



Women's Bible Study Coordinator Job Overview

Qualifications for employment at Watermark include having made a life commitment to Jesus Christ, agreement in writing with the Beliefs and Governance statements of Watermark, and having a work history and a lifestyle that are consistent with biblical principles. Must be an existing member of Watermark or willing to become one.

JOB TITLE: Women's Bible Study Coordinator

DEPARTMENT: Equipping

REPORTS TO: Women's Bible Study Director

FLSA STATUS: Exempt

TIME REQUIREMENTS: Full Time; in-office

CLASSIFICATION: Ministerial Role

VISION: Abiding in Jesus, we are making disciples together.

POSITION SUMMARY: Responsible for coordinating the various expressions of Women's Bible Study under the direction of the Women's Bible Study Director. Primarily responsible for recruiting, training, organizing, and supporting volunteers.

POSITION RESPONSIBILITIES:

- Recruit volunteers for Women's Bible Study
 - a. Define qualities of ideal candidates for service and leadership in Women's Bible Study
 - b. Create strategies for identifying and contacting candidates
 - c. Prepare tactics for meeting candidates, casting vision, conducting interviews, communicating expectations, and guiding an onboarding process
- Train and support volunteers for Women's Bible Study
 - a. Define expectations for disciple-making and excellence in each volunteer or leadership role
 - b. Oversee, develop curriculum, and teach the Women's Bible Study Leadership Formation Program
 - c. Supply volunteers with essential information, training sessions, or training materials
 - d. Create strategies for ongoing coaching and development of volunteers to ensure a consistent quality experience for participants
 - e. Galvanize and motivate volunteers. Create a sense of camaraderie among the team
 - f. Answer questions and provide pastoral support for volunteers and participants as needed
- Organize logistics for Women's Bible Study
 - a. Oversee the placement of participants in groups with leaders
 - b. Define and coordinate the collaborative support needed from other teams including Master Calendar, Communications, Production, Security, Kids Midweek, Facilities, etc.
 - c. Collaborate with Men's Bible Study when it comes to the support provided by the Men's and Women's Bible Study Assistant
- As directed by the Women's Bible Study Director, occasionally assist with teaching and curriculum development
- Participate in general Watermark staff-required activities (expense reporting, Staff on Call, staff meetings, retreats, Christmas Eve, Easter, other "all hands on deck" events, etc.)

ROLE QUALIFICATIONS:

- Commitment to the vision and 10 markers of Watermark Community Church
- Commitment to Watermark's staff values: Dependent, Unified, Excellent, and Fun (DUEF)
- Formal education in biblical literacy and theology
- Demonstrated proficiency in written and verbal communication skills, including public speaking
- Calling to ministry and leadership. Some previous experience in organizing groups, teams, or events
- Ability to attract, inspire, equip, and deploy volunteers
- Exemplary Christ-follower, galvanizer, team-builder, encourager, initiative-taker, collaborator

All employees' job descriptions are subject to change from time to time at the sole discretion of management.