UNITS 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 can provide leadership and directives to the various leaders of the 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 Units Ministries** will have oversight of the following ministries to provide guidance/support to each Unit Coordinator as desired, needed, and asked for (but not to take the leadership of nor membership in the committees):

- Business /Professional Women's Federation
- Christian Women's Council (CWC) Unit
- Church Mothers Unit
- Adjutant Sisters/Greeters Unit/Armor Bearer, Aide Trainer
- Rescue Squad Federation Unit
- Executive Hospitality Unit
- Hospitality Unit
- Hulda Club Unit
- Nurses Unit

- Overcomer's Unit
- Prayer Warriors Unit
- Sacred Heart Unit
- Usher Unit
- We 12 Unit
- Young Women's Christian Council Unit
- Education: Scholarship & Family Resource

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

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