

**Women's Ministry Site Director**

**Reports to the Executive Director**

**Primary Responsibilities**

1. Establish and maintain on-going Christ-centered relationships with women participants of Next Chapter Ministries through verbal and written communication.
2. Provide spiritual support in the lives of Women's Ministry participants.
3. Participate, teach and/or coordinate Christian based truth during Bible Studies to those involved in the Women's Ministry including Healing Hearts.
4. Plan, promote and coordinate educational and social activities that will support the holistic growth of Next Chapter Ministries participants.
5. Provide advocacy to Women's Ministry participants by assessing participant needs, goal setting, visioning, and providing ongoing support in relation to ministry objectives.
6. Assist in developing and responsible for managing the annual budget of the Women's Ministry.
7. Create, collect and document ministry outcome data.
8. Prepare quarterly reports and an annual report.
9. Recruit, supervise and care for volunteers.
10. Other duties as assigned.

**Secondary Responsibilities**

1. Represent Next Chapter Ministries, as directed, through formal and informal networking activities that serve to advance the Women's Ministry mission and build/increase its support and volunteer base.
2. Participate in Next Chapter Ministries’ community at large through interactions with the participants, volunteers, and staff in other sectors of the ministry.
3. Maintain and increase relationships with churches and strategic partnerships.
4. Assist in writing/editing of the newsletter to people that are incarcerated.

**Core Values**

1. Servant Leadership – Taking initiative to love God and serve people, valuing all of God’s children regardless of position. Romans 12; Matthew 22:36-40; Mark 10:42-45
2. Integrity - The quality of being honest, fair, and having strong Biblical, moral, and ethical principles. Matthew 5:37; Philippians 4:8; Titus 2:7
3. Competence – Possessing the required knowledge, skills, abilities and capacity to work with excellence. Matthew 25:14-30; Romans 12:2; 2 Corinthians 8:7
4. Commitment – Fully engaged in and dedicated to the mission and vision of NCM. Colossians 3:23; Romans 13; 2 Thessalonians 3: 6-13; 1 Corinthians 15:58; Galatians 6:9-10