



## FIRST PRESBYTERIAN

615 TELFAIR STREET • AUGUSTA, GEORGIA 30901  
706.262.8900 • [firstpresaugusta.org](http://firstpresaugusta.org)

June 1, 2023

Dear Applicant,

The search committee at First Presbyterian Church is prayerfully and expectantly looking for a full-time Director of Women's Ministry to lead that ministry with wisdom and vision. There is a job description below that gives a detailed explanation of the position and a summary of the characteristics and qualifications of the person we are looking for. In addition, we have provided a profile of both our church and the community around Augusta, Georgia.

If you are interested in this position, please reply by sending the following information via email to Liz Reid at [womens.ministry@firstpresaugusta.org](mailto:womens.ministry@firstpresaugusta.org):

- A current copy of your resume listing all previous employment, education, and references
- Links to any of your teaching or presentations

Thank you for considering this opportunity. We look forward to hearing from you.

Grace and peace,



**MIKE PHILLIPS**  
Associate Pastor, Shepherding  
[mphillips@firstpresaugusta.org](mailto:mphillips@firstpresaugusta.org)  
706.262.8829

**Job Title**

Director of Women's Ministry

**Reports To**

Associate Pastor of Shepherding

**Employee Classification**

Salary Exempt

**Role and Work Status**

Ministry Staff, Full Time

**Staff and Volunteers Reporting to This Role**

Women's Discipleship Director, Administrative Assistant for Women's Ministry, Women's Council Volunteers

**Job Purpose**

The primary purpose of the Director of Women's Ministry is to lead a comprehensive women's ministry at First Presbyterian Church. This includes developing programs to meet the needs of the women of the church, equipping women leaders in the church, particularly Women Shepherds, and being the point person to represent the Session to women and vice versa. In addition, this role is part of the Executive Leadership Team (ELT) and works with the pastors and other Directors to address churchwide matters, provide counseling, and represent First Pres to outside groups.

**Essential Job Responsibilities with Percentage of Time*****Leadership and Vision: 10%***

- Develop annual goals for Women's Ministry in support of the churchwide vision and priorities
- Communicate vision to the church and specifically women in the church to engage them in the vision
- Collaborate with pastors and church leadership to ensure concerns specific to women are acknowledged and included in churchwide decisions
- Lead and collaborate with the Women's Council by providing vision for Women's Ministry and setting clear roles and responsibilities for council members
- Set the vision for programs and events to meet the needs of the women of First Pres and work with the Women's Ministry Administrative Assistant and Women's Council to execute

***Outreach: 3%***

- Cast vision and develop outreach opportunities that are unique to women and align with First Pres's Outreach Ministry (currently LILY Moms and Walton Oaks)

***Community: 7%***

- Identify and implement ways for women to build relationships with each other
- Direct Ladies Night Out Coordinator in program development, event support, and preparation and attend events when possible
- Direct Noteworthy newsletter editor on content creation and final edits approval
- Direct Women's Council in annual retreat or conference planning
- Oversee development and creation of social media content for the women's page
- Support and guide LILY Moms Leadership
- Lead and initiate women's staff gatherings
- Identify, train, and develop women leaders within their gifting and ability

***Shepherding/Care: 65%***

- Recruit and train Women Shepherds
- Lead Women's Shepherding Team (WST) and serve as a shepherd to these women
- Direct training and onboarding for new Women Shepherds' class over 8-week curriculum
- Attend monthly Leadership/Shepherding Meetings and lead WST continuing education during business meeting months

- Communicate care needs with appropriate WST, Elders, and Deacons
- Lead alongside Shepherding Pastor in annual storyboard training with WST
- Attend weekly shepherding meeting to debrief care cases
- Identify and resource women-specific G3 groups; develop and provide group resources and materials
- Lead Quarterly G3 training with Shepherding Pastor
- Systematically pray over the women of First Pres

**Teaching: 5%**

- Be available to teach Sunday School, Wednesday morning Bible Study, Women's Shepherds training class

**Participate in the Executive Leadership Team: 5%**

- Work with the ELT to represent women-specific matters and to work on larger churchwide matters

**Represent First Pres to Outside Groups: 5%**

- Speak at denomination, Presbytery, and local events and serve on appropriate committees as time allows and as approved by the Associate Pastor for Shepherding

**General Responsibilities**

- Manage women's ministry budget
- Attend and participate in staff meetings: care/ formation team meeting, staff meetings, Executive Leadership Team, and other meetings as needed

**Job Qualifications**

**Christian Faith**

- Understanding of and adherence to First Presbyterian Church's mission, statement of beliefs, and authority
- Living in a relationship with Christ, growing daily in faith, and finding joy in sharing the gospel with others
- Ability to effectively communicate Reformed Doctrine

**Experience**

- Seminary degree required or in process toward degree
- Two years experience in Women's Ministry including leadership training, supervisory skills, outreach development, and interfacing with pastoral staff

**Interpersonal & Technical Requirements**

- Communicate with respect and dignity to all staff and members and maintain positive relationships
- Proficient in Microsoft Suite, email, internet, Google suite

**Work Hours**

- Job requires 40 hours of work per week. This position is expected to work some Sunday mornings, nights, and weekends as part of its ministry.

**Physical Requirements**

This position is classified as sedentary work requiring:

- Remaining in a stationary position most of the day, but walking and standing are required occasionally to get around the church campus
- Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or other move objects, including the human body.
- Operating standard office equipment such as a computer and copier

If you wish to apply for this position, please contact Liz Reid at [womens.ministry@firstpresaugusta.org](mailto:womens.ministry@firstpresaugusta.org).