



NEW COVENANT

BIBLE CHURCH

Title: Women's Community Associate

Job Summary

The Women's Community Associate is a member of the Adult Discipleship Team. He/she leads Women's Communities by establishing clear processes; recruiting, equipping and training staff, volunteer leaders and teams; providing vision, oversight and accountability for Women's Communities in order to accomplish the planned outcomes of New Covenant Bible Church.

Character and Christian Lifestyle Expectations

1. Adheres to the NCBC Constitution, including the Statement of Faith, with a lifestyle that exhibits both true Christian love and personal holiness in ministering to others
2. Regular worship attender/member at New Covenant Bible Church who maintains spiritual disciplines such as a regular devotional life of prayer, Bible study and scripture memory individually and as part of a group
3. Communicates biblical truth accurately and effectively
4. Models and supports the spiritual and leadership development of others
5. Actively develops relationships with others in order to help them find and follow Jesus
6. Contributes finances, influence, skills and time at New Covenant Bible Church in a generous manner with a view toward the continuation and promotion of New Covenant's local and global ministry of spreading the gospel and discipleship

Specific Job Duties

1. Supports the mission, vision and values of New Covenant by promoting and implementing the vision, strategies, methods and goals Women's Communities
2. Represents Women's Communities on the Adult Discipleship Team in an effective and collaborative manner
3. Recruits, selects, equips, schedules, supervises and inspires staff and volunteers in order to accomplish the Women's Community vision
4. Disciples others spiritually and as leaders in a creative and innovative manner which develops them to be effective in discipling others, with a focus on Women's Communities
5. Facilitates the administration of the annual budget for Women's Communities
6. Participates in Adult Discipleship Team meetings and other required staff events
7. Leads Women's Community Team meetings. This includes having and accomplishing a clear purpose for meetings and conducting meetings in a respectful way

8. Evaluates, collaborates and assists in providing Women's Community resources to team leaders, volunteers, members and attenders throughout the church
9. Evaluates annually the effectiveness of individual Women's Community leaders and Women's Community area as a whole
10. Leads women-focused Community programs aligned with Adult Ministries vision
11. Trains and supports women leaders for Community programs under the Community Director
12. Leads the women's event team to create on-ramps for disconnected women and address women-specific topics
13. Conducts women-focused Member Health check-ins, with emphasis on single women on the roster
14. Liaises with women's small group leaders through regular connection and support under the Community Director
15. Performs other duties as assigned

Knowledge, Skills and Abilities

- Ability to work collaboratively demonstrating friendly interpersonal skills is required (1 Corinthians 1:10)
- Ability to be flexible when working on tasks while maintaining composure is required (1 Corinthians 9:19-23)
- Ability to clearly see how job duties and tasks advance the New Covenant mission is required (1 Corinthians 10:31-33)
- Ability to maintain confidentiality is required (Proverbs 11:13)
- Ability to recruit, equip and creatively inspire a team of staff and volunteers is required (Jeremiah 3:15)
- Ability to contribute to the spiritual growth of others is required (2 Timothy 2:2)
- Ability to recognize and develop the spiritual gifts in others is required (1 Corinthians 12, Romans 12:4-8, Ephesians 4:11-13)
- Ability to communicate biblical truth accurately and effectively, including the gospel, is required (2 Timothy 2:15)
- Ability to diligently lead a team or ministry area is required (Romans 12:8)
- Knowledge of current discipleship trends and practices is required
- Ability to interact with our church database and other digital forums to help facilitate ministry in a church of our size is required

Education/Experience

A Bachelor's degree is preferred

Three years of experience in leading a ministry team is preferred

Reporting Relationships

Reports to: The Discipleship Pastor

Direct Reports: key volunteers

Physical Activity Requirements

	Very Frequent (100-75%)	Frequent (74-50%)	Occasionally (49%-25%)	Seldom (24-0%)
Balancing			X	
Climbing				X
Crouching				X
Feeling			X	
Fingering			X	
Grasping			X	
Handling			X	
Hearing	X			
Kneeling				X
Lifting (light)				X
Lifting (heavy)				X
Pulling				X
Pushing				X
Reaching			X	
Repetitive motion		X		
Sitting	X			
Standing		X		
Stooping			X	
Talking	X			
Walking	X			