

# Women's Discipleship Director Job Description

*Riverside Covenant Church  
West Lafayette, Indiana*

## **Summary**

The Women's Discipleship Director is responsible for making disciples and equipping Riverside women to make disciples. Personal relationships with Riverside women are especially important, as well as developing leaders that will invest their lives in the spiritual growth of other women. The Women's Discipleship Director's work is performed under the general supervision of the Senior Pastor while working closely with the Leadership Team and other Riverside staff and leaders.

The Women's Discipleship Director should have a passionate desire to lead women to follow Jesus through the Bible, prayer, community, evangelism and service. She should be a gifted shepherd, skilled in relationship-building, and dedicated to seeing women develop their faith through Riverside and other spiritual growth opportunities in our community. The Women's Discipleship Director must work well with others and develop a team of women leaders who will help other women understand that Jesus came so that "they may have life, and have it to the full." (NIV – John 10:10)

## **Qualifications**

The Women's Discipleship Director should be a woman that professes Jesus Christ as her Savior and follows him as Lord. She should have strong character, spiritual sensitivity, good listening skills, and maturity. The Women's Discipleship Director should support the mission of Riverside Covenant Church to "glorify God by becoming disciples of Jesus Christ who share life in authentic community and transform the world through God's love, truth and power." She should also support the Evangelical Covenant Church ([www.covchurch.org](http://www.covchurch.org)) and embrace the Covenant Affirmations (<http://www.covchurch.org/affirmations>).

Strong communication and relationship skills, organization, creativity, vision, wisdom and discernment are essential for this position.

## **Essential Duties and Responsibilities**

1. Work with Riverside staff and leaders to develop strategies that encourage spiritual growth for women
2. Identify potential leaders and develop them into equipped leaders that will invest their lives in making disciples
3. Create easy entry points for new women attendees to connect with other women for discipleship, community and mission
4. Regularly examine Riverside member, regular attender, and guest lists to ensure that Riverside women are welcomed and invited to be in relationship with others that are a part of Riverside
5. Determine women's unique spiritual needs and work with other Riverside staff and leaders to design spiritual growth opportunities to meet those needs
6. Be accessible to all Riverside women and connect them with the Senior Pastor, other church staff, counseling professionals, and other community resources as necessary
7. Attend and actively participate in Riverside's Sunday worship services
8. Set a good example in the areas of relationships, commitment to Christ, follow-through and responsible living
9. Manage ministry expenses within the parameters of an established annual budget

## Compensation

The Women's Discipleship Director position is a 7-10 hour per week salaried position with a 3% retirement matching program, but no health insurance benefits. Compensation will be commensurate with experience. The Women's Discipleship Director will be reviewed on an annual basis by the Senior Pastor.

## Final Note

We believe that spiritual growth and accountability are vital to the health and welfare of all believers. Therefore, active participation in a Small Group, Bible Study, or meetings with a trusted discipleship partner on a weekly basis is mandatory. Our ultimate desire is for our Women's Discipleship Director to nourish their spiritual health and relationship with Jesus Christ as a part of Riverside, and we are committed to supporting her in this endeavor.

Please send a cover letter, resume, and references by mail or email to:

**Women's Discipleship Director Search**  
**Riverside Covenant Church**  
**1850 Woodland Avenue**  
**West Lafayette, Indiana 47906**  
Ph. 765.463.4600  
[dteefey@rcovenant.org](mailto:dteefey@rcovenant.org)  
[www.rcovenant.org](http://www.rcovenant.org)



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who share life in authentic community and transform the world through God's love, truth and power.*