

Job Description: Women's Ministry Administrator

Department: Community Life

Location: College Park Church

Reports To: Women's Ministry Coordinator

Classification: Part-Time / Non-Exempt

General Description

The role of the Women's Ministry Administrator is to provide assistance, support, and direction for the administrative aspects of the Women's Ministries at College Park Church. This role is responsible for clerical and administrative duties as well as indirect involvement in the planning and execution of weekly programming and special events. This is a part-time position (about 15-18 hours a week.)

Personal Qualifications

Education

- ♦ Bachelor's degree, preferably in a related field

Experience

- ♦ At least 3-5 years of experience in administration, preferably in a ministry setting. This would include aspects of the following areas: Database creation and maintenance, technological training and experience, event planning and oversight, responsibility for budgets and reconciling expenditures.

Spiritual Development

- ♦ Is known to be a spirit-filled woman who possesses an authentic love for Jesus Christ and others with a specific calling to minister to women.
- ♦ Demonstrates a stable, mature Christian walk, reflecting the character of a Godly woman found in Proverbs 31
- ♦ Exhibits the fruit of the spirit mentioned in Galatians 5:22-23
- ♦ Demonstrates, through life and words, a commitment to prayer and the Word
- ♦ Is a member, or is willing to become a member of College Park Church and is personally involved in Women's Ministries.

Ethics

- ♦ Exhibits a heart of compassion and humility, is trustworthy, and is a servant leader.
- ♦ Has a healthy balance between ministry and family life.
- ♦ Lives her life with integrity in the areas of personal purity, leadership, confidentiality and finances.

Spiritual Gifts / Skill Sets

- ♦ This role is built on working with the Women's Ministry Coordinator and helping with the various administrative details of the Women's Ministries. We believe it will require a composition of the following gifts and skills: Leadership, Administration, Helps, training, attention to detail, follow through and initiative.
- ♦ This role will include the administration of the overarching ministry but may also include helping various Women's ministries on the ground level.
- ♦ A servant's heart to help with the details of the ministry while also working to help train and equip other women to step in and lead as volunteers
- ♦ Capable of resolving conflict and handling difficult circumstances with wisdom, maturity, discernment and confidentiality.
- ♦ Able to articulate ideas clearly and has well-developed interpersonal skills

Passion/Calling

- ♦ Zealous for God-centered, Bible-dependent teaching and instruction.
- ♦ Passionate about Biblical community that is both redemptive in nature and intentional in purpose.
- ♦ Desires to grow and develop personally and in areas of ministry skill development.

Specific Assignments

1. Overall Leadership of Women's Ministries Administration

- Serve on the Women's Ministry Leadership Council as the Administrator.
- Provide overarching administrative leadership for all CPC Women's Ministries.
- Establish and oversee best administrative practices for maximum ministry effectiveness
- Provide training for volunteer administrators in each women's ministry area.

2. Women's Bible Studies

- Assist WBS leaders with registrations, finances, and other administrative aspects of WBS.
- Work alongside WBS leaders to develop and maintain databases and registration systems.
- Help to maintain consistent and clear communication via brochures, webpage and other forms of communication with leaders and participants.

3. Moms Connection (formerly MOPs)

- Help Mom's Connection steering team administrators with development and oversight of Mom's Connection details.

4. Church-wide Women's Events

- Help develop and implement the administrative components of church-wide Women's events.
- Assist in the planning and execution of Women's Events each calendar year as it fits with the vision of women's ministries, and the mission of CPC