

BRIARWOOD PRESBYTERIAN CHURCH

POSITION QUESTIONNAIRE

POSITION TITLE: Single Women's Coordinator	REPORTS TO (Position Title): Singles Pastor		
EMPLOYEE NAME:	EMPLOYEE SIGNATURE		DATE:
DEPARTMENT: Briarwood Singles Ministry	APPROVALS (Initials)		
	BY:	DATE:	BY: DATE:

POSITION SUMMARY

To coordinate ministry for the women involved in our singles communities (ages 20s – 40s). This includes the development of special women's programs such as: seminars, women's retreats, women's studies, small groups, etc... The Women's Coordinator will help organize and recruit for ministry initiatives, events, and programs and serve as the key shepherd for our women.

POSITION REQUIREMENTS

- **College Graduate**
- **Knowledge of and commitment to the Scriptures and Reformed Presbyterian Theology** with an understanding of the disciple making process and leading small group Bible studies.
- **Counseling skills** with an understanding of the importance of confidentiality and emphasis on applying Biblical principles to all situations.
- **Administrative skills** with basic competency in Windows Office and organizational management.
- **Time management skills** which allow availability to single women on their time schedule.
- **Communication skills** for interaction with fellow Briarwood staff, church members in general, and visitors to Sunday school and church.
- **Ministry skills** such as preparing and leading Bible studies, counseling, witnessing, training leaders, etc. Able to organize, motivate, shepherd, and serve people.

EXPERIENCE NEEDED

It is preferred that the Women's Coordinator have at least two years of experience leading women in discipleship small groups, and / or Bible studies. A Reformed Theological base in order to lead mature Christian single women is necessary. Experience in planning and coordinating ministry functions and programs is also desired.

MAJOR RESPONSIBILITIES
1. Build relationships with, personally minister to, and counsel the women in the Singles Ministry.
2. Provide leadership and direction in the areas of shepherding, discipleship, mentoring, and small groups in order to equip and encourage the saints and develop leaders.
3. Development and oversight of special women's programs such as retreats, studies, events, etc...
4. Active recruitment and assimilation of new members to Briarwood Presbyterian Church. This includes coordination of follow-up and evangelistic appointments for single women who visit Briarwood Presbyterian Church or ministry events.
5. Assist the Singles Pastor in praying for, planning, promoting, and coordinating all regular meetings, Sunday school, retreats, events, etc..., as well as assisting in the areas of budgeting and administration.
6. Be a representative and champion of the ministry among the greater body of Christ at Briarwood.
7. Develop quarterly ministry plans, and schedule and publish a monthly ministry calendar.