

CIRCLES 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 six 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 Circles** will have oversight of the following ministries to provide guidance/support to each Circle Ministry President/Coordinator as desired, needed, and asked for (but not to take the leadership of nor membership in the committees):

- Jurisdictional Officers' Wives Circle
- Administrative Assistants'/Superintendents' Wives Circle
- Pastors' Wives Circle
- Elders' & Ministers' Wives Circle
- Deacons' Wives Circle
- Widowed Clergy Wives Circle

The **WSJW Administrative Facilitator of Circles** is responsible for the following:

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