

Position Grade:

POSITION TITLE: Coordinator of Women's Ministry Team
EMPLOYEE NAME:
DEPARTMENT: Adult Ministries

REPORTS TO: Pastor for Adult Ministries				
EMPLOYEE SIGNATURE:				
<table border="1"> <tr> <td>APPROVALS (Initials)</td> <td>By:</td> </tr> <tr> <td>By: Date:</td> <td>Date:</td> </tr> </table>	APPROVALS (Initials)	By:	By: Date:	Date:
APPROVALS (Initials)	By:			
By: Date:	Date:			

I. Position Summary

To recruit, train, and continually equip and mobilize members of the Women's Leadership Team as they carry out the vision, mission, and core values of the Women's Ministry.

As the "gate-keeper" of the scope of vision, she must be able to keep all activities embarked upon and centered upon the vision statement. Her highest skills must be in vision casting and articulation of the vision of OMPC and implementing that vision through the women's ministry of the church. Her job is to efficiently manage and maximize the resources of the women's ministry – both the giftings of the women of OMPC as well as the ministry budget. She must possess an understanding of a management philosophy that seeks to equip and empower Team Leaders in their specific area of ministry.

II. Position Requirements

Knowledge:

1. Management experience of two years or more preferred
2. Experience in program development
3. Experience in leadership training and development
4. Understands and can articulate Reformed Theology
5. Familiarity with the women of OMPC and the women's ministry preferred

Skills/Profile:

1. Visionary – Able to effectively motivate others towards a shared goal.
2. Administrative – Maintains a "big picture" of ministry and effectively utilizes ministry resources to further ministry mission and vision.
3. Manager – Characterized by a "macro" style of management and sees as her primary focus to locate, train, and continue to encourage those in leadership to run and maintain responsibility for all ministry activities. She has a deep respect for

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the abilities of her team and therefore maintains a "hands off" approach yet remains available.

4. Team Builder – Prioritizes ownership of ministry to be a shared one. Seeks to assist team in determining overall vision and direction of ministry and encourages active participation and ideas from entire team.
5. Liaison – Effectively builds bridges between the women's ministry and all other staff or ministries in the church and community.

III. Management Responsibilities

The Director will supervise an administrative assistant (see job description) and provide her the direction, encouragement, and resources necessary to accomplish her job. She would make sure all volunteers in women's ministry understand the limits and responsibilities of the administrative assistant, and would potentially step in if there was a work overload placed upon her. Otherwise, the volunteers would normally communicate directly with the assistant and through the Director only if their request was not a clear part of the assistant's job description.

IV. Position Responsibilities

Major Responsibilities	% Of Time
I. Leadership Development	90%
A. Oversees Nomination Process and Training for Leadership Team	
B. Conducts Administrative Portion of the Monthly Leadership Team Meeting	
C. Conducts Team Leader Training <ul style="list-style-type: none">• How to conduct mission and vision building meetings yearly• How to effectively link their vision with overall vision of Women's Ministry	
D. Leadership Encouragement <ul style="list-style-type: none">• Supports leaders by offering counsel as needed and accountability for carrying out of tasks. It is imperative that Team Leaders remain the "point person" for all contacts (other businesses, administrative assistant, and other women who may be interested in involvement) and that all decisions (once overall direction was approved by Leadership Team) and tasks remain the responsibility of the ministry team under the direction of the Team Leader.	

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<p>E. Future Ministry Development</p> <ul style="list-style-type: none">• If the Leadership Team decides to add a new area of ministry, the director would be responsible for securing a new Team Leader and assisting her to form and develop her Team.	
<p>II. Church Staff Support</p>	5%
<ul style="list-style-type: none">• Attend weekly staff meetings in order to assure connection and “team mindset” between OMPC staff direction and women’s ministry, maintain accountability, and potentially discover new opportunities to place additional women in leadership positions in the church beyond women’s ministry.	
<ul style="list-style-type: none">• The Director will serve as a staff liaison to the women of the church and will therefore be expected to at times explain and support staff decisions to the Leadership Team and be able to teach them how to communicate these decisions in a way that is both accurate and supportive.	
<p>III. Church and Community Representation</p>	5%
<ul style="list-style-type: none">• Generally serves as “point-person: for Women’s Ministry before the church and also in functions (Pres-wic Conventions, etc.) outside the church. Attends all church-wide women’s events to support responsible Leadership Team, if necessary.	