

## Mission Coordinator for Spiritual Growth Job Description

Pacific Northwest Conference  
United Methodist Women

Each Mission Coordinator shall work actively with the Executive Committee and the other Mission Coordinators to fulfill the PURPOSE of United Methodist Women.

The job calls for a sense of spirituality, the desire to lead others in spiritual development as well as being committed to her own spiritual development.

### **SHE SHALL**

Chair the Conference Spiritual Retreat every two-years

- Develop a “Theme”, decide on date, select Retreat Leaders/Leader, place or location, Registrar, registration form, fees, cost, music, and other details
- Enlist leadership and work with conference team to plan retreat.

Lead devotions at all meetings and have the willingness to work with the team to fulfill the need for spiritual and devotional leadership where needed.

#### 1. At PNW UMW Executive Meetings

- Create a focus / worship center
- Opening devotions (may consist of prayer/reflection/ music/worship/bible study, etc.)
- Grace at mealtimes

#### 2. Mission U: Morning Praise, Vespers, worship/meditation room. Grace at mealtimes (does not always mean a prayer, may be a scripture on tables, etc.) May ask for help with any or all of these functions.

#### 3. Conference Annual Meeting

- Work with Vice President in preparation of Worship, Bible Study, altar focus, music, etc. (Does not mean lead the Bible Study oneself)

#### 4. May ask others to assist in the above activities.

- Contact District Mission Coordinators for Spiritual Growth four times a year by letter or e-mail to give support, share information from United Methodist Women’s National Organization and enlist their help where needed.
- Conduct training at least annually for District Spiritual Growth officers in conjunction with Annual Meeting.

#### 5. Write articles for *The Sharing Line*.

#### 6. Be aware of any budget needs you may have for your mission area, so they can be presented to the Team when the Conference Budget is discussed.

#### 7. Prepare a written report of activities for each Conference Executive Meeting, emailing to all members and giving a hard copy to those without email.

#### 8. With other Mission Coordinators and Social Media Coordinator, plan a Young Women’s Event when/as determined by the Executive Team

#### 9. Serve on the following committees: Executive, Program and Mission u.

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## RESOURCES

- Response Magazine, New World Outlook, Program Book, Reading Program and Prayer Calendar. pnwumw.org website
- Travel and other expenses related to the job are reimbursed according to the Standing Rules. Overnight stays may be required.

## TERM OF OFFICE

The term of office is for two years. A second two year term may be offered. No one may serve more than two terms in any office.

## RESOURCES

The conference will reimburse travel and other expenses related to the job according to the Standing Rules. Overnight stays may be necessary.

## MEETINGS—ATTENDANCE REQUIRED

- Executive, Nominations, Finance 1.5 days in January, April, July, October
- Spiritual Retreat 2 days in April every other year
- Mission u 4 days in July
- Mission U Committee Meeting Usually before Executive Committee
- Annual Meeting/District Leadership Development 1.5 days in October

## OTHER MEETINGS/EVENTS—ATTEND IF POSSIBLE

- Leadership Training (first time officer-one time only) 3 days + travel in November
- District Executive Committee
- District Annual Meeting
- District Spiritual Retreat every other year
- Local Unit Executive Committee

## OTHER MEETINGS AND EVENTS—NOT REQUIRED

- Assembly 4 days + travel every 4 years (2018 etc.)
- Jurisdiction 4 days + travel every 4 years (2020 etc.)