

# Local Director Job Description

**Employer:** Child Evangelism Fellowship of South Dakota, Inc.

**Immediate Supervisor:** Local Committee and South Dakota State Director

**Employment Status:** Full-time 30-40hrs/wk

The Local Director performs the development of the Local Chapter and is the primary Ambassador and face of the Local Chapter.

## GENERAL

The Local Director is a member of the Sioux Falls Area Chapter of Child Evangelism Fellowship® of South Dakota. The Director is charged with fulfilling the purpose of Child Evangelism Fellowship, executing and accomplishing the vision of the State Board and USA Ministries and overseeing all aspects of the Local Chapter. The Local Director will work to develop ministry in Minnehaha and Lincoln Counties, promoting CEF programs to individuals, churches, community organizations, and school districts. The Local Director also executes ministry activity within budget, according to policy, and with Biblical character.

## QUALIFICATIONS

1. Possess leadership qualities as found in 1 Timothy 3 and Titus 1.
2. Have a demonstrated love for Jesus Christ and prayer, and an unquestionable passion to reach kids with the Gospel.
3. Be a continual learner, relevant, strategist, love people and demonstrate an understanding of how to lead and build a team that is diverse in skills, experience and culture.
4. Love the local church and other Christian organizations and value them as ministry partners.
5. Have a CMI Diploma or work towards completion of a CMI Diploma by taking a minimum of four CMI Courses per year.
6. Have skills to identify other leaders, organize groups, cast vision and evaluate the ministry programs.
7. Working knowledge of Facebook, Google Drive and Microsoft Office (Word, PowerPoint, Excel)

## MINISTRY

1. Understand that the foundation of ministry is prayer and lead by example in being committed to developing, implementing, improving and growing an effective local prayer program.
2. Actively pursue church partnerships which will fulfill the purpose of CEF: evangelize, disciple and establish the next generation to God and His church.
3. Be able to identify, enlist, equip, develop, and encourage others to become an effective, multi-staff team serving God in this ministry.
4. Be involved in a minimum level of direct ministry with children to maintain an understanding of today's child and to adequately evaluate the effectiveness of CEF programs.
5. Be able to identify students (grades 6 – college) who may be potential CYIA-ers, personally participate in CYIA as assigned by state leadership, and help CYIA become/remain successful.
6. Establish, develop, and improve ministry effectiveness throughout the entire chapter.

## LEADERSHIP

1. Work with the Local Committee in providing vision and strategic plans for evangelizing and discipling all children within the chapter, striving to establish them with local churches.
2. Meet regularly with and lead Ministry Staff and Volunteers to provide encouragement, counsel, and direction.
3. Assist Ministry Staff and Volunteers in developing and evaluating their ministry goals.

4. Encourage the Local Committee to take advantage of committee training opportunities.
5. Work with the Local Committee in raising sufficient funds for the ministry.
6. Annually assess all Ministry Staff.
7. Develop leadership skills in Ministry Staff, Volunteers, and Summer Missionaries.
8. Oversee and constantly evaluate the Teacher Training Program.

#### **ADMINISTRATIVE**

1. Ensure that all CEF policies and procedures are followed and proper governance is maintained.
2. Utilize Neon CRM and Constant Contact platforms to keep accurate and complete records.
3. Work with the Local Committee to develop and submit an annual budget to the state director for state board approval to be implemented January 1 yearly.
4. Ensure that all reports, minutes, communications, money, and donor receipts are submitted as required.
5. Develop awareness of the Chapter and ministries through a variety of networks including Church and Community Partnerships, newsletters, and social media outlets.
6. Communicate accurately about the chapter condition to the State Director and Local Committee.
7. Attend all state-office-sponsored meetings as requested by the State Director or Board.

As a religious organization, Child Evangelism Fellowship is permitted and reserves the right to prefer employees or prospective employees on the basis of religion.

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Signature

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Date signed

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Start Date in this position