

UTAH-IDAHO SBC POSITION DESCRIPTION

Basic Function:

To encourage, support, and assist churches of the Utah-Idaho Southern Baptist Convention by working together to fulfill Christ's Great Commission.

To develop and maintain the ministries related to women in mission education and outreach as well as assisting women in Christian growth and ministry.

Position Assignment:

Title: Women's Consultant
Recommended by: Executive Director and the Administrative Committee
Employed by: The Executive Board

Working Relationships:

Reports to: Executive Director

Supervisory Responsibilities:

Administrative Assistant (shared by other staff members)

Responsibilities:

1. Work with the Utah-Idaho SBC State Staff in planning, preparing, promoting, and providing quality materials, events, and resources in support of the Convention's stated purpose and Long Range Plan.
2. Provide state-wide strategy, consultations, resources and training in the areas of women's missions, ministries and evangelism.
3. Relate to and cooperate with Woman's Missionary Union, auxiliary to the SBC, LifeWay Christian Resources and the North American Mission Board.
4. Identify and implement ways for associations and churches to provide missions education to all ages.
5. Develop and implement ministry to minister's wives throughout the Utah-Idaho SBC.
6. Assist with promotion, development, and education of the special mission's offerings like International Missions, North American Missions, and State Missions offerings.
7. Assist with training events, conferences, and camps related to the programs of work.
8. Serve as the liaison between the Utah-Idaho SBC and its mission partnerships.
9. Attend national events that are appropriate for the position.
10. Administer the appropriate budget line items for this position.
11. Participate in continuing education for personal improvement and growth.
12. Participate in the scheduled functions, meetings, and other responsibilities of the Utah-Idaho SBC staff members.
13. Perform any other ministries duties as required or assigned.

