



Women's Connecting 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 Connecting Coordinator

FLSA STATUS: Exempt

DEPARTMENT: Connecting

TIME REQUIREMENTS: Full-time, in-office

REPORTS TO: Membership Director

CLASSIFICATION: Ministerial Role

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

POSITION SUMMARY: Responsibilities include shared oversight of Connecting volunteer team, project management, pastoral care support for Women's Connecting Team, and recruitment/development of Connecting volunteers. This role is a combination of administrative responsibilities (40%) and discipleship of women (60%).

POSITION RESPONSIBILITIES:

- Connecting Coordinator
 - a. Provide pastoral care and discipleship to women who are new members or attendees by helping them take next steps toward connection and spiritual growth
 - b. Facilitate and oversee women's baptism interviews, ensuring each person understands the process, next steps, and biblical significance of baptism
 - c. Lead the Membership Class experience by creating clarity for attendees to engage in the life of the church
 - d. Review and manage women's written testimonies, including ownership of assignments, providing feedback, and maintaining clear correspondence
 - e. Recruit, onboard, and develop female Connecting volunteers, including Believe Team Hosts and Basic Training Volunteers, to serve effectively in their roles
 - f. Partner with the Membership Director on special projects and initiatives that strengthen the connecting process
 - g. Co-own the Membership email inbox, responding to inquiries within 48 hours
 - h. Support membership renewal processing, ensuring timely follow-up and alignment with ministry goals and processes
- General
 - a. Must be able to work Sunday events (2x monthly) and host morning/evening meetings (approx. 2x weekly)
 - b. Engage with Sunday newcomers for intentional follow-up (6-8x yearly)
 - c. 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)
- Demonstrated ability to counsel using a biblical framework and 3 years related ministry experience preferred
- Proven ability to provide biblical pastoral care and navigate theological conversations
- Self-starter and executer with proven organization skills and an energizer of others
- Previous experience in volunteer development and project management
- Ability to engage with all life stages
- Strong verbal and written communication, high attention to detail
- Robust biblical understanding of meaningful church membership

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