Job Description

Title: SGWomen's Coordinator  Date: 4.25.2017
Report to Title: SGWomen's Minister  Prepared By: Eric Clark
Department: Adults Spiritual Formation

Position Purpose:
SGWomen's Coordinator (WC) organizes classes, events, trainings, activities and other initiatives in order that women are put into a position for God to bring about their transformation through Jesus to become all they are designed, called, and gifted to be.

Team Organization:
Women's Ministry effort is organized around our tri-part strategy of Connect, Grow, and Influence.
- Connect: We help women connect to God, one another, and those apart from God.
- Grow: We help women grow in Christlikeness where we celebrate progress over perfection.
- Influence: We help women not waste their influence because there are no neutral moments.

The WC may be asked to focus on and own one of the areas of the tri-part strategy, but ultimately the Women's Ministry team is responsible to see each part thrive and advance in the lives this Fellowship's women.

Role Basics | Responsibilities and Expectations
- General:
  - Love, support, connect, and equip women in all seasons, of any age, and with any background.
  - Not just be a "doer" of tasks, but a developer of people and teams.
  - Execute all activities, events, studies, programs assigned and related to SGWomen.
  - Participate, collaborate, and plan with the Women's Leadership Team
  - Network, identify, and unearth potential servant-leaders for Women's Ministry.
- Connect Team
  - Work hand-in-hand with Connect Team to plan, coordinate, organize, and implement events, on- and off-site conferences, off-site trips, connection-focused classes, and space/resources for SGW-related activities.
  - Work alongside Assimilation and Mobilization of the connection and retention of women connecting to classes, groups, and areas of service.
- Grow Team
  - Works hand-in-hand with Grow Team to plan, coordinate, organize, and implement Bible Studies, campus groups, off-campus groups.
  - Recruit and cultivate facilitators, teachers, and support personnel while taking responsibility for leader training and assimilation.
- Influence Team
  - Work hand-in-hand with Influence Team to plan, coordinate, organize, and implement mission trips, community outreach, semester service projects, and conduct applicable trainings.

*All coordinator positions are subject to the supervision of the SGWomen's Minister. It is understood these descriptions are designed to give a general overview of the duties of this position. While the primary and general focus should remain fairly constant, it is also understood that the specific duties and responsibilities are subject to change.*
Role Directives
- **Leadership** | Champion the vision of Adult Ministries and by extension Women's Ministry by leading meetings, initiating training, shepherding servant-leaders, and being a consistent voice for Women's Ministry.
- **Equipping** | Develop and foster the expansion of Women's Ministry through:
  - Recruiting and training of new group leaders.
  - Helping Women's Team build the necessary teams to accomplish ministry.
- **Assimilation** | Create and implement pathways for people to take their next step from attractional environments (Sunday gathering/events) into “one another” environments through relational connection.
- **Multiplication** | Support a multiplying culture in the various environments of Women's Ministry at every level of leadership.
- **Collaboration** | Partner with other ministry areas to increase the overall impact of adult ministry at Stonegate Fellowship. (E.g. aiding in recruiting Servant Leaders for student ministry, or encouraging groups to participate in a missions project)
- **Multi-site** | Support the development of any multisite Women’s ministry through consistent communication, empowerment, equipping, and cooperation.

Kingdom Relevance
- **Assimilation** | Invest in the effort to see the unchurched, de-churched, and unconnected connect to this fellowship, so they can work out, in shared relationships, all the ways God has called, designed, and gifted them to be in Christ to advance the kingdom of God.
- **Groups** | Work tirelessly to see Stonegate become a church of groups, not just a church with groups.
- **Welcoming** | Model a comprehensive biblical understanding of hospitality as it relates to group life.
- **Leader-Equipping** | Work with various ministry departments and associated Stonegate staff to fulfill the equip the saints for the work of ministry mandate in Ephesians 4:11-16.

Competencies, Skills and Educational Requirements

**Education**
- Preferred: B.S. or B.A. from an accredited university

**Competencies and Skills**
- A strong and growing personal commitment to Jesus Christ spilling over into authenticity, integrity, and holiness.
- Commitment to the vision and values of Stonegate Fellowship and the Adult Ministry team.
- Ability to network and build relationships with strangers.
- The ability to lead, clarify vision, call to action, and delegate with discernment.
- Ability to build teams without being a micromanager.
- A developing leader who knows his/her strengths and weaknesses with the courage to identify areas of weakness and take steps to become strong in those areas.
- Ability to enable and empower others to carry out work of ministry and to support their efforts.
- Ability to skillfully apply one’s knowledge and skills in ministry and leadership.
- Good organizational, administrative, written, and communication skills.
- Flexible, self-starter, but not a ‘lone ranger”; a committed team member.
- Ability to competently use technology with good computer skills.

**Time Requirement**
- The expected time spent per week will be part time not exceed 29 hours.
- This position requires availability on days, nights, and weekends. Sunday is considered a work day.