

Women in the Church (WIC) or Women's Ministries Leadership Roles

Education

Teach women to apply God's word in their daily lives

Women's Bible Study leaders: Organize both the content and logistics of the weekly Bible study classes. They choose study materials and work with the Education Committee to assure that they are appropriate for our use. The teachers lead Bible studies; small group leaders support and reinforce the lesson and lead prayer; other leaders assure that the facilities and materials are ready each week.

Circle Leaders: Preside at Circle meetings. Minister to Circle members by praying for them and keeping in touch with them by phone, visits or other means. They select a Bible study leader to provide the group with a period of study and devotion. She is responsible for collecting any money that might be submitted for WIC purposes.

Compassion

Equip women to serve one another and the church community through missions of compassion

Mercy Chairperson/s: Coordinates assistance serving the needs of any member of the church during times of illness, births, sorrow, etc. The Chair or Co-Chairs work closely with church staff to be aware of needs as they arise. Once the Chair understands details of what kind of assistance would be welcomed, she contacts a Neighborhood Coordinator who lives in the same ZIP code as the family in need. She may also contact the Care Group leader, Circle Leader or any other coordinator who is likely to know the family well.

Neighborhood Mercy Coordinators use email distribution lists to solicit meals from families nearby. The women who volunteer to bring over a meal or two can either cook it themselves or they can take a frozen meal from the church freezer to share.

Other Mercy volunteers:

- **Make meals for the freezer** for pastors or others to deliver as needed;
- **Send cards of sympathy** and encouragement;
- **Provide rides to church** or occasionally for doctor's visits;

All women and their families are part of Mercy in so far as they help other families in our church congregation during their times of need.

Nursery Coordinator: this person or two partners maintain proper help in the nursery. They act as liaison between the church and the paid staff; hire and fire as needed; recruit volunteers to work in the nursery alongside paid staff. She/they establish rules for nursery helpers and for parents who leave their children in the nursery. Finally, the Nursery Coordinator organizes seasonal cleaning efforts and any décor updates.

Funeral luncheon coordinators. These leaders coordinate a meal for church members who have lost a family member. Riveroaks provides the families with a place to gather, fellowships and eat after a funeral. Once notified by the church staff, the leaders work with the church secretary to solicit help from women in the church, then coordinate their activities and food contributions.

Liaison to Sister Churches. This Mercy position is currently not active. The leader would coordinate programs to be delivered in partnership with other local PCA churches. An example might be parenting classes provided at New Beginnings PCA church. It differs from Missions work in that projects are carried out in service to fellow churchmembers in a sister church, not those outside the PCA.

Community

Encourage women through small groups, fellowship and mentoring

Care Group Coordinator: helps guide who are not in Care Groups into groups that are open and a good fit (close proximity, in the same age range or some other criteria). She keeps Care Group Leaders informed of changes and needs.

Care Group Leaders: Preside at Care Group meetings. Minister to Care members by praying for them and keeping in touch with them by phone, visits or other means. They select a Bible study leader to provide the group with a period of study and devotion. She is responsible for collecting any money that might be submitted for WIC purposes

Hospitality Coordinators: These coordinators organize showers for expectant mothers and brides to be. They arrange for a home to be opened to host the event, publicize the shower, and coordinate food contributions.

Assimilation Coordinator: This leader works closely with the Pastor and visitors, particularly in the Pastor's Class. For people who proceed to become members, she helps make them aware of classes and groups that would help them grow in the church.

Administrative

WIC President: The president helps program initiators plan for programs, communicate them to all women, and lead meetings of women in the church. She appoints leaders for committees and programs as needed. She places notices in the bulletin, newsletter, WIC bulletin board, website, Facebook group or other media as needed. She prepares an annual budget proposal for Session approval. The President acts as liaison with Education Committee for materials used in WIC groups; acts as liaison with a Session member for guidance on proposed programs. She maintains contact with other local WIC leaders, the PresWic President and national PCA WIC or Women's Ministries organization.

Vice President: Presides in the absence of the president. Fills the unexpired term of the president in the event of her resignation. Serves as chair of the Program committee. Serves as an advisor for allocation of the budget. Divides duties with the WIC President as agreed to with the President. She may take on more communication duties, plan the annual women's retreat, summer programs or whatever is decided with the President.