

Women's Minister Job Description South Spring Baptist Church

Vision:

South Spring Baptist Church is seeking a spiritually mature and passionate woman who feels called to creatively disciple and care for the women of South Spring Baptist Church and our local community. This role requires someone with a shepherd's heart — providing leadership and organization while guiding women to become devoted followers of Jesus Christ who live out His mission each day.

The Women's Minister will report to the Executive Adult Ministry Pastor and serve as an equipper of "member/ministers" — women who serve, lead, and make disciples. She will lead with humility and vision, creating an environment where women can connect relationally, grow spiritually, and step confidently into ministry opportunities both within the church and beyond.

The Women's Minister must be able to work well with church staff and members, successfully direct church programs, events and Bible studies, and demonstrate high personal character by Christian example in public and private. They need to have experience in being a leader of leaders.

Women's Ministry Philosophy: The majority of the ministry is intended to shepherd and facilitate the ministry that the women of the church **actively do**, not *only* the ministry to the women. The hope is that the ministry is more focused on discipleship and does not become an event-centric ministry. We want to create an inviting environment that allows the women members/ministers to invite their friends and make new ones, and foster growing deeper in their walk with Jesus.

Equipping Ministry: We are serious about following the teachings of Paul in Ephesians 4:11-15.

"And he gave the apostles, the prophets, the evangelists, the shepherds and teachers, ¹²to equip the saints for the work of ministry, for building up the body of Christ, ¹³until we all attain to the unity of the faith and of the knowledge of the Son of God, to mature manhood, to the measure of the stature of the fullness of Christ, ¹⁴so that we may no longer be children, tossed to and fro by the waves and carried about by every wind of doctrine, by human cunning, by craftiness in deceitful schemes."

The task of the church staff is to take the responsibility over certain areas of the ministry of South Spring Baptist Church, and to equip the saints to the maturity of the ministry of the gospel.

This is a Full-Time Minister Level Position.

Core Characteristics:

- **Meek** – submits their strength and gifts to God.

- **Shepherd mindset** – acts as an owner, not merely a hireling.
- **Encourages Lay Ministry** – lives out the idea that every member is a minister.
- **Dedicated to hospitality** – makes others feel welcome like they belong here.
- **Creates discipleship** – follows Jesus to help others follow Jesus.
- **Unifies** – a team mindset that seeks out the interests of others.
- **Leads from weakness & honesty** – avoids a false impression of perfection.
- **Generous** – is faithful to give of resources to support the church and Kingdom.

Key Qualifications: with a/an...

- Understanding of, passion for, and commitment to the mission and vision of the Church in general and South Spring Baptist Church in specific.
- An attitude of professionalism, patience, respect, compassion, and grace when working with staff and congregation.
- Proper level of confidentiality in all matters of the church, employees, and/or church members.
- Fulfillment of the requirements and member in good standing with South Spring Baptist Church.
- Agreement with South Spring Baptist Church's Statement of Faith. (Beyond this, and for more information, we agree in essence with the doctrinal statement of the Baptist Faith and Message adopted in 1963 by the Southern Baptist Convention as amended in 1998.)
- Duty to follow Biblical, Christian principles (as determined in SSBC bylaws) in their jobs for the Church and to refrain from any conduct that is contrary to those principles and Church statements of faith. As to job responsibilities relating to weddings, marriage, or counseling of couples, "wedding" and "marriage," and "marry" refers only to the union of one man with one woman.
- No participation in and no allowance of use of facilities of the Church in any gathering or event or ceremony or pronouncement involving the recognition of same sex marriage, in that such recognition violates Biblical Christian principles.

AREAS OF RESPONSIBILITY

PERSONAL

- Spend intentional time each week in prayer, study, and preparation for disciple-making and equipping.
- Maintain a healthy rhythm of life, giving proper attention to personal rest, spiritual growth, and family.
- Avoid any mindset of competition between churches, schools, and ministries; instead show support by partnering, speaking and developing ongoing relationships.

- Know weaknesses and strengths in self. Seeks helpers to maximize your strengths and offset your weaknesses.

WOMEN'S MINISTRY

- Provide spiritual leadership and pastoral care for the women of South Spring, ensuring they are discipled, encouraged, and connected in authentic Christ-following community.
- Recruit, equip, and shepherd a Women's Work Team to model servant leadership and ministry collaboration.
- Encourage leadership development among women, identifying and mentoring future leaders for continued ministry growth.
- Partner with other local ministries when appropriate to extend the reach of the gospel and build unity in the body of Christ.
- Research, innovate, plan and oversee events and retreats that align with the mission of Living, Teaching, and Telling the Gospel, focusing on equipping women to become disciple-makers.
- Empower lay leaders to lead in every aspect of events and programs, offering guidance, support, and accountability.
- Model faithful stewardship of time, relationships, and the resources entrusted by South Spring Baptist Church.
- Work with the Women's Team and Executive Adult Ministry Pastor to prepare a yearly budget and account for expenditures each month.
- Proactively communicate and promote women's ministry opportunities to our church and the community as needed.
- Teach scripture well and rightly.
- Be fun and have fun.

MEETINGS AND SUPERVISION

- The Women's Minister will report directly to the Executive Adult Ministry Pastor. The Executive Adult Ministry Pastor will evaluate the Women's Minister at least annually based on this job description and overall ministry effectiveness.
- Meet regularly with the Executive Adult Ministry Pastor and participate in all required staff meetings and church leadership gatherings.
- Maintain open, honest, and regular communication with the Executive Adult Ministry Pastor regarding ministry goals, challenges, and personal growth.
- Collaborate with church staff and ministry leaders to ensure alignment with South Spring's mission and values, following the policies and manuals properly.

- Steward well the property, time, and facilities of the church and the local community.

CLOSING STATEMENT

At South Spring Baptist Church, we believe every member is a minister, and that God has called His people to equip one another for the work of ministry. The Women's Minister plays a vital role in helping the women of South Spring live out the mission of our church — to Live, Teach, and Tell the Gospel so that all may encounter the Living God.

Employee Signature _____