



Qualifications for employment at Watermark requires having made a life commitment to Jesus Christ, agreement in writing with the Beliefs and Governance statements of Watermark and having a work history and a lifestyle that is consistent with scriptural principles in the Bible.

**Job Title:** Women's Connecting Coordinator

**FLSA status:** Exempt

**Department:** Connecting

**Reports to:** Men's & Women's Connecting Director

**Position summary:**

Primary responsible for recruiting, interviewing, and onboarding new women's community group leaders. Responsible for assimilation process to start women's community groups. Primary point of contact for women seeking to get into community or new to Watermark. Also, responsible to help support additional connecting areas and teams.

**Spiritual Gifts:**

- Leadership
- Discernment
- Encouragement
- Shepherding
- Administration

**Role qualifications:**

- A desire to model, encourage, and equip God's people to live in biblical community, as they seek to live out what it means to be God's church.
- A relational, humble, professional, and Spirit-led leader, who is committed to abiding with Christ daily, pursuing others relationally, counseling others biblically, living authentically, admonishing others faithfully, and engaging missionally.
- A heart and compassion for unconnected people

**Essential Skills and Experience:**

- Leading small groups
- Conflict resolution
- Organization
- Communication
- Flexibility and adaptability
- Recruiting
- Interviewing
- Building Teams

**Position Responsibilities:**

1. Women's Assimilation

- a) Oversee and lead the Women's Community Formation process for women from beginning to end, partnering with the Men's & Women's Connecting Director
- b) Oversee and lead the Women's Open Community Group team at the Porch
- c) Be the primary point of contact for women in Community Formation or those needing to get connected to Watermark
- d) Develop additional group assimilation/connecting opportunities beyond Community Formation

2. Recruit and Develop Leaders

- a) Identify, recruit and interview Community Group Leaders for new groups
  - b) Recruit leaders for various roles with the Connecting ministry, including Community Formation facilitators, Community Formation operations, group launchers, ministry volunteers, Membership Class Follow-Up Team, etc
  - c) Help identify leader apprentices to be developed for the next generation of Connecting leadership
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- d) Work with Connecting Director/team to facilitate quarterly Connecting Volunteer huddles and First Wednesday CF Team Prayer
  - e) Create teambuilding and discipleship opportunities for female leaders in Open Community Group and Community Formation
3. Provide Pastoral Care
- a) Be available to minister to and serve each individual and group as issues arise during both the Community Formation and group launching process
  - b) Provide biblical counsel for individuals during the during Community Formation process.
  - c) Be a point of contact for Pastoral Office/Dallas Campus Pastor to connect women who reach out for counsel/connecting
  - d) Follow-up with women from membership class, along with Believe Team Coordinator, who have questions about doctrinal statement
4. Execute administrative responsibilities of role
- a) Oversee workload, care and review of Community & Connecting Assistant along with Women's Community Director
  - b) Communicate with participants in regard to Community Formation process
  - c) Maintain Rock database of people looking for Community Group
  - d) Communicate and oversee that membership requirements of individuals in Community Formation processes are being met
  - e) Coordinate and manage all female leader interviews, facilitator interviews and OCG meetings

Reporting to this position: Men's & Women's Connecting Director

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