

CORPS MINISTRY POSITION DESCRIPTION  
THE SALVATION ARMY

**Position:**

Women's Ministries Secretary\*

**Ministry Description:**

This person will serve as the coordinator, encourager and leader (or assist CO responsible) for planning with a vision for all Women's Ministries groups. She may be a leader of one of the Women's Ministries groups. She will ensure that all positions are filled and functioning. She will work with and report to the CO (s) responsible for WM programming, and participate in the review by the division as a key local.

She will lead the planning process for coordinating regular and special events, such as Annual Women's Sunday and Annual Women's Ministries Meeting, preparations for camp, etc. She will attend Territorial and Divisional Leadership Institutes when possible and participate in continuous improvement of leadership.

She will participate as a key corps leadership team member, serving on the Pastoral Care Council, Corps Council, and working with the corps vision and goals. She will ensure all WM groups contribute toward Self Denial World Services and other projects.

**Spiritual Gifts:**

Leadership, administration, encouragement

**Talents/Abilities:**

Organizational skills, ability to lead and set vision, ability to plan, set goals and implement them

**Passion:**

The spiritual, social, emotional growth of women in the corps and community

**Shepherd:**

CO and/or another key local leader designated by CO

**Soldiership Required:**

Yes. Commissioned position

**Schedule:**

To be worked out with CO

**Commitment:**

2 years renewable preferred

\* The Assistant Women's Ministries Secretary would help as directed, presumably being trained to potentially become the WM Secretary. A separate position description is not needed.

CORPS MINISTRY POSITION DESCRIPTION  
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**Position:**

Home League Secretary\*

**Ministry Description:**

This woman will serve as the leader for the Home League, the specific fourfold ministry of Women's Ministries. She will ensure that all positions are filled and functioning. If necessary she may temporarily fill in for others, but should make every effort to recruit, train and assist local leaders to participate in successful fourfold programming including the elements of education, service, worship and fellowship.

She should work with and report to the CO(s) responsible for WM programming and the WM Secretary. She should participate in the corps review by the division and assist in preparation of all materials for the review.

She will coordinate the quarterly planning meeting for the Home League and for special events. She will work with the Women's Ministries Secretary in scheduling and planning corps-wide women's events and fundraising efforts. She will attend Territorial and Divisional Leadership Institutes when possible and participate in continuous improvement of leadership for herself and others.

**Spiritual Gifts:**

Leadership, administration, encouragement

**Talents/Abilities:**

Organized, able to encourage others to work together, ability to plan, set goals and help reach them

**Passion:**

Programming for women

**Shepherd:**

CO

**Soldiership Required:**

Yes. Commissioned position

**Schedule:**

To be worked out with CO

**Commitment:**

1 year renewable preferred

\* The Assistant Home League Secretary will help as directed to carry out the responsibilities of the program, and presumably be in training to take the leadership at some time in the future.

CORPS MINISTRY POSITION DESCRIPTION  
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**Position:**

Treasurer  
(for Women's Ministries Groups or for Home League)

**Ministry Description:**

The Treasurer should keep the financial records. She will accept responsibility for all aspects of the finances, follow Salvation Army policy on handling funds, and work with the appropriate staff to assure that the records agree in corps financial statements. She will give a financial report to the group at least annually.

**Spiritual Gifts:**

Administration, giving

**Talents/Abilities:**

Understand simple bookkeeping, and work with corps accountant or CO(s) regarding finances

**Passion:**

Accuracy in detail, record keeping, integrity

**Shepherd:**

WM or HL Secretary

**Soldiership Required:**

Yes. Commissioned position

**Schedule:**

To be worked out with CO

**Commitment:**

2 years renewable preferred

**CORPS MINISTRY POSITION DESCRIPTION  
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**Position:**

Chaplain  
(for Women's Ministries Groups or for Home League)

**Ministry Description:**

The WM Chaplain's responsibility is to influence the spiritual life of the membership by assisting in spiritual emphasis of programs. She should take a special interest in each member, offering prayer and giving encouragement, aiding with the visitation of absentees, and keep members current on prayer requests. She should contribute to worship in meaningful ways when the group meets – through devotionals, spiritual gifts or specific reference. She should be faithful in Sunday worship at the corps or her local church, and set a good example through her personal spiritual life and refer important spiritual needs to the Cos. She will assume responsibility in the absence of the worship chairperson, chair a prayer committee, serve on the Quarterly Planning Council, as well as familiarize herself with the "Guidelines for Women's Ministries".

**Spiritual Gifts:**

Discernment, wisdom, knowledge, intercession

**Talents/Abilities:**

Be a student of Christ, present Biblical truths, be able to share faith with others

**Passion:**

Women's spiritual growth

**Shepherd:**

CO, Women's Ministries Secretary

**Soldiership Required:**

Yes, Commissioned - Salvationist

**Schedule:**

To be worked out with CO

**Commitment:**

2 years renewable preferred

**CORPS MINISTRY POSITION DESCRIPTION  
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**Position:**

Membership Chairperson  
(for Women's Ministries Group or for Home League)

**Ministry Description:**

The Membership Chairperson will seek to interest every participant in the Women's Ministries activities into further fellowship by nurturing the desire to become a member initially of the Women's Ministries, and eventually of The Salvation Army, as a soldier. The Chairperson constantly evaluates outreach efforts and the links to membership, coordinating with the Corps Recruiting Sergeant as appropriate. The Chairperson encourages members to recognize their individual responsibility to create an atmosphere where visitors and newcomers will feel comfortable in the fellowship of the Women's Ministries. She will examine corps rolls (with approval of CO(s) to gather contact information for prospective members of Women's Ministries. She serves on the Quarterly Planning Council.

Gather information and manage – insure all contact information is received, updated and managed

**Spiritual Gifts:**

Hospitality, encouragement

**Talents/Abilities:**

Friendly, likes meeting new people

**Passion:**

Vision of growth

**Shepherd:**

CO, Women's Ministries Secretary

**Soldiership Required:**

No, Commissioned or Warranted

**Schedule:**

To be worked out with CO

**Commitment:**

2 years renewable preferred

An Assistant can be given to each aspect of the Four Fold

- Worship
- Service
- Education
- Fellowship

CORPS MINISTRY POSITION DESCRIPTION  
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**Position:**

Program Chairperson  
(for Women's Ministries Groups or for Home League)

**Ministry Description:**

The HL Program Chairperson is to assist the HL Secretary in carrying out the fourfold program by chairing the Program Committee, consisting of the four leaders of: Worship, Education, Fellowship, and Service. She should always be aware of program needs, vision for the various elements, and be effective in coordinating those responsible for the programs as prepared. She should be able to step in and help if there is a breakdown, but work to prevent that as much as possible. She will keep updated resource material for programs available, continually searching for new ideas and serves on the Quarterly Planning Council, familiarizing herself with the "Guidelines for Women's Ministries".

**Spiritual Gifts:**

Creativity, leadership

**Talents/Abilities:**

Ability to plan and carry out details

**Passion:**

Creative programming

**Shepherd:**

Home League Secretary

**Soldiership Required:**

No, Commissioned or Warranted

**Schedule:**

To be worked out with CO

**Commitment:**

2 years renewable preferred

CORPS MINISTRY POSITION DESCRIPTION  
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**Position:**

Women's Outreach Ministries Leader

**Ministry Description:**

The Focus Group Leader is responsible for a Focus Group formed to meet a specific need or interest in Women's Ministries. It is possible to either assign one person to establish the groups, coordinating several Focus Groups under the interest of Women's Ministries, or to find individual leaders for specific groups. She will ensure that the Focus Group is carried out, be responsible for the funds of the group, and commitments. If possible, she will engage other women in helping with the logistics of the group. She will encourage the women, showing concern for their spiritual, emotional, social and physical well-being. She will seek ways to invite and incorporate new women into the group, keeping accurate records of attendance, addresses, etc. She will coordinate her programs and plans with the Women's Ministries Secretary and the CO(s).

**Spiritual Gifts:**

Leadership, encouragement, helps

**Talents/Abilities:**

Organization, creative, compassionate, encourage others, knowledge of subject, leadership skills, and friendly

**Passion:**

Women's interests, programming, ministry

**Shepherd:**

CO, Women's Ministries Secretary

**Soldiership Required:**

Not required. Can be a Christian laywoman

**Commitment:**

Length of Focus group if it is an "as needed" venture. Otherwise, 1 to 2 years renewable

CORPS MINISTRY POSITION DESCRIPTION  
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**Position:**

Community Outreach Leader

**Ministry Description:**

The Outreach Leader will be responsible to plan and implement methods for reaching women who are not currently members of a women's ministry group, and/or are unchurched. She will find ways to bridge with non-Christians, helping them to find spiritual comfort, fellowship and purpose. Where possible, she will use all the resources available to offer creative and meaningful methods of reaching women in a holistic manner. She will coordinate her programs and plans with the Women's Ministries Secretary and CO(s).

Fellowship with new women.

**Spiritual Gifts:**

Encouragement, evangelism, serving

**Talents/Abilities:**

Creative, compassionate, and relational

**Passion:**

Caring for women, evangelism

**Shepherd:**

CO, Women's Ministries Secretary

**Soldiership Required:**

Not required. Can be a Christian laywoman

**Schedule:**

To be worked out with CO

**Commitment:**

1 to 2 years renewable



OTHER HOME LEAGUE CORPS MINISTRY POSITIONS MAY INCLUDE:

**Position: Home League Recorder**

The chief duties of the Record Sergeant are:

Maintain Home League membership attendance records

Fill in weekly Home League meetings and attendances on corps statistical reports

Report absentees to the Home League Secretary for the purpose of visitation

Write minutes of the weekly meeting, which are to be read the following week and kept on file for a permanent record

Keep a Home League history book

Assist the Home League Secretary in compiling the annual report of the League's work

Serve on the Quarterly Planning Council and take the minutes of the meeting

Keep attendance record and other records necessary for territorial and divisional promotional activities

**Position: Home League Membership Sergeant**

(If warranted, title is **Home League Membership Chair**)

The chief duties of the Home League Membership Sergeant are:

Seek to interest every potential member in league activities, and draw each into the warmth of fellowship, thereby kindling the desire to become a member

Encourage members to recognize their individual responsibility to create an atmosphere in the fellowship of the league

Examine corps rolls (with approval of Corps Officer) for contacts for potential Home League members

Work closely with Visiting and Welcome Sergeants in securing names of prospective members

Serve as Chair of Membership Committee

Serve on the Quarterly Planning Council

## **Position: Home League Greeter**

(If warranted,– one or more may be appointed)

The chief duties of the Home League Welcome Sergeant are:

Welcome all visitors and newcomers, properly introducing them and taking special interest in them during the meeting, as well as encouraging future visits

Endeavor to make everyone feel at home

Promote follow-up of visitors and newcomers in cooperation with the Visiting Sergeant under the direction of the Home League Secretary and Corps Officer

Visit the sick and/or other absent members under the direction of the Home League Secretary as opportunity is afforded

Serve as Chair of the Welcome Committee

Serve on the Quarterly Planning Council

## **Position: Home League Visitation Coordinator**

The chief duties of the Home League Visitation Sergeant are:

Devote time to weekly visitation

Visit sick and absent members and others as requested by the Home League Secretary. Also, undertake house-to-house visitation for purpose of securing new members

Keep a record of all visitation. Give brief report at the next meeting and submit written report to the Home League Secretary

Serve as Chair of Visitation Committee

Serve on Quarterly Planning Council

## **Position: Home League Hostess**

The chief duties of the Home League Hospitality Sergeant are:

Supervise refreshments, working cooperatively with the Home League Secretary and Corps Officer

See that those appointed as hostesses carry out their responsibilities

Plan for any breakdown and arrange substitution when needed

Serve as Chair of Hospitality Committee

## **Position: Home League Correspondent** aka **SUNSHINE SERGEANT**

The chief duties of the Home League Correspondent are:

Write to absentees and keep in contact with members

Take care of correspondence relative to the league's program, which may include invitations, courtesy and thank you notes, and also cards remembering birthdays, the sick and the bereaved

Submit publicity to the media as prepared by the Program Chair

Send reports to the *War Cry* and territorial news publications with approval of the Corps Officer

Serve as Chair of Publicity Committee

## **Position: Home League Librarian**

The chief duties of the Home League Librarian are:

Be responsible for song books

Circulate Salvation Army periodicals such as the *War Cry* and Home League newsletter

Keep records for the loaning or renting of books where there is a Home League library

File Home League program materials

## **Position: Home League Music Coordinator**

The chief duties of the Home League Chorus Leader are:

Train Home League singing group to take part in Home League meetings and special events

Select music and songs for the group that are appropriate and consistent with Christian principals and beliefs

Ensure that practices do not interfere with Home League meetings or any other corps activities

Report practice attendance under "Home League Other" meetings

## **Position: Home League Organist/Pianist**

The chief duties of the Home League Organist/Pianist are:

Assist as needed with the music

Serve as accompanist for the Home League Chorus