

OAKHILLS C H U R C H

Our Mission: *“We are the Body of Christ called to be Jesus in every neighborhood in our city and beyond.”*

Our Values:

- Unity:** We seek to promote unity in the Body of Christ.
- Grace, Truth and Faith:** We offer grace, stand for the truth, and live by faith.
- Family:** We embrace the family as the core teaching and discipling center.
- Inclusivity:** We invite all people to belong to Christ’s community regardless.
- Every Believer a Minister:** We view every believer as a minister.
- Prayer:** We seek God in all decisions through prayer.
- Neighborhood:** We organize our efforts around neighborhoods.

Job Title:	Women’s Ministry Director	Status:	Part-Time (29 Hours)
Department:	Campus Life	FLSA:	n/a
Reports to:	Associate Campus Minister	Job Class:	Professional
Supervises:	Ministry Assistant, Volunteer Leaders	Minister Designation:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
Work Week:	Sunday through Thursday	Driving:	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO

- I. **Job Summary:** This role serves the Oak Hills Church (OHC) Crownridge Campus by providing direction, training, and guidance of Women’s bible studies and programs.

- II. **Primary Duties and Responsibilities:**
 1. Plans, develops, and delivers small group bible studies, large group events, and leader training which support the goals and objectives of OHC.
 2. Recruits and equips Volunteer Leaders on the methods and techniques for delivering bible studies and compliance with ministry objectives.
 3. Oversees and delivers bible studies and programs for the Crownridge Campus.
 4. Evaluates and assess program content, participation, delivery and utilization of women’s ministry efforts.
 5. Acts as a liaison and resource between Campus Life, Community Life leadership, Campus Ministers, and Volunteer Leadership.
 6. Procures, allocates, coordinates and manages inventory of study materials for women’s studies.
 7. Prepares and provides regular reporting on efforts, initiatives, and results.
 8. Assist in developing the budget in coordination with the Campus Minister and Campus Ministry Staff.
 9. Other duties and responsibilities as assigned.

- III. **Minimum Qualifications:**
 1. Three (3) to five (5) years of Women’s Ministry leadership experience.
 2. Bachelor’s and/or Graduate degree in Ministry, Biblical Studies or related field.
 3. Experience can substitute for education.

- IV. **Knowledge and Abilities:**
 1. Knowledge of Christian biblical foundation and principles.
 2. Knowledge and ability in personal/ project management principles, administration practices, organization techniques, and methodologies.
 3. Knowledge and experience with budget development, expense tracking/reporting and administration.
 4. Knowledge in relational intelligence, grace, and cross cultural sensitivity.
 5. Ability in recruiting and equipping leaders and volunteers for effective ministry.
 6. Ability to build and promote a team culture through relational collaboration and motivating team members.
 7. Ability to plan, organize projects, and prepare detailed reports and presentations.
 8. Ability to use computers and a variety of software applications.
 9. Ability to communicate clearly and effectively through both verbal and written means.

Women's Ministry Director *(continued)*

10. Ability to establish and maintain effective working relationships with staff, members, and ministry volunteers.
11. Ability to perform all the physical, intellectual, and analytical requirements of the position including decision making.

V. Physical Requirements and Working Conditions:

Occasional lifting/carrying up to 20 pounds; visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate a computer keyboard and basic office equipment. Subject to sitting, standing, reaching, walking, twisting and kneeling to perform the essential functions. Working conditions are primarily inside an office environment.

VI. OHC Staff Expectations:

1. Active and personal relationship with Jesus Christ.
2. Actively practices personal spiritual disciplines and leads with humility, character, and love.
3. Personally engaged with OHC mission, vision and strategy.
4. Actively engaged in the OHC mission and vision.
5. Attend Life With OHC and become an OHC member within six (6) months of employment.
6. Partner with other departments to lead, promote, and /or implement ministry initiatives and events.

Revised: June 2017