



DIRECTOR OF WOMEN'S MINISTRY 2026

NORTH HILLS CHURCH

1.0 FUNCTION

To provide leadership and vision for NHC Women's Ministry, equipping leaders and volunteers while allowing appropriate diversity in ministry strategy and ensuring all ministries remain aligned with the church's overall mission and purpose. The Director of Women's Ministry must be able to represent with authentic agreement the church's positions and explain both the content and the heart in interactions with the church family and those outside the church membership in all ways required as a result of the ongoing duties of the job.

2.0 RESPONSIBILITIES

2.1 Women's Ministry Leadership

- Oversee ongoing leadership recruitment, development, and support for Women's Ministry leaders within ministry teams - Mosaic, Refresh, Women's Retreat, Knit Together, etc.
- Coordinate all communication between women's ministries and the church family in conjunction with the Communications Coordinator.
- Ensure all NHC Women's Ministry teams have adequate administrative support, including printed resources, calendars, communication strategies, and all necessary volunteers for coordinating ministry event logistics.
- As needed, research, evaluate, or develop teaching material for the Women's Ministry.
- Receive and review Women's Ministry proposals and develop additional ministries as needed.
- Provide support and guidance to women at NHC, including prospective participants and leaders, and women in crisis, connecting them with appropriate ministry, counseling, and care resources.
- Assist and support the Mosaic ministry deacon as needed and coordinate with the deacon to ensure the reporting of the Mosaic ministry budget is included with the Women's Ministry annual budgets.
- Prepare and oversee the Women's Ministry annual budgets.
- Attend weekly Staff and Department meetings.

2.2 Women's Bible Study

- Oversee recruitment, training, and development of large group leaders, small group leaders, and other volunteers.
- Oversee registrations, payments, and all communication for WBS.
- Coordinate with additional ministry teams (Facilities, Children's Ministry, Safety, etc.) to ensure seamless execution of each WBS event.

3.0 ACCOUNTABILITY

The Director of Women's Ministry reports to and is accountable to the Executive Pastor of Leadership and will regularly account for all activities, or as requested.