

Job Description

Title: Women's Ministry Leader
Reports To: ADM Team Leader
Status: Ministerial Exempt - Pastoral- Not Ordained
Prepared By: Josh Austin
Hours per week: 29

Ministry: Hayden Women's
Classification Grade: P-5
Approved By: Human Resources
Approved Date: 05/21/2026

ESSENTIAL ORGANIZATIONAL VALUES

The **Women's Discipleship Leader** is responsible to champion Real Life Ministries' Vision, Mission, Methodology, and Strategy in two primary ways:

- **As an Individual Leader:** The **Women's Ministry Leader** is responsible for taking the leadership of all ministry functions they oversee, for living out Real Life's Organizational Values and 7 Ministry Essentials personally and ensure their leadership and oversight of the ministries they oversee also embody and are living out Real Life's Organizational Values and 7 Ministry Essentials, and for the effective execution of the Essential Job functions of this role as detailed below.
- **As a Team Member on the Hayden Adult Discipleship Team and Real Life Ministries Staff Team:** The **Women's Ministry Leader** has a responsibility to collaborate as a team member on their immediate team as well as the Real Life Ministries Staff Team as a whole to accomplish church-wide objectives and goals, Adult Discipleship Team objectives, and goals for their immediate team. They are responsible for removing obstacles that would hinder collaboration and cooperation across different ministries.

JOB SUMMARY: *The Women's Ministry Leader is responsible to create, develop and sustain a structure where biblical disciples can be made in relational environments at Real Life Ministries Hayden.*

1. Group Ministry Function (55%)

- Recruit, train, and develop volunteer women's ministry leaders. As a Women's Ministry Leader, you will need to see the primary work as an "Equipper of the Saints" for works of ministry (Ephesians 4:11-13). Have a constant mind of getting people involved in ministry & leadership from every environment within our church: lobby, membership, online, other ministries, those new in our community, etc. Develop leaders and coaches who do the same.
- Connect those who are unconnected into Groups in order to fulfill our mission as a church of "creating biblical disciples in relational environments." Do this through building volunteer teams to help people find a good fit in groups on their terms.
- Shepherd those under your oversight in and through the ADM system. To do this effectively, it is necessary to create and build a Coaching structure that allows growth to scale without sacrificing shepherding and Pastoral care through our Groups system (Exodus 18:17-18).
- Shepherd the wives of coaches and group leaders via regular phone calls, and making time to meet with them one on one.
- Develop and maintain a healthy communications system with the wives of coaches and group leaders.
- Collaborate with the groups team on group placement requests initiated by women.
- Address group conflict in collaboration with other groups team members.
- Work alongside the ADM Team as a teammate striving to achieve goals together.
- Spend time developing high level leaders that take on significant work of ministry and prepare future leaders for ministry.

- Responsible for planning and executing seasonal and yearly developmental goals and milestones for personal growth and development as well as for those you lead, coach, and develop.

2. Women's Ministry Oversight and Collaboration (30%)

- Connect those who are unconnected into women's ministry environments in order to fulfill our mission as a church of "creating biblical disciples in relational environments." Do this through building volunteer teams to help people find a good fit in groups on their terms. This means creating environments for both those who are new to church, and those who have failed to connect but are active attenders; these environments include Women's Classes, Ladies Night Out, Conferences, Retreats, and other midsize events. (Ecclesiastes 4:9-11).
- Develop and maintain a healthy communications system with the Coaches, Leaders, Groups, and Women's Ministry Volunteers you oversee.
- Oversee Women's classes and curriculum development.
- Support women's events and environments at Hayden as needed, such as, Ladies Night Out and Real Life Moms.
- Coach and train your leadership team on connecting with ladies who show up to these events.
- Collaborate to connect women to ministry environments.
- Spend time developing high-level leaders that take on significant work of ministry and prepare future leaders for ministry.
- Create a follow-up/next steps system that connects any ladies that come to these events to the proper next step for them (membership, church, life group, serving, baptism, etc.).

3. Marriage and Family Ministry Support (5 %)

- Champion and actively promote marriage programs such as re|engage and Merge within the women's ministry and church community.
- Be available to teach sessions, share testimonies, or facilitate discussions within the marriage ministry environments when needed.
- Advocate for participation in re|engage, Merge, and other marriage ministry opportunities during women's events, gatherings, and communications.
- Collaborate with the marriage ministry team to align discipleship efforts between women's ministry and marriage ministry.
- Support the integration of newly married women and couples into the life of the church.
- Help to foster a culture where women value covenant commitment, biblical femininity, and servant leadership within marriage.
- Attend key marriage ministry events and trainings to maintain partnership, visibility, and support.
- Help create opportunities for wives to build meaningful relationships and accountability with other women.
- Support crisis care efforts by helping women take healthy next steps during seasons of marital difficulty.
- Encourage women to pursue reconciliation, spiritual growth, and relational maturity in their homes.
- Work alongside pastors and ministry leaders to strengthen the overall discipleship pathway for marriages and families within Real Life Ministries.

4. Real Life Team Function (5%)

- The Hayden ADM Team is your "first team". Demonstrate peer-to-peer accountability, emotional and spiritual support of others in your first team.
- Maintain clear communication to ensure alignment across projects.
- Coachable, approachable, and someone who demonstrates the ability and courage to speak and accept critical feedback and truth in love.
- Active participant in any Worship Arts Team meetings they are invited to.
- Must live out Real Life's Organizational Core Values on the Hayden Campus ADM Team.

5. Real Life Staff Collaboration (5%)

- Weekly all-staff meeting, Weekly Hayden Campus team meeting, frequent meeting with groups pastor, periodic meeting with campus pastor, monthly meeting with Women's Ministry Leaders from the campuses, meeting with anyone else on the Hayden Campus team as needed.
- Collaborate with other staff and ministries to ensure the needs of the people you oversee are met in order for them to take their next steps in growing in spiritual maturity.
- Participation in All-Church functions that fall outside of the specific Women's Ministry Leader Job Description (Unite, Align the Team, etc..).
- Represents Christ and the Church in the community in a Godly way.
- Participates in the teaching and leading of corporate environments, trainings both local and abroad, as invited and encouraged by your team leader.

Personal Ministry Plan

- Responsible for having, and living out, a Personal Ministry Plan.
- Responsible for having intentional discipleship conversations regarding the personal ministries of others on the team, including volunteers.
- Must live out Real Life's Organizational Core Values.
- Values and abide by the expectations of being a member of the church found in our Membership and 301 classes.
- Work with our church congregation in a way that glorifies God through involvement in Weekend Service attendance and a Life Group.
 - In weekend services – oversee volunteer participation (friendliness, recruiting, attendance).
 - Be visible and a model for your volunteers to follow (friendliness, cooperation, availability).

Personal and Other Qualifications and Required Skills:

Education & Experience

- Healthy marriage and family (if married).
- History of recruitment and development of others.
- Proven ability to give wise counsel and build trust.
- Experience in teaching and communicating God's word.

Spiritual Gifts

- A strong composition of many or all of the following spiritual gifts: administration, helps, hospitality, and service.

People Skills

- Be a good listener and empathizer
- Must be level-headed, treat everyone with respect, no matter what. Try to remain cool, calm, and collected when dealing with other people
- Successfully work with a wide range of people, to relationally resolve conflicts, be a confident but pleasant negotiator, and maintain your sense of humor.
- Must be approachable
- Resilient and adaptable
- The ability to stay calm under pressure and be the voice of reason
- Ability to identify potential leaders

Skill Set

- Must be a self-starter and able to work independently with little supervision
- Must be able to follow policies and procedures but possess the ability to use discretion when non-routine situations arise
- Must be able to handle conflict in a biblical manner
- Must be a good problem solver and an intuitive thinker. Needs to take initiative to anticipate potential challenges and issues.

- Comfortable giving direction to staff and lay leadership
- Ability to initiate, plan and manage projects and meetings
- Appropriately handle sensitive and confidential information and situations
- Ability to focus on details, prioritize and meet deadlines
- Proficiency with the Internet, Microsoft programs (Outlook, Word, Excel), and other computer based technologies
- The ability to focus on the big picture while keeping track of all the little details

Spiritual Development

- Demonstrates a stable, mature Christian walk, reflecting the fruit of the Spirit (Gal 5:22-23)
- Must be a member or willing to become a member of Real Life and work under the direction of the Elders and Senior Staff

Ethics

- Has a good work ethic, meets deadlines, is organized, can be trusted, uses time wisely, dresses appropriately.
- Can balance between being a self-starter and not being afraid to ask questions and receive further direction.

Passion/Calling

- Must be passionate and bring energy, creativity, drive, and excitement to the table
- Willingness to work behind the scenes and invest in a disciple making team
- Passionate about and living out the vision and mission of Real Life Ministries

COACHING AND DEVELOPMENT

- Specific measures of satisfactory performance, both objective and subjective, will be developed in consultation with the Executive Pastor & direct supervisor and in harmony with the Real Life's vision, mission, 3C's, and 7 Essentials. This document will be part of future coaching and ministry plan development through quarterly goals.

Real Life's Core Competencies, as defined in our 3 C's document, necessary to succeed in this role:

Recruiting: The expectation to identify, recruit and activate people to a specific vision and or task. This means having the courage to invite, utilizing good people skills, casting vision for their role and giving clear steps to getting involved.

Coaching & Development: The expectation to identify how someone has been designed by God and intentionally investing in them so they can continue to grow in their walk with God and in His giftedness in them. This includes assessing where they are at, building a growth plan, laying out next steps, giving opportunities for them to try new things and celebrating wins along the way.

Active Listening: The expectation to focus, recall details from the one speaking, ask questions, and seek understanding all before formulating your response. This involves being aware of and utilizing all of your senses (eyes, ears, body language, etc.) to communicate both verbally and non-verbally.

Conflict Resolution: The expectation to take responsibility to resolve conflict Biblically (Matt 5:18). This involves doing your part to initiate conversation, actively communicate, be honest and follow through to resolution.

Vision Casting: The expectation to communicate a compelling picture of where we are to where we are going that motivates people to buy-in to the process and take part in getting to the desired outcome.

Spiritual Aspects of Job Requirements - As the function of this role is ministerial and goes to the heart of the mission of Real Life Ministries, the following areas are required to effectively convey Real's Life message and carry out the mission of our church:

- Performing Real Life Ministries' Pastoral duties: Staff on Call, Hospital visits, shepherding those in their ministry
- A heart for God that is evidenced by proven character and a spiritual-mindedness that understands that "apart from Christ we can do nothing." – Abiding in Christ.
- A shepherd's temperament; servant-leader/mentor attitude and inclination.
- Strong interpersonal skills—ability to communicate persuasively and compassionately, both orally and in writing.

- Strong biblical foundation for wise management in a church setting.
- Able to establish and maintain appropriate standards for the accomplishment of ministry in a way that honors both God and people.
- Since we work primarily in teams at Real Life, must understand group dynamics and ensure effective consensus building and decision-making.
- Personal initiative and diligence, which produces follow-through in tasks.
- Solid biblical/theological convictions, which are aligned with Real Life Ministries' Doctrine and Statement of Faith.
- Coachable, approachable, resilient and demonstrates the ability and courage to speak and accept critical feedback and truth in love.
- Willing to embrace and lead through conflict resolution to create and establish unity within the body.
- A willingness to grow and adapt to the inevitable changes found in a local church.

Physical Abilities required

- While performing the duties of this Job, the employee is regularly required to sit; use hands and arms to handle, feel and reach. The employee is frequently required to stand and occasionally required to climb or balance; stoop, kneel, or crouch. Must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and depth perception.

Disclaimer(s)

- The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.
- Real Life Ministries has many volunteer opportunities. As an employee of Real Life Ministries, any time spent during your normal work hours or fulfilling your job description duties for the specific ministry area you are a part of will be considered hours worked and you will be compensated for those hours. If you desire to volunteer in another area of ministry within Real Life Ministries, and it falls outside of your normal working hours, you can do so by filling out an Employee Volunteer Acknowledgement Form and turn it into HR.

Employee Name: _____

Employee Signature _____

Date _____