

KURRI KURRI BAPTIST CHURCH

Women's Event Coordinator Role Description

Document 36	
Replace existing document?	Yes
Version:	Version 1.1 (Reviewed and updated)
Details of superseded documents:	(Version 1.0) Women's Event Coordinator. Created and adopted by the Church Governance Body on 6/6/2023.
Model Document Credit:	N/A
Adopted by governance body on:	6/6/2023
Last date reviewed:	27/6/2024
Review due date (annual review):	27/6/2025

Note: Throughout this document, "Church" refers to Kurri Kurri Baptist Church (KKBC), the local Church which adopted this document.

Role Title

Women's Event Coordinator

Role Description

Planning of women's events on behalf of the Church, in the Name of Jesus reaching others in fellowship and outreach

Responsibilities

- To periodically survey and identify the interests of the women within the Church
- To coordinate the planning, preparation and carrying out of events for which women in the Church have shown interest
- To communicate when it is appropriate for young women/youth to attend events
- To communicate regularly with the Church Secretary when selecting event dates, and disseminating event information
- To communicate regularly with the Website and Bulletin Coordinator/s when distributing event information
- Appoint a Women's Ministry Team comprising others with similar interests in Women's Events and communicate this Committee to the Diaconate and Safe Church Team

Prerequisites and/or skills required

- Church member, and/or agree with the "Responsibilities of Membership" listed in the Constitution (5.c.)
- Compliance with the Procedure for Staff and Volunteers

Supported by

- Church Leadership, and Church

Term

- Nominated by the Church Leadership and affirmed at the Annual Church Meeting
- One year term, with eligibility for re-nomination for subsequent terms

Reporting to

- Church Leadership, and Church

Reporting method and frequency

- By means of contributing a written report for the Church Annual Report