

# redeemer west side

## women's ministry associate job description

Position: **Women's Ministry Associate**

FLSA Status: Exempt

Department: 17520 Women's Ministry

Date: May 2023

Band: 6

Work Hours: Part-time 30 hours

Reporting: Sr Dir of Care & Counseling

### Position Summary

The position supports and helps launch women's ministries for Redeemer West Side. Responsible for supporting the Sr Director of Care & Counseling in providing a system of discipleship, pastoral care, biblical counseling, and the training and multiplication of volunteer leaders. This position will also be expected to participate in the congregation's life broadly.

### Job Description

#### *Provide support for women's discipleship*

- Assist in creating and supporting an effective system of discipleship and care for women in the church (and other attendees as needed)
- Collaborate with the Sr Director of Care & Counseling, other pastors, directors, the Diaconate, and the Session with pastoral care issues and on discipline cases when appropriate
- Work closely with the lay leaders of West Side Women, Moms' Groups, and mentoring groups to develop robust mezzanine-level ministries and ensure lay-leader support
- Lead basic and intermediate classes alongside other pastoral staff

#### *Pastoral counseling inside the church*

- Provide pastoral counseling for WS women
- Work with Redeemer Counseling Services for counseling referrals (both to and from)
- Develop a proactive process to identify people in need at our church
- Provide counseling recommendations, guidance, and support for other pastoral staff members as needed

#### *Sunday worship ministry*

- Worship leading in rotation with other pastoral staff
- Maintain a visible presence at worship services, coffee hours, and congregational events

### Qualifications

- Aligned with the core theological principles of Redeemer and the Presbyterian Church of America, including the Westminster Confession
- Female candidate necessary due to the responsibility of overseeing women's ministries
- Previous coaching and counseling experience
- Excellent organizational, communication, and interpersonal skills
- Undergraduate college degree required, Master's in theology or biblical counseling preferred
- Must be a dependable team player and self-starter with a strong ability to take initiative and pursue leaders. Approachable, open, and encouraging.
- Strong problem-solving and decision-making skills
- Work hours are generally flexible, yet must be available for some evening and weekend meetings
- Proficient in GSuite (Google Docs, etc.)
- Agreement with Redeemer West Side staff policies, including the intellectual property policy