

Board of Adult Spiritual Growth

Women's Ministry Special Projects 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 Special Projects Coordinator is responsible for special events that individually occur once per year or less. She works with the Women's Ministry team and with those serving on the special projects teams.

Qualifications:

- Spiritually mature, active female member of Trinity Ev. Lutheran Church
- Faithful, available, and teachable
- Good relational skills and the ability to work with a wide variety of people
- Experience coordinating events
- Organized
- Dependable and flexible

Responsibilities:

1. Oversee and coordinate the details of the special projects (scheduling, advertising, registration, food, ordering materials, etc.).
2. Provide written reports on the details of the special projects at Women's Ministry team meetings.
3. Invite and involve others to serve on special projects teams and to participate in the special events.
4. Work with established budget set by the Women's Ministry team.
5. Attend Women's Ministry team monthly meetings. Contribute to discussions and work with dedication to accomplish all team goals.
6. Perform individual tasks as assigned by the Women's Ministry team, for the furthering of team goals.

Time Commitment:

- Varies by month, depending on the nature and details of the special projects
- 1-year commitment

Relationships: The Women's Ministry Special Projects Coordinator works closely with those serving on the special projects teams. She reports to the Women's Ministry team.

Training: Initially this will be hands-on training. In the future, the Women's Ministry Special Projects Coordinator will be trained by the outgoing Special Projects Coordinator.