

JOB DESCRIPTION - REGIONAL COORDINATOR DISCIPLE WOMEN'S MINISTRIES

1. Lend leadership and support to Nebraska Disciple Women's Cabinet
 - a. Assist cabinet president in preparing meeting agendas
 - b. Act as catalyst for new ideas, promoting possible changes as needed
 - c. Attend all cabinet meetings
2. Prepare and direct regional meetings
 - a. Assist cabinet in preparing format and establishing presentation teams
 - b. Present study materials prepared through Office of Disciple Women, including Just Women
 - c. Provide a time of fellowship and sharing time for the women of the region
3. Lend leadership and support to Women's Retreat Planning
 - a. Assist in arrangements at retreat site
 - b. Offer suggestions/ideas for program, keynoter, etc
4. Act as liaison and connector with Office of Disciple Women in Indianapolis
 - a. Attend DWLC in person or virtual
 - b. Act as conduit for communications coming from ODW
5. Communicate with women of the region thru various medias about programs, service projects, concerns, ideas...
6. Provide stewardship information and emphasize financial giving of the women
7. In Regional Assembly years, help plan the Disciple Women's participation
8. Seek to identify gifts in the women of the region and present them with opportunities to use those gifts
9. Provide input to the budget committee or the region, regarding the Disciple Women's portion
10. Promote the Disciple Women's opportunities among the women of the Nebraska Region. Suggest Nebraska women who might participate in various ways at Regional Assembly, General Assembly, Inter-regional Retreats or other events of the church regionally and nationally.

Disciples Women's Ministries Coordinator Qualifications

1. **An active member of the Christian Church (Disciples of Christ)**
2. **May be ordained, licensed or a lay person.**
3. **A person who has knowledge of the history and polity of the Disciples of Christ, especially as it relates to women's ministries.**
4. **Preferably a person who has attended General Assembly, Regional Assembly, Inter-regional retreat and regional women's retreats.**
5. **A person who has a vision and enthusiasm for this office within the Regional Church.**
6. **A person who is able to fulfill all the assignments of this position:**
 - a. **Able to write well and use e-mail to send in announcements and reports.**
 - b. **Able to travel to meetings (cabinet, board, assemblies, DWLC, etc.)**
 - c. **Able to motivate, support and encourage volunteers.**
 - d. **A team player.**
 - e. **Able to share and delegate responsibilities.**