

BEREAN BAPTIST CHURCH

FAYETTEVILLE, NC



Ladies' Ministry Coordinator

Responsible to: Senior Pastor

General Job Description

To assist the Senior Pastor in ministering to the ladies of Berean Baptist Church

Skills and Qualifications

- Must be a member of Berean Baptist Church
- Must be in complete agreement with the church covenant and articles of faith
- Must remain actively involved in outreach and a church ministry
- Must be able to speak to visitors and members about Christ, the Gospel, and Bible topics as needed
- Must be able to pray with visitors or persons attending ministry activities
- Must adhere to the policies set forth in the employee handbook and employee expectations
- Must have excellent communication skills, work well with others, be willing to learn and develop new skills, highly motivated, and detailed oriented
- Must be able to work in MS Office products
- Must be able to meet deadlines and progress without direct supervision
- Must be dependable and reliable
- Prefer a degree in Biblical studies or counseling

Responsibilities

- Attend each Ladies' Ministry Steering Team meeting and act as the Ladies' Ministry liaison reporting back to the Senior Pastor and Church Staff
- Bring to the Senior Pastor's attention any critical family-related issues
- Attend weekly BBC Staff Meetings
- Hold scheduled office hours to counsel with women in the church or assist in Pastoral counseling with women in the church
- Make hospital visits
- Make counseling home visits
- Supervise efforts to mentor and disciple women of the church, helping them to grow spiritually
- Plan and coordinate (with appropriate Sunday School) church-sponsored baby showers and wedding showers
- Provide administrative support to the Ladies' Ministry Steering Team
- Organize and purchase supplies for the Ladies' Ministry events
- Perform all other duties assigned by the Senior Pastor by giving direct support