

Covenant Presbyterian Church
Women's Ministry Council Job Descriptions as of 09.13.2026

Covenant Presbyterian Church Women's Ministry Team Job Descriptions

The purpose of the Women's Ministry is that every woman knows Christ personally and is committed to extending His Kingdom in her life, home, church, community and throughout the world. The Women's Ministry should be concerned with the following:

Foster and reflect the fruit of the Spirit across all collaborative efforts for our mutual edification. Deepen understanding of Scripture through spiritual development, prayer and intercession, Christian fellowship, caring outreach to all women, and enhancing church hospitality. Fulfill additional responsibilities as designated and approved by the WM Council or the Session.

Duties and Responsibilities of the Women's Ministry (WM) Council Officers

Responsibilities of Women's Ministry (WM) Council Officers

The WM Council consists of the President, Vice-President, Secretary, and Treasurer. Officers are expected to attend all WM Team meetings and are encouraged to fulfill a two-year term.

Duties and Responsibilities of the Committee Chairs

All Committee Chairs and Co-Chairs are expected to attend WM Team meetings. Women's Ministry Committees at CPC comprise Christian Growth, Historian, Hospitality (including Shower and Meal Coordinators), Special Events, Welcome & Outreach, and Media. Before each WM Council meeting, each Chair must present her area's programs, activities, and future plans to the WM President. Any binding commitments require prior approval before reaching a final agreement with outside parties. Chairs and Co-Chairs are encouraged to fulfill a two-year commitment, with the Co-Chair transitioning into the Chair role at the start of her second year.

I. Women's Ministry President

The President provides overarching leadership to the WM Council, guiding spiritual growth, establishing the yearly vision, and presiding over council meetings. Beyond delegating tasks and supporting council members, she acts as the liaison to the Session Representative and either serves on the TVPWM Council or designates an alternate.

- **Advent Candle Lighting:** Select individuals from the CPC congregation to light the Advent candles, and present the list of candidates to the Session for approval ahead of their November business meeting.
- **Christmas Eve Service:** Arrange for the pastoral staff family to light the candles for the Christmas Eve service. (Historical records of previous lighters may be requested from the church office.)

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II. Women's Ministry Vice-President

In the absence of the Women's Ministry President, she presides over meetings and events, and should the WM President resign, she serves out the remainder of the unexpired term. During her first year as Vice-President, she gains practical experience through a training period and is encouraged to step into the WM President role for her second year. Additionally, she provides ongoing support to the council and committees as needed.

III. Secretary

Keep detailed documentation of every WM Council and general meeting, ensuring copies are sent to team members no later than one week before the next scheduled meeting. Issue calendar invitations to all WM Council members for monthly meetings and scheduled events, integrating relevant activities from PCA and TVP sites.

IV. Treasurer

Monitors expenditures and deposits across all budget categories through regular collaboration with the CPC bookkeeper, reviewing monthly financial statements to report current account balances at monthly WM meetings. Provides auxiliary financial summaries for Special Events as required. Meets with the WM Administrative Team annually in **August** to develop the proposed fiscal budget (with optional participation from the CPC bookkeeper) and submits the finalized proposal to the CPC Administrator by **September 1**. Reminds the CPC bookkeeper each **January** to disburse annual dues to the Tennessee Valley Presbytery Women's Ministry (\$1 per female CPC member age 18 and older). Gathers expense receipts from committee members and oversees reimbursement processing with the church bookkeeper.

V. Christian Growth Chair/Co-Chair

Collaborate with the WM President to review and approve prospective Bible study curricula. Oversee group leaders and acquire required study materials. Manage registration for standard groups and pop-up gatherings, coordinate lobby table volunteers, and ensure all studies and events are publicized 3 to 4 weeks before the term begins. Group leaders manage book orders via the CPC office for optimal pricing, collect book funds (or delegate collection), and transfer payments to the church bookkeeper. Effective January 2026, book fees are set at \$10 each. Christian Growth Chairs coordinate with Special Events, and Hospitality (with task specific subcommittee meetings) to plan details. These events include: the Spring Event, Fall Fellowship/Fall Retreat and the Ladies Christmas Tea.

VI. Historian Chair/Co-Chair

Remember our community as it lives in the Covenant. Ensure photographs are taken during all church events, either directly or by designating a volunteer. Compile these images into an annual photo album, available in either digital or scrapbook format. Hand over all relevant correspondence and historical records to the incoming chair.

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VII. Hospitality Chair/Co-Chair

Demonstrate hospitality through leadership and active service. Recruit a team of volunteers (men and women) to assist with kitchen and hospitality needs throughout the year. Coordinate and collaborate closely with the Church Kitchen Coordinator. Oversee food service, paper goods, and kitchen logistics. The Hospitality Chairs coordinate with Special Events, and Christian Growth (with task specific subcommittee meetings) to plan details. These events include: the Spring Event, Fall Fellowship/Fall Retreat and the Ladies Christmas Tea.

VIII. Special Events Chair/Co-Chair

The Special Events Chair/Co-Chair oversees the planning and execution of events for the women of CPC. The Special Events Chairs coordinate with Hospitality and Christian Growth (with task-specific subcommittee meetings) to plan details. These events include: the Spring Event, Fall Fellowship/Fall Retreat and the Ladies Christmas Tea.

The Chair/Co-Chair determines event dates and locations in coordination with the WM Council, as well as Publicity and Marketing.

IX. Welcome Chair/Co-Chair

Proactively connect with visitors and new members at CPC to share information about Women's Ministry (WM) events, initiatives, and avenues for involvement. Partner with the Pastor's Sunday School class to gather contact information (names, phone numbers, and email addresses) for regular visitors. Maintain regular communication with new members and regular attendees regarding upcoming WM programs, activities, and events. Provide monthly announcements in the Pastor's Sunday School class to introduce yourself, highlight upcoming ministry opportunities, and act as a point of contact for questions about the Women's Ministry.

X. Meal Chair/Co-Chair

Receive and confirm meal requests submitted by pastoral staff, church staff, or the WM Meal Chair. Connect directly with recipient families to identify optimal scheduling and inquire about dietary restrictions or food allergies. Draft and send congregational emails to introduce and promote the meal train. Utilize church freezer meals as necessary, coordinating with the Church Kitchen Coordinator to maintain proper inventory tracking. Attendance at WM Team meetings is optional, though the coordinator will remain on all general WM Team email distributions.

XI. Memorial Meal Chair/Co-Chair

Following the death of a member or regular attendee, the Shepherding Elder will contact the family to offer condolences and inquire about plans for a memorial meal. If no Shepherding Elder is available to handle the meal, the Memorial Meal Chair will take responsibility for coordinating it.

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XII. Shower Chair/Co-Chair (Wedding/Baby)

Reach out to church staff to identify members and regular attendees who are getting married or expecting their first child. Coordinate directly with the Shepherding Elder to organize the shower. If there is no Shepherding elder, the Shower Chair and Co-Chair coordinate.

XIII Marketing Chair/Co-Chair

Gather complete information concerning upcoming women's events and Bible studies. Provide accurate event details and dates for inclusion on the church calendar, acting as the primary point of contact between the Women's Ministry and the Communications Team. Manage, update, and publish announcements on the Women's Ministry Facebook page, or coordinate with a designee to do so.