

August 21, 2021

**Missions Ministry Team**  
**Ministry Council of the Cumberland Presbyterian Church**

Title: Director of Ministry with Women

Status: Full-time

Accountable to: Team Leader, Missions Ministry Team

Purpose: The purpose of this full-time position is to give leadership to all women in the Cumberland Presbyterian Church in a wide variety of ministry opportunities. The desire is to see more women in leadership, more women serving congregations, more diversity of women in leadership roles, more churches calling women to serve as pastors, and more younger women involved in ministries and leadership.

**Responsibilities for Ministry with Women:**

- 1) Along with the Women's Ministry Executive Committee, and with support from the Ministry Council and its ministry teams, prepare materials, recruit writers and leaders for interpreting the Women's Ministry purpose and programs, including, but not limited to, Bible studies, resources, and other articles for publication (digital and print.)
- 2) Assist the Women's Ministry Executive Committee in developing plans for the annual Convention and all Convention-related resources.
- 3) Encourage those serving on the Women's Ministry Nominating Committee to select, contact and secure nominations for the following year's slate of officers by October 1 of each year, and to secure new committee members to replace those rotating off the committee within one month following Convention.
- 4) Facilitate the process for selection of annual Women's Ministry projects and the Convention offering.
- 5) Work with Bethel University in selecting the annual scholarship recipient. Communicate with recipient, prepare press releases, and oversee disbursement of funds.
- 6) Work in partnership with Memphis Theological Seminary and the Pastoral Development Ministry Team in the planning and execution of the Clergy Women's reception during General Assembly week.
- 7) In partnership with the Discipleship Ministry Team and Congregational Ministries, visit regional women's groups, middle judicatories, and retreats in the interest of Women's Ministry and/or missions as time and budget allow.
- 8) Work in partnership with Congregational Ministries, Youth and Young Adult Ministries, Cross-Cultural Immigrant Ministries, and other ministries of the Ministry Council to develop a holistic and multi-cultural/multi-generational ministry for women and girls that brings glory and honor to Christ and equips them to live out their call.
- 9) Recognize, develop, and encourage diversity of persons, ministries, and leadership in all areas of Women's Ministry throughout the global church.

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### **Common Tasks for all Missions Ministry Staff Members**

- 1) Attend the judicatories and other meetings of the church in the interest of promoting the cause and concerns of missions and the various ministries of the Ministry Council.
- 2) Serve as a writer for the *Missionary Messenger* and other publications and resources related to Women's Ministry.
- 3) Function as a member of the Ministry Council/Ministry Teams staff, serving cooperatively in shared programs of the various teams, and as a member of the Center staff community.

### **Experience and Educational Requirements:**

- Bachelor's degree in a related field, e.g., social services, ministry, administration. Prefer a graduate of an approved theological seminary.
- Must be willing to participate in continuing education opportunities related to the areas of responsibility.
- Must be a minister or active member of the Cumberland Presbyterian Church or the Cumberland Presbyterian Church of America and be a committed person of faith who exemplifies the love of God and neighbor.
- Understanding of the history, polity, and doctrine of the Cumberland Presbyterian Church.
- Committed to enhancing and furthering the ministries of the Cumberland Presbyterian Church.
- Demonstrate positive attitudes towards cultural differences.

### **Special Requirements:**

- Competence in the following areas: biblical interpretation, theological reflection, organization development, public relations, interpersonal relationships, trust-building, leader development, written communication, and liaison maintenance.
- Since the position is not closely supervised, the Director must be able to maintain personal work habits and disciplines, including schedule management, and be self-directing in planning and implementing the work to be done.
- Individual must have project management skills and special event planning experience.

### **Special Working Conditions:**

- Terms of employment, other than salary, will be detailed in the Ministry Council Personnel Handbook made available at the time of employment. These terms include benefits, such as personal time off (PTO), office hours, etc.
- The salary will be determined at the time of employment and will be set forth in a memorandum confirming employment.
- This Director will be able to work from a local church, their home or other approved location, using their own office equipment. Reimbursement will be made for office supplies upon completion of an expense voucher with all necessary receipts.
- Approved work-related travel will be reimbursed upon completion of an expense voucher with all necessary receipts.