



United
Women
in Faith

Job Description
Missouri Conference UWF
Education and Interpretation Coordinator

TITLE: Education and Interpretation Coordinator

CHOSEN BY: Nominated by Committee on Nominations with approval of the Executive Committee of Conference UWF team

TERM OF OFFICE: Elected for a 2-year term.

(Can be reelected for an additional 2 years. Maximum 4 years.)

RESPONSIBILITIES:

1. Assists women in understanding, education, and interpretation of the missions, ministries, and programs of the United Women in Faith.
2. Promotes work of United Women in Faith through educational opportunities, mission studies, local, national, and international opportunities and seminars.
3. Promotes and utilizes printed and digital resources of United Women in Faith, e.g., *response* magazine, newsletters, Facebook, and YouTube.
4. Promote mission giving - local, national, and international.
5. Responsible for Mission Today Planning Worksheets and Report Forms. Other Forms - District E and I Grid Form and District Certificates for the 5 Levels of Goals each unit has completed for the year. The Mission Today Form has 36 items to be completed by units. All Forms are posted on the conference website.
5. Suggestions for changes to Mission Today Criteria items are encouraged by local members and /or district coordinators. Changes would be discussed by District Coordinators and Conference Coordinators and then approved by the Conference Leadership Team. If the changes are made, conference coordinator will need to send information to National Office counterpart.
7. At Annual Meeting, the list of units in each district that received Certificates will be published in the Conference Annual Meeting Program Book.
8. Provides articles for Conference Newsletter (*Mission Voice*) every other month
9. Be available to attend District Events when requested and do a presentation, if requested.
10. Keep a journal or notebook of activities during term to pass on to the next person taking office.

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11. Serves on the following committees -
 - Executive Committee (Leadership Team)
 - Finance Committee
 - Mission u Committee
 - Program Committee
 - May also serve on local and/or district leadership teams with no vote.
12. May have other duties assigned at other Conference events Legislative Event, Mission u, and Annual Meeting.
13. Provides training to District Education and Interpretation Coordinators at the Conference Leadership Training Event.
14. Provides updates and materials throughout the year to District counterparts.

RESOURCES:

- Budget
- United Women in Faith Handbook
- Response Magazine
- National Office Counterpart
- Training opportunities

REPORTS TO:

- Conference Leadership Team

RELATES TO:

- Conference Leadership Team Coordinators
- Local and District Counterparts
- National Office