



# Women's Community Formation Director 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 Community Formation Director

**FLSA STATUS:** Exempt

**DEPARTMENT:** Community

**TIME REQUIREMENTS:** Full Time

**REPORTS TO:** Director of Community Formation

**CLASSIFICATION:** Non-Ministerial Role

**STAFF MISSION STATEMENT:** Inspiring and equipping every member to live a life of full devotion to Christ.

**POSITION SUMMARY:** Primarily responsible for shepherding new Women's Community Groups through the Launch process. Owner of Launcher recruitment and development, pastoral care for Launch Groups, and general follow-up for in-process members. Partner with the Director of Community Formation in the ministry oversight and daily operation of Women's Community Formation. Support the introduction and connection of individuals to new Community Groups.

## ESSENTIAL SKILLS & EXPERIENCE:

- Pastorally gifted
- Emotional intelligence
- Ability to manage, evaluate, and adjust processes
- Conversant in Scripture
- Excellent verbal communication skills
- Strategic thinking
- Flexibility and adaptability
- Connector and recruiter
- General administrative skills

## POSITION RESPONSIBILITIES:

1. Women's Community & Formation
  - a. Maintain ministry oversight and directional leadership for Women's Community Group Launching
  - b. Share ownership for the strategy and execution of Launcher recruitment, onboarding, equipping, and support with the Men's & Married Community Formation Director
  - c. Partner with the Women's Community & Formation Director to provide proactive and reactive pastoral care and Biblical counsel to Women's Community Groups in the Launch process
  - d. Support the Director of Community Formation in the oversight and execution of the Community Formation process
    - i. Including but not limited to one-to-many communication, volunteer development, participant care, etc.
  - e. Contribute to development of training resources
  - f. Lead discipleship groups of Launchers and Formation volunteers
  - g. Be available for 'after hours' individual & group meetings and time-sensitive or urgent pastoral care
2. Administration
  - a. Record detailed notes for Women's Community Groups while in the Launch process
  - b. Respond in a timely manner to all emails related to community
  - c. Submit weekly group updates
  - d. Weekly care & next step phone calls to members who step away from community
  - e. Annual member follow-up (partnership with the Connecting Team)
  - f. Individual budget tracking

4. General

- a. Annually serve as Women's 'Staff on Call' two weeks
- b. First Impression follow-up as needed
- c. Serve Christmas Eve, Easter, & CLC
- d. Attend Staff Retreat (January), Team Retreat (annual), Christmas Party (2<sup>nd</sup> or 3<sup>rd</sup> Friday in December)

**DIRECT REPORTS:** N/A

**MARKERS OF AN IDEAL CANDIDATE:**

- Lover of people
- Discipleship minded
- Detail-oriented
- High capacity
- Patient (with people, progress, and process)
- Models Community 6 Core Values personally
- Independent & responsible under loose structure