



# City Church of Asheville

Love God. Love People. Love Asheville.

**Job:** Women's Discipleship Coordinator

**Job Type:** Part-time (20 hours/week)

**Supervision:** Reports to the Associate Pastor; final oversight by the elder board (Session)

## Job Description

The Women's Discipleship Coordinator seeks to come alongside the women of City Church to build community and increase their affection for Christ. This role includes overseeing curriculum, planning events, equipping leaders and spending relational time with the women of the church. The Associate Pastor will supervise this individual, and they will work alongside other staff and leaders to help implement City Church's vision and actively participate in City Church's life. If not a member of City Church currently, the candidate must become a member to fulfill the job.

## Compensation

Salary \$22,300 annually

Vacation 6 Sundays off per year plus 15 Days PTO for the work week (M-F)

## Personal Qualifications

- A vibrant Christian faith with a commitment to the gospel of grace and a desire to serve God through the discipleship of women
- A commitment to holistic ministry in the context of the church
- A love of Jesus that spills out into relationships with others
- A familiarity with Reformed and Presbyterian doctrine, alongside current trends in popular theology (i.e. what are the books, blogs, and voices impacting people's lives currently?)
- A good work-life balance
- Experience recruiting and managing volunteers

## Ministry Responsibilities

### Weekly

- Email information on events and weekly gatherings for announcements to the Church Administrator
- Communicate upcoming events via email and Slack
- Sunday morning - attend church, engage with women currently involved in gatherings, and connect with new/visiting women
- Connect with women one-on-one during the week
- Attend staff meetings with the other City Church staff
- Pray for the women of City Church

### Monthly

- Initiate fellowship opportunities once a month both in homes and out in the community

- Support Bible study leaders and teach, as needed
- Meet with the Associate Pastor for planning

#### Quarterly

- Assess and select upcoming study materials
- Identify and train new Bible study leaders
- Plan women's retreats and overnights
- Coordinate City Roots groups
- Communicate ongoing needs or concerns with session and/or diaconate
- Update Planning Center (church office software) as needed

### **Intro to City Church**

We are a community of 220 members, roughly 260 regular attendees, of which around 110 are adult women. City Church worships on Sunday mornings at Foster Seventh Day Adventist Church. Outside of our Sunday morning services, most members are involved in City Groups, our small group ministry, where people gather regionally to fellowship and care for one another. There are women's Bible studies in the Spring and Fall for ongoing spiritual growth, and we aim to have annual retreat opportunities. Currently, around 40 women are participating in the seasonal Bible studies.

### **Our Vision**

City Church seeks to impact Asheville and the world by raising up people who've been transformed by the gospel of Jesus Christ, and who seek to bring his renewing power into every sphere of life.

### **Our Mission**

One expression of the historic Christian gospel is this: We are more sinful and flawed in ourselves than we ever dared to believe, yet at the same time we are more loved and accepted in Jesus Christ than we ever dared to dream. This double gospel formulation – sinful yet loved – highlights the radical nature of God's free, unconditional grace offered in Jesus Christ. It is the key to our community and the motivation for all we do. We believe that Jesus Christ, through his Word, sacraments, and prayer, bends to whisper in our ears that he has come to redeem, renew, heal, and restore us and his creation. God is smiling at us in the person and work of Jesus Christ. What do you normally do when someone smiles at you? You smile back. Our response to God's grace in Jesus Christ is to smile back with our whole lives by seeking to "Love God. Love People. Love Asheville." To that end, we desire to connect people to Jesus who brings life and wholeness to people and the city. We move forward in this mission by fostering a community of love that reaches out with the historic Christian truths of the gospel by proclaiming, celebrating, and demonstrating God's grace in Jesus Christ.

### **Our Aim**

To be a church where people can:

**Explore** the claims of Jesus Christ.

**Engage** the life-giving authority of Scripture.

**Expand** their faith and trust in him through thoughtful and expectant worship.

**Experience** transformation within the safety of meaningful relationships in a gospel-filled, grace-oriented community.

**Employ** their resources for the glory of God and the welfare of the city.

**Extend** the hope of Jesus Christ to Asheville and beyond.

After prayerful consideration, if you are interested in the position, please submit the following:

- Cover letter – introduce yourself and your interest in the position
- Resume – documenting your educational background and administrative/ministry experience
- Four references – at least one pastoral reference and at least two professional references
- Submit by emailing your information to “Women’s Discipleship Coordinator Search” at [citychurchavl@gmail.com](mailto:citychurchavl@gmail.com)

**Contact Info**

[citychurchavl@gmail.com](mailto:citychurchavl@gmail.com) // 828.419.0966 // [citychurchavl.org](http://citychurchavl.org)

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Attn: Women’s Discipleship Coordinator Search

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