



Greetings from Grace Church Presbyterian in Fort Collins, Colorado

Thank you for your interest in serving at Grace Church Presbyterian as our Resident Director of Women's Ministry. Please read the following job description and then send a resume and cover letter to searchcommittee@gracefortcollins.org. Our elders and search committee are actively praying for all who may apply for this role.

Title: Resident Director of Women's Ministry

Purpose

The Resident Director of Women's Ministry serves as a two-year ministry resident, providing leadership, discipleship, and administrative support for the women's ministry of Grace Church. Working under the supervision of the Senior Pastor and the Session, the Resident Director equips women to grow in Christ, fosters meaningful relationships within the congregation, assists the elders in shepherding and care ministries, and helps strengthen the overall discipleship of the church.

The residency is intended to provide meaningful ministry experience while preparing the resident director for long-term service in the church.

Vision for the Position

As our congregation grows, the need for intentional discipleship, pastoral care, and leadership among the women of the church has increased. Rather than immediately creating a permanent staff position, the Session is establishing a two-year residency that both serves our congregation and develops future leaders for Christ's Church.

This position represents an investment in both our congregation and the broader Kingdom by mentoring and equipping gifted women for faithful ministry.

Qualifications

Candidates should demonstrate:

- A mature and growing Christian faith with exemplary character.
- A clear testimony of faith in Jesus Christ.
- A strong commitment to the authority and sufficiency of Scripture.
- Alignment with Reformed theology and the doctrinal standards of the Presbyterian Church in America.
- Enthusiastic support for serving within a PCA congregation.
- Ability to work independently while collaborating effectively with pastors, staff, elders, deacons, deaconesses, volunteers, and ministry leaders.
- Strong organizational, interpersonal, and communication skills.
- A demonstrated gifting for discipleship, teaching, and relational ministry.

Preferred Qualifications

- Graduate theological education preferred, including degrees such as:
 - Master of Divinity



- Master of Arts in Biblical or Theological Studies
 - Master of Arts in Counseling
- Previous experience leading women's Bible studies or discipleship ministries.

Primary Responsibilities

- **Women's Discipleship**
 - Lead at least one weekly women's Bible study.
 - Develop and support additional discipleship opportunities that encourage spiritual growth and maturity.
 - Equip women to study Scripture and encourage one another in the faith.
- **Friendship and Assimilation**
 - Intentionally help women build meaningful friendships within the life of the church.
 - Welcome and connect new women into the congregation through personal relationships and one-on-one meetings.
 - Foster an environment where women become known, connected, and integrated into the church family.
- **Shepherding and Care**
 - Assist the elders in shepherding the women of the congregation.
 - Support the deacons and deaconesses in ministries of care and mercy.
 - Provide encouragement, discipleship, and practical support while referring pastoral matters to the elders as appropriate.
- **Ministry Leadership and Administration**
 - Plan, organize, and administer women's Bible studies, fellowship events, retreats, and other ministry initiatives.
 - Recruit, encourage, and equip volunteer leaders.
 - Ensure ministry events are well planned, effectively communicated, and executed with excellence.
- **Mentoring and Youth Hospitality**
 - Invest intentionally in younger women and teenage girls through mentoring, hospitality, and discipleship.
 - Host the church's youth group gatherings in the church-provided residence, providing a welcoming and hospitable environment while supporting the ministry of the Pastor of Discipleship and the youth leaders.
 - (These youth focused dimensions of the job description will amount to approximately one third of the Resident Director's weekly ministry assignment.)
- **Congregational Life**
 - Join and be an active participant in the worship, fellowship, and life of the church.
 - Participate regularly in a Grace Group.
 - Build relationships within the congregation and actively pursue opportunities to encourage and connect women in the church.

Compensation

Proposed package:

- Salary: **\$50,000–65,000**
- Church-owned housing provided in addition to salary (approximately \$20,000 value)
- Insurance stipend
- Two-year appointment