



A Place for Every Woman Where Every Woman Takes Her Place

The Structure of the Ministry

In 2012 Christian Women Connection introduced the new structure model for each level of our ministry – national, state and local. The new structure centers on a leadership team and is designed to conform to our mission and purpose. The leadership team model allows for flexibility so as to meet the needs of your unique group. Remember: it’s not about filling positions but more about meeting the needs of your local or state group. If a position is not needed in your group then feel free to eliminate that position or change to a more appropriate or necessary position. Keep as your central focus meeting the needs of the ministry and serving the women in your local congregation or groups.

Many groups have already moved to adopt the leadership team model. However we realize that there are others with questions as to how this new leadership team model can be implemented. Therefore we are including here additional information on the positions in the leadership models so as to bring clarity and understanding to this approach. As always, the National Office and your state CWC group are available to assist as you transition to this new leadership model.

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Local Connector Team Structure

The structure can be tailored to meet the needs of the local women and reflect the diversity of the congregations in which they worship. This structure supports the creation of a local Leadership Team that includes a connector representative for spiritual formation, relationships, service, pastoral support and women clergy. Some of the positions on the Connector Team will be similar (in function) to our previous structure whereas others are new. Smaller groups may need to combine the responsibilities of more than one position under the duties of one person – this is acceptable! It is far more important to implement a structure suited to your needs and one that meets your unique situation. The goal is to be ministry driven, not structure driven. Following is an example of the local structure with responsibilities of each position outlined.



Local Connector Team

Coordinator

Formerly the President position
Coordinator for the group
Contact for State and National communications

Assistant Coordinator

Formerly the Vice President position
Assists the Coordinator as necessary
Assumes the duties of the Coordinator should she be unable to fulfill her duties

Recording Secretary

This position is the same as previous
Takes minutes at all meetings
Provides the official written record of all proceedings

Finance Coordinator

Formerly the Treasurer and/or Finance Secretary
Two (2) positions identified should groups desire or need both
Oversees the finances and budget

Service Connector

Coordinates missions projects
Identifies community service projects

Relationship Connector

Helps build relationships between CWC and other women's groups
Coordinates mentoring ministries/projects

Spiritual Formation Connector

Formerly Spiritual Life position
Coordinates retreats/seminars for spiritual development
Suggests resources/tools for spiritual formation

Women Clergy Connector

Supports women in ministry
Equips women for ministry

Pastor Connector

Keeps the Pastor informed about what is happening in CWC
Seeks the Pastor's input for the women's ministry
Ensures CWC is following the mission of the church/congregation

State Connector Team Structure

The state structure should promote more points of connection between state groups. The state Christian Women Connection ministry should support and enhance the vision and mission of the local and national ministries and serve as the connecting point between the two. The state ministry should be a resource for leadership training to local units, offer support to clergy women, and be a presence at state assemblies and college/youth conventions. At the state level, Christian Women Connection can be a channel for extending a broader reach into our churches and seeking opportunities to partner with women of other denominations and churches.

As the connector between the local and national ministries, the state ministry is served by a state connection team composed of a spiritual formation connector, relationship connector and service connector. As with the local structure, the state connection team has a women clergy connector and should also include a representative of the state pastor/director. Following is an example of the local structure with responsibilities of each position outlined



State Connector Team

Coordinator

Formerly the President position
Coordinator for the group
Contact for Local and National and communications

Assistant Coordinator

Formerly the Vice President position
Assists the Coordinator as necessary
Assumes the duties of the Coordinator should she be unable to fulfill her duties

Recording Secretary

This position is the same as previous
Takes minutes at all meetings
Provides the official written record of all proceedings

Finance Coordinator

Formerly the Treasurer and/or Finance Secretary
Two (2) positions identified should groups desire or need both
Oversees the finances and budget of the state CWC ministry

Service Connector

Coordinates missions projects for the state ministry
Identifies missions projects and promotes them to the local groups

Relationship Connector

Helps build relationships between CWC and other women's groups
Identifies mentoring projects and connects them with local churches

Spiritual Formation Connector

Formerly Spiritual Life position
Coordinates retreats/seminars for spiritual development
Suggests resources/tools for spiritual formation

Women Clergy Connector

Supports women in ministry
Equips women for ministry

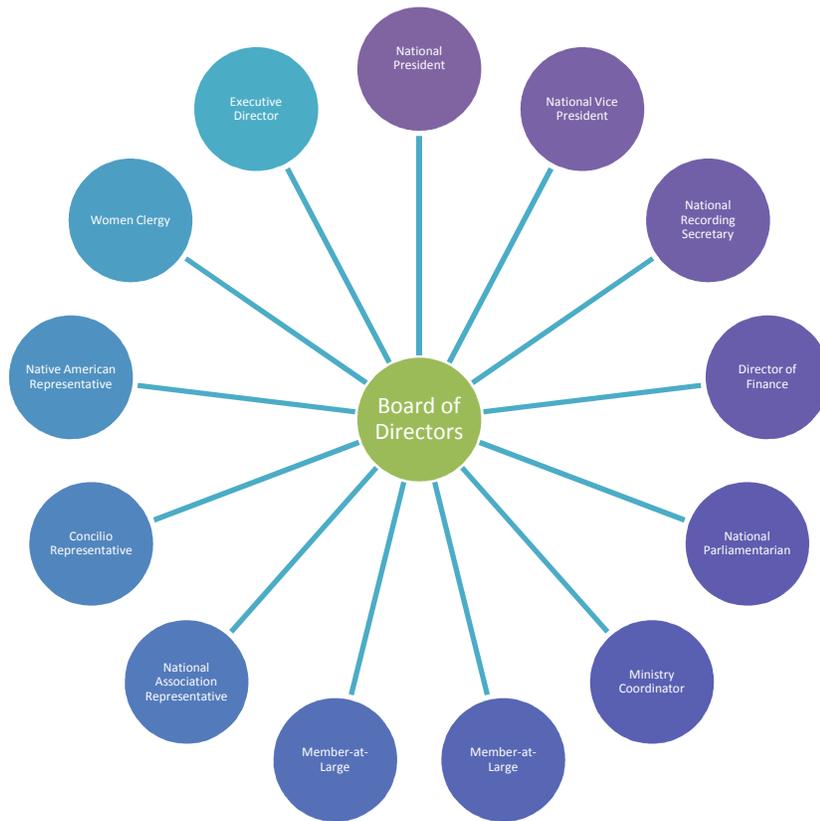
Pastor Connector

Representative of the State Ministry Director/Pastor
Ensures CWC is following the mission of the state ministry

National Structure

Board of Directors Structure (Governing Body of CWC)

At the national level Christian Women Connection will continue to function with a Board of Directors as the governing body and a National Board comprised of the executive team (Board of Directors) and our State Coordinators. The Board of Directors will conduct the business of the ministry, set the vision of the ministry, and identify opportunities for training and equipping leaders. The Board will include representatives of the National Association Women of the Church of God and the Concilio, and will be extended to include a Women Clergy representative and two members-at-large. Following is the model for the Board of Directors.



Christian Women Connection Council

The National Board will be known as the Christian Women Connection Council. The State Coordinators will be members on the Council: to share events occurring at the state level, to vote on Board of Directors recommendations, and participate in setting the vision for the ministry. The Council will meet annually to conduct business, share information and participate in training/leadership development. Following is the model for the Christian Women Connection Council.



National Office Structure

Our National Office will continue to lead the ministry in keeping a focus on missions and identify opportunities for missionary support. The National Office will be a resource for ministry literature and products and be a direct link to our State Coordinators. The communications arm of the ministry will be focused in the National Office (Connection Newsletter, Friday Connection, Social Media, etc.) and the Office will continue to direct the annual Christ Birthday Observance. Following is the model for the National Office.



As you move to fully implement this new structure keep in mind the needs of your local church, your state ministry and build the model from those needs. To assist you in your implementation, job focus sheets have been created. These job focus sheets give the purpose and responsibilities for each position. Keep in mind that your group may have different positions depending on the needs of your congregation. Feel free to use the current job focus sheets as a model when creating new connectors in your ministry. Always remember, our purpose is to “serve Christ through serving women and equipping them for ministry.”

Local Job Focus Sheets

Local Coordinator

Purpose of Position:

The Coordinator shall provide visionary leadership in all areas of the ministry. She shall maintain the long range goals of the local group and promote the total ministry of Christian Women Connection.

Reports to:

Local Women's Ministry Team, Pastoral Staff

Relates Closely with:

All local coordinators and connectors, Pastoral Staff

Persons Reporting to Coordinator:

Local Women's Ministry Team

Continuing Responsibilities

- She shall be knowledgeable of the procedures, function, format and mission of the local, state and national ministries.
- She shall carry out the leadership duties of the local group
- She shall follow the position guidelines as outlined in local bylaws.
- She shall be familiar with parliamentary procedure.
- She shall keep informed of the ministry opportunities, programming and leadership development material distributed by the national office of the Christian Women Connection.
- She shall be a model of servant leadership.

Primary Strengths, Gifts, Talents Required:

She shall have a broad, working knowledge and deep appreciation of the ministry. Her spiritual gifts should include some of the following: administration, creative communication, discernment, encouragement, Faith, knowledge, leadership, and wisdom.

Why Position is Needed:

The Coordinator is the vision caster, morale builder and model of effective leadership for the entire ministry. She organizes and brings the group together. She guides the group and seeks ways to better meet the needs of the women in the congregation and the community.

Benefits to Person Responsible:

This position provides an avenue for modeling servant-leadership. The rewards are not easily measured with a tangible standard. However, the opportunity to influence others for Christ is monumental. (Mark 10:45)

Local Assistant Coordinator

Purpose of Position:

The Assistant Coordinator shall provide assistance to the Coordinator and Women's Ministry Team as requested. In the event the Local Coordinator is unable to fulfill her duties, the Assistant Coordinator shall assume the responsibilities.

Reports to:

Local Coordinator, Local Women's Ministry Team

Relates Closely With:

All local coordinators and connectors; Pastoral Staff

Persons Reporting to Assistant Coordinator:

Those persons or areas of ministry assigned to her responsibility by the Local Coordinator or Ministry Team.

Continuing Responsibilities:

- She shall be knowledgeable of the procedures, function, format and mission of the local, state and national ministries.
- She shall help carry out the leadership duties of the local group as requested by the Coordinator.
- She shall follow the position guidelines as outlined in local bylaws.
- She shall be familiar with parliamentary procedure.
- She shall keep informed of the ministry opportunities, programming and leadership development material distributed by the national office of Christian Women Connection.
- She shall be prepared and available to assume responsibilities of the Local Coordinator in the event of her inability to serve.
- She shall be a model of servant-leadership.

Primary Strengths, Gifts, Talents Required:

She shall have a broad, working knowledge and deep appreciation of the ministry. Her spiritual gifts should include some of the following: administration, creative communication, discernment, encouragement, FAITH, knowledge, leadership and wisdom.

Why Position is Needed:

The Assistant Coordinator is the main support and encourager to the Coordinator. She helps cast the vision, build morale and model effective leadership for the entire ministry. Successful ministry requires a team spirit and an atmosphere of cooperation. A committed and supportive Assistant Coordinator gives strength and freedom to the Coordinator.

Benefits to Person Responsible:

This position provides an avenue for modeling servant-leadership. This position also provides an opportunity to be an “Aaron” to the Coordinator (Exodus 17:11-12).

Local Secretary

Purpose of Position:

The Secretary shall provide the official written record of all business transacted in annual or special called meetings of the local ministry. She shall keep a written history of the activities of the local ministry.

Reports to:

Local Coordinator, Local Women's Ministry Team

Relates Closely with:

All local coordinators

Continuing Responsibilities:

- She shall record official minutes of business meetings of the local group.
- She shall distribute minutes to the local Women's Ministry Team.
- She shall be knowledgeable to recent minutes in order to find the record of any given action.
- She shall keep a permanent record of all minutes.
- She shall be knowledgeable of the procedures, function, format and mission of the local, state and national ministries.
- She shall follow the position guidelines as outlined in local bylaws.
- She shall be a model of servant-leadership.

Primary Strength, Gifts, Talents Required:

She shall have knowledge of basic essentials in good writing and secretarial skills. Her spiritual gifts should include some of the following: administration, creative communication, discernment, encouragement, FAITH, helps, and wisdom.

Why Position is Needed:

The Secretary is a vital member of the leadership team. She keeps the written record of all action taken. She provides a history of the activity of the local ministry. She assists the Coordinator in correspondence and the distribution of information.

Benefits to Person Responsible:

This position provides an avenue for modeling proper secretarial skills and servant-leadership. This position also provides an opportunity to create a written legacy of service available to all those who come behind us. "Let this be written for a future generation, that a people not yet created may praise the Lord." (Psalm 102:18)

Local Finance Coordinator/Local Treasurer

Purpose of Position:

The Finance Coordinator shall provide leadership in promotion of the budget and all special finance projects of the local group and national ministry. She shall provide for the disbursement, record and depositing of funds.

Reports to:

Local Coordinator and Women's Ministry Team

Relates Closely With:

Local Coordinator, State Treasurer, all coordinators and connectors, and Church Treasurer

Continuing Responsibilities:

- She shall help to prepare the local budget for recommendation to the local chapter for approval and adoption.
- She shall recommend fund-raising strategies to the local Women's Ministry Team.
- She shall disburse the funds according to the adopted budget. This budget authorizes the treasurer to pay for all the items therein without further action.
- She shall count, record deposit money from memberships, offerings and all projects immediately. She will then deposit money into the bank approved by the membership and pay bills by check and file all the receipts for audit.
- She shall be responsible to balance the bank account monthly and prepare a report of receipts, disbursements and fund balances for group meetings.
- She shall send contributions (state and national) monthly, to the state Christian Women Connection treasurer, who will forward the funds and or information to the national bookkeeper.
- She shall follow the position guidelines as outlined in local bylaws.
- She shall keep informed of the ministry opportunities and finance projects distributed by the national office of Christian Women Connection.
- She shall be a model of servant-leadership.

Primary Strengths, Gifts, Talents Required:

She shall have a financial background or basic understanding of fund raising. Her spiritual gifts should include some of the following: administration, giving, FAITH, knowledge and wisdom.

Why Position is Needed:

The Finance Coordinator is a vital member of the leadership team. A successful ministry requires financial support. The Finance Coordinator motivates and leads the local group in raising funds.

Benefits to Person Responsible:

The responsibilities of the Finance Coordinator are indeed crucial to the work of Christian Women Connection, in the local, state and national arenas. "...Well done good and faithful servant; you were faithful with a few things, I will put you in charge of many things, enter into the joy of your master." (Matthew 25:21 NASB)

Local Relationship Coordinator

Purpose of Position:

The Relationship Coordinator shall provide leadership in connecting the local group to other women's groups and coordinating mentoring ministries.

Reports to:

Local Coordinator and Women's Ministry Team

Relates Closely With:

Local Coordinator and all coordinators and connectors

Continuing Responsibilities:

- She shall be knowledgeable of the procedures, function, format and mission of the local, state and national ministries.
- She shall promote relationships through special events, mentoring programs and discipleship programs.
- She shall be a bridge builder and able to connect women with each other.
- She shall promote hospitality and a spirit of welcome in the local group.
- She shall follow the position guidelines as outlined in local bylaws.
- She shall keep informed of the ministry opportunities, programming and leadership development material distributed by the national office of Christian Women Connection.
- She shall be a model of servant-leadership.

Primary Strengths/Gifts, Talents Required:

She shall have a broad working knowledge of the ministry and the needs of the local women. She should be a lover of people and able to foster authentic relationships. Her spiritual gifts should include some of the following: relationships, creative communication, discernment, encouragement, exhortation, FAITH, knowledge, and wisdom.

Why Position Needed:

The Relationship Coordinator is a vital member of the ministry team. A successful ministry builds sisterhood and friendships. Women should have a safe place to meet new people and to grow as friends in Christ. The Relationship Coordinator is a catalyst of camaraderie.

Benefits to Person Responsible:

This position provides an avenue relationship building. Someone who loves people and engaging others will find many blessings and rewards in this position.

Local Spiritual Formation Coordinator

Purpose of Position:

The Spiritual Formation Coordinator shall provide leadership in Bible studies, reading and events that promote the spiritual formation of the women in the group.

Reports to:

Local Coordinator and Women's Ministry Team

Relates Closely With:

Local Coordinator and all coordinators and connectors

Continuing Responsibilities:

- She shall be knowledgeable of the procedures, function, format and mission of the local, state and national ministries.
- She shall promote the programming and events of the local group.
- She shall recommend programming material, study guides, books, and resources to the local Women's Ministry Team.
- She shall review and oversee lessons and activities that promote spiritual formation and development.
- She shall promote discipleship and spiritual growth.
- She shall follow the position guidelines as outlined in local bylaws.
- She shall keep informed of the ministry opportunities, programming and leadership development material distributed by the national office of Christian Women Connection.
- She shall be a model of servant-leadership.

Primary Strengths/Gifts, Talents Required:

She shall have a broad working knowledge of the ministry and the needs of the local women. Her spiritual gifts should include some of the following: teaching, creative communication, discernment, encouragement, exhortation, FAITH, knowledge, and wisdom.

Why Position Needed:

The Spiritual Formation Coordinator is a vital member of the ministry team. A successful ministry helps women grow in their faith and become better disciples. The Spiritual Formation Coordinator is a catalyst of learning, spiritual growth and sisterhood within the local group.

Benefits to Person Responsible:

This position provides an avenue for modeling Biblical study, fellowship and servant-leadership. The Spiritual Formation Connector will serve knowing that she has an opportunity to encourage women toward broadening their perspective, global thinking, self-improvement, sisterhood, and discipleship.

Local Service Coordinator

Purpose of Position:

The Service Coordinator shall provide leadership in promotion and coordination of mission work, service projects, and community engagement.

Reports to:

Local Coordinator and Women's Ministry Team

Relates Closely With:

Local Coordinator and all coordinators and connectors

Continuing Responsibilities:

- She shall be knowledgeable of the procedures, function, format and mission of the local, state and national ministries.
- She shall promote the mission and service projects and events of the local group.
- She shall be knowledgeable of the greater mission work of the congregation and Christian Women Connection and look for ways the local group can partner in that mission work.
- She shall recommend service ideas to the local Women's Ministry Team and ways the ministry team can engage the community.
- She shall follow the position guidelines as outlined in local bylaws.
- She shall keep informed of the ministry opportunities, programming and leadership development material distributed by the national office of Christian Women Connection.
- She shall be a model of servant-leadership.

Primary Strengths/Gifts, Talents Required:

She shall have a broad working knowledge of the ministry and the needs of the local women. She should have a passion to serve others and ability to motivate others to serve. Her spiritual gifts should include some of the following: creative communication, discernment, encouragement, exhortation, FAITH, knowledge, and wisdom.

Why Position Needed:

The Service Coordinator ensures that the women's group is a missional group that continually seeks ways to serve the community and world. The Service Coordinator is a catalyst for putting hands and feet to the gospel.

Benefits to Person Responsible:

This position provides an avenue for modeling the call to the serve "the least of these." This position is especially beneficial to those who like to "get things done."

Local Women Clergy Connector

Purpose of Position:

The Women Clergy Connector shall provide leadership in promotion of the women in vocational ministry and offer a voice as one called to the ministry.

Reports to:

Local Coordinator and Women's Ministry Team

Relates Closely With:

Local Coordinator and Ministry Team

Continuing Responsibilities:

- She shall be knowledgeable of the procedures, function, format and mission of the local, state and national ministries.
- She shall support women in ministry and those feeling called to ministry
- She shall recommend ways to equip women for ministry in the local group
- She shall follow the position guidelines as outlined in local bylaws.
- She shall be a model of servant-leadership.

Primary Strengths, Gifts, Talents Required:

She shall have a call to ministry and a passion for advocating for women clergy. Her spiritual gifts should include some of the following: teaching, preaching, administration, FAITH, knowledge and wisdom.

Why Position is Needed:

The Women Clergy Connector is important because the Church of God supports and encourages women in ministry. The local women's group should be one place where women clergy can use their gifts and find support. This position gives a voice to those women.

Benefits to Person Responsible:

This position provides an avenue for women called to ministry. The Women Clergy Connector will receive the blessings of service.

Local Pastor Connector

Purpose of Position:

The Pastor Connector shall be the pastor or an liaison for the pastor to ensure the local group is following the mission of the church/congregation.

Reports to:

Pastor, Local Coordinator and Women's Ministry Team

Relates Closely With:

Pastor, Local Coordinator and Ministry Team

Continuing Responsibilities:

- Shall be knowledgeable of the procedures, function, format and mission of the local, state and national ministries.
- Shall keep the pastor informed about the programming and events of the local group.
- Shall seek the pastor's input for the women's ministry.
- She shall follow the position guidelines as outlined in local bylaws.
- She shall be a model of servant-leadership.

Primary Strengths, Gifts, Talents Required:

The Local Pastor Connector should be passionate about the mission of the entire congregation and the work of the women's group. This person should have gifts of leadership and discernment and a spirit of cooperation.

Why Position is Needed:

The Local Pastor Connector is important because the women's group is one part of the greater congregation and as such, should follow the mission and vision of the church.

Benefits to Person Responsible:

This position provides is a great opportunity for someone who sees the bigger picture and enjoys being a connecting point between two groups.

State Job Focus Sheets

State Coordinator

Purpose of Position:

The Coordinator shall provide visionary leadership in all areas of the ministry. She shall maintain the long range goals of the local group and promote the total ministry of Christian Women Connection.

Reports to:

State Women's Ministry Team, National Christian Women Connection Council

Relates Closely with:

All state coordinators and connectors, National Christian Women Connection Council

Persons Reporting to Coordinator:

State Women's Ministry Team

Continuing Responsibilities

- She shall be knowledgeable of the procedures, function, format and mission of the local, state and national ministries.
- She shall carry out the leadership duties of the state group
- She shall follow the position guidelines as outlined in bylaws.
- She shall be familiar with parliamentary procedure.
- She shall keep informed of the ministry opportunities, programming and leadership development material distributed by the national office of the Christian Women Connection.
- She shall be a model of servant leadership.

Primary Strengths, Gifts, Talents Required:

She shall have a broad, working knowledge and deep appreciation of the ministry. Her spiritual gifts should include some of the following: administration, creative communication, discernment, encouragement, Faith, knowledge, leadership, and wisdom.

Why Position is Needed:

The Coordinator is the vision caster, morale builder and model of effective leadership for the entire ministry. She organizes and brings the group together. She guides the group and seeks ways to better meet the needs of the women in the congregation and the community.

Benefits to Person Responsible:

This position provides an avenue for modeling servant-leadership. The rewards are not easily measured with a tangible standard. However, the opportunity to influence others for Christ is monumental. (Mark 10:45)

State Assistant Coordinator

Purpose of Position:

The Assistant Coordinator shall provide assistance to the Coordinator and Women's Ministry Team as requested. In the event the State Coordinator is unable to fulfill her duties, the Assistant Coordinator shall assume the responsibilities.

Reports to:

State Coordinator, State Women's Ministry Team

Relates Closely With:

All state coordinators and connectors

Persons Reporting to Assistant Coordinator:

Those persons or areas of ministry assigned to her responsibility by the State Coordinator or Ministry Team.

Continuing Responsibilities:

- She shall be knowledgeable of the procedures, function, format and mission of the local, state and national ministries.
- She shall help carry out the leadership duties of the state group as requested by the Coordinator.
- She shall follow the position guidelines as outlined in bylaws.
- She shall be familiar with parliamentary procedure.
- She shall keep informed of the ministry opportunities, programming and leadership development material distributed by the national office of Christian Women Connection.
- She shall be prepared and available to assume responsibilities of the State Coordinator in the event of her inability to serve.
- She shall be a model of servant-leadership.

Primary Strengths, Gifts, Talents Required:

She shall have a broad, working knowledge and deep appreciation of the ministry. Her spiritual gifts should include some of the following: administration, creative communication, discernment, encouragement, FAITH, knowledge, leadership and wisdom.

Why Position is Needed:

The Assistant Coordinator is the main support and encourager to the Coordinator. She helps cast the vision, build morale and model effective leadership for the entire ministry. Successful ministry requires a team spirit and an atmosphere of cooperation. A committed and supportive Assistant Coordinator gives strength and freedom to the Coordinator.

Benefits to Person Responsible:

This position provides an avenue for modeling servant-leadership. This position also provides an opportunity to be an “Aaron” to the Coordinator (Exodus 17:11-12).

State Secretary

Purpose of Position:

The Secretary shall provide the official written record of all business transacted in annual or special called meetings of the state ministry. She shall keep a written history of the activities of the state ministry.

Reports to:

State Coordinator, State Women's Ministry Team

Relates Closely with:

All state coordinators

Continuing Responsibilities:

- She shall record official minutes of business meetings of the state group.
- She shall distribute minutes to the state Women's Ministry Team.
- She shall be knowledgeable to recent minutes in order to find the record of any given action.
- She shall keep a permanent record of all minutes.
- She shall be knowledgeable of the procedures, function, format and mission of the local, state and national ministries.
- She shall follow the position guidelines as outlined in local bylaws.
- She shall be a model of servant-leadership.

Primary Strength, Gifts, Talents Required:

She shall have knowledge of basic essentials in good writing and secretarial skills. Her spiritual gifts should include some of the following: administration, creative communication, discernment, encouragement, FAITH, helps, and wisdom.

Why Position is Needed:

The Secretary is a vital member of the leadership team. She keeps the written record of all action taken. She provides a history of the activity of the state ministry. She assists the Coordinator in correspondence and the distribution of information.

Benefits to Person Responsible:

This position provides an avenue for modeling proper secretarial skills and servant-leadership. This position also provides an opportunity to create a written legacy of service available to all those who come behind us. "Let this be written for a future generation, that a people not yet created may praise the Lord." (Psalm 102:18)

State Finance Coordinator/State Treasurer

Purpose of Position:

The Finance Coordinator shall provide leadership in promotion of the budget and all special finance projects of the state group and national ministry. She shall provide for the disbursement, record and depositing of funds.

Reports to:

State Coordinator and Women's Ministry Team

Relates Closely With:

State Coordinator, State Treasurer, all coordinators and connectors, and National CWC Bookkeeper

Continuing Responsibilities:

- She shall help to prepare the state budget for recommendation to the state chapter for approval and adoption.
- She shall recommend fund-raising strategies to the state Women's Ministry Team.
- She shall disburse the funds according to the adopted budget. This budget authorizes the treasurer to pay for all the items therein without further action.
- She shall count, record deposit money from partnerships, offerings, and all projects immediately. She will then deposit money into the bank approved by the partnership and pay bills by check and file all the receipts for audit.
- She shall be responsible to balance the bank account monthly and prepare a report of receipts, disbursements and fund balances for group meetings.
- She shall send contributions (state and national) monthly, to the National Christian Women Connection bookkeeper.
- She shall follow the position guidelines as outlined in bylaws.
- She shall keep informed of the ministry opportunities and finance projects distributed by the national office of Christian Women Connection.
- She shall be a model of servant-leadership.

Primary Strengths, Gifts, Talents Required:

She shall have a financial background or basic understanding of fund raising. Her spiritual gifts should include some of the following: administration, giving, FAITH, knowledge and wisdom.

Why Position is Needed:

The Finance Coordinator is a vital member of the leadership team. A successful ministry requires financial support. The Finance Coordinator motivates and leads the local group in raising funds.

Benefits to Person Responsible:

The responsibilities of the Finance Coordinator are indeed crucial to the work of Christian Women Connection, in the local, state and national arenas. "...Well done good and faithful servant; you were faithful with a few things, I will put you in charge of many things, enter into the joy of your master." (Matthew 25:21 NASB)

State Relationship Coordinator

Purpose of Position:

The Relationship Coordinator shall provide leadership in connecting the state group to other women's groups and coordinating mentoring ministries.

Reports to:

State Coordinator and Women's Ministry Team

Relates Closely With:

State Coordinator and all coordinators and connectors

Continuing Responsibilities:

- She shall be knowledgeable of the procedures, function, format and mission of the local, state and national ministries.
- She shall promote relationships through special events, mentoring programs, and discipleship programs.
- She shall be a bridge builder and able to connect women with each other.
- She shall promote hospitality and a spirit of welcome in the local group.
- She shall follow the position guidelines as outlined in bylaws.
- She shall keep informed of the ministry opportunities, programming and leadership development material distributed by the national office of Christian Women Connection.
- She shall be a model of servant-leadership.

Primary Strengths/Gifts, Talents Required:

She shall have a broad working knowledge of the ministry and the needs of the state women. She should be a lover of people and able to foster authentic relationships. Her spiritual gifts should include some of the following: relationships, creative communication, discernment, encouragement, exhortation, FAITH, knowledge, and wisdom.

Why Position Needed:

The Relationship Coordinator is a vital member of the ministry team. A successful ministry builds sisterhood and friendships. Women should have a safe place to meet new people and to grow as friends in Christ. The Relationship Coordinator is a catalyst of camaraderie.

Benefits to Person Responsible:

This position provides an avenue relationship building. Someone who loves people and engaging others will find many blessings and rewards in this position.

State Spiritual Formation Coordinator

Purpose of Position:

The Spiritual Formation Coordinator shall provide leadership in Bible studies, reading, and events that promote the spiritual formation of the women in the group.

Reports to:

State Coordinator and Women's Ministry Team

Relates Closely With:

State Coordinator and all coordinators and connectors

Continuing Responsibilities:

- She shall be knowledgeable of the procedures, function, format and mission of the local, state and national ministries.
- She shall promote the programming and events of the state group.
- She shall recommend programming material, study guides, books, and resources to the State Women's Ministry Team.
- She shall review and oversee lessons and activities that promote spiritual formation and development.
- She shall promote discipleship and spiritual growth.
- She shall follow the position guidelines as outlined in bylaws.
- She shall keep informed of the ministry opportunities, programming and leadership development material distributed by the national office of Christian Women Connection.
- She shall be a model of servant-leadership.

Primary Strengths/Gifts, Talents Required:

She shall have a broad working knowledge of the ministry and the needs of the state women. Her spiritual gifts should include some of the following: teaching, creative communication, discernment, encouragement, exhortation, FAITH, knowledge, and wisdom.

Why Position Needed:

The Spiritual Formation Coordinator is a vital member of the ministry team. A successful ministry helps women grow in their faith and become better disciples. The Spiritual Formation Coordinator is a catalyst of learning, spiritual growth and sisterhood within the state group.

Benefits to Person Responsible:

This position provides an avenue for modeling Biblical study, fellowship and servant-leadership. The Spiritual Formation Connector will serve knowing that she has an opportunity to encourage women toward broadening their perspective, global thinking, self-improvement, sisterhood, and discipleship.

State Service Coordinator

Purpose of Position:

The Service Coordinator shall provide leadership in promotion and coordination of mission work, service projects, and community engagement.

Reports to:

State Coordinator and Women's Ministry Team

Relates Closely With:

State Coordinator and all coordinators and connectors

Continuing Responsibilities:

- She shall be knowledgeable of the procedures, function, format and mission of the local, state and national ministries.
- She shall promote the mission and service projects and events of the state group.
- She shall be knowledgeable of the greater mission work of the state ministry and Christian Women Connection and look for ways the state group can partner in that mission work.
- She shall recommend service ideas to the State Women's Ministry Team and ways the ministry team can engage the community.
- She shall follow the position guidelines as outlined in bylaws.
- She shall keep informed of the ministry opportunities, programming and leadership development material distributed by the national office of Christian Women Connection.
- She shall be a model of servant-leadership.

Primary Strengths/Gifts, Talents Required:

She shall have a broad working knowledge of the ministry and the needs of the state women. She should have a passion to serve others and ability to motivate others to serve. Her spiritual gifts should include some of the following: creative communication, discernment, encouragement, exhortation, FAITH, knowledge, and wisdom.

Why Position Needed:

The Service Coordinator ensures that the women's group is a missional group that continually seeks ways to serve the community and world. The Service Coordinator is a catalyst for putting hands and feet to the gospel.

Benefits to Person Responsible:

This position provides an avenue for modeling the call to the serve "the least of these." This position is especially beneficial to those who like to "get things done."

State Women Clergy Connector

Purpose of Position:

The Women Clergy Connector shall provide leadership in promotion of the women in vocational ministry and offer a voice as one called to the ministry.

Reports to:

State Coordinator and Women's Ministry Team

Relates Closely With:

State Coordinator and Ministry Team

Continuing Responsibilities:

- She shall be knowledgeable of the procedures, function, format and mission of the local, state and national ministries.
- She shall support women in ministry and those feeling called to ministry
- She shall recommend ways to equip women for ministry in the local group
- She shall follow the position guidelines as outlined in local bylaws.
- She shall be a model of servant-leadership.

Primary Strengths, Gifts, Talents Required:

She shall have a call to ministry and a passion for advocating for women clergy. Her spiritual gifts should include some of the following: teaching, preaching, administration, FAITH, knowledge and wisdom.

Why Position is Needed:

The Women Clergy Connector is important because the Church of God supports and encourages women in ministry. The state women's group should be one place where women clergy can use their gifts and find support. This position gives a voice to those women.

Benefits to Person Responsible:

This position provides an avenue for women called to ministry. The Women Clergy Connector will receive the blessings of service.

State Pastor Connector

Purpose of Position:

The Pastor Connector shall be the state/area pastor/overseer or a liaison for the pastor to ensure the state group is following the mission of the state/region ministry body.

Reports to:

State Pastor, State Coordinator and Women's Ministry Team

Relates Closely With:

State Pastor, State Coordinator and Ministry Team

Continuing Responsibilities:

- Shall be knowledgeable of the procedures, function, format and mission of the local, state and national ministries.
- Shall keep the state pastor informed about the programming and events of the state group.
- Shall seek the state pastor's input for the women's ministry.
- Shall follow the position guidelines as outlined in bylaws.
- Shall be a model of servant-leadership.

Primary Strengths, Gifts, Talents Required:

The State Pastor Connector should be passionate about the mission of the Church of God and the work of the women's group. This person should have gifts of leadership and discernment and a spirit of cooperation.

Why Position is Needed:

The State Pastor Connector is important because the women's group is one part of the greater state ministry work and as such, should follow the mission and vision of the state ministry.

Benefits to Person Responsible:

This position provides is a great opportunity for someone who sees the bigger picture and enjoys being a connecting point between two groups.

Creating Additional Positions

Your local or state group may discover a need for an additional connector on the ministry team. In this structure, your group has the freedom to create positions as needed. In that event, a job focus sheet should be created for the new position. Below you will find a suggested format.

[Name of Position]

Purpose of Position:

In this area, describe the position and a brief statement of duties.

Reports to:

Who will the person in this position report to?

Relates Closely With:

Who will the person in the position relate to in performing the duties of the position?

Continuing Responsibilities:

- Using bullet points, list the responsibilities and duties of the position.
- Use as many bullet points as needed.

Primary Strengths, Gifts, Talents Required:

Describe the ideal candidate for this position.

Why Position is Needed:

Explain why this position is important and necessary.

Benefits to Person Responsible:

How will this position help the person who will hold it? What will she gain from the experience?