

**POSITION TITLE:** Women's Ministry Director

**REPORTS TO:** Pastor of Spiritual Development

**STATUS:** Volunteer

The Women's Ministry Director serves as a spiritual leader and community builder, creating spaces where women of all ages and life stages can grow in faith, build meaningful friendships, and feel deeply known and valued. This volunteer role provides vision, coordination, and care for the women of New Hope.

## **PURPOSE OF ROLE**

To cultivate a welcoming and spiritually encouraging environment where women are disciplined, connected, and empowered to live out their faith in everyday life.

## **RESPONSIBILITIES**

### **Spiritual Leadership**

- Pray regularly for the women of the church and the direction of the ministry
- Help shape the spiritual vision and goals of the Women's Ministry
- Ensure events and gatherings reflect the mission and values of New Hope

### **Event Planning & Coordination**

- Lead the planning of women's events such as gatherings, Bible studies, workshops, fellowship nights, and special seasonal events
- Oversee logistics including themes, schedules, volunteers, and communication
- Work with church staff to align events with the church calendar

### **Team Building**

- Recruit, encourage, and lead a team of volunteers to help carry out events and ministry needs
- Delegate responsibilities and create opportunities for other women to use their gifts
- Foster a positive, supportive, and Christ-centered team culture

### **Community & Care**

- Help create welcoming environments where new women feel included
- Encourage connection through small groups, prayer, and relational ministry
- Be attentive to the spiritual and practical needs of women and help connect them to appropriate support when needed

## **Communication**

- Partner with church leadership on promotion and communication of events
- Provide clear information to volunteers and participants
- Maintain and engage social media accounts

## **QUALITIES WE'RE LOOKING FOR**

- A growing relationship with Jesus and alignment with the heart of New Hope
- A passion for encouraging and discipling women
- Strong relational and organizational skills
- A welcoming, compassionate, and team-oriented spirit
- Ability to lead with humility, grace, and joy

## **TIME COMMITMENT**

Varies by season, with increased involvement during major events and ongoing communication with the team and church leadership.

## **LEADERSHIP DEVELOPMENT PROCESS**

The leadership development process begins with a 3-6 month interim period alongside Women Lead Staff to learn ministry processes and gradually step into responsibilities. This period also provides space for both the Lead Staff and the leader to prayerfully discern whether the role is a good long-term fit.

## **HOW TO APPLY:**

- Apply [online](#) (or [download PDF application](#) and return completed form to New Hope Office)
- Questions? Contact New Hope's Church Office at [churchoffice@go-newhope.com](mailto:churchoffice@go-newhope.com)