

Job Description

Coordinator of Women's and Men's Ministries

Date:	March 2017
Classifications:	Part time, Program Staff, Exempt
Reports to:	Associate Minister for Pastoral Care and Discipleship
Evaluation Due:	Annually by Associate Minister for Pastoral Care and Discipleship in conjunction with the Parish Nurse.
Staff Liaison:	PW Coordinating Team, PW Circles, Sisters in Spirit Men's Fellowship Coordinating Team, Men's Bible Studies

Purpose

The Coordinator of Women and Men's ministries is responsible for working with the Presbyterian Women (PW), Sisters in Spirit and Men's Coordinating teams to plan and implement various programs and Bible studies. The Coordinator will work with the Associate Minister for Pastoral Care to select curriculum. The Coordinator will recruit and train leaders.

Qualifications

- A person of Christian faith, preferably familiar with a typical Christian church program
- Undergraduate college degree preferred
- Relational and outgoing
- A collaborative leader with the ability to work effectively with other church leaders and staff
- Self-starter with high level of initiative
- Strong organizational skills, demonstrated across a large organization
- Excellent verbal and written communication skills
- A team player, who can mentor and coach others
- Proficient in Microsoft applications, aptitude to learn software used at CPC

Major Responsibilities

- Assists the Moderator of Presbyterian Women with organizing and coordinating activities.
- Attends PW Coordinating Team meetings and visits circles on a rotating basis.
- Provide orientation and training for incoming leadership at the beginning of each year.
- Develops new groups (Circles) when needed.
- Assists the Associate Minister for Pastoral Care and Discipleship in selecting various kinds of curriculum for the various groups (Circles).
- Contract with speakers and venues as needed for events.
- Work with the PW Nominating Committee to identify and recruit leadership as needed
- Purchase all books, studies, supplies and various expenses. within the PW Budget.
- Arrange with clergy to provide a monthly preparation class for circle Bible Moderators.
- Annual Women's Retreat - arrange for speaker, site, paying expenses, provide support to the retreat committee.
- Work with the Sisters in Spirit Coordinating Team to coordinate and plan monthly meetings.
- Assists the Men's Fellowship Coordinating Team to coordinate and plan men's activities.

Physical Demands: Requires prolonged sitting, some bending, stooping, stretching, standing and lifting up to 30 pounds occasionally. Requires hand-eye coordination and manual dexterity sufficient to operate a keyboard, photocopier, and other office equipment. Requires normal and/or correctable range of hearing and vision.

Work Conditions: Work involves contact with staff, members of the congregation and the public. Work may have deadlines, multiple interruptions, and may be stressful at times. Regular work week is 10 hours, flexibility is required to accommodate meetings and church events that frequently occur outside normal business hours. Some work may be done by appointment or remotely.

This list is not intended to be all-inclusive. The employee will also perform other reasonably related business duties as assigned by the supervisor.

To apply, please send cover letter and resume to jobs@covenantpresby.org.