Job Description for Women’s Ministry
_______________________ Church

MISSION STATEMENT
The Women’s Ministry of ____________________ Church exists to build a community of godly women.

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
• Develop and coordinate women’s small group Bible studies and monthly meetings
• Mentor and disciple women of the church, helping them to grow spiritually
• Plan and coordinate women’s conferences, luncheons, service projects, and trips
• 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 and oversee the distribution of funds and keep track of expenditures
• Establish goals and objectives by prioritizing related programs—keeping fundraisers away from the church as much as possible, managing the use of facilities, delegating tasks, and evaluating progress regularly
• Plan and coordinate special interest classes such as: cooking, gardening, needlework, crafts, etc.
• Work with appropriate committees, officers, and leaders to carry out the ministry of the church
• Write quarterly reports and year-end reports for the church board
• Report to calling and advertising team of any events
• Will be held accountable to Women’s Ministry board and to the Pastor.

Revised ___________