

Board of Adult Spiritual Growth

Women's Ministry Publicity Coordinator

Mission Statement: The Trinity Evangelical Lutheran Church Women's Ministry, rooted in Christ, emphasizes women ministering to women, for the purpose of equipping and encouraging women so they can evangelize in their homes, in the church, in the community and around the world.

Description: The Women's Ministry Publicity Coordinator is responsible for getting information out to the congregation, school, and community regarding Women's Ministry events and classes. She serves on the Women's Ministry team and is responsible for the visibility of Women's Ministry.

Qualifications:

- Spiritually mature, active, female member of Trinity Ev. Lutheran Church
- Faithful, available, and teachable
- Organized
- Dependable and flexible
- Computer skills with a flair for publicity

Responsibilities:

1. Actively encourage others to participate in Women's Ministry events and classes through personal invitations.
2. Have all events added to church calendar via the Church Secretary.
3. Create newsletter and bulletin announcements for upcoming classes and events, and submit to Church Secretary, other congregations, and the school as appropriate.
4. Create visual displays for Women's Ministry events..
5. Keep Women's Ministry visible in the congregation, school, and community.
6. Attend Women's Ministry team monthly meetings. Contribute to discussions and work with dedication to accomplish all team goals.
7. Perform individual tasks as assigned by the Women's Ministry team, for the furthering of team goals.

Time Commitment:

- 4 to 6 hours per month
- 1 -year commitment

Relationships: The Women's Ministry Publicity Coordinator works with the Women's Ministry Team Coordinator and serves on the Women's Ministry team. She works with Bible Class Leaders to publicize classes and events.

Training: The Publicity Coordinator will be trained by the outgoing Publicity Coordinator.