

**Women's Ministry Director  
Cuyahoga Valley Church  
Full-time position**



**MINISTRY SUMMARY**

**Ministry Vision:**

Supporting CVC's overall mission of "Inviting people to new life in Christ."

**Overall Ministry Objective:**

Implement the mission of Cuyahoga Valley Church within the Women's Ministry in LifeGroup settings, large group gatherings, events, missional activities, and in individual care environments.

**Accountability:**

The Director of Women's Ministry works with and is responsible to the Pastor of Community Life.

**POSITION DESCRIPTION**

**Specific Responsibilities:**

- Enthusiastically support the overall mission, vision, values, direction, and strategies of CVC.
- Possess a heart and vision to see God's restoration power at work in individual lives, in Northeast Ohio, and beyond.
- Oversee Women's LifeGroups and provide strong LifeGroup environments.
- Lead, disciple, shepherd, and pray with Women's LifeGroup leaders.
- Oversee Women's Large Group environments.
- Oversee MOMtourage, ministry to Moms of preschoolers (in collaboration with the Children's Minister and CVCKids Ministry).
- Lead evangelism and discipleship efforts and strategies for reaching women.
- Lead women in a discipleship model that includes the discipleship of current and development of potential leaders.
- Recruit, train, and equip new Women's LifeGroup leaders.
- Oversee the multiplication process of current Women's LifeGroups.
- Assist leaders in determining LifeGroup study materials.
- Participate in (and lead when needed) Leadership Equipping events and Group Connects.
- Lead and cast vision for missional initiatives for Women's Ministry and Women's LifeGroups (in collaboration with CVC Missions).
- Oversee MissionFit, a weekly strategic outreach ministering to women inside and outside of CVC through exercise and study of God's Word.
- Provide strategic, quarterly women's events, connects, and/or social gatherings that reach women inside our church and outside in our community.
- Oversee volunteer leaders and lead meetings for Women's Ministry volunteers.
- Collaborate with other ministry leaders to aid in a strong transitional and intergenerational ministry.
- Manage the administration needs and annual budget of the Women's Ministry.

### **Additional Responsibilities/Expectations:**

- Participate and engage in overall CVC body life (worship, community, and service environments)
- Personally engage in discipleship, leadership, and evangelism strategies and environments
- Approach strategies and ministry with the female demographic in mind
- Participate in additional staff meetings, opportunities, and commitments
- Offer initial, short-term counsel to those needing Biblical direction, advice, and crisis assistance, and then make referrals for ongoing counsel as needed
- Participate in and be available for women's leadership and representation during weekend services (prayer, follow up, teaching classes, hospitality needs, etc.)
- Keep regular office hours as well as time in the field building relationships and cultivating ministry connections and opportunities
- Participate in overall CVC staff responsibilities and commitments

### **Suggested Gifts, Skills, Qualifications and/or Experience:**

A person who....

- is dependent on God through His Word and prayer.
- has an active and passionate personal relationship with the Lord Jesus Christ.
- pursues godly character and qualities, with a track record of trustworthiness and integrity.
- evidences a servant attitude and a teachable spirit.
- is a creative and competent teacher of God's Word, with an ability to help others understand and apply Scripture to their lives.
- can lead a team by example and use her God-given abilities to further God's Kingdom.
- has a passion to see people become followers of Jesus Christ and to grow as His disciples.
- practices diplomacy and tact when dealing with a variety of people.
- can keep confidences and be sensitive to the needs of others.
- is able to communicate professionally in personal conversations, telephone conversations, and through other modern technology mediums.
- is competent with the English language, grammar, and punctuation.
- has sufficient and current computer and software skills, is able to use and/or learn the use of office equipment, is familiar with using social networking platforms and is willing to learn new skills as needed to stay efficient in communication.
- has and uses the skill/gift of hospitality.

### **Education:**

High School Diploma

B.A. or equivalent in ministry experience (Additional education may be substituted for years of work experience).

### **Estimated Time Commitment**

This is a full-time commitment, averaging 40 hours per week.

### **Contact:**

Inquires and electronic resumes may be sent to Brian Howell, Executive Pastor of Ministries, at [bhowell@cvconline.org](mailto:bhowell@cvconline.org).

**CUYAHOGA VALLEY CHURCH | Inviting People to New Life in Christ**

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