

## ***Job Description for Women's Ministry Leader West Valley Missionary Church***

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### **MISSION STATEMENT**

The Women's Ministry of West Valley Missionary 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.