

CORPS MINISTRY POSITION DESCRIPTION  
THE SALVATION ARMY

**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.