



Job Description

Arizona Disciples Women's Ministry Coordinator

Title: Arizona Disciples Women's Ministry Coordinator
Start Date: September 1, 2025
Hours: Salary based on 10 hours per month plus events
Reports To: Regional Minister and President

POSITION SUMMARY:

The Arizona Disciples Women's Ministry (DWM) Coordinator provides coordination, resourcing, and direction for Women's Ministries of the Arizona Region and its congregations and leaders.

ESSENTIAL DUTIES AND RESPONSIBILITIES

DWM Moderator and Leadership Team

1. Is a co-worker with the DWM Moderator and supports the DWM Moderator in every way possible. These two must serve as a team.
2. In cooperation with DWM Moderator and the Regional Minister and President, recruit members to serve on DWM Leadership Team.
3. In cooperation with DWM Moderator set time and place of meetings, including plan agenda and responsibilities as appropriate; make arrangements for zoom meeting or lodging/meeting space and meals.
4. In cooperation with DWM Treasurer, the Arizona Regional Ministry Administrator, and DWM Leadership Team, manage and oversee DWM budget and funds

Event Coordination:

1. In cooperation with DWM Leadership Team, plan & promote annual Fall Retreat (2nd full weekend in September in Prescott)
2. In cooperation with the DWM Leadership Team, plan, promote, and oversee all Arizona DWM events, currently to include annual retreat and spring event:
 - a. Handle all aspects of the event with the host site (contracts, financial details, coordination between host site and Region),
 - b. Coordinate details with Regional Staff and appropriate DWM Leadership Team members, and
 - c. Troubleshoot in general any issues prior to, or at the event.

Regional Responsibilities & Representation:

1. Serve on as the Staff Member on the DWM Leadership Team
2. Attend Regional staff meetings as requested
3. Attend Mission Focus Team meetings (1-2 a year) & submit requested report on status of DWM
4. Attend Regional Assemblies
5. Attend other Regional events as possible
6. Submit annual self-evaluation
7. Work with Regional Ministry Administrator on communication, publicity, DWM Facebook page, finances, record keeping, and event registration
8. Schedule all DWM events and meetings on Regional calendar in coordination with Regional Staff considering other Regional events and meetings
9. Consult with local congregational DWM groups/coordinators as needed
10. Represent AZ DWM by attending General Church, Tri-Regional, and WRIM meetings/events
 - a. IDWM/DWLC Cabinet meetings/events (normally bi-annually in Indianapolis, off years on-line)
 - b. WRIM DWM meetings/events (as needed)
 - c. Tri-Regional DWM meetings/events (normally online every other month)
11. Be informed of and share with AZ DWM groups any resources and events from General Church on Women's Ministry
12. Other duties as assigned

REQUIRED SKILLS AND ABILITIES

- ❖ Self-directed and goal-oriented, as informed by organizational needs and mission; able to prioritize and multitask meeting deadlines and a demonstrated resourcefulness in setting priorities
- ❖ Understanding of and commitment to the mission of the Region

- ❖ Understanding of and our Regional commitment to becoming an inclusive church through reconciliation, recognizing racism, and dismantling oppressive structures
- ❖ Understanding of Arizona DWM's call to live out the call in Micah 6:8; growing regularly in knowledge and understanding through worship and bible study.
- ❖ A commitment to justice and equity; including experience working with persons from diverse cultural, social, and ethnic backgrounds including appreciating historical contexts, discerning nuances of relationships and power dynamics, understanding racial/ethnic realities, and respecting community needs and desires
- ❖ Ability to speak comfortably in front of groups
- ❖ Ability to work well in collaboration with others
- ❖ Attention to detail is a must
- ❖ Proficient with technology and web-based platforms
- ❖ Flexibility and willingness to travel and work evenings and weekends as required

EDUCATION/EXPERIENCE

- ❖ Experience with Disciples Women's Ministry (congregational or Regional) in Arizona or another region

WORK ENVIRONMENT

- ❖ This position is deployed, but restricted within the geographic area of the Region.
- ❖ This position often requires prolonged periods of sitting and working at a computer
- ❖ Extensive use of technology required and proficiency is necessary

PHYSICAL REQUIREMENTS

- ❖ The ability to effectively communicate in person, on the telephone, through online media, and in front of large groups of people
- ❖ Occasional need to lift work materials

TRAVEL REQUIRED

- ❖ Willingness to travel within the Region's geographic area for Regional events and to visit with congregational DWM groups/leaders
- ❖ Willingness to travel for IDWM/DWLC, WRIM, and Tri-Regional meetings/events

SALARY & BENEFITS

- ❖ \$6000 annual salary (paid twice per month)
- ❖ Professional Expenses - budgeted by the DWM Leadership Team (2025: \$1015)
 - Mileage Reimbursement (at the published IRS Employee Rate)

- Travel (including lodging and meals)
- ❖ Office Expenses - budgeted by the DWM Leadership Team
 - Supplies for at home printing and other office/administrative supplies
- ❖ As a staff member of the Region you become eligible for various offerings of the Pension Fund of the Christian Church (pensionfund.org)

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION STATEMENT

The Christian Church (Disciples of Christ) in Arizona is an Equal Opportunity Employer. The Christian Church (Disciples of Christ) in Arizona endeavors to provide equal opportunity for all individuals in its hiring, promotion, compensation and employment practices. Organizational decisions regarding hiring, promotion, compensation and human resource practices will be based upon a person's qualifications and/or performance without regard to race, color, creed, national origin, sexual orientation, disability, pregnancy, age, gender, gender identity or gender expression, genetic information, military status, or religion, except where religion is a bona fide occupational qualification. This policy extends to every phase of the employment process including: recruiting, hiring, training, promotion, job assignment, compensation, benefits, transfers, reductions in force, terminations, and organization-sponsored educational, social, and recreational programs.

TO APPLY:

To apply for this position please submit 1) **a letter of interest** and 2) and **up-to-date resume** in a PDF format to region@azdisciples.org with **DISCIPLES WOMEN'S MINISTRY COORDINATOR** in the subject line.

DEADLINE: SATURDAY, MAY 31

QUESTIONS: Contact the Regional Office at region@azdisciples.org.