

## Roles & Responsibilities of the Women's Ministry Leadership

All Women's Ministry Leadership team members should recognize the need for good public relations. Represent the ministry favorably and professionally to the church's constituency and the public. Attend and participate in scheduled leadership meetings. Inform Servant Leader promptly if unable to attend scheduled events, bible studies, or unable to fulfill any duties assigned.

**Servant Leader (Cyndi Rodgers)** – Servant Leaders are the managers and administrators to others who do the hands-on work of the Lord! The Servant Leader is the visionary who sets the tone and empowers the team. Who mentors, guides, and helps the team grow.

- Prays regularly for her position, Women's Ministry Team, and the women of the church and community
- Adheres to guidelines as described in WBC Servant Leader's Guide
- Meets with Pastor semi-annually to discuss the Women's Ministry calendar of progress
- Responsible for development and execution of ministry event calendar and supporting budget
- Encourages other team members in their responsibilities, delegating appropriately, and assisting when needed
- Leads the Leadership Team meetings by preparing an agenda that encourages the contribution of every Team member
- Evaluate and facilitate tactical and strategic opportunities to make a spiritual difference in the lives of those being served
- Coordinate with Pastor the keynote (preacher) speaker for Sunday women's day
- Responsible for all speakers for the women's annual conference. Work with Assist-Servant Leader to secure these speakers
- Interview and approve all Leadership members
- Identifies training needs for Leadership members and finds opportunities to meet these needs
- Contacts Women's Ministry Team members regarding their tasks, as needed
- When open positions are unfilled, perform duties of that position when necessary and work to fill the position
- Meets with the successor to ensure a smooth transition
- Recruit and train new members to the team
- Present to the Deacon Council (when needed) and Church Council (as scheduled) of ministry activities, changes, etc.
- Proofread and approve all marketing material before it is published
- Reach out to any groups internal & external to build a relationship for any assistance the team may need
- Create & update guidelines/roles and responsibilities

- Approve all disbursements & reimbursements
- Final approval of the budget before it is presented to the Financial Team

**Assistant-Servant Leader/Bible Study Coordinator (Tasha White)** – is responsible for assisting and fulfilling the duties of the Servant Leader, when needed.

- Assist and provide backup to the Servant Leader on all items above
- Backup Secretary and Treasurer when needed
- Ensure that each leadership member completes their assigned tasks timely
- Work with Servant Leader to secure conference speakers
- Make all announcements to the Church body concerning the ministry when needed (except for the first introduction of the team, Servant Leader will handle)
- Ensure overall team action items are completed
- As Bible Study Coordinator, assist and recommend selected Bible study and topics presented to the women of the church based upon their spiritual maturity
- Recruits, trains, and encourages additional Bible study leaders
- Maintains regular contact with all Bible study leaders, coaching them through situations as they arise
- Reviews and purchases Bible Study materials
- Creates a schedule of Bible study classes and assist in the creation of virtual platforms for classes
- Works with Publicity Coordinator to publicize Bible study offerings

**Treasurer (Sharlene Brittian)** – is responsible for planning and overseeing the ministry budget (general financial oversight). This involves development initiatives and adjusting assets in the event of changes.

- Works with Servant Leader to create an itemized budget based on known costs, anticipated expenditures, and expected income, to be present to the church's Financial Team and Deacon Board for approval. Present budget to the Leadership Team for discussion.
- Keep track of all incoming and outgoing money for the ministry to ensure ministry does not exceed the approved budget from the church
- Reports at each Women's Leadership meeting the financial status, identifying shortages and surplus as appropriate
- Completes necessary paperwork by following church policies
- Tracks registrations monies for events
- Assists in the distribution of scholarships for women in the group who cannot afford to attend events, ensuring confidentiality for any woman in need
- Attends to miscellaneous financial matters as needed, including payments to speakers, reimbursement to team members and of registration funds, and childcare workers

- Work with the Publicity Coordinator to order all promotional items for all events
- Make all deposits to the Church Administrator according to the church policies
- Assist and provide backup to the Servant Leader in the absence of the Vice-Servant Leader

**Secretary (Monica Coleman)** – is responsible for handling administrative tasks and functions supporting the ministry. This includes but is not limited to the records, correspondence, minutes of meetings, and related affairs of the ministry.

- Record discussions, decisions, and information shared during all team meetings
- Send out calendar invites and reminders for all team meetings
- Work with Servant Leader to create the agenda and disburse to the team
- Compiles notes in an organized format and highlights follow-ups
- Maintains records of each meeting
- Distributes minutes from each meeting to all team members within 48 hours
- Schedule all ministry events on the church calendar
- Gather and compile information needed for recognitions of ministry attendees/ members' birthdays, condolences, etc. and acknowledge those events

**Music & Worship Coordinator (Rosalyn Delane)** – is to build and nurture, both spiritually and musically, teams of instrumental and vocal musicians who will lead music in worship for Bible study, calendar events, meetings, and special events/gatherings as needed.

- Selects music and worship activities that complement the Women's ministry events
- Coordinates music selections for Bible study, each event, or meeting
- Recruit creative dancers, singers, and musicians for Bible study, calendar events, and special gatherings, as needed
- Prepare an itemized budget for musicians for each event
- Provides lyrics and soundtracks and create PowerPoint slides for the lyrics for each event as needed
- Schedules worship practices before events

**Publicity Coordinator (Shamecca Jones)** – will help coordinate marketing plans and the various active marketing campaigns for the ministry events. The Publicity Coordinator will work with the MarCom team to keep relevant campaigns active and influential.

- Creatively publicizes Women's Ministry events in the church and community, such as via email, text, email blast external, etc.
- Ensure Women's email address and internal distribution list is updated
- Works with MarCom and other Leadership Team members to create event-specific publicity, including registration forms, emails, social media postings, Sunday bulletin

announcements, bulletin board displays, brochures, press releases, PowerPoint presentations, and other signage.

- Creates and distributes newsletter quarterly
- Coordinates promotional displays and publicity releases with MarCom
- Prepare an itemized budget for each event for the marketing needs
- Work with the Treasurer to order all promotional items for all events
- Ensure all publicity items are per church guidelines
- Represent (host a table) the ministry at various strategic events: and other church conferences and mission events.
- Post daily words of encouragement, scriptures, poems, etc. to the Women's Facebook Page as needed
- Regularly updates to the Women's Ministry page on the church website

**Event Designer/Decorator (Nikitha Earthly)** – is responsible for the overall activities concerning an event, including idea generation, creating the final design for the event, determining the best production process to apply, and managing the event production and implementation.

- Responsible for decoration/décor for all events
- Responsible for recruiting support for setup and takedown of decoration
- Responsible for coordinating with all vendors/service providers needed for games and entertainments (photo booth, backdrops, florists, etc.)
- Prepare an itemized budget for each event
- Solicit bids from vendors/service providers

**Event Planner /Volunteer Coordinator (Rhonda Sims)** – is responsible for meeting with the team to understand the purpose of the meeting or event. Work with the team to plan the scope of the event, including time, location, program, and cost. Work with the ministry to choose where to have the event and whom to contract for services.

- Liaison to event venue coordinator for event details: materials shipping, etc
- Solicit bids from places where the event will be held
- Coordinate and facilitate post-event evaluations
- Prepare an itemized budget for each event
- Network and coordinate interested volunteers for each event
- Responsible for recruiting volunteers and ensuring the necessary number of persons needed for each event
- Coordinate registration for all events
- Coordinate and organize all promotional items (bags) per person for all events
- Responsible for scheduling meetings with volunteers, other ministries, and groups before events to discuss various tasks

**Bible Study Leaders (Open) (at least 3 people)** – are responsible for prayerfully providing subject matters that will help women learn attitudes and skills that will contribute to their spiritual development as mature, able, and reliable women of God. The leaders will serve as instructors, coaches, tutors, trainers, mentors – to other women interested in fulfilling this role

- Works with Bible Study Coordinator to select bible study material
- Teach rigorous academic Bible courses to capture the hearts of all women for our Master, Jesus Christ.
- Creates a schedule of Bible study lessons based on study material chosen
- Facilitates and Teaches bible study from study material chosen
- Plan a program of study that, as much as possible, engages women to express their individual needs interests and share spiritual gifts that will challenge and inspire everyone to be obedient to God.
- Employ a variety of instructional aids, methods, and materials that will provide for creative teaching to reach the whole individual: spiritual, mental, physical, social, and emotional needs
- Plan through approved channels the balanced classroom use of field trips, guest speakers, and other media
- Works with Publicity Coordinator and Bible Study Coordinator to publicize Bible study lessons

**Audio and Visual (AV) Liaison (Regina Cotton)** – is responsible for setting up, installing, operating, testing, and troubleshooting audio and video equipment needed for the ministry events. Also, the liaison will produce the best possible atmosphere for worship through sound reinforcement. This includes but is not limited to creating the best music mix possible, creating an audio mix that meets the mood the Servant Leader/Bible Study Coordinator/Leader/Event Planner wants to convey, and supporting the audio needs of the individuals involved with the event.

- Works with Servant Leader/Bible Study Coordinator/Leader/Event Planner to identify audio and video medial requirements
- Liaison to the AV Ministry submit audio and video requirements to the AV Ministry to fulfill the needs of the Women's ministry
- Acquire and organize event venues, speakers, music, presentation, and sound equipment
- Prepare an itemized budget for each event
- Oversee strategic marketing and communications for events Share Connecting Streams vision by networking with event participants

**Devotion & Prayer Coordinator (Sharon Coleman)** – responsible for coordinating devotion (to include prayer and scripture) for every event, whether directly or through delegation, and providing general leadership of devotion activities.

- Pray for ministry, Servant Leader, team member, and women of the church
- Lead team in devotions (prayer and scripture) for meetings and events.
- Selects scriptures and pray during Women's ministry events and identify and recruit women willing to meet the devotion needs for all events (including 4<sup>th</sup> Sundays- Women's Sundays).
- Meets with selected devotional team members before all events to ensure commitment and knowledge of their role
- Establish a strategic Prayer Committee and serve as its chairperson, if needed
- Develops, Communicates, and Distributes prayer and fasting guides

**Event Caterers (Shillonda Perkins & Rhonda Sims)** – Caterers must recommend menus for each event to include various choices of popular foods. Items may consist of appetizers, entrees, salads, sandwiches, desserts, or other foods that meet the ministry's needs.

- Prepare and store food safely before and during events
- Work with the Event Designer and Planner to set up all tables and foodservice areas with chairs, linens, and dishes
- Keep track of all supplies necessary for such events
- Prepare an itemized budget for each event
- Identify critical people in the ministry who are willing to help set up and clean up and enlist their commitment for all events, meetings, and bible studies Or establish a strategic Caterer Committee and serve as its chairperson

**Vendor and Charity Coordinator (Sony Simon)** – is responsible for managing vendor relationships and liaison with all event vendors. Responsible for managing contracts drawn out between the church and the suppliers and maintaining business relationships between the vendor, church, and the ministry. Leads the process of exploring the selection of vendors.

- Research, analyze, and monitor vendors and their products
- Work with the Church Administrator to create a vendor contract based on guidelines of the church
- Set up vendor registration
- Set up vendor table décor
- Set schedules so vendors know when to show up and how to proceed
- This role requires you to be a good communicator and negotiator and have interpersonal skills to effectively maintain vendor relationships for future events.
- Ensure Vendor needs are met and that the setup process runs smoothly

The **Charity Coordinator (Sony Simon)** – is responsible for identifying and building relationships with various charities.

- Ensure that information is received regarding the charity's needs
- Organize and oversee the women's ministry donations and ensure that gifts are delivered to the specified charity
- Works with the Volunteer Coordinator to Identify volunteers needed as well as schedule meetings to discuss volunteer tasks

**Sponsorship Fundraiser Coordinators (Sandra Sims & Jackie Massey)** – will develop and implement plans for the church ministry fundraising, which will help achieve the goals for sustainable funding, the development of projects, and delivery of core operations.

- Work with Ministry Treasurer to determine annual development budget
- Develop or revise and update the current fund development plan
- Review all previous year fundraising activity and make recommendations for improvements for the new fiscal year
- Develop an annual calendar for the committee's activities, including critical dates, milestones, and required board actions
- Engage in advocacy and networking
- Track and report progress toward fundraising goals to the Leadership Team
- Analyze relationships with current and prospective major donors and funders and develop individualized strategies to cultivate or strengthen those relationships
- Analyze relationships with existing and future corporate sponsors, devise sponsorship packages, and work with the Leadership team to develop relationships
- Meet with current and prospective major donors and funders (foundations and corporations)
- Tap respective networks for potential donors of money, time, and in-kind support
- Monitor & support fundraising efforts to be sure that ethical practices are in place, that donors are acknowledged appropriately, and that fundraising efforts are cost-effective
- Provide reports out during Leadership meetings