

## MINISTRY DESCRIPTION

### Women's Ministry Director

#### MINISTRY GOAL:

To set the vision for and oversee the activities of women's ministry in the church

#### QUALIFICATIONS:

- Public and private life consistent with Biblical standards
- Consistent and vibrant walk with Christ
- Faithful, available, and teachable
- At least two years as a church member (your church)
- Pastor has approved her leadership
- Administrative skills with follow-through skills and attention to details

#### RESPONSIBILITIES:

- Sets and maintains the vision and purpose for women's ministries
- To oversee all of the women's ministry activities
- Keeps the pastor and staff informed of ministries/activities
- Oversees women's ministry meetings
- Stays in contact with women's ministry coordinators and "shepherds"
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#### ORGANIZATIONAL RELATIONSHIPS:

- Responsible for women's ministry coordinators
- Responsible to ? (This depends on the organization of your ministry.)

#### TIME REQUIRED (weekly hours)

Depends on church size, complexity of programs, available support, ministry size, etc.

#### LENGTH OF MINISTRY:

Two years or more with the expectation of training the next women's ministry director

Compiled by Shelly Johns for women's ministry leaders. Add, altar or delete according to your church needs. This is not a recommendation....offered as a resource only.

## MINISTRY DESCRIPTION

### Bible Study Coordinator

#### MINISTRY GOAL:

Coordinates and implements women's Bible study (ies)

#### QUALIFICATIONS:

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#### RESPONSIBILITIES:

- Selects volunteers to help organize Bible studies
- Chairs meetings (monthly)
- Evaluates classes and discusses with the Women's Ministry Director
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#### ORGANIZATIONAL RELATIONSHIP:

- Responsible for Bible study teachers/facilitators
- Reports to the Women's Ministry Director

#### TIME REQUIRED:

Up to the size of ministry ...

#### LENGTH OF MINISTRY:

One year at least—two ideal with the expectation of training her replacement

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