

# Woman to Woman mentoring

## Mentoring Leadership Team Position Descriptions

*The Woman to Woman Mentoring Ministry is led by a team of eight women committed to providing the women of Westminster Chapel the opportunity to experience joy and growth in their Christian lives by participating in one-on-one supporting and encouraging mentoring friendships.*

### **MINISTER & SPIRITUAL SHEPHERDESS**

#### **Holly Pankratz, Minister to Women**

- Ensure the ministry is biblically sound and glorifies God.
- Develop Mentor Welcome Process to encourage and challenge consistent commitments and growing relationships.
- Provide communication channel to mentors and mentorees for biblical questions and concerns.

### **MINISTRY SHEPHERDESS**

#### **Kathy VanVoorhis**

- Recruit, develop, and oversee leadership and ministry program events.
- Develop individual areas of responsibility with the leadership team.
- Enhance programs for mentor development.
- Enlarge ministry opportunities for participation in a mentoring relationship.

### **MINISTRY SHEPHERDESS, ASSISTANT**

#### **Carol Murphy**

- Coordinate publicity and advertising.
- Assist with preparation of mentoring newsletter.
- Assist with facility needs and issue invitations.
- Keep up-to-date list of all participants and their role(s).

### **MINISTRY RELATIONS SHEPHERDESS**

#### **Marcia Biggs**

- Develop and lead mentor small-group Bible Study Training and Development class.
- Assist with Orientation Coffee, Kickoff, Mentor Training and Brunch as requested.

**NOTE: Each mentor/mentoree team will be assigned to a member of the MLT for regular follow-up to provide encouragement and support.**

### **HOSPITALITY SHEPHERDESS**

#### **Jill Bowles**

- Provide refreshments and decorations, and promote a welcoming, comfortable environment.
- Staff and train the hospitality positions.
- Develop and staff a telephone tree for dissemination of information.

### **TRAINING SHEPHERDESS**

#### **Pat Wills**

- Identify and implement a plan for mentor training and development.
- Develop and staff the Resource Guide information table.
- Arrange for guest speakers as appropriate.

### **PRAYER DAY SHEPHERDESS**

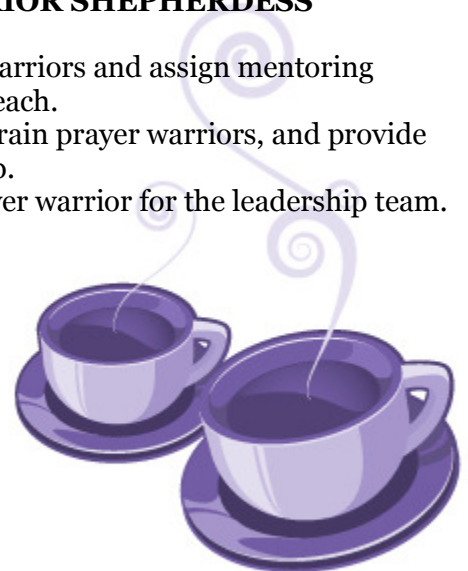
#### **Jorie Gulbranson**

- Welcome women at the Orientation Coffee and help with questions about the profile cards.
- Make prayer day team meeting arrangements.
- Lead the team in praying and matching mentors and mentorees.

### **PRAYER WARRIOR SHEPHERDESS**

#### **Vanita Thomas**

- Recruit prayer warriors and assign mentoring relationships to each.
- Attend Kickoff, train prayer warriors, and provide regular follow-up.
- Serve as the prayer warrior for the leadership team.



*Growing in Christ  
side by side*