

Friends Church
WOMEN'S LIFE GROUPS DIRECTOR
PART-TIME

JOB PURPOSE

To provide strategic leadership in all phases of Women's Life Groups discipleship, including group assimilation and involvement, recruitment, training, retention, and mentoring of group leaders, and mobilizing Life Groups to support the vision, values, and mission of Friends Church.

ESSENTIAL FUNCTIONS

- Primary duties of the Women's Life Groups Director include:
 - Partner with the Life Groups Director in executing a church-wide Life Groups strategic plan.
 - Assess and enhance the current Life Groups strategic plan, reviewing and updating goals and objectives as necessary.
 - Evaluate and provide course correction, as needed, toward the goal of 75% of church-wide weekend attendance actively participating in a Life Group.
 - Develop and implement a comprehensive development plan for Women's Life Group leaders and coaches, including recruitment, training, and retention strategies that will provide vision, skills equipping, spiritual care, and leader appreciation.
 - Recruit, train, and empower Women's Life Group coaches to care for huddles of Women's Life Group leaders.
 - Partner with the Life Groups Director in leading the "Rooted" experience movement.
 - Partner with the Local Outreach Director in leading Women's Life Groups to intentionally pursue and build relationships with people who are spiritually seeking.
 - Partner with the Global Freedom Director to identify local and global mission opportunities for Women's Life Groups.
 - In coordination with the Life Groups Director, supervise Life Groups curriculum development, including sermon-based Discovery Questions and other resource options such as Right Now Media.

General Pastoral Duties:

- When commissioned or recorded, may conduct weddings, funerals and baptisms.
- Work with appropriate staff and volunteer leaders to carry out the ministry of the church.
- Attend staff meetings, retreats, and conferences; keep current in related fields.
- Partner with the Life Groups Director in performing other appropriate duties, as requested.

QUALIFICATIONS

SPIRITUAL: Must have a personal relationship with Jesus Christ and must have a heart for ministry. Must hold to the Statement of Faith, Position Statements, Purpose Statement, and Core Values and Ministry Values of Yorba Linda Friends Church. Those that serve God on the staff at Yorba Linda Friends Church are expected to set a high standard of personal conduct and lifestyle. It is required that all staff are members of Yorba Linda Friends Church.

EXPERIENCE, EDUCATION AND LICENSURE: A bachelor's degree in related field; or equivalent combination of education and experience. Must be commissioned through SWYM.

KNOWLEDGE AND SKILLS

SKILLS: Must be proficient in the Microsoft Suite of products. Excellent interpersonal, verbal/written communication skills, and mathematical skills. Must be

a self-starter. Must be confidential, flexible, accurate and have good follow-up skills. Strong managerial skills.

ABILITY: Ability to understand, teach and live out Biblical truths. Ability to comprehend written and oral information and to express written and oral information with clarity. Ability to identify problems, exhibit both inductive and mathematical reasoning. Ability to travel. Ability to work nights, weekends, and holidays, as requested.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to sit and talk and hear. The employee is frequently required to use hands to handle or feel and reach with hands and arms. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 30 pounds

WORK ENVIRONMENT: *Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is usually moderate.