

## Administrator – Women’s Ministry

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**Team:** Adult Ministries

**Supervisor:** Director of Women’s Ministries

**Status:** Full-time (40 hours) – non-exempt. Some weekend and evening hours will be required.

**Position Overview:**

This position will provide administrative support for Women’s Ministry to maintain an excellent and professional environment in our Adult Ministry programming. Also, this position will develop, drive, and execute organizational systems for the ministry.

**Responsibilities:**

- Develops and manages registrations and room reservations for Women’s Ministry events and programming using church management software (Planning Center).
- Orders and organizes supplies for Women’s Ministry programming and special events.
- Manages financials and budgets for Women’s Ministry programming and special events.
- Supports Women’s Bible Studies by preparing for leader trainings, communicating with participants, recruiting volunteers, and maintaining a welcoming study environment.
- Assists in the communication, organization, and execution of all Women’s programming.
- Assists in the support of Women’s retreats and special events.
- Works closely with Adult Ministry staff for event promotion and communication.
- Works closely with the Women’s Ministry Director to execute vision for the ministry.
- Ensures that all ministry literature (including digital files/resources) are current, organized, and accessible.
- Serves as the first point of contact for congregants, promptly answering their questions and connecting them to Women’s Ministry staff and programming as needed.

**Position Requirements:**

- An active and growing relationship with Jesus Christ with a passion to see people reached for Christ
- A positive team player who is marked by optimism and enthusiasm
- Exceptional organizational skills with an appreciation for details
- Proficiency in computer software – Word, Excel, M365 Suite
- Ability to learn new church software system (Planning Center)
- Excellent oral and written communication skills
- Promptness, both in office setting, as well as in responding to emails, phone calls, etc.
- Previous administrative experience



## STRATEGIC FRAMEWORK

**Vision/Purpose:** Connecting the world with God and one another.

### MINISTRY VALUES

1. Bringing glory to God and reaching people for Jesus Christ drives everything we do
2. All of our ministries are to be Biblically sound, culturally relevant, and supported with prayer
3. God's Word is truth and we trust it above anything else to make a lasting impact on those we touch
4. Individual and corporate worship is critical to our spiritual health and relationship with God
5. Our fellowship is focused on shepherding and caring for one another
6. Our evangelism is driven by a sincere burden for all people and is worldwide in its impact
7. Our ministry is done with excellence and sense of urgency because it honors God and inspires people
8. We will never lose sight of our vision

### MINISTRY PHILOSOPHY

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| <b>Simple Purpose, Simple Church</b>             | Our purpose is simple: Connecting the World with God and One Another. Our church structure, programming and ministries will follow our simple discipleship process. All we do will be understandable and easily accessible. We will strive to have a minimum amount of bureaucracy.  |
| <b>Strategic and Effective</b>                   | We minister with a sense of urgency; the stakes are heaven and hell for the people we serve. Everything we do will be strategically planned, focused on the vision and measured for outcomes. Our measure of "success" will be conversions, baptisms, spiritual growth and maturity, and the completion of the Great Commission.   |
| <b>Felt Needs First, Prescribed Needs Second</b> | We will seek to meet people's felt needs first, then move people to the "prescribed" needs outlined in the Bible.  |
| <b>Come and See – Go and Be</b>                  | We will partner with the congregation in doing Kingdom work. The staff's role will be to provide a clear vision and effective programming. The congregation's role will be to invite people to come and experience what God is doing through Alliance Church and eventually engage in the discipleship process. We also encourage ministries and individuals to "go and be" the reality of Jesus Christ by sharing Christ's love through personal evangelism, community service, and world missions. |
| <b>Healthy Relationships</b>                     | We work together as a team. We keep short accounts, will not let conflict simmer, and have a never-ending focus on the vision. We will maintain a broad view and will not tolerate turf wars or personal kingdom-building.   |
| <b>Servant Leadership</b>                        | We have a towel over our arm at all times. We have a positive attitude of joyful, humble service towards each other and the people we serve in and outside of our church.  |
| <b>Stronger Together</b>                         | We will be a ministry that strategically and intentionally integrates ministries so they link together to produce healthy disciples of Christ that can advance the Kingdom as one.   |
| <b>Complementarian</b>                           | Men and women equally share in the blessings of salvation; nevertheless, based on Scripture, some governing and teaching roles within the church are restricted to men.  |
| <b>Healthy Leadership</b>                        | We are healthy, high-capacity individuals. We maintain our spiritual, emotional, relational, mental, and physical health by keeping priorities straight. We live up to our commitments to others and live lives of integrity, at home, at church, and in the community.  |
| <b>Equip Future Leaders</b>                      | We will train, equip, and empower young leaders in all ministries to remain relevant and effective, both for today, and for future generations.  |