

Example Job Descriptions

Women's Ministry Leadership Team

Chairperson of Women's Ministry Leadership Team

Reports to the Minister to Women

Primary Function: To chair & supervise the WM Leadership Team and to advise and assist the Minister to Women when the Team is not in session.

Responsibilities:

- She shall prepare the agenda and chair the monthly WM Leadership Team meeting.
- She shall check on the progress and work of each member of the team.
- She shall get monthly reports from all team members and use them to build one report and send it to the team in advance of the monthly meeting.
- She shall provide a calendar of events and meeting dates for each member.
- She shall be responsible for keeping the team informed between meetings.
- She shall meet regularly with the Minister to Women.
- She shall encourage and support others in their positions on the Leadership Team and shall make the Women's Ministry her priority ministry while on the team, attending as many events for the WM and the WMLT as possible.
- She shall provide prayer support for the Leadership Team and all areas of the Women's Ministry.

Women's Ministry Prayer Coordinator

Reports to the Chairperson of the Women's Ministry Leadership Team

Primary Function: To coordinate prayer within the Women's Ministry and encourage prayer support for all areas of the ministry.

Responsibilities:

- She shall suggest and implement ways to encourage more prayer and give increased prayer support to all areas of the Women's Ministry.
- She shall conduct the prayer time at the regular monthly WM Leadership Team meeting and the yearly WM Leadership Team retreat.

- She shall send out a list of prayer requests after each Leadership Team meeting and update its members on requests and praises as needed.
- She shall plan for ways that the Leadership Team can support one another in prayer.
- She shall find ways to best give prayer support for the various events and programs of the ministry.
- She shall support and encourage others in their positions on the Leadership Team and make the Women's Ministry her priority ministry while on the Team.
- She shall provide personal prayer support for the Leadership Team

Women's Ministry Communications Coordinator

Reports to the Chairperson of the Women's Ministry Leadership Team

Primary Function: To provide for the publicity needs of the Women's Ministry and coordinate communication to the church at large.

Responsibilities:

- She shall be responsible for coordinating all promotion with the help of the WM Admin after approval by the Minister to Women.
- She shall be responsible for the WM communications calendar. This shall include all dates for the WM Admin to follow in requesting tables for registration on Sunday, worship service announcements and e-newsletters, etc.
- She shall be responsible for taking minutes at Women's Ministry Leadership Team meetings and distributing copies to each member. In her absence, she shall find another WMLT member to take this responsibility.
- She shall provide copy or recruit a copywriter for the WM newsletter with approval of the Minister to Women.
- She shall be responsible for recruiting volunteers to make event announcements.
- She shall be responsible to communicate with small group leaders about women's events.
- She shall recruit and supervise a Communications Team to assist in all these areas.
- She shall support and encourage the others in their positions on the WMLT.
- She shall make the Women's Ministry her priority ministry and attend as many Women's (and WMLT) functions as possible.
- She shall provide prayer support for the Leadership Team and all areas of the Women's Ministry.

Coordinator of Special Events Job Description

Reports to the Minister to Women and Chairperson of the WM Leadership Team

Primary Function: To be responsible for a special event

Responsibilities:

- She shall recruit a team to assist her in planning the details of the event, and ensure that each team member has a job description and is aware of expectations.
- She shall work with the Women's Minister to plan for the speaker(s).
- She shall work with the WM Communications Coordinator and the WM Admin to publicize and communicate the event.
- She shall book a caterer, if needed, after approval of the Women's Minister.
- She shall create a budget and keep the financial records.
- She shall conduct team meetings as needed.
- She shall oversee each team member in their area of responsibility and provide accountability for completed tasks.
- She shall work with the speaker, if applicable, and the WM Leadership Team to choose a theme/ topic for the event.
- She shall develop the event schedule with input and approval from the Minister to Women.
- She shall submit a follow-up report within two weeks to the Minister to Women.

Bible Study Coordinator

Reports to the Chairperson of Women's Ministry Leadership Team

Primary Function: To oversee the operation of the WM Bible Study.

Responsibilities:

- She shall serve on the Women's Ministry Leadership Team, attending meetings, retreat, and other WMLT functions. She shall keep up with communications from all team members and WM Assistant.
- She shall work with the Bible teacher and all involved to see that the teacher's needs are met as requested.
- She will coordinate the room set-ups with the WM Assistant.
- She shall work with the Minister to Women and the Small Group Leader's Coach to plan for all aspects of leadership training.

- She shall work with the Communications Coordinator on Bible study publicity.
- She shall recruit and supervise a team of women, who shall then recruit and supervise their own teams: a Small Group Leaders' Coach (with input from the Minister to Women), an A/V Team Leader, a Hospitality Team Leader, a Registration Team Leader, and a Setup/cleanup Team Leader.
- She shall coordinate all details for the study, working with her team to ensure all is prepared each week (registration materials, handouts for leaders, signup sheets, handouts on tables, hospitality, A/V, etc.) She shall ensure a hospitable environment, working with the hospitality team leader to buy needed supplies.
- She shall record offerings and give the money to the WM Assistant.
- She shall work with the WM Assistant to see that the name tags and lists of participants are prepared before the first day of the study.
- She shall work with the Minister to Women to plan and prepare for all aspects of Celebration Day at the end of each semester.
- She shall inform the assistant of all changes to the facility set-up plans.
- She shall make announcements at Bible study or designate someone else.
- She shall tabulate all Bible study evaluations and prepare a report for the WMLT.
- She shall support and encourage others in their position on the Women's Ministry Leadership Team.
- She shall make the Women's Ministry her ministry priority and attend as many Women's (and WMLT) functions as possible (this includes the events planned for the church).
- She shall provide prayer support for the Leadership Team and all areas of the Women's Ministry.

Other Bible Study Job Descriptions

Bible Study Registration Team Leader

Reports to the Bible Study Coordinator

Primary responsibility: To register women for morning Bible study

Responsibilities:

- She shall work with the WM Administrative Assistant to request tables and supplies as needed for registration and to man registration tables on Sunday mornings for three weeks before the study begins.
- She shall man the registration tables for the first three weeks of the study.

- She shall schedule and recruit a team to help with registration as needed.
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Bible Study Setup/Cleanup Team Leader

Reports to the Bible Study Coordinator

Primary responsibility: To organize setup and cleanups for Bible study

Responsibilities:

- Setup tables with all needed material (registration, name tags, handouts, etc.)
 - Distribute & collect everything needed on tables or in halls or rooms
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Bible Study A/V Team Leader

Reports to the Bible Study Coordinator

Primary responsibility: To setup and run all A/V equipment

Responsibilities:

- Setup/test equipment
 - Practice worship slides (provided by Worship Team) & adjust mics as needed
 - Adjust lighting & sound as needed
 - Run all slides provided by the Bible Study Coordinator and Teacher
 - Record the lesson and send it to the appropriate person
 - Put away equipment
 - Recruit, supervise, and train a team of women to help with all responsibilities
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Bible Study Hospitality Coordinator

Reports to the Bible Study Coordinator

Primary responsibility: To organize refreshments, setup and clean up

Responsibilities:

- Provide all supplies needed for food & drinks
- Arrive early to check setups
- Schedule weekly snacks through small groups
- Plan and arrange for refreshments for Celebration Day at the end of the study
- Recruit a team of women to help as needed

- Set up and clean up food and drink tables

Bible Study Leader Shepherd

Reports to Bible Study Teacher

Primary Function: To recruit and serve as a shepherd for the small group leaders.

Responsibilities:

- She shall prayerfully seek out qualified women to lead small groups for the Bible studies with input from current leaders, the Coordinator, and the Minister to Women.
- She shall visit her assigned small groups and help the leaders with any weaknesses or problem areas.
- She shall provide encouragement, support, and help to the small group leaders who are assigned to her. She shall meet one-on-one with them at least once a semester. She shall pray for them and contact them regularly one-on-one, shepherding them as needed. Her primary focus at these times shall be their personal spiritual health and development.
- She shall coordinate the placement of women into intergenerational small groups with the Bible Study Coordinator before each study begins and then as women join.
- She shall work with the Minister to Women and the Bible Study Coordinator to plan training for small group leaders before the classes begin each semester.
- She shall plan for additional training for the leaders at the weekly leader meetings as time permits.
- She shall make regular contact with the small group leaders by email to encourage them or to help them plan for upcoming issues in the lessons or issues that may come up outside of the lesson.
- She shall lead the prayer time at the weekly leader meetings and see that the leaders' prayer requests are sent out by e-mail.
- She shall provide prayer support for the Women's Bible Study and the leaders.

Small Group Bible Study Leader Job Description

Reports to the Small Group Leaders' Coach

Primary Function: To shepherd the women in the group by leading them through the weekly lesson, praying for them, and supporting them according to their individual needs. To build community within the group.

Length of commitment: Fall-spring

Responsibilities:

- She shall thoroughly prepare her own lesson and work through the leader helps prior to the leader meeting discussion.
- She shall attend the weekly leader meetings.
- She shall pray consistently for the women in her group and the Bible study leadership.
- She shall attend the leadership training that precedes each semester's study and the debrief meeting at the end of the spring semester.
- She shall regularly contact and encourage the women in her group.
- She shall encourage the group to love one another in specific and tangible ways, seeing the group as a supportive community for the group members. She shall find ways to get her group together during breaks.
- She shall recruit a volunteer to send out the group's prayer requests quickly after each week's study.
- She shall work with the Bible Study Hospitality Coordinator to organize her group for snacks or meals, etc. according to the schedule she is given.
- She shall make announcements, etc. as requested.
- She shall see herself as a shepherd of her group and care for the flock as needed.