

General Conference *Women's Ministries*

JOB DESCRIPTION: *Division Women's Ministries Director*

The division director is appointed by the division committee.

- In most cases she becomes a member of the division committee.

GOALS AND OBJECTIVES

- To inspire and equip union Women's Ministries directors to fully utilize the talents of the Adventist women throughout the division.
- To provide leadership training and resource materials to further develop union Women's Ministries leaders.
- To work closely with church administrators to learn how Women's Ministries programs can complement and support existing programs for the overall health and growth of the church.
- To keep division administrators informed of activities, achievements, and needs of Women's Ministries in their division.

DUTIES AND RESPONSIBILITIES

- To encourage union administrators to appoint a Women's Ministries director in each union. Where applicable write a proposal showing the needs and benefits of the program.
- To provide annual training for union directors in each division.
- To provide unions with resource materials including program ideas, reports from other areas, and materials from the General Conference.
- To support union, conference, and local church sponsored Women's Ministries programs with her attendance as often as possible.

- To participate in union spiritual retreats.
- To keep statistical records of all division-wide Women's Ministries programs by supplying union directors with statistical forms early in the year and giving a deadline for returning them.
- To mail or fax completed statistical forms to the General Conference Department of Women's Ministries by February 1, of each year.
- To cooperate with the General Conference Department of Women's Ministries to develop Global Mission projects in each division.
- To serve as liaison between the division and the General Conference Department of Women's Ministries to distribute scholarships awarded through the General Conference Scholarship Fund.
- To cooperate with the General Conference to support programs such as: the women's devotional book, the scholarship program, and The Year of the Adventist Woman, etc.
- To provide information and advice to church administrators on issues relating to, and of particular interest to, Adventist women.
- To be a representative to the General Conference session every five years.
- To assist as a representative in the Women's Ministries General Conference booth.

LEADERSHIP QUALIFICATIONS

A woman chosen to lead out at the division level would do well to possess a growing faith in God, leadership and organizational skills, a balanced view of Women's Ministries, some experience in public speaking, and a commitment to minister to women. Also, she needs to be able to inspire other women, communicate goals, and work harmoniously with administrators, as well as other people.

General Conference *Women's Ministries*

JOB DESCRIPTION: *Union Women's Ministries Director*

- The union Women's Ministries director is appointed by the union committee.
- She often serves as a member of the union committee.

GOALS AND OBJECTIVES

- To improve the potential and full utilization of the resources of women of the Adventist Church, thereby, maximizing the advancement of the church's mission.
- To provide information and advice to the officials of the church on issues related to and of particular concern to women of the Seventh-day Adventist Church.

DUTIES AND RESPONSIBILITIES

- Facilitate planning of women's retreats for conferences.
- Facilitate development of culture—specific Women's Ministries activities for churches within the union.
- Establish and maintain conference Women's Ministries coordinators positions.
- Assist conference Women's Ministries directors in planning and organizing Women's Ministries.
- Attend conference Women's retreats around the union providing support and direction.
- Organize, plan, and implement union-wide women's ministries and retreats.
- Chair union Women's Ministries committee.
- Be available as a speaker to give presentations relating to women's needs and concerns

in different locations throughout the union, at women's retreats, seminars, etc.

- Develop a Women's Ministries resource catalog.
- Establish a resource center or central location within the union for Women's Ministries publications.
- Function as a resource person for conference Women's Ministries directors, Women's Ministries coordinators in the local churches, and women in the Adventist Church.
- Function in an educator role in defining and clarifying role of Women's Ministries directors and Women's Ministries leaders to the Adventist constituency (Ministers' meetings, deacons' and elders' meetings, Church Ministries period at church, departmental meetings, and to administrators and other church leaders, etc.).
- Function as a liaison between conference directors and your division office of Women's Ministries.
- Be an active member of your division's advisory committee.
- Assist in planning, organizing, and implementing the direction of Women's Ministries in your division.
- Prepare quarterly reports on Women's Ministries union-wide activities for your division director.
- Assist in providing information and advice to the officials of the Church on issues related to, and of particular interest to, Adventist women.
- Be a representative at the General Conference session every five years.
- Assist as a representative in the Women's Ministries General Conference booth.

General Conference *Women's Ministries*

JOB DESCRIPTION: *Conference Women's Ministries Director*

- The conference Women's Ministries director is appointed by the conference committee.
- She often serves as a member of the conference committee.

GOALS AND OBJECTIVES

- To establish a Women's Ministries
- To help place a leader in every local church in your conference.
- To inspire and support Women's Ministries leaders by providing counsel, leadership training and resource materials.

DUTIES AND RESPONSIBILITIES

- The Women's Ministries conference director will chair the planning committee which is composed of local church Women's Ministries leaders, and individuals interested in women's needs and concerns. The purpose of the committee is to brainstorm, develop strategies, network, and assist in planning and implementing programs and activities relevant to women's specific needs at the conference level.
- Coordinate conference activities. For example, women's retreats, one-day seminars, Women's Ministries activities held during campmeeting, etc.
- Assist in establishing Women's Ministries leaders at the local church level.
- Keep the union Women's Ministries director aware of local conference women's programs and activities.
- Assist the union Women's Ministries director in planning discussions, brainstorming sessions when held in your union.

- Assist the union Women's Ministries director in planning or conducting union-wide seminars, workshops, or activities.
- Is a member of, and attends, the union Women's Ministries Planning Committee.
- Keeps the church membership informed of Women's Ministries and their contributions to church life by: presenting reports on Women's Ministries activities to the conference Executive Committee, worker's meetings, and local churches when appropriate.
- Facilitates the development of local resources on women's needs and concerns.
- Is a liaison between the women of the conference and local conference officials.

