

Ministry Coordinator Job Posting

Employer: Child Evangelism Fellowship of South Dakota, Inc.

Immediate Supervisor: The Sioux Falls Area Local Director

Employment Status: Part-time 10-20hrs/wk

The Ministry Coordinator performs the planning, execution, and supervision of a particular ministry, such as after-school Good News Clubs® or 5-Day Clubs®, within the assigned geographical area. This person should be able to plan and analyze, demonstrate organizational skills, and effectively communicate to motivate people.

GENERAL

The Ministry Coordinator is a member of the Sioux Falls Area Chapter of Child Evangelism Fellowship® of South Dakota. The Coordinator is charged with starting CEF ministries (Good News Club® and 5-Day Club®) through church partnerships and training. They will also identify the needs of teachers and hosts — developing plans that will meet the requirements. The Ministry Coordinator will work in cooperation with the Local Director to sustain and expand ministry in Minnehaha and Lincoln Counties. The Ministry Coordinator must have a strong desire to see Clubs operate in a healthy manner and according to the policies and procedures of CEF South Dakota and CEF IHQ. The Ministry Coordinator also executes ministry activity within budget, according to policy, and with Biblical character.

QUALIFICATIONS

1. Be a mature Christian with a demonstrated love of Jesus Christ.
2. In good standing with a local church.
3. Confident about calling to minister to children.
4. Love the local church and other Christian organizations and value them as ministry partners.
5. Willing to abide by the purpose and policies of CEF.
6. 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.
7. Working knowledge of Facebook, Google Drive and Microsoft Office (Word, PowerPoint, Excel)
8. Must have the ability to take the initiative on tasks and maintain a positive, professional attitude.

SPECIFIC RESPONSIBILITIES

1. Work with Local Director to develop teachers and helpers for Good News Clubs through the local churches, as well as teens for the CYIA Training to serve as Summer Missionaries at 5-Day Clubs and other outreaches
2. Interview and screen new volunteers and determine appropriateness for ministry as well as role assigned.
3. Process new and returning Good News Clubs (e.g., prepare facility requests in a timely manner, confirm GNC volunteers, confirm church sponsorship, parent registration forms developed per school).
4. Promote and help with State Retreats, Camps and Trainings as Chaperone, Small Group Leader, Trainer, etc.
5. Oversee the operations of 5-Day Clubs and summer outreaches at events and fairs.
6. Update Local Director regularly on ministry status, concerns, potential problems, keeping excellent documentation on all school and ministry-related matters.
7. Be an Ambassador for the Chapter and actively involved in Chapter fundraising.
8. Work towards completion of a CMI Diploma by taking a minimum of one CMI Course per year.
9. Support ministry activities and work as a team.

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