

# KURRI KURRI BAPTIST CHURCH

## Women's Ministry Coordinator Role Description

Document 36	
Replace existing document?	Yes
Version:	2.0 (Change of title, term, addition of volunteer category)
Model Document Credit:	N/A
Details of superseded documents:	(Version 1.1) Women's Event Coordinator Role Description. Reviewed and updated by the Governance Body on 27/6/2024  (Version 1.0) Women's Event Coordinator. Created and adopted by the Church Governance Body on 6/6/2023
Adopted by governance body on:	6/6/2023
Last date reviewed:	1/7/2025
Review due date (annual review):	1/7/2026

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

## **Role Title**

Women's Ministry Coordinator

## **Role Description**

Planning of women's ministries 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 ministries/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 ministries/events and communicate this team 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 (Category 2 a - Volunteers in leadership roles, engaged in child-related work and/or engaged in work with vulnerable adults)

## **Supported by**

- Church Leadership, and Church
- Women's Ministry Team

## **Term**

- Nominated by a regular Church attendee (Member or Non-Member), 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