



COLLEGE WOMEN'S DIRECTOR JOB DESCRIPTION

*Whatever you do, work heartily, as for the Lord and not for men,
knowing that from the Lord you will receive the inheritance as your reward.
You are serving the Lord Christ. (Col. 3:23-24 ESV)*

TITLE: COLLEGE WOMEN'S DIRECTOR

MINISTRY: College

DEPARTMENT: Family

START DATE: July 1, 2023

HOURS: Full-Time

PURPOSE / POSITION OVERVIEW:

The College Women's Director shall minister with the College Pastor, helping to oversee the female interns, student volunteer leadership, and the Trinity House residents. She will live in the Trinity House and have specific oversight of one specific college leadership team (e.g. worship, outreach, life groups, etc.), to guide them and the ministry to accomplish FBC's mission to live, love, and lead like Jesus.

Spiritual/Character Requirements

- 1 Affirmed and approved by FBC as a recognized member and leader of the church body.
- 2 Willingly submits to the FBC membership commitment and all other commitments as taught in the church membership class.
- 3 Able to lead, equip, and nurture people to be disciples of Jesus who make disciples.
- 4 Meets character/spiritual qualifications of a Spirit-empowered, gospel-centered, relationally-invested church leader (I Tim. 3:1-7; Tit. 1:5-9) as someone who:
 - Is above reproach (I Tim. 3:2; Titus 1:7)
 - Demonstrates godly character (Tim. 3:2-3, 8; Titus 1:6-8)
 - Knows how to lead and how to follow (Titus 1:6)
 - Ministers to her family (I Tim. 3:4; Titus 1:6)
 - Has a good reputation with outsiders/non-believers (I Tim. 3:7)
 - Is full of the Spirit and wisdom (Acts 6:3)
 - Is one who others respect and will follow
 - Is a woman who is teachable and hungry to grow in grace and wisdom

General Areas of Responsibilities

1. To understand and be able to clearly communicate FBC and CCF's mission, vision, and philosophy of ministry to others.
 - a. Knows how and why all the ministries of CCF fit into the overall CCF ministry and ministry of FBC.
2. To the FBC Family:

- a. Pray regularly for the FBC family.
 - b. Attend and participate in FBC staff meetings.
 - c. Encourage the connection of FBC to CCF with special emphasis on how they can serve and minister to college-age people.
3. To the CCF Staff Team (Interns)
- a. Pray regularly for the college staff.
 - b. Help plan and lead staff meetings and give direction.
 - c. Be actively involved in shepherding CCF staff and key CCF student leaders.
 - d. Recruit, train, equip, and coach staff members to fulfill their roles.
 - e. Meet regularly with the CCF staff team for training, encouragement, accountability, planning, evaluation, and prayer.
4. To the College Ministry Leadership Team (Volunteers)
- a. Pray regularly for the leadership team.
 - b. Lead a team and an aspect of the college ministry (e.g., life groups, worship, or outreach).
 - c. Help plan and lead leadership meetings and give direction.
 - d. Meet regularly with the CCF leadership team for training, encouragement, accountability, planning, evaluation, and prayer.
 - e. Actively recruit, lead, train, and mobilize the CCF leadership team, with an emphasis on the team of oversight.
 - f. Celebrate accomplishments.
5. To the College Ministry
- a. Invite new students to be a part of our community.
 - b. Lead or participate in a life group.
 - c. Be available to provide balanced and healthy biblical teaching, as needed.
 - d. Be available to assist with administrative responsibilities for the residential houses and broader college ministry.
 - e. Attend college ministry and house events and retreats.
 - f. Encourage the connection of college-age people to FBC.
6. To the Campus Houses
- a. Live at the Trinity House.
 - b. Serve as one of the Trinity House support staff, which shall include at least all of the following:
 - i. Be available to encourage, counsel, assist, and mentor the house staff and leadership, as needed.
 - ii. Be available to encourage, counsel, assist, and mentor the house residents, as needed.
 - iii. Help recruit future residents to the house.
 - c. Assist in overseeing the ministry, staff and filling of the campus houses in light of the purpose and vision of CCF.
 - d. Be available to step into conflict and crisis among residents.
 - e. Seek to actively involve CCF women into Trinity House life.
 - f. Seek to actively involve FBC staff members in the ministry of CCF and the Trinity House.
7. To the World
- a. Pray regularly for the local and global impact of CCF, for transformed lives through the power of the gospel of Jesus Christ.
 - b. Assist in the training, leading, and/or recruiting of college mission teams.
 - c. Invite new students to be a part of our community.
 - d. Share Christ actively, teach evangelism skills to coaches and members.

- e. Encourage and model a Christ-motivated, outward focus for life groups that seeks to meet real needs among the college-age community.

8. Other Responsibilities

- a. Help meet the needs year to year at the staff and leadership level by shifting in role.
- b. Develop positive relationships with other college ministry leaders for the purposes of encouragement, prayer, and planning.
- c. Approve all potential CCF expenditures with the College Pastor, preferably at least one week prior to the date needed.
- d. Pursue personal growth and continuing education opportunities in order to increase effectiveness for the Lord in life and ministry.
- e. Continually seek new and better ways to accomplish responsibilities of your ministry.
- f. Fulfill any other responsibilities as assigned by the College Pastor.

Necessary Skills

- 1. Able to build meaningful relationships.
- 2. Able to shepherd and serve a diverse array of people.
- 3. Able to lead and teach.
- 4. Ability to build and lead teams.
- 5. Ability to work effectively and efficiently with others in a team environment.
- 6. Ability to prioritize workload, meet deadlines, manage projects, and delegate responsibilities simultaneously.
- 7. Ability to be flexible and servant-oriented.
- 8. Ability to recruit others to a vision.
- 9. Heart to keep learning and growing in Jesus.

Education / Experience / Desired/ Required

- 1. Earned college degree, pursuing seminary degree or Bible training preferred.
- 2. Previous ministry experience may suffice.

Directly Reports To

The College Women's Director is guided in her ministry by the College Pastor.

Terms of Employment

Agree to abide by all policies and procedures as outlined in the FBC personnel policy manual (including membership at FBC if applicable)

FBC College Pastor

Date: _____

Employee Acceptance Signature

Date: _____

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as assigned or negotiated to meet the ongoing needs of the organization. From time to time this job description may be modified, changed, added to, or reduced.