KURRI KURRI BAPTIST CHURCH

Women's Ministry Coordinator Role Description

Document 36	
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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