



Job Description

Title: Women's Ministry Leader
Reports To: Groups Team Lead Pastor
Status: Ministerial Exempt - Pastoral- Not Ordained
Prepared By: Jim Blazin
Hours per week: 29

Ministry: North Women's
Classification Grade: P-5
Approved By: Human Resources
Approved Date: 10/15/2025

ESSENTIAL ORGANIZATIONAL VALUES

The **Women's Ministry Leader** is responsible to champion Real Life Ministries' Vision, Mission, and Process 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 of the North Campus 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, North Campus objectives, and goals for their immediate team. They are responsible for removing obstacles that would hinder collaboration and cooperation across these different ministries.

JOB SUMMARY

The Women's Ministry Leader is responsible to create, develop and sustain a structure where biblical disciples are being made in relational environments primarily (Small Groups & Life Groups) at Real Life Ministries.

1. Life Group/Small Group Women's Leader Discipleship (70%)

- Recruit, train and develop volunteer Life Group Women's Leaders, and Small Group 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. 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).
- Pastor and shepherd the connected group members under your oversight in and through the Group system. In order to do this effectively, 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).
- Work alongside the Groups Pastor as a teammate striving to achieve goals together.

- Develop and maintain a healthy communications system with the Coaches, Leaders, Groups, and Women's Ministry Volunteers you oversee.
- 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 (20%)

- Build a leadership team that will represent our campus and connect with the North women that come to women's ministry events at Post Falls (Real Life Mom's, Ladies Night Out, Classes, Retreats, etc.).
- Coach and train your leadership team on connecting with ladies that show up to these events.
- Create a process for women at the North Campus to sign up for and connect in the women's ministry environments.
- 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.).
- Engage at all weekend services with a volunteer team to communicate, connect and recruit women into a next step of growth and ministry.

3. Real Life Staff Collaboration (10%)

- Weekly all-staff meeting, Weekly North Campus team meeting, frequent meeting with groups pastor, periodic meeting with campus pastor, monthly meeting with WML from the campuses, as needed meeting with anyone else on the North Campus team.
- 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 WML Job Description (Align, etc..).
- Represents Christ and the Church in the community in a Godly way.
- Values and abide to the expectations of being a member of the church found in our Membership and 301 classes.
- Participates in the teaching and leading of corporate environments, trainings both local and abroad, as invited and encouraged by your team leader.

Personal and Other Qualifications and Required Skills:

Education & Experience

- Healthy marriage and family.
- History of recruitment and development of others.
- Ability to give wise counsel and build trust.

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 _____