



# Pastor - Women's Ministry

## **Job Classification**

Exempt/Full-Time

## **Your Team**

This position reports to the Executive Pastor and directly oversees the Women's Ministry & Women's Leadership Team.

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## **OUR MISSION**

We seek to become an authentic biblical community effectively reaching out to our churchless neighbors with empathy, grace & truth, so they can experience a whole new life with Jesus, and like Jesus, more every day.

## **OUR VISION**

In 2030, we will be planted in four western locations strategically equipping suburbanites to collaborate with the Holy Spirit in wisdom, power & revelation. Together, we will graciously lead our churchless neighbors to be with Jesus & like Jesus, more every day. Together, we will empower joyous small groups to care well for each other and meet the needs of the most vulnerable. As a result, we will alter neighborhoods locally & around the world, creating applause for our Father in heaven. All four VC communities will be commissioned to multiply to four more VC communities over their next ten years. Lastly, no perfect people will be allowed to join these communities.

## **OUR CHURCH**

We are a multi-generational, suburban church of Clark County, making disciples who join others who make disciples, desiring to reach thousands of our churchless neighbors, meeting the practical needs of the most vulnerable, developing competent kingdom servants and leaders who multiply.

We believe that our everyday operations should be based on this mission and implemented with integrity and excellence in all that we do. We are dependent upon God's Spirit and his Word to lead us in all manner of motivations and behavior that encompasses personal, professional, and spiritual responsibilities. Each employee should carry out their responsibilities in a way that reflects the biblical values of Vancouver Church.

## **POSITION SUMMARY**

As the Pastor of Women's Ministry, you will lead and equip the women of Vancouver Church to each grow in their personal relationship with God. You will provide leadership and training for women to impact their personal sphere and our surrounding community, with a collective movement of women seeking to fulfill the mission and vision of Vancouver Church. A prime responsibility is to build a community of godly women. You will strategically coordinate, manage, and communicate the yearly women's ministry calendar and coordinate this with staff and overall church calendars. You will recruit, lead and empower the women's ministry team. You are a vital member of the Pastoral staff and will share in the responsibilities and be a part of the Sunday Service team, Guest Services, Spiritual Formation, Pastoral Counseling, Prayer Ministry, Hospitality Ministry and ideally, part of the Teaching Team.

## **JOB RESPONSIBILITIES**

**Women's Ministry** - Generate a movement amongst the women of VC & Clark County

- Strategically manage & communicate yearly women's ministry calendar
- Coordinate with staff regarding overall church calendar
- Recruit, lead and empower a Women's Ministry Team to serve in various areas of service to women, the church and the wider community
- Create a rhythm of activities that allow women to join in at any point of their spiritual journey (seek, follow, serve, send)
- Develop community-wide events for Women
- Annually develop a retreat for women to focus on life transformation (moving from Seek to Follow, from Follow to Serve, from Serve to Send)
- Develop a Discipleship and Mentorship program in conjunction with the Spiritual Formation team. (These are in-person small groups that address all aspects of a women's path to spiritual growth).
- Catalyze the recruitment of women for Alpha; both leaders and participants

## **Teaching Team Member**

Will be a member of the Teaching Team and periodically teach on Sundays as assigned by the Senior Pastor.

## **Guest Services**

As a Member of the Guest Experience Team, you will assist in the following areas:

### **Assimilation Team**

- Assist tracking people until they are connected
- Help create intentional assimilation points
- Help train strategic teams of highly relational folks to engage first-time guests
- Assist ushers and help establish a team of women for each gathering to help with welcoming and ushering our guests
- Assist greeters to establish a team of men and women for each gathering
- Familiarize yourself with all church resources and activities for the day
- Provide team members to cover the Connect Information Desk on Sundays

### **Spiritual Formation Team Member**

Assist the Pastor of Spiritual Formation to establish a pathway for women by assisting in the following areas:

- Connect Team
- VC Basics
- Seek > Follow > Serve > Send
- Discipleship
  - Women's mentoring groups
  - One-on-One - Alpha - Rooted - Life Groups

### **Pastoral Counseling & Compassionate Care Participant (Part of VC Cares Ministry)**

- Visitation
- Crisis Intervention
- Weddings & Funerals
- Benevolence
- Prayer Chain
- Letters of Encouragement

### **Sunday Services Team Member**

- Preview/Review Sunday Gatherings
- Pre-service prayer meetings
- Congregational interaction during meet and greet

- Individual prayer with church members
- Will be assigned weekly responsibilities in Sunday gatherings

### **Hospitality Ministry**

- Oversee and support activities of all things hospitality. Work with the Hospitality Director to coordinate ministry-related activities with the church body

### **Prayer Ministry**

- Oversee and develop the Prayer Ministry
- Assist and help develop the Pray Ministry Director

### **PERSONAL RESPONSIBILITIES**

With Christ as your Lord, and Vancouver Church as your home church, we ask that you embrace the following:

- Maintain Christ-centered priorities in your life by putting Jesus first, spouse second, children third and ministry fourth.
- Take initiative; be aware of what is/isn't happening around you, then take action.
- Spend 70% of your time fulfilling your personal job responsibilities, 20% supporting your fellow team members and 10% on personal/professional development (determined in collaboration with your supervisor)
- Serving with joy in an area of ministry; this is above and beyond your professional job.
- Be loyal to the mission, vision and your fellow staff members and always protect the unity of Vancouver Church.
- Demonstrate a Christ-like attitude through all interactions with congregation, staff, and volunteers.
- Invest in the lost and invite them to know Jesus and join Vancouver Church.
- As an act of worship & teamwork, tithe at least 10% of your VC income to the mission and vision of Vancouver Church.

### **FAMILY INVOLVEMENT: Spouse**

- Mature believer with a deep love of the Lord and the local church
- Affirms the Lord's calling on their whole family to Vancouver Church
- Regularly & positively participates in the life & mission of Vancouver Church
- Not be required to hold any specific role within the church
- Holds the conviction that the Pastor is called to the ministry of VC
- Holds to the basic values and life-style of a mature believer
- Fully supports the Pastor's call to full-time vocational ministry, recognizing it is a calling first and a job second. (This involves a varying schedule which frequently includes weekends, holidays, evenings and some long days. If a spouse is unable

to joyfully support the Pastor for an extended period of time, Pastor and supervisor will need to reevaluate the health of this role for the Pastor's family.)

### **FAMILY INVOLVEMENT: Children**

- Young kids will regularly participate in the life of Vancouver Church in a way that best fits each one of them
- Teens are encouraged to participate in the life & mission of Vancouver Church in the place that best fits them. If that is a challenge, Pastor and supervisor will work together to create a place, or even find another church that fits the teen's season and passions.

### **REQUIRED SKILLS AND QUALIFICATIONS**

A clear testimony of faith in Jesus Christ and a vital growing personal relationship with Him.

- A strong biblical foundation of management in a church setting.
- Demonstrated success and passion for women and their families revealed by the desire to oversee discipleship, evangelism, events, service projects, relationship development and pastoral care.
- Ability to work as part of a large pastoral and administrative team.
- A teaching ability that is creative, fun and speaks to the heart of women.
- Strong relationship, connection, and communication skills that inspire and provide leadership to draw our women to want to know God more.
- Team-building skills that provide leadership and oversight for the ministry so that the goals and mission of the department are met.
- Excellent organizational skills to manage and administer the programs and activities of the Women's Ministry.
- Ability to think strategically and develop goals and objectives that align with the mission and vision of VC.
- Ability to recruit, train, develop and empower the Women's Ministry Team and volunteer servants.

### **EDUCATION AND EXPERIENCE**

- Degree in Biblical Studies, Theology, or Ministry to Women is preferred or equivalent experience.
- High School Diploma or equivalent is required.
- 3+ years of successful experience in Women's Ministry and/or 3 years working in pastoral care and ministering in a local community or church.

**CLEARANCES:** Background clearance

*I have read and received a copy of my job description.*

Name: \_\_\_\_\_ Date: \_\_\_\_\_