



DEPARTMENT OF WOMEN WASHINGTON STATE JURISDICTION, COGIC

MOTHER GWENDOLYN LAWSON TOWNSEND
JURISDICTIONAL SUPERVISOR OF WOMEN

BISHOP ALVIN C. MOORE, SR.
JURISDICTIONAL PRELATE

WSJWOMEN ADMINISTRATIVE FACILITATORS

Overseer of the Multitude Ministries which are the heartbeat of this Jurisdictional Department of Women

JOB DESCRIPTION:

The primary role of the WSJWomen Administrative Facilitators is to understand and execute the vision of the Jurisdictional Supervisor in the various areas of service within this Department of Women. This includes, but is not limited to, supporting, identifying and recommending team members, participants, tools, and strategies to ensure an effective and excellently delivered program within every part of the work of the Administrative Staff of this Department.

Administrative Facilitators are selected by the Jurisdictional Supervisor. They serve as an extension of the Supervisor. The administrative work of the Washington State Jurisdictional Department of Women consists of six core Ministries, and these assignments are composed of those appointed who can provide leadership and directives to the various leaders of these Ministries. Each Administrative Facilitator has full responsibility for her Ministry, meets every other month (February, April, June, August, October, and December) with their Ministries Leaders, and communicates directly to the Senior Executive Administrator.

FOCUSED AREAS OF RESPONSIBILITY:

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|------------------------------------|--------------------------------------|
| • Initiatives Ministries | District Missionary Faith Boyd |
| • Training/Preparation Ministries | Evangelist Katherine Boyd |
| • Auxiliaries/Bands Ministries | District Missionary Tonya Wilkins |
| • Units Ministries | District Missionary Flora Nobles |
| • Circles Ministries | District Missionary Bernice Buchanan |
| • WJConvention/Meetings Ministries | Evangelist Dorothy Edwards |

IDENTIFIED PRACTICES FOR ONGOING IMPLEMENTATION

- Sleeves Rolled Up!
- Monthly Zoom Meetings with all ministries in the area
- Mass Text Messages for Communication
- Consistent in-person or phone contact with the ministry leaders for each area team
- FORWARD!

PROJECTED OUTCOMES TO ACHIEVE ONGOING

- Provide exemplary leadership in the focused area
- Encourage the work of each team to advance that ministry efforts
- Make compelling and propelling recommendations that will equip each team in the area ministry for heightened performance
- Leave No Women Behind
- Undergird the vision and work of the Jurisdictional Supervisor in moving the Department FORWARD



INITIATIVES MINISTRIES

WSJW Administrative Facilitator for Initiatives will have an oversight of the following ministries to provide guidance and support to each Initiative Coordinator:

- WITH (Warriors In The House) Prayer Lead: *
- Quarterly Zoom Prayer Coordinator
- Event Prayer Team Coordinator
- 911 Prayer Group Coordinator
- Licensed Mental Health Coordinator
- Pink Diamond Mentoring Program Coordinator
- In-Home & Long-Term Care Coordinator
- WSJW Pastor's Wives V.O.W. Choir Coordinator *

Primary Tech Savy Coordinator

WSJW Administrative Facilitator for Units is responsible for the following:

- Meet with each Initiative Coordinator, review job description, and Communicate the vision of the Supervisor
- Act as a liaison between each Initiative Coordinator and the Senior Executive Administrator
- Receive quarterly administrative report on the activity & functionality of each Initiative
- Provide a bi-annual (June 30th & December 31st) to the Senior Executive Administrator on activity & functionality of each Initiative
- Conduct an annual review of each Initiative with the Senior Executive Administrator

TRAINING / PREPARATION MINISTRIES

WSJW Administrative Facilitator for Training & Preparation will have oversight of the following ministries to provide guidance and support to each Training & Preparation Coordinator:

- School of Missionary Licensing & Certification Dean/Curricula Writer
- Evangelist Missionary Class Instructor
- Deaconess Missionary Class Instructor
- District Missionary & National Evangelist Instructor
- Credential Secretary
- Missionary Examining Proctors Chair

WSJW Administrative Facilitator for Training & Preparation is responsible for the following:

- Meet with each Training/Preparation lead person, review job description, and communicate the vision of the Supervisor
- Act as a liaison between each Training/Preparation lead person and the Senior Executive Administrator
- Receive quarterly administrative report on the activity & functionality of each Training/Preparation ministry
- Provide a bi-annual (June 30th & December 31st) report to the Senior Executive Administrator on activity & functionality of each Training/Preparation ministry
- Conduct an annual review of each Training/Preparation ministry with the Senior Executive Administrator

AUXILIARIES / BANDS MINISTRIES

WSJW Administrative Facilitator for Auxiliaries and Bands will have oversight of the following ministries to provide guidance and support to each auxiliary/band president/coordinator.

- Home & Foreign Mission Band President
- Prayer and Bible Band President
- Purity Band President
- Sewing Circle/Artistic Fingers Band President
- Sunshine Band President

WSJW Administrative Facilitator for Auxiliaries and Bands is responsible for the following:

- Meet with each Auxiliary & Band President, review job description, and communicate the vision of the Supervisor
- Act as a liaison between each Auxiliary & Band President and the Senior Executive Administrator
- Receive quarterly administrative report on the activity & functionality of each auxiliary & band
- Provide a bi-annual (June 30th & December 31st) report to the Senior Executive Administrator on activity & functionality of each auxiliary & band
- Conduct an annual review of each auxiliary & band with the Senior Executive Administrator

CIRCLES MINISTRIES

WSJW Administrative Facilitator for Circles will have oversight of the following ministries to provide guidance and support to each Circle president/coordinator:

- Administrative Assistants'/Superintendents' Wives Circle President
- Pastors' Wives Circle President
- Elders' & Ministers' Wives Circle President
- Deacons' Wives Circle President
- Widowed Clergy Wives Circle President (*At this time: not active/no President*)

WSJW Administrative Facilitator for Circles is responsible for the following:

- Meet with each Circle President, review job description, and communicate the vision of the Supervisor
- Act as a liaison between each Circle President and the Senior Executive Administrator
- Receive quarterly administrative report on the activity & functionality of each Circle
- Provide a bi-annual (June 30th & December 31st) report to the Senior Executive Administrator on activity & functionality of each auxiliary & band
- Conduct an annual review of each Circle with the Senior Executive Administrator

WSJW Administrative Facilitator for Units will have an oversight of the following ministries to provide guidance and support to each Unit Chair and Unit Initiative Coordinator: (* - works during Convention)

- Adjutant Sisters / Servant Sisters / Greeters Chair *
- Business/Professional Women's Federation Chair
- Christian Women's Council Unit Chair
- Church Mothers Unit Chair
- Education Unit/Scholarship Chair *
- Executive Hospitality Unit Chair **
- History (WSJWomen) Unit Chair
- Jurisdictional Hospitality Unit Chair *
- Nurses Unit Chair **
- Overcomer's Unit Chair
- Public Communications Unit Chair *
- Digital Marketing Assistant
- Printed Correspondence Assistant
- Staff Photographer Assistant
- Graphic Design/Event Materials Assistant
- Rescue Squad Federation Unit Chair *
- Sacred Heart Unit Chair (*Benevolence & Acknowledge*)
- Usher Unit Chair *
- We 12 Unit Chair (*Financial Welfare Assistance*) *
- Young Women's Christian Council Chair
- HULDA Club Chair (*Sponsorships & Supervisor's Financial Aide*) *

WSJW Administrative Facilitator for Units is responsible for the following:

- Meet with each Unit Chair, review job description, and communicate the vision of the Supervisor
- Act as a liaison between each Unit Chair and the Senior Executive Administrator
- Receive quarterly administrative report on the activity & functionality of each Unit
- Provide a bi-annual (June 30th & December 31st) to the Senior Executive Administrator on activity & functionality of each Unit
- Conduct an annual review of each Unit with the Senior Executive Administrator

WSJW Administrative Facilitator for WJConvention and Meetings will have oversight of the following ministries to provide guidance and support to each Conventions and Meetings Coordinator:

- 2nd Saturday Women's Gathering Coordinator
- Annual Symposium
- WJC Steering Committee Lead (including * above)
 - WJC Registrar & Task Force Coordinator
 - WJC Experience Team Coordinator
 - WJC Women FORWARD Conference Coordinator (Day 1)
 - WJC Empowerment Coordinator (Days 2 and 3)
 - WJC Scholarship Committee Coordinator
 - WJC Vendors/Exhibits Coordinator
 - WJC Prayer Walk/Outreach Ministry Coordinator
 - WJC Prayer/Scholarship Breakfast Coordinator (Advisory Board President)
 - WJC Banner March Coordinator
 - WJC Showers of Blessings Coordinator
 - WJC President's Luncheon Coordinator (Executive Board President)
- WSJW Ministry of Giving Expediter
- WSJW Marshal and Moderators Coordinator
- WSJW Annual Fundraising Team Coordinator
- WSJW Events Coordinator
- WSJW Altar Ministry Coordinator
- WSJ Minister of Music
- WSJ Musicians Coordinator
- WSJ Security Coordinator
- WSJ Logistics
- WSJ Men's Conference Coordinator

WSJW Administrative Facilitator for WJConvention/Meetings is responsible for the following:

- Meet with each Conventions/Meetings Coordinator, review job description, and communicate the vision of the Supervisor
- Act as a liaison between each Convention/Meetings Coordinator, and the Senior Executive Administrator
- Receive quarterly administrative report on the activity & functionality of each Conventions/Meetings role
- Provide a bi-annual (June 30th & December 31st) report to the Senior Executive Administrator on activity & functionality of each Conventions/Meetings role
- Conduct an annual review of each Convention/Meetings role with the Senior Executive Administrator