

HOUSTON'S FIRST BAPTIST CHURCH

Position Assignment:

Proposed Title: Director of Women's Ministry **Department:** Cypress Grow

Recruited By: Min of Campus Development & Min of Adult Discipleship

Reports To: Min of Adult Discipleship

Location: Cypress Campus

Proposed Employment Category: IIB

Status: Full Time Exempt

Summary of Position: The Director of Women's Ministry will be responsible to the church, under the direction of the Minister of Adult Discipleship, for the day-to-day leadership, development, and oversight of HFBC Cypress's Women's Ministries.

Duties and Responsibilities:

Discipleship

- Intentionally and consistently connect with Women of all ages through one-on-one meetings (coffee, meals, on-campus meetings, etc.) including guests, members, leadership prospects, and active Pathmakers (volunteers).
- Oversees Women's Bible Study Ministry
 - Responsible to Identify, Enlist, & Develop new Women's Leadership
 - Responsible for training & equipping of Women's Ministry leaders each semester; meeting with the group & individuals periodically; and communicating with the leaders weekly
 - Responsible to set & cast Women's Bible Study vision for the purpose of growing the souls of our women toward spiritual maturity
 - Responsible to handle all requests, communication, and promotion
- Maintain a relationship with the Women's Ministry Teams at all HFBC Campuses.

Events

- Lead in the planning & execution of all Women's Ministry/Discipleship events
- Handle all requests, communication, and promotion

Budget

- Responsible to develop, finalize, & submit annual Women's Ministry Budget
- Responsible to monitor & evaluate Women's Ministry budget line items monthly

Staff

- Serve on the Grow Team (PK, Kids, Students, Women, Connection, & Adults)

- Participate in All Staff, Grow Team, Team First, and other meetings as requested
- Lead Women's Ministry planning meetings
- Attend Planning Retreats

This job description is not all-inclusive and can be modified verbally and in writing by the position supervisor.

Skills Requirements: Select all that apply

- | | | |
|--|---|---|
| ☒ Language skills | ☒ Math skills | ☒ Reasoning ability |
| PC skills: ☒ Windows ☒ MS Office ☒ MS Outlook ☒ MS Excel | | |
| ☒ Administration | ☒ Service to others | ☒ Teacher/Leader |
| ☒ Good Communication skills | ☒ Team builder | ☒ Self-disciplined |
| ☒ Servant leader | ☒ Decision maker | ☒ Strong work ethic |
| ☒ Empathy for ministry partners | ☒ Attention to detail | |

Education and/or Experience: Select all that apply

- | | | |
|---|---|--|
| ☒ College graduate preferred | ☒ Administrative Experience | ☒ Personnel Management |
| ☒ Church Staff experience preferred | ☐ Other: Click here to enter text. | |

Organizational Relationships: Reports to Minister of Adult Discipleship

Working Conditions: Select all that apply

- | | | |
|---|--|--|
| ☒ 40 hour work week | ☒ Additional hours as needed | ☒ Occasional off campus activities |
| ☐ Continuing Education | ☐ Specialized training | ☒ Occasional travel |

Prepared By: Josh Ganjavi **Title:** Minister of Adult Discipleship

Date Prepared or Revised: June 23, 2026

Signature of preparer: _____

I have read and received a copy of my job description. I understand this document overrides anything I have understood in the past. I further understand that I am expected to work according to this job description. If I have questions concerning the work and what is expected of me, I will speak to my direct supervisor.

Employee Signature

Date

Print Name