

## Bethel Church Job Description

**Job Title:** Women's Ministry Event Coordinator  
Temporary Position (December 2025 – June 2026)

**Prepared:** December 2025

### Position Overview

The Women's Event Coordinator plays a vital role in creating warm, welcoming environments for women to connect, grow, and be encouraged. This interim position oversees weekly and seasonal women's ministry events, with a primary focus on Tuesday morning programming and planning the annual spring event, Girls Night Out in May 2026.

Since this is a Christian ministry, any person holding this position shall fulfill the associated responsibilities in a personal and professional manner that provides a positive witness for our Lord Jesus Christ.

### Responsibilities

- **Tuesday Morning (*The Gathering*)**
  - Oversee all weekly operations for *The Gathering*, including room setup, hospitality, tear-down, and on-site coordination.
  - Lead and support the team serving in Tuesday morning children's ministry.
  - Create a joyful, organized, and inclusive atmosphere for all women attending.
- **Spring Girls Night Out Event**
  - Plan and execute the annual Girls Night Out event in May of 2026, including theme development, logistics, and communication.
  - Manage event timelines, recruit volunteers, prepare promotional materials, and facilitate event flow.
  - Coordinate with church staff and ministry partners to ensure alignment and support.
- **Team Support & Communication**
  - Collaborate regularly with the Bethel Women Administrative Assistant for scheduling, communication, and logistical needs.
  - Recruit, equip, and encourage volunteers for Tuesday gatherings and special events.
  - Maintain clear and consistent communication with Craig Johnson and all parties involved in event planning.
- **Administrative & Logistical Coordination**
  - Create and manage schedules, task lists, and event timelines.
  - Secure and organize necessary materials, rooms, and resources for all events.
  - Assist with event promotions, including announcements, printed materials, and digital platforms.



## Qualifications

### Character Qualities

- Spiritual maturity as evidenced by a commitment to Christ and the fruit of the Spirit
- Servant-leader: a gracious spirit and commitment to serving and helping others
- Takes initiative to openly communicate with other staff members and is responsive to others in their communication.
- Personable, courteous, responsive
- Takes initiative to resolve conflict in a biblical manner.
- Teachable
- Confidential
- Team player

### Skills and Talents

- Passionate about cultivating meaningful spiritual community among women
- Organized, dependable, and proactive with strong attention to detail
- Excellent communicator and collaborative team player
- Flexible and able to adapt to changing ministry needs

### Education and Experience

- Experience with event planning or ministry leadership preferred

## Reporting Relationships

### Immediate Supervisor

- Adult-Disciple Making and Care Pastor

### Partners with

- Women's Ministry Administrative Assistant

## Status and Work Schedule

- This is a temporary, part-time position, working approximately 8-10 hours per week.