

## Women's Pastor

### Overview:

Peninsula Bible Church Cupertino is an elder-led congregation with 35 years of history located in the heart of Silicon Valley. We enjoy considerable diversity in ages (infants to 90-year-olds), economic and family status, ethnicity, and personal style. We have a deep love for the Bible (as the name might suggest) and are evangelical in theology, but independent of denomination. We are grateful for the stability of deep roots and excited about the adventure before us, "good works, which God prepared beforehand, that we should walk in them." Please visit our webpage to find out more about us: <https://pbcc.org/what-we-believe/>.

### Position:

We are looking for a creative, compassionate Women's Pastor to join our team. She will have a shepherd's heart to craft a vision and provide authentic leadership, teaching and gathering for the women in our community and in the larger Bay Area community as well.

This is a full-time (30+ hours) position at our campus in Cupertino, California and includes Sundays and some evenings.

### **Responsibilities (may include but are not limited to)**

#### **This Person will:**

##### *Women:*

- Foster a shared and engaging future direction for women's ministry at PBCC which includes women of all ages and stages
- Recruit, train, and disciple teams of volunteer leaders
- Lead the Women's Bible Studies (with team)
- Mentor and counsel women of the PBCC body listening with empathy and understanding
- Develop an ongoing strategy for gathering women together throughout the year organizing (with a volunteer team) a variety of retreat experiences, and teaching and social time
- Facilitate opportunities for women to serve both inside and outside PBCC

##### *PBCC Community:*

Collaborate with and serve as a peer on the pastoral staff

Some examples include:

- Participate in weekly staff meetings
- Host worship services 1-2x a quarter
- Teach at special events or Adult Education classes throughout the year
- Preach occasional Sundays as an option
- Participate in other ministries based on your unique spiritual gifts and interests as the Lord leads

## **Qualifications**

### **This person will:**

- Have an active personal relationship with Jesus Christ
- Possess a faithful, mature, and teachable spirit
- Have a deep love for the Word
- Be open to pursue Holy Spirit-led growth and development
- Have experience with effectively welcoming, communicating with, teaching, and shepherding a diverse community
- Be able to recruit, develop, encourage, and disciple volunteer leaders
- Be skilled in planning, administering, and executing events as needed
- Desire to be part of a vibrant, creative, collaborative team
- Use sensitivity and discernment to keep private matters confidential
- Hold a Bachelor's degree or equivalent plus 5+ years of experience in ministry (Preferred but not required)
- Be open to understanding/committing to the mission, vision, values, and elder leadership of PBCC
- Attend or is currently attending Peninsula Bible Church Cupertino
- Occasionally move equipment (up to 25 lbs)

### **To Apply:**

Interested candidates should submit the following as four separate documents to the following email address: [HR@pbcc.org](mailto:HR@pbcc.org) .

- Cover letter
- Resume
- Application
- A statement addressing the following:
  - Write your personal statement of faith
  - Describe your faith journey and your relationship with God today
  - What excites you most about working with women in the middle of Silicon Valley? What made you want to be involved in women's ministry?
  - What are your spiritual gifts?

Candidates who receive an offer of employment will be asked to sign PBCC's doctrinal statement.

**Peninsula Bible Church Cupertino  
APPLICATION FOR EMPLOYMENT**

Please Note: All candidates are required to complete and submit this employment application.

**APPLICANT INFORMATION**

Name: \_\_\_\_\_ Today's date: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

County: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Business or other phone: \_\_\_\_\_

If employed, can you submit verification of your legal right to work in the U.S.? Yes \_\_\_\_\_ No \_\_\_\_\_

How did you learn about this opening? \_\_\_\_\_

Please indicate yes or no. Are you available for full time \_\_\_\_\_ part time \_\_\_\_\_ overtime \_\_\_\_\_ temporary \_\_\_\_\_

Are there any limitations on the hours, days, or time you are available to work? \_\_\_\_\_

Are you able to perform the essential functions of the job for which you are applying, either with our without reasonable accommodation? Yes \_\_\_\_\_ No \_\_\_\_\_

If no, describe the functions that cannot be performed. \_\_\_\_\_

\_\_\_\_\_

(Note: We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions.)

**POSITION APPLYING FOR**

Job title or type of work \_\_\_\_\_

Desired Salary \_\_\_\_\_ When can you start? \_\_\_\_\_

**EDUCATION**

Please begin with most recent college/university/technical school.

Name of educational institution/location \_\_\_\_\_

# of yrs. \_\_\_\_\_ Completed Major \_\_\_\_\_ Did you graduate? \_\_\_\_\_ Diploma/Degree \_\_\_\_\_

Other training, certifications or education related to the job you are applying for:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you ever been convicted of or pleaded guilty to a criminal offense (felony or serious misdemeanor)?  
(Convictions for marijuana-related offenses that are more than two years old need not be listed.) Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, state nature of the crime(s), when and where convicted and disposition of the case.

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(Note: No applicant will be denied employment solely on the grounds of conviction of a criminal offense. The nature of the offense, the date of the offense, the surrounding circumstances and the relevance of the offense to the position(s) applied for may, however, be considered.)

Were you a victim of abuse or molestation while a minor? Yes \_\_\_ No \_\_\_

We understand that this is a sensitive question and we're only asking it to provide, to the best of our ability, a safe environment for our children. If you prefer, you may refuse to answer the above question, or you may discuss your answer in confidence with a pastor rather than answering it on this form. Answering yes, or leaving the question unanswered, will not automatically disqualify an applicant for children or youth work. I would like to discuss this with a pastor or counselor. Yes \_\_\_

**REFERENCES:**

**List below three persons not related to you who have knowledge of your work or ministry performance within the last three years. Include at least one PBCC or other church reference:**

Name: \_\_\_\_\_

Address: Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

Occupation: \_\_\_\_\_

Telephone No. \_\_\_\_\_ Number of years acquainted: \_\_\_\_\_

Name: \_\_\_\_\_

Address: Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

Occupation: \_\_\_\_\_

Telephone No. \_\_\_\_\_ Number of years acquainted: \_\_\_\_\_

Name: \_\_\_\_\_

Address: Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

Occupation: \_\_\_\_\_

Telephone No. \_\_\_\_\_ Number of years acquainted: \_\_\_\_\_

PLEASE COMPLETE JOB HISTORY INFORMATION EVEN IF RESUME IS ATTACHED

**EMPLOYMENT HISTORY:**

**List below all present and past employment starting with your most recent employer (last 10 years is sufficient). Account for all periods of unemployment. Complete this section even if attaching a resume.**

May we contact your present employer? Yes \_\_\_\_\_ No \_\_\_\_\_

1. Employer \_\_\_\_\_ Address \_\_\_\_\_

Type of Business \_\_\_\_\_ Your Position/Title \_\_\_\_\_

Your Duties \_\_\_\_\_

Manager's Name/Title \_\_\_\_\_ Phone \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ to \_\_\_\_\_ Salary: Starting \_\_\_\_\_ Final \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

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2. Employer \_\_\_\_\_ Address \_\_\_\_\_

Type of Business \_\_\_\_\_ Your Position/Title \_\_\_\_\_

Your Duties \_\_\_\_\_

Manager's Name/Title \_\_\_\_\_ Phone \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ to \_\_\_\_\_ Salary: Starting \_\_\_\_\_ Final \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

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3. Employer \_\_\_\_\_ Address \_\_\_\_\_

Type of Business \_\_\_\_\_ Your Position/Title \_\_\_\_\_

Your Duties \_\_\_\_\_

Manager's Name/Title \_\_\_\_\_ Phone \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ to \_\_\_\_\_ Salary: Starting \_\_\_\_\_ Final \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

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Attach pages for additional Employment History information

APPLICANT'S CERTIFICATION AND RELEASE

**Please Read Carefully, Initial Each Paragraph and Sign Below**

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that an omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

I hereby authorize the company to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to the company any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the company, my former employers and all other persons, corporations, partnerships and association from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

I understand that nothing contained in the application, or conveyed during any interview that may be granted or during my employment, if hired, is intended to create an employment contract between me and the company. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, at the option of either myself or the company, and that no promises or representations contrary to the foregoing are binding on the company unless made in writing and signed by me and the company's designated representative.

The following policies reflect our commitment to provide protective care of all children, volunteers, and employees who participate in church sponsored activities.

- We must take seriously Paul's admonition to "always conduct yourselves in a manner worth of the gospel of Christ." (Phil. 1:27).
- Adults who have been convicted of either child sexual or physical abuse may not be involved in any church sponsored activity or program for children.
- Adults working with children must observe the "two-adult" rule whenever possible; this requires that adults are never alone with children without an adult partner.

I agree to follow the policies and procedures of Peninsula Bible Church Cupertino.

I further state that I HAVE CAREFULLY READ THE FOREGOING PROVISIONS AND AGREEMENTS AND UNDERSTAND THE CONTENTS THEREOF AND I SIGN THIS FORM AS MY OWN FREE ACT. This is a legally binding agreement that I have read and understand.

Applicant's Signature Date

PLEASE SIGN HERE \_\_\_\_\_

DATE \_\_\_\_\_