

## ***Women on a Mission***

*...to prepare God's people for works of service,  
so that the body of Christ may be built up...Eph 4:12*

### **Service Member Coordinator**

*Service is responsible for providing for the needs of members of Cross of Glory.*

**Service Member** is comprised of a coordinator appointed to a 2-year term and those assuming the service activities positions under her care. The coordinator nominated by the *Women on a Mission* board and approved by the church Elders, will oversee the service needs for the church and women members of Cross of Glory.

**Service Member** may include the following activity positions:

1. Church / Kitchen - Special Cleaning
2. Food Pantry
3. Kitchen Supplies - Ordering
4. Meals - Congregation
5. Meals - Special Needs
6. New Woman Member Information
7. Plant Care - Indoor
8. Quiet Bags for Children
9. Student Care Packages

#### **This position's responsibility includes:**

- Considered a member on the *Women on a Mission* board, she is encouraged to make every effort to attend monthly meetings.
- She will submit a written monthly report of activities under her care. These reports will be forwarded to the church Elders for review.
- Will communicate with activity heads under her care on a regular basis and collect a report from each for her monthly report to the *Women on a Mission* board.
- Actively encourage women members to become involved in the service projects within Cross of Glory.
- Will communicate and work with the church Elders.
- Lead, encourage, and support activity heads that are under her care.
- Oversee service needs of congregation and those requested by the pastor or church Elders and funnel these needs to the appropriate activity head.
- Create new opportunities to serve the needs of Cross of Glory members.
- Is responsible for filling the activity positions under her care by:
- Responsible for filling the activity positions under her care by:
  - a. ask current position heads if they want to continue
  - b. ask for volunteers
  - c. recruitment.
- Create volunteer sign-up sheets for Kick-Off Sunday in September for any activity position that is not currently filled.
- May review with the *Women on a Mission* board, any activity position that is unfilled to determine to continue or discontinue activity.
- Arrange for bulletin, newsletter, and worship announcements of service activities.