

## Training & Preparation ADMINISTRATIVE FACILITATOR

### Administrative Facilitators

Administrative Facilitators are selected by the Supervisor. They serve as an extension of the Supervisor. The administrative work of the International Department of Women consists of five Ministries. These assignments are composed of Missionaries who are capable of providing leadership and directives to the various leaders of the four ministries. These ministries are the heartbeat of the Department of Women.

- Auxiliaries
- Units
- Circles
- **Training & Preparation**
- Conventions and Meetings

Each Administrative Facilitator answers directly to the Sr. Executive Administrator and has responsibility for her Ministry.

\* The **WSJW Administrative Facilitator of Training & Preparation** will have oversight of the following ministries to provide guidance/support to each Training & Preparation Coordinator as desired, needed, and asked for (but not to take the leadership of nor membership in the committees):

- School of Missionary Licensing & Credentialing Dean
- Training Staff Secretary
- Evangelist Missionary Class Facilitator
- Deaconess missionary Class Facilitator
- District Missionary Academy Coordinator
- History Committee Coordinator
- Examining Committee Coordinator

The **WSJW Administrative Facilitator of Training & Preparation** is responsible for the following:

- Communicating the mission/vision of the Jurisdictional Supervisor for the Washington State Jurisdiction of Women to each Training & Preparation Coordinator.
- Meet with each Training & Preparation Coordinator to review job description.
- Act as a liaison between each Training & Preparation Coordinator and the Sr. Executive Administrator.
- Receive a monthly administrative report on the activity & functionality of each Training & Preparation department.
- Provide a quarterly report to the Sr. Executive Administrator on activity & functionality of each Training & Preparation department.
- Conduct an annual review of each Training & Preparation department with the Sr. Executive Administrator.