

FRIENDSCHURCH

WOMEN'S LIFE GROUPS DIRECTOR FULL-TIME, EXEMPT

JOB PURPOSE

In partnership with the Life Groups Director, provide strategic leadership in all phases of Women's Life Groups discipleship, including group assimilation and retention; recruitment, training, and coaching of group leaders; mobilizing groups to support the vision and mission of Friends Church in serving to change our world.

ESSENTIAL FUNCTIONS

Primary duties of the Women's Life Groups Director include:

- Partner with the Life Groups Director to execute a church-wide life group strategic plan.
- Assess life group strategic plan, updating goals and objectives, as necessary, to meet goal of 75% of church-wide weekend attendance to actively participate 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 skills equipping, spiritual care, and leader appreciation.
- Recruit and train women's life group coaches to care for cohorts of women's leaders.
- Partner with Life Groups Director in leading the "Rooted" experience movement.
- Partner with Evangelism Director in leading women's Life Groups to intentionally pursue and build relationships with people who are spiritually seeking.
- Partner with Missions 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 all-church campaigns, Discovery Questions, and other resources such as Right Now Media.

GENERAL PASTORAL DUTIES

- Provide pastoral counseling and spiritual direction for women and families, as appropriate
- When commissioned, may conduct weddings, funerals and baptisms.
- Work with appropriate staff and volunteer leaders to carry out the ministry of the church.

ADDITIONAL FUNCTIONS

- Participate in all-church Group Life series as requested, minimum once a year.
- Attend and participate in all Friends Church staff events, programs, and training.
- Keep current in related field.
- Partner with Director of Life Groups and Team Lead by performing other related 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 members actively participate in the ministries of Friends Church.

EXPERIENCE, EDUCATION AND LICENSURE: A bachelor's degree in related field; or equivalent combination of education and experience. Encouraged to consider commissioning through Friends Southwest.

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.

Yorba Linda Friends Church reserves the right to change, rescind, add or delete the duties and responsibilities within this job description at any time.

To apply, please send your cover letter and resume to Dana Anderson at danaa@friends.church.