

Ministry Coordinator Job Description

Position: Ministry Coordinator for CEF Heart of the Palmetto District

Supervisor: Mr. Ron Pruitt, District Coordinator

Work Week Schedule: A typical work week will consist of a minimum of 30 hours understanding some weeks may require responsibilities on the weekend or other times. The employee's schedule may be adjusted accordingly.

Prerequisites:

- Has accepted Christ as their Savior and has demonstrated a solid walk with Christ for a minimum of five year (pastoral recommendation required)
- Has a burden to share the Gospel
- Enjoys children and understands their importance to God
- Trustworthy
- Honorable in conversation and confidentiality, inside/outside the office
- Good inter-personal skills, organizational skills and communication skills
- Self-motivated
- Able to multitask
- Proficient keyboarding, clerical and computer skills – is familiar with email, internet, Dropbox and Microsoft Office software; excel, PowerPoint, Publisher and Word
- Computer graphic skills are helpful but not required

General Responsibilities:

- Help develop New Good News Clubs within the CEF district
- Visit each Good News Club on a regular basis
- Oversee existing Good News Clubs within the district
- Evaluate each Good News Club - reporting back to the District Coordinator on current club happenings and changes needed to bring the GNC into compliance with CEF Policies and Procedures
- Work side by side with current club coordinators to strengthen all aspects of the clubs through knowledge and training (Child Protection, Evangelism, Discipleship & Growth, Church Partnerships, Gospel message in EVERY Bible lesson, the BIG 3 in every GNC!)
- Build and Establish stronger relationships with school leaders, club coordinators, volunteers and school staff
- Plan and help provide more trainings for new volunteers and churches as partnerships evolve
- Start monthly "Lunch and Learns" for GNC coordinators
- Assist and attend (when invited by GNC coordinators) "back to school" nights and/or open houses
- Establish ways to show appreciation to volunteers and schools i.e. birthday/Christmas/encouragement cards, thank you letters, treats, informational pieces, etc.
- Start and maintain a bi-monthly newsletter (6 times a year) for club coordinators, donors and church partnerships
- Keep track of volunteer forms, school forms, club permission slips, and all required paperwork for state office compliance

- Process all volunteer applications and background checks
- Process all volunteer IDs for Good News Clubs
- Keep the district portal and One Drive updated
- Order and divide GNC curriculum for coordinators to pick up
- Develop, maintain and update volunteer database, donor database, church database and follow up for CPP Compliance and yearly application
- Update and maintain CEF Heart of the Palmetto website
- Utilize new and current social media (Facebook)
- Help with fundraisers and attend workshops and other fundraising activities
- Help recruit coordinators as relationships build to take TCE1 to strengthen current clubs
- Develop new visuals, aids and resources for GNCs AND 5 DAY Clubs (CYIA)
- Keep all club coordinators abreast of new CEF Procedure-Policy-curriculum
- Provide director with monthly statistical information and reports from GNCs and CYIA for state office
- Help and promote the Christian Youth in Action (CYIA) Program for our district (summer program)
- Help promote, coordinate and run the summer 5 Day Clubs for CYIA
- Assist director in developing a prayer ministry with prayer coordinators
- Assist director in spreading the vision of CEF through varied opportunities, phone or letter campaigns, personal visits, trainings, etc.
- Assist director in appointment settings, phone calls, create a better filing system, and maintain electronic record files and databases for chapter including dossier upkeep and compliance
- Assist director in organization of public and private records related to volunteer personnel, club enrollment, and state and national required filings
- Begin to enroll in CMI Classes
- Provide input to the director to help develop the yearly strategic plan and budgets
- Assist in any and all other duties and projects as revealed and approved by the director

Understanding and Agreement

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

I have read and agree to comply with this job description as well as the USA Organizational Manual and the SC Operational Manual.

Employee Signature: _____

Date: _____