

MOTHERS' MERCY GIVER

The mothers' mercy giver will work with a team of mothers' mercy givers to provide assistance to mothers of babies and young children in times of urgent need. This ministry position may be easiest for women who do not hold a full-time job outside the home.

Ministry Area/Department	Women
Position	Mothers' mercy giver
Accountable To	Women's ministry director
Ministry Target	Mothers of babies and young children
Position Is	Volunteer
Position May Be Filled By	Church member
Minimum Maturity Level	New, growing Christian
Spiritual Gifts	Mercy-showing • Pastor/shepherd
Talents or Abilities Desired	Loves children • Has own transportation • Able to prepare simple meals
Best Personality Traits	Dependable-expresser • Patient
Passion For	Giving moms a break!
Length of Service Commitment	One year minimum

ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** up to four hours a week
2. **Participating in meetings/training:** yearly training or as requested

RESPONSIBILITIES/DUTIES

1. Provide child care in emergency situations.
2. Provide child care while moms go to appointments—doctor, dentist, etc.—if they cannot make other child-care arrangements.
3. Provide transportation to appointments, school, the store and for important errands when car is out of commission.
4. Help prepare or deliver meals when a mother is ill.
5. Do laundry and basic household chores when a mother is recuperating from surgery or childbirth.
6. Pick up and deliver medicine/groceries to sick moms.

MOTHERS' PRAYER CIRCLE COORDINATOR

The mothers' prayer circle coordinator is responsible for organizing and overseeing the mothers' prayer circle.

Ministry Area/Department	Women
Position	Mothers' prayer circle coordinator
Accountable To	Women's ministry director
Ministry Target	Mothers • Children • Families
Position Is	Volunteer
Position May Be Filled By	Church member
Minimum Maturity Level	New, growing Christian
Spiritual Gifts	Administration • Exhortation • Pastor/shepherd
Talents or Abilities Desired	Organizational skills • Belief in the power of prayer
Best Personality Traits	Dependable-leader • Expresser
Passion For	Uplifting mothers and sharing their concerns in prayer
Length of Service Commitment	One year minimum

ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** two hours a week
2. **Participating in meetings/training:** one hour a month

RESPONSIBILITIES/DUTIES

1. Enlist members in the mothers' prayer circle.
2. Organize and coordinate the mothers' prayer circle.
3. Prepare a list of women who want to be involved in an emergency prayer chain by phone. Include names and phone numbers. Distribute the list and explain the procedure to participants.
4. Meet with mothers on a weekly basis to pray for their families and children; children in the church, community and local schools—and for parents and leaders in the church, community and local schools.
5. Pray daily for special prayer requests from women in the mothers' prayer circle.
6. Become a spiritual prayer warrior, remembering the emotional, physical and spiritual needs of children—especially the need for protection from evil influences in today's world.

MOTHERS' PRAYER CIRCLE MEMBER

The mothers' prayer circle member is responsible for participating in the mothers' prayer circle as a prayer warrior for children in the church, community and local schools as well as for special prayer requests from mothers within the circle.

Ministry Area/Department	Women
Position	Mothers' prayer circle member
Accountable To	Mothers' prayer circle coordinator
Ministry Target	Mothers, children and families
Position Is	Volunteer
Position May Be Filled By	Church member
Minimum Maturity Level	New, growing Christian
Spiritual Gifts	Pastor/shepherd • Mercy-showing
Talents or Abilities Desired	Belief in the power of prayer
Best Personality Traits	Any and all
Passion For	Spiritual nurture and safety of children
Length of Service Commitment	Indefinite

ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** one to two hours a week
2. **Participating in meetings/training:** as requested

RESPONSIBILITIES/DUTIES

1. Consider participating in an emergency prayer chain for mothers.
2. Meet with mothers' prayer circle on a weekly basis to pray for their families and children, children in the church, community and local schools—and parents and leaders in the church, community and local schools.
3. Pray daily for special prayer requests from women in the mothers' prayer circle.
4. Become a spiritual prayer warrior, remembering the emotional, physical and spiritual needs of children—especially the need for protection from evil influence in today's world.

SHOWER ASSISTANT

The shower assistant is responsible for helping the shower hostess plan and carry out showers for the women in the church who are expecting a baby or getting married.

Ministry Area/Department	Women
Position	Shower assistant
Accountable To	Shower hostess
Ministry Target	Brides and mothers-to-be
Position Is	Volunteer
Position May Be Filled By	Church member
Minimum Maturity Level	New, growing Christian
Spiritual Gifts	Serving • Pastor/shepherd • Administration
Talents or Abilities Desired	Good organizational skills • Enjoys planning and serving
Best Personality Traits	Analyst-dependable or dependable-expresser
Passion For	Honoring and helping others during special occasions
Length of Service Commitment	One year minimum

ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** three to five hours the week of the shower
2. **Participating in meetings/training:** as requested

RESPONSIBILITIES/DUTIES

1. Meet with the shower hostess to plan and prepare for the shower.
 - a. Help prepare and mail invitations, make phone calls and place announcements in church publications.
 - b. Help determine type and amount of refreshments needed. Contact volunteers to bring refreshments.
 - c. Assist shower hostess with errands to purchase supplies/refreshments.
 - e. If games are planned, help plan them and purchase inexpensive gifts.
2. Help set up for the shower, serve during the shower and clean up afterward.

SHOWER HOSTESS

The shower hostess is responsible for planning a special celebration to honor and shower with gifts the women in the church who are expecting a baby or getting married.

Ministry Area/Department	Women
Position	Shower hostess
Accountable To	Women's ministry director
Ministry Target	Brides and mothers-to-be
Position Is	Volunteer
Position May Be Filled By	Church member
Minimum Maturity Level	New, growing Christian
Spiritual Gifts	Serving • Pastor/shepherd • Administration
Talents or Abilities Desired	Good organizational skills for planning and organizing showers
Best Personality Traits	Leader-analyst or leader-dependable
Passion For	Honoring and helping others during special occasions
Length of Service Commitment	One year minimum

ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** three to five hours the week of the shower
2. **Participating in meetings/training:** as requested

RESPONSIBILITIES/DUTIES

1. Maintain a shower fund from regular donations from church members—most likely from women. Use this fund for paper/plastic goods, inexpensive gifts for game prizes, invitations and refreshments—or ask volunteers to donate these items.
2. Maintain a supply of reusable decorations for showers.
3. Schedule a shower for women of the church who are expecting a child or getting married. Check the church master calendar and with the individual for whom the shower will be given to confirm a date that does not conflict with other activities.
4. Meet with shower assistants to plan and prepare for the shower. Contact other committees or recruit volunteers to assist as needed.
 - a. Prepare and mail invitations and place an announcement in the church newsletter inviting church members; include an RSVP so you can have an idea of the number of people attending in order to plan appropriately.

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- b. Determine type and amount of refreshments needed. Purchase and/or assign volunteers to bring refreshments.
 - c. Purchase disposable plates, utensils, cups, napkins.
 - d. Plan games and purchase inexpensive gifts (if you decide to include games).
5. Plan prayer and a brief devotional or Scripture reading related to the upcoming event.
 6. Set up for and oversee the shower and clean up afterward with the help of assistants.

WEDDING CONSULTANT

The wedding consultant is responsible for providing advice and assistance to the bride in planning her wedding and for conducting the rehearsal and wedding as planned and according to church policies.

Ministry Area/Department	Women
Position	Wedding consultant
Accountable To	Women's ministry director
Ministry Target	Brides
Position Is	Paid staff—paid per wedding by the bride and groom
Position May Be Filled By	Church member
Minimum Maturity Level	New, growing Christian
Spiritual Gifts	Serving • Administration
Talents or Abilities Desired	Very good organizational skills • Creative • Knowledge of wedding etiquette and church policies regarding weddings • Able to direct groups • Clean, well-dressed appearance
Best Personality Traits	Expresser-leader • Analyst
Passion For	Working with brides to plan and conduct memorable weddings
Length of Service Commitment	Two years minimum

ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** depending on need—may be zero hours some months and several hours other months
2. **Participating in meetings/training:** minimal, as requested

RESPONSIBILITIES/DUTIES

1. Meet with the bride and probably the bride's mother to discuss bride's and groom's wishes and give your suggestions and insight.
2. Develop an order of service. Type and print out copies for yourself, the pastor officiating the wedding and the wedding party.
3. If bulletins will be used, compile information from the order of service and wedding party information for the bulletins. Print out the information for the bride and prepare the bulletins if being paid extra to do so.
4. Plan and conduct the wedding rehearsal.
5. Direct the wedding and reception if being held at the church.

WOMEN'S ACTIVITIES COORDINATOR

The women's activities coordinator is responsible for planning and coordinating activities for women of the church to promote fellowship and spiritual growth and to address special needs of women.

Ministry Area/Department	Women
Position	Women's activities coordinator
Accountable To	Women's ministry director
Ministry Target	Women
Position Is	Volunteer
Position May Be Filled By	Church member
Minimum Maturity Level	Stable, maturing Christian
Spiritual Gifts	Pastor/shepherd • Administration • Teaching
Talents or Abilities Desired	Good planning and organizational skills
Best Personality Traits	Leader-analyst • Dependable
Passion For	Promoting a sense of unity by bringing women together
Length of Service Commitment	One year minimum

ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** three hours a month
2. **Participating in meetings/training:** one hour a month

RESPONSIBILITIES/DUTIES

1. Plan special activities for women at least every other month. Activities may include, but are not limited to:
 - a. Educational/health-related classes on women's issues
 - b. Biblically based classes on women's roles
 - c. Craft and home fix-it workshops
 - d. Saturday breakfast out
 - e. Prayer retreat at a member's lakefront or mountain cabin
 - f. Tea party with testimonies and prayer
2. Work with women's ministry director to plan and coordinate a yearly trip to hear a special inspirational women's speaker. Or attend a women's event sponsored by a denomination, a nearby Christian college, a university or church.

WOMEN'S DAY OUT COORDINATOR

The women's day out coordinator is responsible for planning and coordinating activities for women of the church to provide a time out or refreshing break from the everyday responsibilities women face.

Ministry Area/Department	Women
Position	Women's day out coordinator
Accountable To	Women's ministry director
Ministry Target	Women, especially stay-at-home moms
Position Is	Volunteer
Position May Be Filled By	Church member
Minimum Maturity Level	New, growing Christian
Spiritual Gifts	Pastor/shepherd • Administration
Talents or Abilities Desired	Good planning and organizational skills
Best Personality Traits	Expresser-analyst • Dependable
Passion For	Giving women a break and providing opportunities for fun and fellowship
Length of Service Commitment	One year minimum

ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** four to six hours every other month
2. **Participating in meetings/training:** one hour every other month

RESPONSIBILITIES/DUTIES

1. Plan and oversee special daytime outings for women at least every other month. Activities may include, but are not limited to:
 - a. Going on garden tours
 - b. Visiting museums
 - c. Going shopping
 - d. Having lunch and attending an afternoon movie
2. Plan and oversee special nighttime or Saturday outings at least twice a year to include women who work outside the home. Activities may include, in addition to above:
 - a. Attending an evening movie
 - b. Going to a nice restaurant for a relaxing dinner
3. Arrange babysitting service at the church for women who need such services.

WOMEN'S MINISTRY DIRECTOR

The women's ministry director will provide direction and vision and will organize, coordinate and oversee the women's ministries of this church.

Ministry Area/Department	Women
Position	Women's ministry director
Accountable To	Pastor
Ministry Target	Women
Position Is	Volunteer
Position May Be Filled By	Church member
Minimum Maturity Level	Stable, mature Christian
Spiritual Gifts	Pastor/shepherd • Administration
Talents or Abilities Desired	Able to relate well with other people • Creative • Good organizational skills
Best Personality Traits	Analyst-expresser or expresser-leader • Dependable
Passion For	Ministering to women and providing opportunities for women to minister through the church
Length of Service Commitment	Two years minimum

ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** two to four hours a week
2. **Participating in meetings/training:** one hour a month

RESPONSIBILITIES/DUTIES

1. Meet regularly—perhaps monthly—with the various women's ministry coordinators and directors to discuss progress, praises, challenges, solutions and new ideas.
2. Be available to talk with women's ministry leaders about concerns or needs they may have.
3. Participate in special events and activities for women.
4. Work with the women's activities director to plan a special yearly trip to an inspirational event for women.
5. Read, research and evaluate materials on women's ministries and apply what you learn to this church's women's ministry.
6. Provide training opportunities for women leaders in the church.
7. Pray regularly for the women of the church.
8. Act as a liaison between the women's ministries and the pastor.

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9. Develop a women's ministries budget to present to the appropriate committee each year.
10. Oversee the distribution of funds for women's ministries and keep track of budget expenditures.

WOMEN'S MISSIONS COORDINATOR

The women's missions coordinator is responsible for overseeing the women's missions ministry, including exploring missions opportunities, keeping women informed regarding potential and ongoing missions involvement, coordinating efforts and serving as a liaison between the church and missionaries.

Ministry Area/Department	Women
Position	Women's missions coordinator
Accountable To	Women's ministry director
Ministry Target	Women, community and world missions
Position Is	Volunteer
Position May Be Filled By	Church member
Minimum Maturity Level	Stable, mature Christian
Spiritual Gifts	Pastor/shepherd • Exhortation • Administration • Giving • Serving • Evangelism
Talents or Abilities Desired	Organizational and leadership skills • Time to research and verify missions opportunities
Best Personality Traits	Dependable-analyst or expresser-analyst
Passion For	Assisting people in need of spiritual and physical help and sharing the love of God with them
Length of Service Commitment	Two years minimum

ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** two hours a month—more during special emphases
2. **Participating in meetings/training:** one hour a month

RESPONSIBILITIES/DUTIES

1. Act as a liaison with missionaries and organizations that women's ministry supports.
2. Research, locate, validate and follow up on missions projects, opportunities and needs within the local community as well as mission fields. Concentrate on areas of specific interest to women, such as:
 - a. Local shelters for abused or homeless women and children
 - b. Christian after-school programs
 - c. Orphanages—local and foreign
 - d. Missions organizations that reach out with physical and spiritual help around the world
 - e. Children who have a parent in jail or prison—coordinate with prison ministry

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3. Organize the women's ministry's efforts in supporting missions.
4. Educate the church regarding the women's ministry missions projects.

WOMEN’S PHYSICAL FITNESS DIRECTOR

The women’s physical fitness director is responsible for leading a regular exercise group to help meet women’s physical needs and promote healthy living.

Ministry Area/Department	Women
Position	Women’s physical fitness director
Accountable To	Women’s ministry director
Ministry Target	Women of the church and community
Position Is	Paid staff
Position May Be Filled By	Other approved individual
Minimum Maturity Level	New, growing Christian
Spiritual Gifts	Pastor/shepherd • Exhortation • Serving
Talents or Abilities Desired	Education or experience with women’s health issues, physical fitness and nutrition
Best Personality Traits	Expresser-leader
Passion For	Encouraging women to feel their best and take care of themselves
Length of Service Commitment	One year minimum

ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** three to six hours a week
2. **Participating in meetings/training:** as requested

RESPONSIBILITIES/DUTIES

1. Survey the women of the church to determine the need and interest for morning and evening programs. Schedule classes depending on results of survey.
2. Consider setting a nominal fee for the class—\$1 per person per class—to help pay for the instructor and supplies. Supplies to consider:
 - a. Instructional videos
 - b. Tasteful music to exercise by
 - c. Scales for checking weight
 - d. Pamphlets on women’s health issues
 - e. Progress/participation charts
3. Lead the fitness groups in exercise, followed by a brief devotional and glass of cold water or juice. Each session should last no longer than one hour.