

Women's Ministry Job Descriptions

West Valley Missionary Church

Revised: Tuesday, September 20, 2016

Missions Statement

The Women's Ministry of West Valley Missionary Church exists to build a community of godly women.

Director Job Description

Term

- She shall serve a term of 2 years.

Qualifications

- Must be a church member in good standing
- Have good organization skills
- Able to relate well with other people
- Have a passion for ministering to women

Responsibilities

- Prepare for and lead monthly meetings including Executive Committee meetings.
- Oversee the development and coordination of ministry to all the women in the church.
- Supervised efforts to mentor and disciple women of the church, helping them to grow spiritually.
- Work with appropriate committees, officers, and leaders to carry out the ministry of the church.
- Participate in and oversee special events and activities for women.
- Administer the work of women's ministries by encouraging teamwork and mutual support and by providing leadership for all.
- Pray regularly for the women of the church and God's direction.
- Develop a women's ministries budget, with the help of the Executive Committee, and oversee the distribution of funds and keep track of expenditures.
- Cast ministry vision, establish goals by prioritizing related programs.
- Oversee the planning and coordinating of special interest classes such as: cooking, gardening, needlework, crafts, etc.
- Attend monthly Leadership Ministry Meetings with the pastor and other church leaders.
- Be accountable to Women's Ministry Executive Committee as well as to the Pastor and the Elder Board.

Elections

Elected positions (below) are voted on during the Fall season prior to first day (Jan 1) of the term.

2017 – Assistant Director and Secretary (voted on in the Fall of 2016)

2018 – Director, Treasurer, Projects and Activities Coordinator (voted on in the Fall of 2017)

2019 – Assistant Director and Secretary (voted on in the Fall of 2018)

2020 – Director, Treasurer, Projects and Activities Coordinator (voted on in the Fall of 2019)

Assistant Director Job Description

Term

- She shall serve a term of 2 years.

Qualifications

- Must be a church member in good standing
- Have good organization skills
- Able to relate well with other people
- Have a passion for ministering to women

Responsibilities

- She is required to attend all monthly meetings including Executive Committee meetings.
- Oversee any ministry listed on the flow chart below her office.
- She shall fulfill all the functions of the director in her absence.
- She shall accept administrative assignments from the Director.

Secretary Job Description

Term

- She shall serve a term of 2 years.

Qualifications

- Must be a church member in good standing
- Have good organization skills...including proficient computer and internet skills
- Able to relate well with other people
- Have a passion for ministering to women

Responsibilities

- She is required to attend all monthly meetings including Executive Committee meetings.
- She shall take detailed minutes of all meetings and distribute them (after director's approval) less than 2 days after the meeting.
- She shall notify all women of upcoming meetings by email, phone and/or postal mail.
- She shall assist the director and other volunteers in creating and managing "sign-up" sheets.
- She shall create, organize and maintain a file of important Women's Ministry information.

Treasurer Job Description

Term

- She shall serve a term of 2 years.

Qualifications

- Must be a church member in good standing
- Be competent in handling money, keeping records and giving reports.
- Able to relate well with other people
- Have a passion for ministering to women

Responsibilities

- She is required to attend all monthly meetings including Executive Committee meetings.
- She shall be responsible for all the financial transactions of the ministry.
- She shall deposit all monies received in a bank that the Women's Ministry has designated.
- She shall pay out such sums as approved by the Director and Executive Board (and as documented in the minutes).
- She shall keep accurate financial records.
- She shall be accountable to the director and the executive committee.
- She shall arrange with the church treasurer and/or the elders to have all financial records audited annually.
- There will be two signatures on the account.

Projects and Activities Coordinator Job Description

Term

- She shall serve a term of 2 years.

Qualifications

- Must be a church member in good standing
- Have good organization skills
- Able to relate well with other people
- Have a passion for ministering to women

Responsibilities

- Oversee, plan and coordinate special events and fundraisers for the Women's Ministry.
- In order to accomplish the previous task, she must work effectively by:
 - forming committees and work teams
 - manage the use of church facilities and women's ministry resources

- communicate regularly with the church office
 - seek women who will volunteer to help
 - delegating tasks
 - evaluate progress regularly
- She must work closely with Women's Ministries Director and Executive Board.
 - Project and Activities Coordinator shall be accountable to Women's Ministry Director and Executive Committee.

Care Meal Leader Job Description

Term

- She shall serve a term of 1 year. (The position is annual appointment by the director with the agreement of the Executive Committee.)

Qualifications

- Must be a church member in good standing
- Have good organization skills
- Able to relate well with other people
- Have a passion for ministering to women

Responsibilities

- She is required to attend all monthly meetings.
- Call meal providers on list to arrange for meals to be delivered to those who are ill, injured, recently had a baby, etc.
- Maintain a list of people who can help provide meals.
- Be considerate of special diet needs, number of people in the household, and age of the recipients.
- Be in regular contact with the recipients so that you can best provide the meals that they need and when they need them.
- Encourage meal providers to occasionally do a complete meal.
- Be aware of the area that recipients live so that you can arrange to have providers who live in the same approximate area so as to make deliveries easier.
- Special Note - This job only requires that you have a telephone. You **ARE NOT** required to deliver meals yourself. If you do not have transportation or are unable to drive, you can still do this job!

Prayer Director

Term

- She shall serve a term of 1 year. (The position is annual appointment by the director with the agreement of the Executive Committee.)

Qualifications

- Must be a church member in good standing
- Have good organization skills
- Must have a desire and passion to pray and lead others in prayer
- Able to relate well with other people
- Have a passion for ministering to women

Responsibilities

- She is required to attend all monthly meetings including the Executive Committee.
- Pray for the ladies in our church and community.
- Encourage prayer and the importance of prayer in our Women's ministry.
- Lead ladies in pray for upcoming events, prayer requests and "Thanks Basket" in monthly meetings.

Missions Director

Term

- She shall serve a term of 1 year. (The position is annual appointment by the director with the agreement of the Executive Committee.)

Qualifications

- Must be a church member in good standing
- Have good organization skills
- Must have a desire and passion for missions
- Able to relate well with other people
- Have a passion for ministering to women

Responsibilities

- She is required to attend all monthly meetings including the Executive Committee.
- Keep up to date on the missionaries we support through Women's Ministries.
- Report on Missionaries praises and prayer requests at monthly meeting.

SonShine Ministry Leader

Term

- She shall serve a term of 1 year. (The position is annual appointment by the director with the agreement of the Executive Committee.)

Qualifications

- Must be a church member in good standing
- Have good organization skills – keeping track of birthdays, anniversaries and special events.
- Able to relate well with other people
- Have a passion for ministering to women

Responsibilities

- She is required to attend all monthly meetings.
- Acknowledges birthdays, anniversaries and special occasions for our church body on behalf of Women's Ministries.

After Church (Worship) Fellowship Coordinator(s)

Term

- She (they) shall serve a term of 1 year. (The position is annual appointment by the director with the agreement of the Executive Committee.)

Qualifications

- Must be a church member in good standing
- Have good organization skills – especially managing and recruiting people.
- Able to relate well with other people
- Have a passion for ministering to women

Responsibilities

- She is required to attend all monthly meetings.
- Collects refreshments for “after church” fellowship.
- Solicits help to set up and cleanup after church fellowship.

Secret Sister Chairwoman Job Description

Term

- She shall serve a term of 1 year. (The position is annual appointment by the director with the agreement of the Executive Committee.)

Qualifications

- Must be a church member in good standing
- Have good organization skills
- Able to relate well with other people
- Have a passion for ministering to women

Responsibilities

- She is required to attend all monthly meetings.
- Must select her own committee members.
- Will act as a liaison between the Secret Sisters and the Women's Ministries executive committee.
- Promote the Secret Sisters ministry among the women and encourage them to participate.
- At the proper time, she is to be in charge of making, passing out, and collecting Secret Sister forms.
- She shall revise the form as needed.
- She shall run the drawing and eventually the revealing of Secret Sisters.
- She shall be in charge of the Secret Sister list.
- She shall answer questions, give suggestions, and resolve complaints.
- She shall periodically remind participating Secret Sisters of their commitment.
- She shall keep the Secret Sister table looking nice.
- She shall contact those who's gifts accumulate. (ASAP if perishable)
- She shall print and pass out "REASONS" calendars, update as needed.
- She shall write notes of encouragement to those NOT participating in Secret Sisters.