

COMMUNITY CHURCH JOB DESCRIPTION:

Women's Ministry Coordinator

Approximate hours for this position: 8-10 hours per week

Principal Function

The Women's Ministry Coordinator (WMC) will coordinate the women's ministry events at Community Church and work alongside the Women's Ministry Director for women's leadership development. We are looking for a woman with leadership skills, administrative strengths, and the ability to recruit and train people to serve in women's ministry.

Qualifications

The WMC needs to be characterized by:

- A deep, authentic, growing relationship with God
- A commitment to prayer both in her personal walk with Christ and in ministry
- A commitment to attend church services regularly
- A passion for discipleship and spiritual growth for women
- Strong organizational, communication, and administrative skills
- The ability to recruit volunteers and build teams
- An ability to plan, execute, and oversee women's ministry events
- An ability to organize a women's mentorship program

Areas of Oversight

- Women's Events (including Teachings & Tea)
- Lead the Awaken Women's Conference Team
- Women's Discipleship/Mentorship Groups and Studies

Job Duties

Women's Events

- Plan and execute women's ministry events with the leadership team
- Coordinate events, train volunteers, and delegate tasks
- Oversee women's ministry events

Awaken Conference Team Leadership

- Work with the Awaken team to plan, prepare, and host the annual Awaken conference
- Coordinate schedules, site details, resources required with the church staff
- Recruit and train new team members as needed

Women's Discipleship/Mentorship Groups and Studies

- Develop and oversee a women's mentorship program
- Discern qualified teachers and leaders for discipleship
- Be available to meet with women for individual discipleship opportunities

Time Expectations

This is a part-time position requiring:

- An average of 8-10 hours per week
- Possible additional hours during major ministry events
- A flexible schedule with occasional nights and weekends
- Attendance at women's ministry events

Reporting Structure

- The WMC will report to and meet directly with the Women's Ministry Director
- Weekly staff meetings are not required for this position

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