

**FIRST PRESBYTERIAN CHURCH**

**JOB TITLE:** Director of Women

**MINISTRY AREA:** Ages 18-65(Approx)      **REPORTS TO:** Murray Gossett

Howard Griffin  
Prepared by:

\_\_\_\_\_  
dd-mo-yr

Personnel Committee  
Approved by:

1/8/2025  
Month/Day/Year

**All interested candidates please e-mail your resume to [murrayg@firstpres.com](mailto:murrayg@firstpres.com)**

Committee Approved: Personnel Committee Date:1/8/25 Position Group: \_\_\_\_\_  
Part Time – 26 hours a week      Background Check Required  
Grade \_\_\_\_\_ Position Class \_\_\_\_\_ Exempt: Yes \_\_\_ No \_\_\_      Security Sensitive: Yes \_\_\_ No \_\_\_

**I. PURPOSE OF THE JOB (What are the end results or objectives of this position? Why does the job exist?)**

To provide vision, leadership, and discipleship to the women’s ministry of our church and the greater Amarillo area.

**II. ESSENTIAL FUNCTIONS AND RESPONSIBILITIES (What duties are required for the position to exist? Estimate the percentage of time spent in each.)**

1. Provide oversight and direction for women’s ministry with an emphasis on connecting women to one another through the women’s small group Bible studies of First Pres.
2. Develop spiritual mentoring/discipleship opportunities for older spiritually mature women of our church to help mentor younger women of our church through small group Bible studies.
3. Schedule regular lunches and breakfasts with women to help ensure they are individually integrated into the life of our church where they can use their gifts in ministry.
4. Working with the women’s ministry team help form small group Bible studies and volunteer service opportunities as the Lord leads and grows the ministries.
5. Provide oversight and direction for volunteers from the women’s ministry team to plan effective outreach events for our church and the greater community that will help women connect and grow in Christ.
6. Provide oversight and direction for volunteers from women's ministry team to collaborate with other churches in our area to plan major women’s events for Amarillo.
7. Provide strategic vision and direction for women’s ministry consistent with vision of the Senior Pastor and First Presbyterian Church.
8. Participate in weekly staff chapel and staff meetings as well as staff retreats.
9. Participate in annual review process with supervisor

**III. OTHER DUTIES AND RESPONSIBILITIES (Responsibilities/important duties performed occasionally or in addition to the essential duties of the position.)**

1. Teach Sunday school and Wednesday Night classes as needed
2. Working with the women’s ministry team organize retreats and/or mission trips as needed.

**V. KNOWLEDGE AND SKILLS (Indicate which are required, preferred, or desirable. Include licenses and certificates.)**

Requirement:

Called by the Lord to this ministry as a part time vocation; someone who loves Jesus and values people over programs; who has a passion for discipleship and specifically women's ministry. One who is committed to making disciples of Jesus Christ both inside and outside the walls of First Presbyterian Church.

Preferred:

This person should have experience in working with women's ministry

Desirable:

That this person has gone through the difficult but great joy of trials and sufferings that refine the heart to become humble and compassionate.

**VI. FISCAL RESPONSIBILITY (Budgeting responsibilities, approval privileges on purchase orders and check requests, reporting and auditing functions.)**

Prepare and present the annual budget for Women's Ministry.

Stay under budget for women's ministry once the budget has been approved by session.

**VII. EXTENT OF PUBLIC CONTACT (Within and outside the church)**

This position is in contact with staff, elders, volunteers, other women's directors, members and visitors of First Presbyterian Church.

**VIII. PHYSICAL DEMANDS (Walking, lifting, equipment, operation, etc.)**

This job is divided into 40% in the office and 60% out of the office. The 40% of the time in the office will primarily include time teaching a Sunday school or Wednesday night class, organizing events, leading women's ministry team meetings, participating in weekly staff chapel and meetings. Majority of the time out of the office will be contact work or mission trips, retreats, etc. The work out of the office could present different physical demands (i.e. mission trips, retreats, etc.).

**IX. WORKING CONDITIONS AND ENVIRONMENT (i.e., necessary travel, unusual work hours, unusual environmental conditions, etc.)**

There is necessary travel with this job, i.e. retreats, mission trips, contact work, and conferences. This job requires 26 hours a week, but when the women's director works more than 26 hours in a given week, it is expected that she will work less the next week to offset the work that was done the previous week. For the year the women's director should work 26 hours a week, 49 weeks a year, or a total of 1,274 hours a year.