CHRIST THE KING
ANGLICAN CHURCH

Position Description

TITLE:	Director of Women's Ministry
REPORTS TO:	The Rector
TIME COMMITMENT:	Part-Time (20 hours per week)
SALARY RANGE:	$30,000-$35,000 (annually)

POSITION SUMMARY

Christ the King is an Anglican church in the evangelical tradition. The church exists because Christ is worthy of our worship; we cannot follow Him alone; and the world is lost without Him. The church's priorities are to: Exalt Christ in worship; Grow in Christ as family; and Make Christ known in our community. Average Sunday attendance is 350 souls with approximately eight full time staff members.

We seek a part time Director of Women's Ministry. The director designs, implements, and oversees programming that engages, pastors and disciples the women of Christ the King. This position will be under the oversight of the Rector.

DUTIES AND RESPONSIBILITIES

- **Programming:** Design and execute a cohesive, year-round calendar of ministry opportunities for the women of Christ the King.
    - A regular, recognized, broadly accessible primary offering
    - Annual retreat or mission trip
    - Annual evangelistic Christmas event
- **Support & Multiply:** Support parishioner initiated bible studies and affinity groups, which currently include:
    - Three morning bible studies
    - Monthly hike
    - Monthly lunch
    - Monthly evening event.
- **Parishioner care and new member integration:** Ensure the pastoral needs of the women of CtK are addressed and establish a systematic onboarding process that connects new members into active ministry programs and community circles

QUALIFICATIONS

Required Qualifications

- **Spiritual Alignment:** Committed Christian in the evangelical tradition, fully comfortable with theological framework of the Anglican Church
- **Experience:** Experience in program development within a church or non-profit setting
- **Personable and Pastoral:** Ability to address pastoral needs of parishioners
- **Administrative Skill:** Exceptional organizational ability, strong time management for a part-time schedule, and clear communication skills

- **Availability:** Ability to manage a 20-hour work week effectively, balancing flexible office hours with required presence at key events.

Preferred Qualifications

- **Technical Proficiency:** Familiarity with church management systems (ACHS), digital platforms (Google Suite, Constant Contact, SquareSpace)

Interested parties should send resume and cover letter to admin@ctkalexandria.org