



CHURCH OF THE OPEN DOOR

Women's Ministry Director

Campus:	Central Services (based out of Elyria)
Compensation:	Part-Time Salary (Exempt & Ministerial)
Work Schedule:	20-25hrs./week. Monday-Friday (some weekends may be required)
Reports to:	Executive Pastor

Summary:

The Women's Ministry Director provides leadership and oversight for all women-related ministry, discipleship activities, outreach, and events across all campuses. She does so primarily by leading a Women's Ministry Team of volunteers at each campus. She is also the champion and liaison for Women's Ministry within the church and disciples women to follow Jesus, learn from Jesus, and become like Jesus.

Core Responsibilities:

- Oversee and champion Women's Ministry across all campuses.
- Pray for women in our congregation and communities.
- Lead, shepherd and disciple the Women's Ministry Leadership Team with representatives from each campus on a regular basis.
- Engage, recruit, and encourage Women's Ministry leaders across campuses.
- Foster a network and exchange of ideas and ministry opportunities among Women's Ministry volunteers across all campuses.
- Closely communicate with each Campus Pastor as well as the church at large for events and ministry initiatives.
- Assist as a sounding board to help leaders discern potential Bible studies and materials to disciple women at Open Door.
- Assist as the liaison and administrative coordinator for women ministry activities.
- Coordinate semi-annual programming to bring all women together across campuses (e.g. IF Conference, Worship Night, etc.).
- Oversee and manage the Women's Ministry budget, supplies, and annual goals.

Competencies:

- Disciple-Maker
- Develop & empower volunteer leaders
- Caring disposition
- self-starter
- Team player
- Positive and optimistic attitude
- Relational
- Hard worker & high capacity
- Biblical literacy
- Organized and detail oriented

Qualifications:

- A mature, growing believer with a passion for continual learning and discernment.
- A woman of prayer.
- Passionate and experienced in Women's Ministry.
- Committed to spiritual integrity and professional excellence.
- Formal theological training preferred.
- A leader who empowers others to make ministry happen.
- Excellent written and verbal communication skills.

Expectations:

- Live committed to the mission of "Leading People in the Adventure of Becoming like Christ" by personally living a life of evangelism (5Bs) and discipleship (6Ds) (<https://www.opendoor.tv/about-us/our-mission/>).
- Live committed to our description of Christlikeness as described in the six Core Christlike Characteristics and summarized by Loving God, Loving People and Living Surrendered.
- Abide by the Open Door Staff Handbook including staff standards and champion our policies and procedures.
- Participate in all scheduled staff meetings and staff development times.
- Meet with the Executive Pastor for department planning and evaluation.
- Perform other duties as assigned by the Executive Pastor and/or Lead Pastor.

The above responsibilities are not intended to be an all-inclusive list. All staff at Open Door are committed to team ministry that pursues excellence with an attitude of "whatever it takes to get the job done." Therefore, additional time may be required outside of regular work hours and normal schedules.

Interested? Please send your resume to jobs@opendoor.tv ! Thank you.

