

CCNC-N Women's Ministries Job Description

Team: Faith in Action

Micah 6:8

Purpose: Strengthen congregational life for mission by equipping women to use their influence and put their faith into action to carry out the mission and message of Jesus Christ.

Relationships: Reports to the Coordinating Council

Primary Functions of Faith in Action Team Leader:

1. Serves as member of Women's Ministries Coordinating Council.
2. Works with Coordinating Council to recruit women who exhibit gifts to carry out the mission of this team.
3. Schedules meetings with team.
4. Ensures the Team carries out their primary functions.
5. Initiates connection with Regional structures that have similar functions, i.e. Study and Concerns Committee.

Primary Functions of Faith in Action Team:

1. Receives and assimilates all Service materials from Office of Disciples Women (ODW) in Indianapolis and promotes these projects.
2. Publicizes regional and national projects, worthy appeals for social and political action and other service plans and ideas.
3. Follows up and reports Regional response to national/international (ICWF) Service projects.
4. Monitors local, state and national legislation for issues pertaining to the purpose/mission of Women's Ministries.
5. Informs women how to take legislative action on issues that further our mission.
6. Encourages women to vote in all elections.
7. Becomes familiar with IMPACT Legislative Action Program.
8. Assesses effectiveness of the above activities each year.
9. Submits article for Newsletter to Director of Communications.

Meetings and Commitments:

1. Attends one or two Coordinating Council Meetings a year
2. Attends Faith in Action Team Meetings
3. Attends Gathering of Women
4. Attends Mission Springs Fall Retreat
5. Attends Legislative Conference of California Church Council in Sacramento
6. Stays in touch with team members between meetings.

Qualifications:

1. Tireless
2. A heart for mission
3. Concerned with legislative issues in the community, state and nation and can convert the concern into action, challenging women to get involved.

Term of Service:

2 years

6/21/03

CCNC-N Women's Ministries Job Description

Team: Leader Development

Proverbs 3:5-6

Purpose: Strengthen congregational life for mission by providing leader development.

Relationships: Reports to the Coordinating Council

Primary Functions of Leader Development Team Leader:

1. Serves as member of Women's Ministries Coordinating Council.
2. Works with Coordinating Council to recruit women who exhibit gifts to carry out the mission of this team.
3. Schedules meetings with Team.
4. Ensures Team carries out their primary duties.
5. Initiates connection with Regional structures that have similar functions.

Primary Functions of Leader Development Team:

1. Identifies gaps in leadership skills for women in the region.
2. Recommends training programs to be developed and delivered to a variety of groups, i.e. District gatherings, local congregations, retreats, Gathering, Annual Meeting.
3. Acquires resources needed to develop and deliver training program.
4. Communicates the availability of training resources to Coordinating Council. Coordinating Council then communicates these opportunities to the appropriate local, District, Regional groups.

Meetings and Commitments:

1. Attends One or two Coordinating Council Meetings a year
2. Attends Leader Development Team Meetings.
3. Attends Gathering of Women
4. Attends Mission Springs Fall Retreat
5. Stays in touch with team members between meetings.

Qualifications:

1. Tireless
2. Leadership Skills
3. Resource Development
4. Facilitation Skills

Term of Service:

2 years

6/21/03

CCNC-N Women's Ministries Job Description

Team: Retreat/Renewal

Psalm 51:10-12

Purpose: Strengthen congregational life for mission by presenting opportunities for fellowship, education and spiritual growth.

Relationships: Reports to the Coordinating Council

Primary Functions of Retreat/Renewal Team Leader:

1. Serves as member of Women's Ministries Coordinating Council.
2. Works with Coordinating Council to recruit women who exhibit gifts to carry out the mission of this team.
3. Schedules meetings with Team.
4. Ensures the Team carries out their primary functions.
5. Initiates connection with Regional structures that have similar functions.

Primary Functions of Retreat/Renewal Team:

1. Oversees the planning and implementation of the following regularly scheduled retreats.
 - Women's Commission – February
 - Gathering of Women – March
 - Mission Springs Fall Retreat – September (2 years prior)
2. Ensures Planning Teams follow Regional guidelines, i.e. inclusive language, commitment to diversity in all leadership.
3. Plan and implement a Bi-Annual Regional Conference (yet to be developed).

Meetings and Commitments:

1. Attends one or two Coordinating Council Meetings a year.
2. Attends Retreat/Renewal Team Meetings.
3. Attends Gathering of Women
4. Attends Mission Springs Fall Retreat
5. Attends Women's Commission Retreat (new name for Women's Commission?)
6. Attends Bi-Annual Regional Conference

Qualifications:

1. Tireless
2. Project Management Skills

Term of Service:

2 years

6/21/03

**CCNC-N Women's Ministries
Job Description**

Team: Nurture/Network

Isaiah 40:31

Purpose: Strengthen congregational life for mission by presenting opportunities for mutual support, mentoring and spiritual growth.

Title: District Facilitator

Relationships: Reports to the Coordinating Council

Primary Functions:

1. Serves as member of Women's Ministries Coordinating Council.
2. Serves as liaison between region and local churches.
3. Helps develop networks and relationships between congregations and the wider church.
4. Provides promotional material for regional events to District churches and encourage attendance and participation in Women's Ministries opportunities, i.e. Gathering, Fall Retreat, etc.
5. Establishes personal relationships with women in the local congregations and maintains regular contact.
6. Helps identify the gifts of women in District churches who might serve in regional women's ministries.
7. Helps identify the needs of the women in District churches that pertain to the three areas of focus of the CCNC-N Women's Ministries.
8. Promotes and distributes study material developed by ICWF, e.g. New Day.
9. Facilitate events to bring district women together for mutual support, fellowship, mentoring and leader development.

Meetings and Commitments:

1. Attends One or two Coordinating Council Meetings a year
2. Attends 2-3 District Facilitator meetings – selects Team Leader in consultation with Council Facilitator and Administrative Staff person.
3. Gathering of Women
4. Mission Springs Fall Retreat
5. One other Retreat/Renewal event

Qualifications:

1. Tireless
2. An interest in the wider church and a willingness to learn the structures and resources
3. Resourceful
4. Communication Skills (e-mail helps).
5. Enjoys follow-through

Term of Service:

2 years

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Brief Job Description of the Administrative Team Members

Council Facilitator

- Schedules meetings
- Presides, leads, offers vision
- Coordinates with Regional Staff

Council Facilitator Elect

- Chairs the nominating process
- Keeps records of potential leaders
- Fills in for Council Facilitator

Recorder

- Keeps minutes
- Maintains records, archives
- Ensures correspondence is completed

Treasurer

- Pays bills
- Keeps financial books
- Prepares financial reports

Registrar

- Receives and banks all monies for events/retreats
- Notifies Treasurer of bank deposits made

Director of Communication

- Responsible for database management of council, local churches, individuals, etc.
- Issues publicity for events, etc.
- Edits Newsletter
- Manages Website

6/21/03

CCNC-N WOMEN'S MINISTRIES
Coordinating Council
John 21:15-17

Purpose Statement: To strengthen Congregational life for mission--CCNC-N Women's Ministries will
--Present opportunities for mutual support and fellowship, mentoring and spiritual growth
--Provide education and leader development
--Equip women to use their influence and put their faith into action to carry out the mission and message of Jesus Christ.

Administrative Team:

James 1:25

Council Facilitator
Council Facilitator Elect
Recorder
Treasurer
Registrar
Director of Communication
Administrative/Regional Staff

The Administrative Team sets (in consultation with Coordinating Council), Represents and acts for CCNC-N Women's Ministries in its various relationships, i.e. Regional Board, Disciples Women, CWU, etc. The Coordinating Council meets 3-4 times per year

Program Teams

Faith In Action (Micah 6:8)
Leader Development (Prov. 3:5-6)
Retreat/ Renewal (Psalm 51:10-12)
 --"Gathering of Women" Spring Retreat
 --Fall Retreat ("Mission Springs")
 --Bi-Annual Conference (in formation)
 --Other spiritual retreats
WomanSpirit

These teams plan and implement the programs of the Regional Women's Ministries. Team leaders serve on the Coordinating Council.

Nurture/Network Team

Isaiah 40:31

District Facilitators
 --Mentoring
 --Relationship building
 --Study Materials

District Facilitators communicate with local congregations, involving all forms of women's ministries happening in each congregation in their geographical area. District Facilitators serve on the Coordinating Council.