



Equipping & Women's Resident Job Description

The Austin Stone Community Church

Resident Title: Equipping and Women's Resident
Reports to: Equipping & Women's Ministry Director
Location: Downtown
Employee Type: Full-Time
Classification: Shared Staff—Reliant
Residency Employment Dates: August 1, 2022 - July 31, 2024

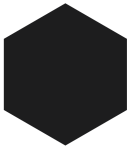
Summary

As part of the Downtown Congregation Team at The Austin Stone Community Church, the Downtown Equipping & Women's Resident will be responsible for performing a variety of tasks in support of congregational events, development of resources, and other Equipping and Women's Ministry projects.

For the Equipping Ministry, the Downtown Equipping Resident will support spiritual formation environments like semester classes, The Austin Stone Development Program (bi-annual), and deacon or other leader training times. The resident will be under the supervision of the Equipping & Women's Ministry Director and assist them in creating excellent and effective environments for participants to learn from start to finish.

For the Women's Ministry, the Downtown Women's Resident will assist in organizing any congregational efforts to care and develop women and will support in the execution of large-scale central equipping and connecting events for women churchwide across The Austin Stone. These include:

- Women's Retreat
- Women's Workshop
- Bible studies
- Leader development, training, and appreciation
- Event and resource development for other needs as they arise



Specific areas of ministry exposure and resident development could include but are not limited to:

- Large event execution and project management
- Development of ministry resources, leader and teacher development
- Environment hospitality
- Effective administration and communication strategy

Congregation Teams aim to lead a specific group of people towards the mission and vision of The Austin Stone. Practically, this means that the Equipping and Women's Ministry have flexibility to be contextualized to the demographic of men and women at the Downtown Congregation while also working collaboratively as one church across multiple congregations to help the flock love God, the church, the city, and the nations.

Essential Responsibilities

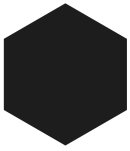
Equipping Ministry

- Provide support to the Equipping & Women's Ministry Director in these core ministry responsibilities:
 - Implement spiritual formation strategies in conjunction with the direction of the Downtown Congregation
 - Deploy volunteers, leaders, and teachers
 - Work alongside the Connections Director to strategically equip partners and communities for long-term growth
 - Implement strategy for care and development of Downtown deacons alongside Spiritual Formation Director
- Plan and facilitate the class registration process and data management
- Appropriately market classes and environments to maximize engagement
- Coordinate and support volunteer teams and their leaders
- Ensure equipping class communication and environments are executed with excellence
- Provide administrative and logistical support for the Equipping Ministry

Women's Ministry

- Provide support to the Equipping & Women's Ministry Director in these core ministry responsibilities:
 - Develop, promote, plan, and execute connection and equipping opportunities for women of the Downtown Congregation for the purpose of spiritual formation and leadership development





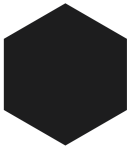
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- Oversee the vision and creative implementation of events for women at the Downtown Congregation by identifying the needs of this population, determining the best way to meet those needs in a creative capacity, and deploying the resources of leaders and staff to achieve those goals
 - Support churchwide connection and equipping initiatives for women, in conjunction with the Central Women's Ministry Director with a primary focus on connecting, forming, and mobilizing the women of the Downtown Congregation
- Project manage elements of ministry events
 - Coordinate with vendors for event supplies, meals, etc.
 - Coordinate and support volunteer teams and their leaders
 - Execute communication and marketing plans for events and resources
 - Provide administrative and logistical support for Women's Ministry

Team Culture

The values outlined below communicate the specific culture that the Downtown Congregation Team works to create and live out. Any resident that joins this team will be expected to embody these values and where there is a lack show a commitment to grow in those areas.

Downtown Culture: Our relationship of love with God as our Father based on His grace through Jesus alone given to us by the Spirit alone produces these cultural values among us.

- **Family:** We interact with one another as brothers and sisters who have been given various roles by our Father. (Ephesians 2:14-22, 1 Timothy 6:2)
- **Servants:** We adopt the posture of chief servants for our entire church community who practice what we preach. (Matthew 20:25-28, Philippians 2:1-11)
- **Disciple Makers:** We're committed to the development of those we lead to become effective disciples who make disciples and display the kingdom of God themselves. (Matthew 28:18-20, 2 Timothy 2:1-2, Ephesians 4:11-16)
- **Stewards:** We strive for excellence in everything God has entrusted us to lead and participate in. (Matthew 25:14-30, 1 Corinthians 4:1-2, 1 Corinthians 15:10)



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- **Learners:** We recognize our ongoing need to grow, so we seek to be humble in confessing our weakness and listening to instruction from God through His people. (Mark 1:14-15, Philippians 1:9-11, Hebrews 10:14)

These core identities of our team will dictate how we operate with one another, with the rest of our pastoral and staff team, and in the context of the wider church.

Austin Stone Culture

The current explicit values for The Austin Stone Community Church are:

- Ruled by God's Word
- Christ-Centered in Focus
- Empowered by the Holy Spirit
- Reliant on Prayer
- Committed to Covenant Community
- Gospel-Saturated in Discipleship
- Devoted to Equipping the Saints
- Relentless in Mission

As a member of our staff, the employee is expected to fully embrace these core values and seek to teach them to others as well.

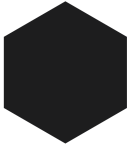
Employees of The Austin Stone are expected to become partners (our term for members) of the church, fully embracing the values, mission, and purposes. Additionally, all employees of The Austin Stone are expected to understand, affirm, and adhere to our Affirmation of Faith, bylaws, culture map, and other documents defining the beliefs, culture, and mission of The Austin Stone.

Disclaimer

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job.

Culture and Character

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understand, affirm, and adhere to our Affirmation of Faith, bylaws, culture map, and other documents defining the beliefs, culture, and mission of The Austin Stone.

Employees must also possess the character qualifications of biblical leadership in the church. At a minimum, each employee must agree and aspire to maturity in these qualifications, invite the authority of church community and leaders as a means of growth in them, and pursue them humbly and faithfully by the power of the Holy Spirit.

Please read [Attributes of Leaders as Employees at The Austin Stone](#) for a greater description of cultural, character, and other aspects of joining our team at The Austin Stone.

The Austin Stone Community Church is an Equal Opportunity Employer including Women, Minorities, Protected Veterans, and Individuals with Disabilities.