CROSSROADS CHRISTIAN CHURCH

SERVE DESCRIPTION

Title: Women's Ministry Director
Department: Formation
Reports To: Adult Ministry Lead
Pay Status: Hourly (10-15 hours/week)

General Summary and Objective: The Women's Ministry Director provides leadership, vision, and relational oversight for Women's Ministry at Crossroads Christian Church, helping people live and love like Jesus. This role develops and supports volunteer leaders, coordinates ministry environments, and ensures alignment with the church's discipleship strategy. The primary focus is building a healthy leadership team that fosters spiritual growth, connection, and engagement among women.

Essential Functions:
Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Women's Ministry Leadership**
  - Develop and support the vision and direction of Women's Ministry in alignment with church-wide discipleship priorities
  - Oversee ministry environments, events, and ongoing discipleship opportunities for women
  - Ensure ministry activities are organized, effective, and aligned with overall strategy
- **Leadership Development**
  - Recruit, equip, and develop volunteer leaders within Women's Ministry
  - Provide ongoing relational support, encouragement, and development for leaders
  - Build and strengthen a sustainable leadership team to carry ministry forward
- **Ministry Execution and Coordination**
  - Coordinate scheduling, communication, and execution of Women's Ministry environments
  - Ensure volunteers and leaders are properly prepared and supported
  - Monitor engagement and recommend improvements to ministry effectiveness
- **Team Collaboration**
  - Collaborate with Adult Ministry staff to ensure alignment with broader discipleship and engagement strategy
  - Participate in staff promotion process regarding ministry needs and in communication with broader team about trends, and opportunities

Additional Responsibilities:

- Perform additional duties as assigned

Requirements (knowledge, skills, abilities, education, etc.)

- Fully committed follower of Christ and exceptional model of personal integrity
- Personal commitment to the Great Commission
- Champion of vision, values, and culture of Crossroads Christian Church
- Strong relational and leadership development skills
- Ability to organize and lead volunteer teams effectively
- Strong communication and interpersonal skills
- Ability to manage multiple responsibilities
- Experience in ministry leadership or volunteer coordination preferred

Work Environment

This job operates in a church and professional office environment and regularly uses standard office equipment.

Physical Demands

While performing the duties of this job, the individual filling this role is regularly required to talk or hear and frequently required to stand, walk, use hands, and reach with hands and arms.

Position Type/Expected Hours of Work

This is a part-time 10-15 hour a week position. A typical week would include Tuesday and Wednesday 8:00 AM-12:00 PM. Wednesday mornings currently serve as the central coordination and leadership development block for Women's Ministry. 90 minutes each Tuesday will be budgeted for All-staff or Adult Ministry team meetings. Additional flexible hours may be scheduled during weekdays, evenings, or weekends based on ministry events, leadership development needs, and seasonal demands. Adjustments to the weekly schedule will be made in coordination with the supervisor.

Travel

This position may require occasional travel for conferences, training, or ministry-related events.

Updated: October 28, 2026

The statements listed are intended to describe the general nature and level of work being performed by the individual filling this role and are not to be construed as an exhaustive list of duties and requirements. This does not establish a contract for the role and is subject to change at the discretion of the Crossroads Christian church.