



JOB DESCRIPTION | ASSOCIATE PASTOR TO WOMEN/COMMUNITY LIFE | 40 HOURS A WEEK

**My Win:**

I know I am winning when women at Christian Assembly are gathered, equipped and unleashed to accomplish the mission of Christian Assembly – leading the convinced and unconvinced to complete commitment to Christ.

**My Main Responsibilities:**

- Serving as a vital team member on the Women’s Ministry Team – collaborating with and helping shape the vision for the Women’s Ministry under the leadership of the Women’s Ministry Pastor
- Giving leadership and directional oversight to Women’s Ministry events and celebrations (Women’s Retreat; Day of Hope; Leadership Appreciation Events, etc.)
- Providing Pastoral Care and Leadership to two weekend services as assigned (giving care, equipping leaders, building community) alongside the male Community Life Pastor for these services
- Recruiting, training and caring for Women Group Leaders
- Leading an effort to strengthen and grow Women’s Life Groups

**My Daily Tasks:**

- Recruiting, Equipping and Caring for Leaders who lead in Women’s Ministry and Community Life
- Giving directional leadership to Women’s Ministry Events and Life Groups
- Providing pastoral counseling and care
- Praying for Christian Assembly, leaders and staff
- Cultivating daily intimacy with Jesus

**My Qualifications:**

- Gifted in leadership and pastoral care
- Proven ability to share the gospel and disciple women
- At least 3 years of experience leading small groups focused on discipleship
- A proven track-record in planning and executing events
- Able to teach/speak in a variety of settings ranging from leader trainings to Women's Bible study sessions
- Passionate to see Christian Assembly grow deep and wide and live out our core values and mission
- Ability to multi-task, manage details and meet deadlines
- Mature and growing faith in Jesus Christ
- Love for the local church and for people
- Effective interpersonal skills
- Enjoys collaboration with staff and volunteers
- Self-starter and committed to clear communication
- Teachable with the ability to say “I’m sorry/I messed up”

**My Expectations:**

- Contribute positively to the energy and efficiency of the CA Staff
- Communicate clearly with supervisor
- Grow daily as a follower and worshiper of Christ

**My Circle of Influence:**

- Christian Assembly Women
- Two weekend services as assigned
- Women’s Ministry staff and leaders/volunteers under my care
- Staff of Christian Assembly

**I Report To:**

- Pastor to Women, Cheryl Fletcher