qualified speakers for the annual retreat and other women’s ministry events.

**Qualifications**

• Has personally trusted the Lord Jesus Christ as her Savior.

• Demonstrates a spiritually mature walk with God.

• Has a servant’s heart and a teachable spirit.

• Exhibits leadership

• Administrative skills can be the strength of the assistant and not the Director.

• Works well with others.

• Has a willingness to submit to those in authority in the church.

Please send resume or inquiries to jimsupp@restonbible.org